

Terms of reference (ToRs) for the procurement of services below the EU threshold

Support for potential applicants to funds under the Presidential Youth Employment Intervention (PYEI)	Project number/ cost centre: 20.2210.1-001.00
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0. List of abbreviations

GTCC	General Terms and Conditions of Contract for supplying services and work 2022
BMZ	German Federal Ministry for Economic Cooperation and Development
DEL	National Department of Employment and Labour
DTIC	Department of Trade Industry and Competition
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
LEEF	Local Ecosystem Enablement Fund
NPMN	National Pathway Management Network
NYDA	National Youth Development Agency
NYS	National Youth Service Programme
PMO	Project Management Office
PYEI	Presidential Youth Employment Intervention
S2PYEI	Support to the Presidential Youth Employment Intervention
SMME	Small, Micro and Medium Sized Enterprises
ToRs	Terms of reference
UIF	Unemployment Insurance Fund

1. Context

Project description

On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements the project “Support to the Presidential Youth Employment Intervention (S2PYEI)”. The project supports the Project Management Office (PMO) at the Presidency of the Republic of South Africa in the coordination and implementation of the Presidential Youth Employment Intervention (PYEI).

In doing so, the programme works along two main strains of activity:

- (1) Supporting the PMO in coordinating the PYEI and developing its governance structures and
- (2) Strengthening the capacities of PYEI implementing organisations.

Problem analysis

South Africa is currently the country with the highest official unemployment rate in the world. Young people in particular struggle to enter the labour market – a development which has been further exacerbated by the COVID-19 pandemic. Those young people who do manage to access opportunities tend to zigzag on broken pathways, falling in and out of education and short-term work so that they are unable to realise their potential and gain a foothold in the economy. As a result, the unemployment crisis continues to deepen, and youth unemployment is at its highest level in over a decade.

In response to this challenge, the President of the Republic of South Africa has established the PYEI. The implementation of the PYEI is coordinated by the Project Management Office (PMO) in the Presidency.

The PYEI has different funding mechanisms that will each launch calls for proposals in 2023 to invite applications from private, public and non-profit entities:

- 1) **The National Youth Service (NYS)**, run by the National Youth Development Agency (NYDA), funds non-profit entities that can place a minimum of 3,000 young people in community service activities for 16 hours a week for a duration of up to 6 months. The service is accompanied by capacity building measures to enhance the employability of the participants and enable them to find earning opportunities.
- 2) **The National Pathway Management Network (NPMN) Innovation Fund** is led by the National Department of Employment and Labour (DEL) and seeks to pilot innovative solutions putting the NPMN into practice. The aim is to improve the way young people find learning and earning opportunities, and to reduce the burden of using multiple platforms to find labour-market related information. Successful applicants in the previous round of funding included non-profit entities, academia, national and provincial government entities, and companies.
- 3) **The Local Ecosystem Enablement Fund (LEEF)**, led by the national Department of Trade Industry and Competition (DTIC) and managed by the Industrial Development Corporation (IDC), is aimed at addressing systemic challenges to the entrepreneurial ecosystems in marginalised economies, such as townships or rural areas. The fund will support initiatives by organisations at an intermediary/ meso level – most likely companies and non-profit entities - providing services that improve the ease of doing business for small, micro and medium sized enterprises (SMME). The goal is to enable

more young people to start their own business or become self-employed, and to unleash the potential of SMME to expand their business and create additional jobs.

While several applications submitted for the Innovation Fund and the NYS fulfilled the quality requirements, many organisations struggle writing proposals that will meet the high quality standards expected for awarding funding. Some of the proposals in previous funding rounds were based on interesting and innovative ideas, but in the end the proposals had to be rejected because they did not meet the required formal criteria or quality.

Project approach

S2PYEI seeks to provide support to potential applicants to the three PYEI funding mechanisms mentioned above with a view to improving the number of high-quality proposals submitted. For this purpose, S2PYEI is looking to contract a team of experts that will work potential applicants to align their proposal with the objectives of the respective fund and draft a proposal that meets the formal requirements.

2. Tasks to be performed by the contractor

The contractor is responsible for supporting organisations in developing, drafting and submitting their applications. The goal is to enable the organisations to develop and submit high-quality proposals for the different PYEI funding instruments, but it is not the contractor's responsibility to do the work for the organisations. The expectation is that at the end of the support, there is an improvement in the capacities of the organisation to independently develop successful grant applications.

In supporting the organisations, the contractor will perform the following tasks:

- Assist funding applicants in understanding the requirements for the respective funding mechanisms
- Support the ideation phase and help funding applicants align their project proposal objectives with the fund's objectives
- Support and advise the funding applicants in writing their project proposal
- Support the funding applicants to determine their capacity to deliver on the funding obligations and make recommendations where adjustments are required
- Give guidance to funding applicants on how to resolve issues of business and administrative compliance (registration, tax certificate, UIF etc)

S2PYEI will identify the organisations that will benefit from the support under this contract. The contractor is expected to work with 10 organisations for each of the three calls for applications in 2023, i.e. 30 organisations in total.

The contractor will conduct all activities under this contract after consultation with and taking into account any instructions received by S2PYEI.

The contractor will report any activities undertaken under this contract to S2PYEI. During the period of a call for proposal for any of the PYEI funding mechanisms, the contractor will hold bi-weekly meetings with GIZ in which the progress and activities of the previous two weeks will be discussed. In addition, the contractor will submit a report to S2PYEI after each of the deadlines of submission for the three different funds, and respond to any comments or questions by S2PYEI within 5 working days. Each report will contain the following information:

- The names of the organisations that were supported, and the fund they applied to
- A description of the support provided to each of the organisations (What has been done?)
- The impact of the support provided on the proposal of each organisation (What has improved? Who in the organisation has gained what skills? How is the project idea/proposal better now than it would have been without the support? What steps has the organisation taken as a result of the support that increase the chances of success for its proposal?)
- Any capacity needs identified during the provision of support to the organisation that remain unaddressed and that are critical to the successful implementation under the respective fund

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Supporting organisations in applying to the Innovation Fund 2023	April – June 2023
Submission of draft report on supporting organisations in applying to the Innovation Fund 2023	31 July 2023
Submission of final report on supporting organisations in applying to the Innovation Fund 2023	One week after comments on the draft were received by GIZ
Supporting organisations in applying to the NYS 2023	April – June 2023
Submission of draft report on supporting organisations in applying to the NYS 2023	31 July 2023
Submission of final report on supporting organisations in applying to the NYS 2023	One week after comments on the draft were received by GIZ
Supporting organisations in applying to the LEEF 2023	April – June 2023
Submission of draft report on supporting organisations in applying to the LEEF 2023	31 July 2023
Submission of final report on supporting organisations in applying to the LEEF 2023	One week after comments on the draft were received by GIZ

The support can be delivered remotely. No travel will be required.

Period of assignment: From 01 April 2023 until 30 November 2023.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1) (1.1.1 in the evaluation scheme of the offers). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2) (1.1.2).

The bidder is required to describe the key **processes** for the services for which it is responsible and detail the work steps to achieve the delivery of the services detailed in Chapter 2 (1.4.1).

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master) in Economics, Business Administration, Social Sciences, Politics, Law, or another relevant field
- Language (2.1.2): English language skills at the level of the Cambridge Certificate of Proficiency in English (CPE) or C2 of the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.1.3): 10 years of professional experience in the advisory sector
- Specific professional experience (2.1.4): None
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in South Africa
- Development Cooperation (DC) experience (2.1.7): None
- Other (2.1.8): None

Short-term expert pool with minimum 3, maximum 6 members

Tasks of the short-term expert pool

- Advising the potential applicants in line with the requirements specified in Chapter 2 above

Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with University qualification (Master) in Economics, Business Administration, Social Sciences, Politics, Law, or another relevant field
- Language (2.6.2): All experts with English language skills at the level of the Cambridge Certificate of Proficiency in English (CPE) or C2 of the Common European Framework of Reference for Languages (CEFR)
- General professional experience (2.6.3): 3 experts with 5 years of experience in the advisory sector
- Specific professional experience (2.6.4):
 - 2 experts with 3 reference projects of successfully supporting clients with grant/proposal writing
 - 2 experts with each 3 reference projects supporting clients in developing a project (Where a project entailed both, grant/proposal writing and the development of the project itself, the project will be counted in both of these categories.)
 - 2 experts with each 3 reference projects advising clients on issues of business and administrative compliance (e.g. registration, tax certificate, UIF etc)
- Regional experience (2.6.5): All experts with 5 years of experience in South Africa
- Development Cooperation (DC) experience (2.6.6): None
- Other (2.6.7): None

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 38 expert days

Short-term expert pool: total 270 expert days

Flexible remuneration item

All bidders shall include flexible remuneration of ZAR 100,000 in their bids to allow for flexibility in case of unforeseen developments arising the implementation context.

6. Inputs of GIZ or other actors

Not applicable.

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 6 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days. The number of days and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **17.03.2023**, all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in ZAR.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications,

Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;

b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;

c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or

d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:

a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and

b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**

- **Questions & Answers will be placed on the link provided.**

- **Bids sent via Dropbox and WeTransfer will not be accepted.**