

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

Technical Director Training for Digital Skills for Jobs and Income (DS4JI)	Project number/ cost centre: 18.2132.1-001.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
GTCC	General Terms and Conditions of Contract for supplying services and work 2022
FK	Expert
FKT	Expert days
KZE	Short-term expert
ToR	Terms of reference
BMZ	German Federal Ministry for Economic Cooperation and Development
DHET	Department of Higher Education and Training
DS4JI	Digital Skills for Jobs and Income
GDPR	General Data Protection Regulation
TDs	Technical Directors
TVET	Technical and Vocational Educational and Training
DCDT	Department of Communications and Digital Technology

1. Context - GIZ's Digital Skills for Jobs and Income Program (DS4JI)

The broad-based improvement of quality of vocational training in South Africa is a key area of the German Federal Ministry for Economic Cooperation and Development (BMZ). The Digital Skills for Jobs and Income Project (DS4JI, PN 18.2132.1-001.00, Term: 04/2020 – 03/2024), commissioned to GIZ by **the German Federal Ministry for Economic Cooperation and Development (BMZ)** has four main objectives which aim to increase the employment prospects of young people in various sectors through a combination of the following:

1. access to qualitatively improved and demand-oriented training through integration of digital competences and methods into the training courses of the formal TVET system, at selected TVET colleges with a focus on young people, especially girls and women (Output 1),
2. demand-oriented further training through financial and technical support of the respective contractors which will lead to an expansion of further training and networking measures and thus enable a larger number of young people to improve their employment prospects regarding dependent or self-employed employment (Output 2),
3. improved recruitment policies of companies through the introduction and implementation of new, gender-sensitive approaches to identifying applicants with the digital skills demanded by the company (Output 3),
4. increased networking and cooperation of initiatives and actors and the exchange of learning experiences in the transformative process of digitization of the South African economy (Output 4).

At a higher level, improved employment prospects contribute to greater participation in political and economic life and thus also contribute to stabilization and a reduced potential for conflict, thus increasing social cohesion and reducing economic and social inequality. The project is funded by Federal Ministry for Economic Cooperation and Development (BMZ) and the #eSkills4Girls initiative.

The table below shows the targets for the output area for the DS4JI project which focusses on upskilling unemployed youth.

Output 2: Young people seeking employment, especially women, have improved their employability within the scope of labour-market-oriented further training or networking activities	
Output Indicator 2.1: 2000 young people (60% women) in training initiatives by private and civil society organizations improved their employment-related digital skills	Output Indicator 2.2: 250 young women (14- 35 years) have improved their employability through a newly established mentoring system with female managers and role models

The above outputs will be achieved with the implementation of the following interventions for youth Not in Employment, Education and Training (NEET):

- Digital Literacy
- Critical Digital Skills
- Mentorship Programmes

Objectives of The Work

The relatively new digital content production sectors are facing skills shortages across the board. However globally, and in South Africa in particular, the industry faces a shortage of specialist Pipeline Technical Directors that possess the prerequisite skills to establish, maintain and develop digital pipelines in the creative industries.

This shortage has been identified as one of the factors that inhibits the growth of the industry and is generally attributed to lack of information about this career path and lack of industry specific training to develop the requisite skills.

This measure aims at supporting the growth of the industry while simultaneously giving young programmers, especially young women, an alternative career path and helping them to quickly integrate into a work environment in animation, gaming and XR companies.

In an increasingly digitalized South African economy we believe that content production skills will become more and more relevant as the animation and gaming industry grows to meet the demand of a booming population.

DS4JI would like to support the development and implementation of an innovative skills programme by enlisting the services of a training institution with existing industry networks that can provide the necessary labour market demanded skills.

The focus of this work will be the development and implementation of a tailor-made training programme which targets a cohort of NEET (Not in Employment, Education, Training) python programmers to develop into junior Pipeline Technical Directors by providing critical digital and problem-solving skills that will improve their chances of employment.

This training programme should be in the form of a short focused digital/ software course components of which can be accessed online if necessary.

The syllabus should include industry orientation, software skills training, soft skills training, a teamwork practical component and work-place based learning opportunities.

Success of this programme means that it can lead to potential upscaling and duplication in other centres and at other institutions.

The Political partner of the project is the Department of Communications and Digital Technology (DCDT) as the Lead Department for the National Strategy on Digital and Future Skills.

2. Tasks to be performed by the contractor

2.1 Outline of services

The main objective of this assignment is to develop and implement a tailor-made training programme which targets a cohort of NEET (Not in Employment, Education, Training) young python programmers to develop into Junior Pipeline Technical Directors by providing critical digital and problem-solving skills that will improve their chances of employment.

The contractor is responsible for providing the following services:

2.1.1 Develop a short innovative course for python programmers that:

- Provides relevant skills to be able to enter the job market as junior Technical Directors.
- Covers topics such as problem solving, critical thinking, feedback analysis and time management.
- Provides training on work readiness through effective communication, conflict resolution and teamwork.
- Improves job seeking, networking and social responsibility skills
- Supports participating youth through mentoring and coaching
- The trainings designed and provided should align with the relevant training and qualification standards that are recognised by industry and potential employers.
- The course must include the following components:
 1. Industry orientation
 - Overview of content production from storyboarding to live action footage capture, asset and animation production to output from final postproduction
 - Overview of different job roles and responsibilities in the industry
 - Overview of the career path and roles for technical directors
 - Overview of production workflow and it's various components
 - Overview of digital production pipeline covering all departments
 - Overview of servers, render farms and data management and storage security
 2. Software Specific Training Theory component
 - Software orientation including standard software packages for all departments including production and postproduction
 - Tutorial based training including an introduction to forums where answers can be found amongst the global community of technical directors
 - Practical exercises including research and development of tools for various likely production scenarios.
 3. Skills Training / Mentoring
 - Taking briefs
 - Interpreting feedback
 - Working under pressure / time management
 - Professionalism
 - Leadership
 4. Module - Work Experience Module - Work Experience
 - Simulated studio work experience, ideally paired with other gaming and animation students to work on practical problems
 - Team work / Practical Assignment – work together to research and develop an open-source pipeline together with a toolkit and documentation. Work placement programme at an animation, gaming, XR and/or VFX studio.
 - Continuing professional development – understanding how to keep learning, where to find communities of practice
 - How to stay on ahead of the game. Tapping into a global job market/ gig economy.

2.1.2 Pilot the short course by:

- Identifying a cohort of at least 20 NEET python programmers who are interested in pursuing a career in animation, gaming and XR content development.
- Providing an environment conducive to learning about animation and gaming.
- Providing hardware and software relevant to the course
- Identifying work-place based learning opportunities (at least two weeks in duration for participating youth by for example, collaborating with Animation SA)
- Liaising with industry employers to minimise gender (and any other) bias in the work placement process.
- Identify at least two industry experts who work with the cohort to complete a practical exercise putting together an open-source animation and gaming pipeline solution.
- Assessing the progress and performance of the test cohort and providing certification of completion to the cohort.

2.1.3 Document and report on the piloted course including:

- All course material
- Detailed demographics of the cohort in line with the M&E Toolkit (to be provided)
- Feedback from the cohort on the quality of each component of the course
- Feedback from the industry partners on the quality of the learners in the work placement component
- Key insights and recommendations for further roll out of the course.

2.2 Summary of Responsibilities and Ownership (project management requirements)

As a measure of sustainability, preference will be given for interventions that will be developed for and owned by GIZ.

The contractor will be responsible for the design, implementation and reporting on interventions and activities aligned to the above outputs.

The contractor will then implement the identified interventions and ensure quality delivery.

The contractor will submit quarterly progress reports in line with GIZ reporting requirements and timelines. The report data will be anonymised upon submission to GIZ.

2.3 Monitoring

In addition to the reporting that is provided to DS4JI, the project has appointed an external service provider to conduct a tracer study on all participants to confirm the success of the provided trainings and the achievement of the Output indicators. Ensuring the participation of all participants in the tracer study conducted by the external service provider, who qualifies as data controller of the participants' data, will be a prerequisite for the successful completion of the trainings provided. Therefore, the service provider will be required to transmit participants data with the external service provider responsible for conducting the tracer study.

2.5 Milestones

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

Milestone	Deadline/place/person responsible
Contractor Contract and Signed SLA	June 2023
Approved Inception Report	One month after signing contract
Detailed Project Implementation Plan including course outline and scope	One month after signing contract
Course design & development– complete	Three months after signing contract
Identify pilot cohort	Three months after signing contract
Enrol pilot cohort	Three months after signing contract
Monthly Progress Monitoring Reports	Monthly
Commence work experience	Six months after signing contract
Complete all course work	Seven months after signing contract
Draft Close Out Report	Two weeks after end of training
Submission of Results as per 2.1.3 above	Two weeks after end of training
Presentation and approval of close-out training report. The report consists of a comprehensive assessment and evaluation of the project (including a sustainability concept and recommendations for a future phase of this training.	Eight months after signing contract
Final deadline all deliverables	Nine months after signing contract
Publication of various results/best practices	Nine months after signing contract

Period of assignment: Nine months from 20.06.2023 until 29.02.2024.

2.6 Eligibility Criteria for tenderers

Below are the eligibility criteria that will be used to select the contractor.

- Proof of Training Provider Accreditation (e.g. SETA, SAQA, Industry associations)
- Minimum years that Service Provider has been in operation as an accredited provider of the required services is **five (5)**

- Average annual turnover of at least 150,000 EUR for the last three financial years
- Minimum number of employer of employees as at 31.12 of the previous year is **five (5)**
- Technical eligibility assessment will be assessed on the following:
 - The technical assessment is only based on reference projects with a minimum commission value of 25.000 EUR.
 - At least five **(5) reference projects** in the field of animation and gaming training and
 - at least two **(2) reference projects** implemented **Nationally in Southern Africa** in the last 3 years.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

3.1 Technical-methodological concept

3.1.1 Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 0 Tasks to be performed) (1.1.2). The tenderer is expected to provide a detailed plan and methodology as part of their strategy. The tenderer must also demonstrate an understanding of animation and gaming digital pipelines, especially in the South African context. Extensive knowledge and capability to perform the tasks outlined in Chapter 0 with examples and references of similar work previously done in designing innovative courses must be demonstrated. (max. 5 pages)

3.1.2 Cooperation and Steering (1.2 and 1.3): The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them. The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system (1.3.2)**. This must include a description of how these cooperative interactions will be established and managed. (max.1 page)

3.1.3 Processes (1.4): The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 0 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 0 (Tasks to be performed) (1.4.2). (max.2 pages)

3.1.4 Learning, Innovation and Gender sensitivity strategy (1.5): The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**. (max. 1 page)

3.2 Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail. (max. 1 page)

Details about backstopping: The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

The tenderer is required to provide a strategy of how they will select beneficiaries as well as ensure gender sensitivity during all phases of the project. The majority of target beneficiaries of DS4JI are females, as such sensitivity needs to be ensured when publicising the opportunity, selecting the cohort as well as collecting and analysing data. Prospects for long-term sustainability and scaling up of the interventions must also be outlined. (max.1 page)

4. Personnel concept

The tenderer 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 tenderer is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the bid. The plan includes information on assignment dates (duration and expert days) of the individual members of the team complete with the allocation of work steps as set out in the schedule. (max.1 page)

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

Gender equality and inclusion are key values of GIZ and its work. The tenderer's personnel concept should take this into account. Therefore, the personnel concept should be as balanced as possible between women and men and the assignment of people with disabilities is highly encouraged.

Additional or change of tasks may occur in consultation with the project team / counterparts / other consulting experts.

4.1 Team leader

Overall responsibility for the advisory package of the contractor (Project Manager)

Tasks of the team leader

- The lead consultant has the overall responsibility for the work packages of the contractor (quality and deadlines) and for personnel management.
- Strategy, planning, implementation, monitoring and evaluation of course development, cohort selection, work placement and practical components.
- Ensuring results monitoring is conducted
- Coordinating and managing the project and ensuring communication with GIZ, partners and others involved in the project. The team leader is responsible for results and reporting in accordance with deadlines.
- 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 assignments.
- Regular reporting in accordance with requirements and deadlines
- Consideration of cross-cutting themes (e.g. gender equality)
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission
- Backstopping functions as required.
 - Supporting the GIZ-officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase if requested.
 - Liaison with all stakeholders for all project-related matters
 - Assisting with in-house administrative processes such as enrolment, as well as contract related matters such as invoicing
 - Monitoring the status of enrolments and cohort progress and providing feedback to the GIZ on a regular basis
 - Facilitating regular exchange meetings with GIZ on progress as per the agreement
 - Coordinating with the contractor's operational staff for all other required functions

Qualifications of the team leader

- Education/training (2.1.1): Degree in Higher Education, Skills Development, Education Management, Development Studies, or Equivalent
- Language (2.1.2): C1-level language proficiency according to CEFR in English
- General professional experience (2.1.3):
 - 8 years of professional experience in working with the education sector (companies, industry associations, higher and vocational education institutions) in the field of skills development.
- Specific professional experience (2.1.4):
 - 5 years' experience in the higher education sector and in consulting programmes in the digital skills development sector in South Africa in a management position
 - 3 years' experience in the design, development, and implementation of Animation and/ or Gaming Skills Development Programmes
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company or higher education institution
- Regional experience (2.1.6): 5 years of experience in projects in South Africa (3 years showing the implementation of projects nationally).
- Development cooperation experience (2.1.7): experience managing at least one training project in development cooperation

4.2 Expert 1

Tasks of expert 1

- Design the short course for animation and gaming technical directors
- Organise and conduct the pilot short course as per requirements
- Identify a cohort of suitable/ interested NEET python programmers
- Communicate with the cohort to ensure a smooth enrolment process and understanding of the context of the reporting and monitoring requirements as well as data management requirements.
- Liaise with relevant industry associations to identify suitable work placement opportunities for the cohort.
- Identify experienced technical directors (expert pool) who can advise on course development and supervise the practical assignment
- Design the practical assignment in collaboration with the identified experienced technical directors
- Implement the practical assignment
- Document the results of the practical assignment and present the results at at least one industry event that is recorded and broadcast on a web platform.
- Assist team lead with work packages as required
- Support the monitoring and evaluation of the project
- Provide technical support and advice to the team lead
- Provide progress reports upon request
- Support the assessment and certification of the test cohort

Qualifications of experts

- Education/training (2.2.1): A degree in Higher education, Digital Arts, Skills Development, Education Management, Development Studies, or Equivalent
- Language (2.2.2): C1-level language proficiency according to CEFR in English and a South African national language
- General professional experience (2.2.3):
 - 8 years of professional experience in working in the education sector (companies, industry associations, higher education institutions) in the field of skills development.
- Specific professional experience (2.2.4):
 - 5 years' experience in the higher education sector in animation and gaming departments.
 - 5 years' experience in the design, development, and implementation of animation and gaming programmes
- Leadership/management experience (2.2.5): 3-5 years of management/leadership experience as head of department in a company or higher education institution
- Regional experience (2.2.6): 3-5 years' experience in the South African skills eco-system

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Ability to work within a team
- Creative problem-solving ability
- Adaptability in a fast-developing technological field
- Sociocultural competence and cultural sensitivity

- Efficient, partner- and client-focused working methods
- Gender sensitivity
- Ability to function effectively under pressure and tight timelines
- Self-motivated and able to work independently

4.3 Expert 2

Tasks of expert 2

- Assist to organise and conduct the pilot short course as per requirements
- Assist to identify a cohort of suitable/ interested python programmers
- Assist with the enrolment process and help the cohort to understand the context of the reporting and monitoring requirements.
- Assist to liaise with relevant industry associations to identify suitable work placement opportunities for the cohort.
- Assist to identify experienced technical directors who can supervise the practical assignment
- Conduct research to support the design and implementation of the practical assignment
- Document the results of the practical assignment
- Assist team lead and expert 1 with work packages
- Support the monitoring and evaluation of the project
- Provide progress reports upon request
- Support the assessment and certification of the test cohort

Qualifications of experts

- Education/training (2.3.1): A degree in Digital Arts, Skills Development, Education Management, Development Studies, or Equivalent
- Language (2.3.2): C1-level language proficiency according to the CEFR in English and a South African national language
- General professional experience (2.3.3):
 - 1 year of professional experience in working in the education sector (companies, industry associations, higher education institutions) in the field of skills development.
- Specific professional experience (2.3.4):
 - 1 years' experience in the higher education sector in animation and gaming departments.
 - 1 years' experience in the design, development, and implementation of animation and gaming programmes.
- Regional experience (2.3.6): 1 years' experience in the South African skills eco-system

4.4 Short-term expert pool with minimum 2, maximum 4 members

Tasks of the short-term expert pool

- Consult on the development of the course
- Consult on the development of the practical assignment
- Guest lecturer on the software development component of the course
- Oversee the implementation of the practical assignment
- Evaluate the results of the practical assignment
- Identify international recruitment platforms and recommend these to the cohort along with tips and do's and don'ts in finding work abroad

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification in Digital Arts, Animation, Gaming or Equivalent, 1 expert with university qualification in Computer Science or Equivalent
- Language (2.6.2): 2 experts with C1-level language proficiency according to the CEFR in English, 1 expert fluent in a South African national language
- General professional experience (2.6.3): 2 experts with at least 10 years of experience in the animation and gaming sector
- Specific professional experience (2.6.4): 2 experts with at least 5 years of experience working as a lead technical director in the animation and gaming sector for a large (more than 30 seat studio) animation and/or gaming company
- Regional experience (2.6.5): 1 expert with at least 5 years of international experience, 1 expert with 5 years of experience in South Africa

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

5. Costing requirements

Assignment of personnel and travel expenses

For travel costs the maximum rates for per diems, accommodation, flight costs etc. can be taken from the table below.

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

The tenderer is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by accommodation expenses, flight costs and other travel expenses (eg Visa costs).

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Team Lead	1	10	10	
Designation of Expert 1	1	20	20	
Designation of Expert 2	1	40	40	
Designation of short-term expert pool	2	50	100	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	60			Lump sum
Overnight allowance in country of assignment	60			Maximum hotel allowance for South Africa (against evidence)
Transport	Quantity	Price	Total	Comments
International flights, Economy class (South Africa)	4			Travel to the place of service delivery South Africa (against evidence)
Domestic flights	0	0	0	Flights within the country of assignment during service delivery
CO ₂ compensation for air travel	4	ZAR 1200	ZAR 4800	A budget is earmarked for settling carbon offsets against evidence (against evidence)
Travel expenses (train, car) <ul style="list-style-type: none"> Car Hire 	30			Travel within the country of assignment, transfer to/from airport etc. 1 hired car for 1 month (against evidence)
Other travel expenses	4			visa costs (against evidence)
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	ZAR 100 000	ZAR 100 000	A budget of ZAR 100 000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.

				Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	1	ZAR 2 150 000	ZAR 2 150 000	<p>The budget contains the following costs (against evidence):</p> <ul style="list-style-type: none"> • Course development • On site training of the pilot cohort • Practical component / team workshop • Work placement program • Dissemination of practical component results. <p>This includes all workshops held.</p>

Travel

The tenderer is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 0 and list the expenses separately by accommodation expenses, flight costs and other travel expenses (eg Visa costs).

Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses:

- Course development
- On site training of the pilot cohort
- Practical component / team workshop
- Work placement program
- Dissemination of practical component results

The budget provided by GIZ for administering, designing, implementing, and documenting the trainings amounts to ZAR 2150,000. This includes all workshops held.

Flexible remuneration item

There is a budget of ZAR 100,000 as a flexible remuneration item, which is already set in the price schedule.

The contractor can use this budget to exceed the contractually agreed quantities up to the amount of the flexible remuneration item, taking into account the contractually

agreed individual rates and bases for invoicing. The use of the flexible remuneration item must be approved in writing by GIZ before the costs in question are incurred.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- GIZ: Information about the project and existing monitoring concepts and practices
- GIZ: Meeting logistics, regular consultations and clarification of questions as needed
- GIZ: Provide support for the comprehensive monitoring and evaluation

7. Requirements on the format of the tender

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

The complete tender must not exceed 10 pages (excluding CVs). The number of pages per chapter are indicative. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

The bidder must also provide five (5) examples and references of work of similar scope and size through a brief description of the project, the dates and who the services were provided for.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. 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 **02.06.2023**, all documents must be in PDF.
- Submission to any other email address may invalidate your bid.
- 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.
- Participating more than once in the same tender is not allowed and it will lead to your proposal as well as that of the other company where you appear more than once being disqualified. The responsibility rest with companies to ensure that their parte=ners/experts are not bidding/participating more than once in the same tender.
- **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.**

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

8. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.