

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

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<b>JUST SA Communications and PR</b>	<b>Project number/ cost centre: 2021.9003.1-001.00</b>
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## **0. List of abbreviations**

GTCC	General Terms and Conditions of Contract for supplying services and work 2022
BMWK	German Federal Ministry for Economic Affairs and Climate Action
BMUV	Federal Ministry for Environment Nature Conservation, Nuclear Safety and Consumer Protection
CV	Curriculum Vitae
DC	Development Cooperation
DFFE	Department of Forestry, Fisheries and the Environment
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
JUST SA	Just Transition to a Decarbonised Economy for South Africa
JT	Just Transition
IKI	International Climate Initiative
PR	Public Relations
PCC	Presidential Climate Commission
SMME	Small, Medium and Micro Enterprise
ToRs	Terms of reference

## 1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

The International Climate Initiative (IKI) is the key instrument of the German government, led by the Federal Ministry for Economic Affairs and Climate Action (BMWK) with cooperation of the Federal Ministry for Environment Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), as well as the Federal Foreign Office (AA), for the international financing of climate change mitigation and biodiversity. Under the IKI, the German government is closely cooperating with the South African (SA) government, a core partner country. The Just Transition to a Decarbonised Economy for South Africa (JUST SA) project is funded by the IKI through the BMWK.

JUST SA supports the implementation of pathways towards a Just Transition towards an environmentally sustainable, climate-change resilient, low-carbon economy and just society. At the national level, the project supports the implementation of the Just Transition Framework, ensuring an inclusive and results-oriented process. At regional level, the project assists the Mpumalanga provincial government in formulating a concrete, sustainable and just green economy transition plan for a diversified regional economy, which covers skills pathway development and finance mechanisms. At the local level, the project implements the plan, pilots and scales up in selected municipalities of Mpumalanga and private sector action is incentivised. Furthermore, mine rehabilitation is addressed with a focus on mine water treatment through research, policy implementation and community engagement. Lessons learnt are fed back into the dialogue process.

### Project components

JUST SA supports the implementation of the JUST Transition Framework, piloting measures in selected municipalities and especially providing regional and local support in Mpumalanga. JUST SA aims to address multiple challenges at once by creating new jobs in emerging economic sectors while raising awareness of climate change and biodiversity. Also, the project will promote equal opportunities for different gender groups and youth. The approach ensures that economic growth is balanced with social and environmental considerations, leading to a sustainable and green economy for all.

JUST SA makes an impactful contribution to the region of Mpumalanga and aims to replicate this in South Africa. Aiming for South Africa to become a role model for the world to follow.

To achieve considerable progress in the structural change to a decarbonized economy in South Africa (Impact), the envisioned **Outcome** of the project is that the implementation of alternative development pathways towards a Just Transition has been initiated. This requires on the one hand clear ideas and a broad acceptance of alternative, low-emission economic development models, and on the other hand tested approaches and business models that can be taken up at a broader scale.

Therefore, the project supports, in **Output I**, the elaboration of development pathways and financing mechanisms. The project also supports marginalized stakeholders to meaningfully participate in the Just Transition process on all levels / spheres of government. The multilevel

stakeholder process spreads knowledge and evidence, and the co-development of specific interventions and necessary financing mechanisms is an integral part. Both facilitates the uptake and implementation of low-carbon, inclusive economic activities.

In **Output II**, the aim is that concrete alternative development pathways for Mpumalanga are developed. In a strong partnership with the Mpumalanga Green Cluster Agency a green economy transition plan is developed and promoted. The focus also goes around making innovative instruments of green finance available and attracting new green investment in the region. In order to develop the human resources necessary for the implementation of low-carbon business models, a skills development strategy especially targeting youth and women is developed, focusing on career pathways and work-based learning. Next to financing and professional skills, knowledge on alternative business opportunities is an important precondition for the implementation.

In **Output III**, municipalities set up innovative Just Transition projects including access to finance, youth career pathways and knowledge sharing. The projects in 3-4 municipalities include transformational measures that are in line with the green economy transition plan in Mpumalanga. Local municipalities and district municipalities are capacitated and supported in developing Just Transition projects in line with the green economy transition plan. This will ensure that Innovative investment opportunities are promoted, aiming to benefit marginalized groups, especially youth and gender groups, as well as people with disabilities. Innovative funding instruments are built to support green Small, Medium and Micro Enterprise (SMMEs) in a gender responsive manner. Overall, the ecosystem for SMME support as well as access to finance for SMMEs are improved.

In **Output IV**, interventions are tested to improve water and soil quality as well as reduce land use risks in the selected areas thus creating long-term positive social and economic opportunities related to rehabilitation itself and on rehabilitated land.

### **Main actors and their roles**

The project is based on a consortium with a strong local anchoring and a balanced range of actors engaging at different levels. The work is primarily done through local players which will benefit the stakeholder engagement and planning process. Furthermore, South Africa has strong local organisations (research, think tanks, Non-Government Organisations/Non-Profit Organisations) that are rooted in the local Just Transition process, hence there is only a limited need to include international players. The consortium members are GreenCape, Trade & Industrial Policy Strategies (TIPS), Worldwide Fund for Nature- South Africa (WWF SA), National Business Institute (NBI), Yes4Youth and GIZ.

The political partner institution is the Department of Forestry, Fisheries and the Environment (DFFE). DFFE has the mandate for all climate matters and work carried out to enable a Just Transition. At the same time, it is intended to cooperate with additional implementing partners. Hence, other relevant stakeholders (e.g., other line departments such as the Department of Minerals Resource and Energy (DMRE), Department of Public Enterprise (DPE), the Presidency, the Presidential Climate Commission (PCC), subnational government and actors,

ESKOM as a state-owned enterprise, private sector, research institutions, civil society) will be included in the project implementation.

**Against this backdrop, public relations (PR) and communications are essential to give JUST SA activities visibility and to raise awareness among the target groups. Furthermore, they are an effective method for the project to build trust.**

For the efficient and effective conduction of PR and communications the support of an experienced communication agency is indispensable.

**To that end, GIZ is seeking support from a communication agency to develop a communication and outreach strategy for the project and to undertake design, edit & proof-read, layout and branding of communication products (which include amongst others JUST SA corporate designs, studies, brochures, factsheets, infographics, publications, social media posts, banners, and PowerPoint presentations), JUST SA website design and layout, as well as promotional products with the Just SA branding/logo and other communication needs required by JUST SA.**

## **2. Tasks to be performed by the contractor**

The Service Provider is expected to participate in an inception meeting with the GIZ in Pretoria. During the inception meeting, the service provider is expected to present the anticipated work plan in reference to all expected deliverables and further highlight the timelines related to the service contract deliverables. The inception meeting should take place within two (2) weeks after signing the contract with GIZ.

The contractor is required to develop a communication and outreach strategy for the JUST SA project and to edit, proofread, and undertake the design, layout and branding of communication products (which include amongst others studies, brochures, factsheets, infographics, publications, social media posts, banners, and PowerPoint presentations), the design layout and maintenance of the JUST SA website<sup>1</sup>, as well as promotional products with the Just SA logo. The usage of logos and how they can be aligned in the communication products will closely be coordinated by JUST SA Team and guidance will be provided to the service provider. The language used must be South African English (or when otherwise specified Siswati, IsiZulu and/or Xitsonga) and must follow the guidelines of GIZ and/or for government documents based on the Editorial Style Guide by the Government Communication and Information Services (GCIS). All products must comply with the JUST SA and IKI corporate design guidelines, which will be shared with the selected service provider. The required communication products are subject to final decision and prioritisation of GIZ.

The contractor is responsible for providing the following services:

- I. Develop a communication and outreach strategy for the JUST SA project. This strategic communication plan should present the objectives of the project's communication, a

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<sup>1</sup> Domain to be procured by GIZ.

definition of the different target groups (internal and external), the key messages (including elevator pitches), the activities, the timeline (including the required resources), the communication channels, and the monitoring, evaluation and review cycles for the strategy (estimation 20-40 pages or PowerPoint format, to be determined with the JUST SA project team). The core messages should be aligned with the core messages of the JUST SA consortium and the political partner and IKI. Up to four feedback and revision cycles are foreseen. If required, examples of communication strategies can be shared with the successful candidate.

- a. Communication and outreach strategy: up to four feedback and revision cycles are foreseen. The service provider will submit a draft document, which JUST SA will comment on. After each round of comments, the service provider will send back the strategy with suggested changes in “track changes” modus, including comments. The service provider ensures that all comments have been incorporated in the final strategy.
  - b. Website: up to three feedback and revision cycles are foreseen. The service provider will submit a concept for the layout and design of the website, as well as a plan for the management and update of the website.
- II. Producing, designing, laying out and editing communication products (e.g. studies, brochures, factsheets, infographics, publications, social media posts, media releases, banners, and PowerPoint presentations):
- a. Checking and proofreading first drafts of communication products and sending back the products with suggested changes in “track changes” modus. Including comments for review.
  - b. Translating English communication products to Siswati, IsiZulu and/or Xitsonga, when applicable.
  - c. Conducting final proofreading, ensuring all comments have been incorporated and edit all chapters in communication products.
  - d. Verification of all references used in communication products.
  - e. Draft design, layout, and branding of communication products (in compliance with JUST SA and GIZ corporate design guidelines).
  - f. Submit final layout, designs, and branding of communication products, prior to printing.
  - g. Conducting a quality and oversight check of all products
  - h. Provide printing specifications for all the publications, including paper quality, bleed, and other relevant specifications.
- III. Workload management and review of timelines for document processing.
- IV. Placing of the JUST SA activities on approved social media networks (e.g., TikTok, Facebook, Instagram, Twitter, LinkedIn etc.).
- V. Tracking JUST SA media mentions ‘media mapping’ (number updates needed in February & August of each contract year).
- VI. Producing of eight at least 3 minutes videos of the JUST SA project.
- VII. Providing the following promotional products/ items/ gifts with JUST SA logo:
- a. Up to 1000 coffee mugs with the JUST SA logo
  - b. Up to 1000 water bottles with the JUST SA logo
  - c. Up to 500 solar jars with JUST SA logo
  - d. Up to 500 Polo Shirts with the JUST SA logo
  - e. Up to 100 backpacks with JUST SA logo
  - f. Up to 1000 cork notebooks with the JUST SA logo
  - g. Up to 1000 bamboo pens with the JUST SA logo
  - h. Up to 500 bags with the JUST SA logo
  - i. Up to 50 pins with the JUST SA logo
  - j. Up to 350 folders with the JUST SA logo
  - k. Up to 100 footballs with JUST SA logo and key Just Transition messages on it

- VIII. Support communication for and about events that the JUST SA project holds during the contract period (timetable to be determined).
- IX. Creation of social media posts before and after each event, thereof at least 10 Twitter posts.
- X. Liaise with GIZ's appointed event management agency to prepare information material related to events (e.g. banners, brochures, media articles and releases, etc.)
- XI. Support the JUST SA project regarding other communication needs (if required).
- XII. Coordination with all relevant actors involved in communication tasks (e.g. communication officers of JUST SA, consortium partners, communication officers of the GIZ country office South Africa, media contacts etc.)
- XIII. Assist JUST SA communication officer with the media contacts management (if requested).
- XIV. Participate in coordination meetings with the JUST SA team (when requested).
- XV. The contractor is responsible for selecting, preparing, training and steering of the national experts assigned to perform the advisory tasks.
- XVI. The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- XVII. The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- XVIII. The contractor reports regularly to GIZ in accordance with the current General Terms and Conditions of Contract for supplying services and work (GTCC 2022) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports required by GIZ in accordance with the GTCC 2022, the contractor submits the following reports:

- Inception report
- Brief quarterly or half-yearly reports on the implementation status of the project, and a list of produced outputs (final communication products produced per quarter) (5-7 pages)
- Final report

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

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Inception Meeting	Meeting within 2 weeks after contract signature
Inception report	Report submission within 2 weeks after the inception meeting
First draft for communication and outreach strategy for the JUST SA project	Deliverable within 6 weeks of the inception meeting
Final communication and outreach strategy for the JUST SA project	Deliverable within 10 weeks of the inception meeting
First draft design for JUST SA website	Deliverable within 8 weeks of the inception meeting
Final design for JUST SA website	Deliverable within 12 weeks of the inception meeting
JUST SA website updates	Throughout the project duration
Approximately 5,600 corporate gifts with JUST SA logo provided	Deliverable within 10 weeks of the inception meeting (corporate gifts including content beyond a logo can be delivered in agreement

	with JUST SA Team up to 40 weeks of the inception meeting, e.g. footballs)
Up to 14,000 pages of communication products proofread, edited, designed, and layered out	Throughout the project duration
Up to 500 communications products (factsheets, presentations, social media plants, etc.) in English and/or Siswati, IsiZulu, Xitsonga	Throughout the project duration

Period of assignment: from **01.07.2023** until **31.11.2026**.

### 3. Concept

In the tender, the bidder is required to show *how* the objectives defined in Chapter 2 (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.

#### Technical-methodological concept

**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 2 Tasks to be performed) (1.1.2), considering the breadth of the topics and the sometimes very short delivery times.

Before the respective products of the above-mentioned work packages are created, an inception meeting will be held between GIZ and the service provider.

Regarding the implementation of the products referred to in Chapter 2, the Contractor shall also have a strategy setting out the following:

- the Contractor can be reached in case of queries,
- the Contractor can guarantee very short-term support (usually 24 hours in advance), timely delivery and timely adherence to deadlines,
- if necessary, services can be ensured on weekends,
- the Contractor can guarantee ad-hoc inquiries within a few hours, timely delivery, and punctual adherence to deadlines,

the quality assurance of the products is carried out in accordance with the expectations of the client.

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 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 2 (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 2 (Tasks to be performed) (1.4.2).

### **Project management of the contractor (1.6)**

The project will be administered by GIZ. All intellectual property generated during or as a result of this project will be the property of the GIZ and Department Forestry Fisheries and the Environment and is not to be shared or published without written permission from the GIZ.

All services performed will be evaluated and signed off by GIZ experts to effect invoice payment.

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

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
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

### **Further requirements (1.7)**

N/A

## **4. Personnel concept**

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their Curricula Vitae (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 in the technical assessment.

### **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, partners and others involved in the project
- Personnel management
- Regular reporting in accordance with deadlines

- Coordinating the development of the JUST SA communication and outreach strategy

#### Qualifications of the team leader

- Education/training (2.1.1): university degree (Bachelors or undergrad equivalent) in English/ Journalism / Media Studies / Communications or related discipline
- Language (2.1.2): C2-level language proficiency in English, B2-level language proficiency in another South African language
- General professional experience (2.1.3): 10 years of professional experience in writing, proof-reading, and editing content for publication in print, online or digital platforms
- Specific professional experience (2.1.4): 5 years in the climate change/ sustainability sector and experience in creative writing for marketing communication collateral, academic journals, news, and social media platforms
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Southern Africa, of which 2 years in projects in South Africa
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): 5 years' experience in communication (trainings, university courses, or equivalent)

#### **Key expert 1: *Graphic Designer***

##### Tasks of key expert 1

- Design, layout, and branding of communication products.
- Design JUST SA PowerPoint Decks.
- JUST SA Website Design and management
- Provide final layout of communication products (in the requested languages).
- Provide printing specifications for all the publications, including paper quality, bleed, etc.

##### Qualifications of key expert 1

- Education/training (2.2.1): Bachelor of Arts or equivalent in Graphic Design/ Communications /Visual Arts /Graphic Art or related discipline
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 5 years of professional experience in the design sector and illustrator software, as well as web design applications
- Specific professional experience (2.2.4): 2 years of experience in the field of climate change/ sustainability
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): 4 years of experience in South Africa
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in working with development organizations
- Other (2.2.8): 2 years of experience setting up and managing websites.

#### **Key expert 2: *Editor***

##### Tasks of key expert 2

- Check and proofread first drafts (English and at least one of the following languages Siswati, IsiZulu and/or Xitsonga) and send back with comments.
- Final proofreading and editing of all chapters in reports and studies before printing.
- Verification of all references used in reports and studies.
- Check final layout version, including whether all comments have been incorporated and a quality and oversight check.

### Qualifications of key expert 2

- Education/training (2.3.1): Bachelor of Arts or equivalent or equivalent in Journalism or related discipline
- Language (2.3.2): C2 -level language proficiency in English, C1-level language proficiency in another South African language
- General professional experience (2.3.3): 5 years of professional experience publishing, corporate communication, and related sectors. Experience in writing, proof-reading, and editing in print and digital platforms
- Specific professional experience (2.3.4): 2 years of experience in the field of climate change/ sustainability
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): 4 years of experience in South Africa
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in working with development organizations
- Other (2.3.8): N/A

### Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking
- Computer literate (Microsoft Package: Teams, Word, PowerPoint, Excel)

## **5. Costing requirements**

### **Assignment of personnel and travel expenses**

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

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.

### **Sustainability aspects for travel**

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> 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 CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> 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 Leader	1	100	100	In country of assignment
Designation of key expert 1	1	120	120	In country of assignment
Designation of key expert 2	1	120	120	In country of assignment
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	90			Rate will be reduced if a meal is covered by GIZ or a third party
Overnight allowance in country of assignment	60			Against evidence
Transport	Quantity	Price	Total	Comments
Domestic flights	30			Flights (two-way) within the country of assignment during service delivery (economy class)
CO <sub>2</sub> compensation for air travel	60	ZAR 1200		A budget (one-way) is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)				Travel within the country of assignment, transfer to/from airport etc.
<ul style="list-style-type: none"> <li>• Reimbursement for distance travelled</li> <li>• Car hire</li> <li>• Gautrain</li> </ul>	1,500 KM 30 days 30 rides			
Other travel expenses	10			e.g. visa costs, parking, etc.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	280,000 ZAR	280,000 ZAR	A budget of ZAR 280,000 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.
<b>Procurement of materials and equipment</b>	<b>1</b>			The budget contains the following costs: Communication Branded Collateral, Banners.
<b>Other costs</b>	<b>0</b>			The budget contains the following costs .

## 6. Inputs of GIZ or other actors

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

- Virtual platforms for update meetings (MS Teams)
- Venue for inception meeting

NB: Any deliverables that require physical meetings and travel, will only be carried out if permitted by GIZ risk management regulations in light of Covid-19 (or other pandemics) and the national lock down regulations. Any in-person meetings should be designed with a flexible schedule and propose virtual or blended formats as alternatives where possible.

## 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). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. If references for previous works performed in the communication sector are submitted as external content (links), please identify the external content with its date of creation. This date may not lie outside the tender deadline.

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.

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](mailto: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.**