



Implemented by:
giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH



Capacity building of member states on effective GBV prevention strategies

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Federal Ministry for Economic Cooperation and Development
GBV	Gender-based Violence
PfP	Partnerships for Prevention of Gender-based Violence
SADC	Southern African Development Community
ToRs	Terms of reference

1. Context

Brief overview of PfP and cooperation with the Gender Unit of the SADC Secretariat

The Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ) - Partnerships for Prevention of Gender based Violence in Southern Africa (PfP-II) commissioned by the German Federal Ministry of Development and Economic Cooperation (BMZ) is the follow-on module of the previous project (PfP-I). The programme is being implemented in five countries (Lesotho, Namibia South Africa, Zambia and Zimbabwe) from December 2021 to November 2024. The overall objective of the programme is to strengthen the joint implementation of evidence informed Gender Based Violence prevention flagships by regional, national and sub-national stakeholders across sectors in Southern African communities with three outputs; namely:

- Output 1: Developing evidence informed collaborative flagships for GBV prevention;
- Output 2: Strengthening stakeholders' individual and institutional capacities for the implementation of joint GBV prevention flagships;
- Output 3: Strengthening the regional exchange among stakeholders to promote the upscaling of good practices for GBV prevention.

At regional level, the PfP works in collaborate with and supports the SADC Gender Unit in coordinating the implementation of the Regional Strategy and Framework of Action for addressing Gender Based Violence (2018-2030). The programme further supports the Gender Unit through the provision of technical expertise, capacity building of regional stakeholders and facilitating coordination and exchange on good practices for GBV prevention. As part of this collaboration, the SADC Secretariat was supported to produce a Regional Handbook to Promote effective GBV Prevention Interventions. This handbook will be used to promote and guide implementation of capacity building initiatives on effective GBV prevention. The guidebook was officially launched in late November 2022 and its available in English, French and Portuguese.

This tender contributes to Output 3 of PfP, with an intention to strengthen the capacities of SADC member states to effectively implement the objectives of the SADC Regional Strategy and Framework of Action for Addressing GBV with the focus on prevention. This work links directly to 2 of the 5 Objectives of the regional strategy namely;

- I. To promote prevention and early identification of gender-based violence through increased understanding of gender-based violence and addressing associated social, cultural and/or traditional, religious, political and economic factors and
- II. To improve information and knowledge management, sharing of best practices and innovation on gender-based violence for evidence-based policy and service planning and implementation.

Furthermore, this work forms part of the collaboration between PfP and the Ford Foundation through its Gender, Race and Ethic Justice (GREJ) programming on GBV, to strengthen

GBV prevention work at regional level by providing support to SADC on the implementation of the SADC regional Strategy for Addressing GBV.

The SADC Secretariat, GIZ-PfP and the Ford Foundation recognize that a critical starting point is to strengthen capacities, facilitate strategic partnerships between government, civil society organizations, women's rights organizations, other donors and the private sector. This is because multisectoral collaboration and partnerships have been evidenced to be successful to transform deeply patriarchal attitudes in all spheres of society. These are also essential to ensuring comprehensive, coordinated, and effective prevention and response to GBV.

GBV in the Southern African Region

Patriarchal gender roles and stereotypes are deeply entrenched in societies across Southern Africa and are a root cause for Gender-Based Violence (GBV). GBV is widely accepted and normalised being both a consequence as well as tool to maintain the status quo of unequal power relations. Primary prevention of GBV aims at bringing about positive change by addressing the root causes of GBV. Moreover, GBV is a grave violation of human rights that is prevalent in all spheres of life: in intimate partnerships and at home, in the workplaces and the public arena. It especially affects women and girls. Its impact ranges from immediate to long-term multiple physical, sexual and psychological consequences, including death. GBV prevents survivors from participating fully socially, economically and politically in society. GBV not only has negative consequences for survivors, but also their families, communities, entire societies and nations, as it impacts on national budgets due to the high costs for healthcare and legal services, as well as the private sector due to losses in economic productivity.

Across Africa, combating GBV has been prioritized and also highlighted in the Maputo Protocol. For the Southern African region, the topic of GBV prevention remains highly relevant, with the region estimated to have amongst the highest prevalence rates of GBV worldwide, in particular of intimate partner violence. Generally, GBV tends to be highly underreported, and the actual figures are likely to be even higher. Furthermore, the levels of acceptance of violence by both, men and women remain very high.

At regional level, SADC adopted the Protocol on Gender and Development in 2008. In 2016, the Protocol was revised in line with the SDGs. In 2018, SADC developed the Regional Strategy and Framework of Action for Addressing Gender Based Violence. This Strategy provides for an effective and coordinated approach to addressing GBV in the Region and emphasizes the need to strengthen effective GBV prevention and mitigation programmes.

The objectives of the roll-out and capacity building program are to:

- Enhance the capacities of SADC member states in designing and implementing evidence-based GBV prevention strategies, including primary prevention efforts that address the root causes of GBV, such as gender inequality and harmful social norms.
- Strengthen collaboration, sharing of information and mutual learning on GBV prevention

- Strengthening advocacy for primary GBV-prevention at regional and national level.

2. Tasks to be performed by the contractor

GIZ PfP together with the SADC Gender Unit are looking for a consultant to support the development of a roll-out plan for the SADC Handbook on Promoting Effective GBV Prevention Interventions and implementing the capacity building programme for member states on GBV prevention.

The contractor is to deliver through the following work packages:

- Preparatory and development phase
- Implementation/capacity building phase

Both work packages should integrate gender equality and knowledge equity. The contractor must demonstrate this in the proposed strategies for the roll out and capacity building.

Work Package 1 – Preparatory and development phase

The work package focuses on assessment to identify capacity gaps and opportunities for implementing GBV prevention initiatives. This should be done through analysis of information and documents collected from the member states. This assessment will be important for developing the capacity building programme that is based on the needs of the member states.

Tasks:

Virtual meeting/working session to identify capacity and knowledge gaps and any other challenges on GBV prevention

A detailed outline for the capacity building plan which incorporates inputs from member states

Work Package 2 – implementation/capacity building phase

Following the development of the capacity building plan, the second phase will focus on implementation

Engagement with all the member states to orientate them on the concept of GBV prevention and to raise awareness on the SADC GBV Prevention handbook and build capacity on GBV prevention strategies.

Tasks:

Conduct a webinar with the member states on the SADC GBV Prevention handbook

Conduct Training workshops on effective GBV Prevention interventions (Physical meeting). This should focus on building the capacity of member states to comprehend effective strategies to prevent GBV

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-Off meeting with PfP and SADC Gender Unit	Dec 2023
Concept and detailed workplan for the assignment to be presented to GIZ-PfP and SADC Gender Unit	Dec 2023
Meetings with selected member states representatives to gather information	Dec 2023
Analysis/Assessment report	End Jan 2023
Regular update meetings with GIZ-PfP and SADC to review the progress	As required
An outline of the webinar on the handbook	
An outline for the capacity building programme which incorporates inputs from member states	February 2023
Schedule for the capacity building presented and agreed with GIZ-PfP and SADC Gender Unit	March 2024
Final Report: Documentation of the capacity building programme with recommendations	End June 2024

Period of assignment: From 15 December 2023 – 30 June 2024.

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.

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 0 Tasks to be performed) **(1.1.2)**.

Cooperation (1.2): The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2.1)** with them.

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, including when other actors are required **(1.4.2)**.

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 **(1.6.1)**.

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) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule **(1.6.2)**.

3.1. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, 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, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification in social sciences, communication, development studies, gender and women studies or other related qualification fitting the assignment requirements.
- Language (2.1.2): C2-level language proficiency in English, knowledge of any other language spoken in the SADC region will be a plus
- General professional experience (2.1.3): 10 years' experience (including field experience) working on matters related to gender-based violence, at regional and/or international level;
- Specific professional experience (2.1.4): 10 years of professional experience in programme design, facilitation, capacity assessment and capacity building, Experience in training and delivery of capacity building initiatives on GBV Prevention

- 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 Southern Africa (region)
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): In-depth knowledge and expertise on GBV, including GBV prevention, research, practice, regional and international instruments; Experience with development of gender or GBV related standards, tools and guidelines;

- **Soft skills of team members**

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

- Team skills
- Initiative
- (Intercultural) Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The bidder must provide a clear overview of all proposed experts and their individual qualifications. For each expert, a statement of availability must be attached to the tender as an annex. The bidder is at liberty to express in the concept the breakdown and/or allocation of the expert days for the complete staffing plan in a manner that is most beneficial to the project.

4. Costing requirements

Assignment of personnel and travel expenses

Team leader: Assignment for up to 60 expert days

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 (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 TL	1	60	60	
Travel expenses	Quantity	Price	Total	Comments
Overnight allowance in country of assignment	6			The number of nights should not exceed 6 but it can be less.
Transport	Quantity	Price	Total	Comments
Domestic flights	4			Flights within the country of assignment during service delivery if the contractor comes from outside of the Gauteng Province
CO ₂ compensation for air travel	4			A budget is earmarked for settling carbon offsets against evidence.

Travel expenses (car) • up to 1000 KM	1000 KM			Travel within the country of assignment, transfer to/from airport etc.
Other Costs	Quantity		Total	Comments
Expert Translation Fee	8 days		8 days	Language expert – Portuguese & French translation

5. 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 (language).

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. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 0 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 (language).

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 **01.12.2023** 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.

- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in 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.

Scientific data

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.**

6. Outsourced processing of personal data

The execution of the contract is associated with processing of personal data by the contractor for the client. Such data processing shall always be carried out only on behalf of and in accordance with the instructions of the GIZ management. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment."

7. Annexes

- SADC Handbook to Promote effective GBV Prevention Interventions (3 language versions: English, French and Portuguese)