

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

National Pathway Management Network design and process evaluation

**Project number/
cost centre:
20.2210.1-001.00**

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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work 2018
DEL	Department of Employment and Labour
DHET	Department of Higher Education Training
DPWI	Department of Public Works and Infrastructure
DSBD	Department of Small Business Development
DSI	Department of Science and Industry
DTIC	Department of Trade, Industry and Competition
DWYPD	Department of Women, Youth and Persons and Disabilities
GDPR	General Data Protection Regulation
GTAC	Government Technical Advisory Centre
MoA	Memorandum of Agreement
NPMN	National Pathway Management Network
NYDA	National Youth Development Agency
PMO	Project Management Office
POPIA	Protection of Personal Information Act
PYEI	Presidential Youth Employment Intervention
ToRs	Terms of reference

1. Context

1.1 Project description

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

1.2 Presidential Youth Employment Intervention

The President launched the PYEI in 2020 as a direct response to the challenge that too many young people are not transitioning from learning to earning. The PYEI is South Africa’s most comprehensive effort yet to address this crisis. To this end, the intervention brings together the strengths of numerous government institutions and social partners to deliver more opportunities for young people. It seeks to coordinate, accelerate, and enhance existing programmes. The PYEI also drives innovation and creates pathways to earning for young people at scale. The PYEI is comprised of four components: Demand-led skills development, Local Ecosystem Enablement, National Youth Service, and the National Pathway Management Network (NPMN). More information on the PYEI can be accessed at <https://www.stateofthenation.gov.za/presidential-youth-employment-intervention>.

1.3 The National Pathway Management Network

The NPMN brings together all networks that serve young people not in employment or training, aggregating learning and earning opportunities. This creates a single-entry point for young people and opportunity holders alike to share, view and access opportunities in the economy including a wide range of support services. The NPMN is enabled by the SA Youth platform, which can be accessed for free online as well as through the infrastructure of DEL and the NYDA at community levels. The NPMN also provides continuous support to young people finding their way into the economy, for instance through the Khetha career guidance platform. The mPowa app links young people to relevant services in their communities. For some young people, this can be a starting point for personal development and initial workplace experience. For others, the NPMN may provide direct linkages to employment or enterprise support.

1.3.1 Objectives of the NPMN

The **objectives of the NPMN** are as follows:

- **Accelerate the creation of new opportunities for young people** by: (i) identifying and implementing interventions to unlock growth opportunities that will absorb new entrants at scale (e.g., in the care and social economy, and agricultural as well as digital and technology sectors); (ii) developing public and private sector partnerships for joint planning and delivery; and (iii) changing policy, regulations and incentives to improve labour absorption by the private sector.
- **Aggregate the supply of, and demand for learning and earning opportunities for young people on to one central place.** The NPMN consolidates existing opportunities in one place. It aims to become the go to platform both for young people and opportunity holders that want to reach them. To this end, the NPMN works towards making existing platforms interoperable.

- **Address barriers young people experience when looking for opportunities.** Such barriers include high data costs, lack of access to personalized counselling, qualifications that are not aligned to market needs, and insufficient information about available support services and resources.
- **Support young people to grow their skills and employability.** By using the NPMN, they can access a wide range of relevant employment services and learning opportunities. This allows young people to embark on a long-term growth path towards goals that align with their preferences and strengths.
- **Generating data to guide future support.** The NPMN provides nuanced information on the skills held by the young people developing their profiles on the network and how they compare to what employers are looking for. This can help service providers adapt training offerings and develop tailored bridging interventions.
- **Ensure that the various platforms that form the NPMN are interoperable,** meaning, accessing one platform will show all the opportunities that are available across all the various platforms.

1.3.2 NPMN key actors and coordination structures

The **key departments and partners** leading implementation and their roles in the NPMN are presented below:

- **The Project Management Office (PMO) in the Private Office of the President.** The PMO in the Presidency is responsible for overseeing the implementation of the PYEI. The role of the PMO is to provide oversight and coordination of the PYEI. The PMO also provides technical expertise on the implementation of PYEI.
- **Department of Employment and Labour.** The DEL is driving and coordinating the NPMN. As the lead implementation partner, DEL carries the responsibility for building the network of networks to ensure the NPMN can meet its objectives.
- **Government Technical Advisory Centre and Jobs Fund.** The Government Technical Advisory Centre (GTAC) and Jobs Fund are responsible for managing relevant funds on behalf of the DEL. This includes ensuring that there is a transparent process for the appointment and management of the National Pathway Manager and Innovation Fund Partners (see below). This role includes providing quarterly reports to the DEL in accordance with the MOU between GTAC and DEL.
- **The National Pathway Manager.** The Harambee Youth Employment Accelerator has been appointed as the National Pathway Manager. The manager is tasked with supporting the DEL to ensure effective coordination and alignment of the different partners across the NPMN networks. The Manager is also responsible for working with partners to stimulate demand by creating more opportunities, support more effective supply and to make recommendations to young people while identifying and reducing access barriers to the NPMN. The National Pathway Manager also coordinates and manages supply and demand initiatives with a focus on priority sectors. It assists with compiling data about the young people in the network and tracks how young access the opportunities across the NPMN, e.g. to establish which partners enabled the opportunity, monitor the extent to which these opportunities facilitate traction for young people in the labour market. The data is also to support planning at the DEL and across

government to report on the achievements of the NPMN and leverage additional resources from the private sector and development partners.

There are also various **coordination structures** in place, comprised of actors from government, civil society, and academia. Coordination structures include:

- **Overarching Joint Government Coordinating Committee** is responsible for driving the operationalizing of the NPMN and delivering on its objectives. It is governed by a Memorandum of Agreement (MoA) between various government departments and agencies (the dtic, DEL, DPWI, DHET, DSI, DSBD, DWYPD, NYDA)¹ with mandates relevant to youth employment.
- **NPMN Technical Committee** is a subset of the wider NPMN Coordinating Committee and brings non-government and private stakeholders into a partnership with government to implement the NPMN. The roles of these partners are diverse, with some focusing on linkages to opportunities (whether learning, earning or support services) and others addressing barriers that young people may face in accessing these opportunities. The NPMN Technical Committee creates the space for these partners to participate in a process that builds and strengthens the NPMN. The committee specifically assists in developing mechanisms which enable partners within the NPMN to share information and to identify ways to ensure equity of access to opportunities for all young people in the network.

The technical committee has four sub-committees to drive implementation in specific areas of work. These sub-committees include actors from government, private sector, civil society, and academia.

1. *Sub-committee one* focusses on those who are matching young people to earning and learning opportunities with a specific focus on building mechanisms to share opportunities (data) with other partners in the NPMN. The sub-committee is also responsible for ensuring that the various platforms across the NPMN are interoperable, meaning accessing one platform allows users to access opportunities across all the platforms.
2. *Sub-committee two* focusses on partners who are either providing information to young people about services and/or events or creating linkages with institutions that work in communities to provide support to young people.
3. *Sub-committee three* focuses on encouraging inclusive hiring practices including working with employers, the implementation of alternative selection processes and creating more inclusive signals. It also identifies how the NPMN can interact with and support interventions to stimulate demand with a focus on the priority growth areas of the PYEI.

¹ Department of Trade, Industry and Competition (the dtic), Department of Employment and Labour (DEL), Department of Public Works and Infrastructure (DPWI), Department of Higher Education (DHET), Department of Science and Innovation (DSI), Department of Small Business Development (DSBD), Department of Women, Youth and Persons with Disabilities (DWYPD), National Youth Development Agency (NYDA).

4. *Sub-committee four* focusses on generating e-learning resources that are made available to young people or the development of various resources and tools that can be used by young people.
- **The Pilot Steering Committee** is also a subset of the wider NPMN Coordinating Committee. It has responsibility to help steer, align, and monitor the different pilots being implemented by partners in the network. The NPMN Pilot Steering Committee is made up of partners in the network that are implementing different forms of pilots at a local level aimed at enabling young people to transition into and through the labour market and to access resources and services that support this transition. The pilots specifically test the ways in which the NPMN can support this work at a local level and build the eco-system for young people within the context of the District Development Model (DDM). This includes pilots that are supported by the NPMN Innovation Fund and those that are interested in 'testing' different ways to expand the reach and impact of the NPMN. In addition, key organizations that may have expertise to lend to the coordination of the pilot projects will also be invited to become part of the Pilot Steering Committee.
- **NPMN programme steering committee** focuses on the work of the National Pathway Manager and comprises GTAC, Harambee, DEL and the PMO in the Presidency. The steering committee provides strategic and technical oversight of the NPMN. On an operational level, the steering committee is tasked with:
 1. Monitoring performance and finances of the NPMN,
 2. Identifying challenges and revise priorities as needed,
 3. Determine gaps, risks and identify mitigation strategies,
 4. Make data driven recommendations,
 5. Implement process for onboarding new partners into the NPMN,
 6. Review and select priority growth areas,
 7. Establish sub-committees.

1.4 About the NPMN design and process evaluation

1.4.1 Rationale of the evaluation

The structures described above have been established to coordinate and steer the implementation of the NPMN across the diverse landscape of stakeholders and networks involved. These have been in place since 2020.

The purpose of the design and process evaluation is to assess whether these structures enable the NPMN to achieve its objectives and what progress has been made towards the main goal of aggregating supply and demand for learning and earning opportunities on to one accessible network.

1.4.2 High level evaluation questions

Below are the proposed evaluation questions:

- Are the institutional arrangements in line with the coordination needs of the NPMN?
- Does the current design structure for coordinating the NPMN meet the requirements to achieve its objectives?
- Are the key role players' engagements with partners effective?
- Are the key role players' activities working towards achieving the objectives of the NPMN?
- Are the partners in the coordination structures appropriate and relevant for ensuring implementation of the NPMN? Which partners are missing?
- What challenges are the key role players facing in terms of achieving the objectives of the NPMN?
- What solutions have arisen out of the coordination structures of the NPMN? To what extent are these supporting the objectives of the NPMN?
- What (institutional) barriers do the key role players face in terms of implementation?
- Are the activities implemented across the coordination structures supporting interoperability across all the platforms within the NPMN and contribute towards building a network or networks?
- To what extent are coordinating structures functioning as designed? What challenges have arisen and how have these been resolved?
- Are the activities of the various coordination structures contributing to the achievement of the NPMN objectives?

1.4.3 Evaluation steering committee

The evaluation will be steered by a team consisting of GIZ, the PMO in the private office of the President, the Jobs Fund and the Department of Employment and Labour. The steering committee will have final approval of all tools and reports developed during the evaluation.

2. Tasks to be performed by the contractor

The contractor will be responsible for conducting a design and process evaluation of the NPMN as described in section 1.3 above, answering the research questions (see 1.4.2). The evaluation comprises the following work packages:

Work package 1: Initial project inception

At the commencement of the project, the contractor will be responsible for providing a detailed evaluation plan and inception report based on the inception meeting with the evaluation steering committee. The inception report must include the methodological approach and timelines agreed upon in the inception meeting.

Work Package 2: Data collection and analysis

Data collection instruments design: The contracted service provider will develop the data collection instruments to be used for review and inputs by the evaluation steering group. The final approval for the use of the data collection instruments will be made by the steering committee. The contractor will be expected to pilot the data collection tools before use and make amendments where necessary.

Data collection: The contractor will be responsible for data collection using suitable methods. Where interviews are conducted, the contractor will be expected to provide anonymised summaries of interviews with participants.

Data analysis: The contractor will be responsible for analysis of the data. Where quantitative approaches are used, appropriate statistical analysis software should be utilised.

Document analysis: The contractor will also be tasked with document analysis of the various protocols governing the various committees as well as other documents that form part of the implementation of the NPMN.

Work Package 3: Reporting and closeout

Draft report and presentation workshop: The contractor will prepare an initial, draft report. Upon the completion of the draft report, the contractor will be responsible for circulating the report and organizing a workshop to discuss key findings and recommendations. The draft report should be no more than 50 pages, excluding the cover page, contents and references. The workshop will take place in a hybrid format and participants will include the evaluation steering committee; members of the various committees listed under 1.3.

Final report: The contractor will be responsible for compiling the final report which will incorporate the feedback from the workshop.

Closeout report: When the final report has been approved by the steering group, the contractor will provide a project closeout report. The closeout report will detail important project aspects, record variances around the timelines, scope, and reporting timelines.

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

	Milestone	Deadline/place/person responsible
Work Package 1	Inception report and evaluation plan	Within first two weeks/contractor
Work Package 2	Data collection instruments	Within first six weeks/contractor
	Interview summaries	
Work Package 3	Draft report and presentation workshop	Within 7 months/Gauteng/contractor

	Final report	Within 8 months/Gauteng/contractor
	Closeout report	At contract end/contractor

Anticipated period of assignment: From 01 July 2023 until 29 February 2024.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable, under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision. The numbers in italics in the sections below correspond to the positively weighted criteria in the technical assessment grid.

3.1 Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (*criteria 1.1.1 in the technical assessment grid*). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible and that are describe in Section 2 above (*1.1.2*). The bidder is expected to provide information on the evaluation approach and data collection methodology as part of this strategy. The bidder must also demonstrate an understanding of the PYEI and the NPMN. The bidder must also demonstrate their knowledge of process and design evaluations. (Max. 6 pages)

Cooperation: The bidder is required to present the actors relevant for the services for which it is responsible and describe the cooperation with them (*criteria 1.2.1 & 1.2.2 in the technical assessment grid*)

Steering: The bidder is required to present and explain its approach to **steering** the measures with the project partners and the evaluation steering committee (*1.3.1*). (Max. 1 page)

Processes: The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided (*criteria 1.4.1 in technical assessment grid*). In particular, the bidder is required to describe the necessary work steps and take account of the milestones. The bidder must describe how integration of partner contributions will be done (*criteria 1.4.2 in the technical assessment grid*) in accordance with Chapter 2. (Max. 2 pages)

Project Management: The bidder is required to describe the approach and procedure for coordination the evaluation steering committee (*criteria 1.6.1 in technical assessment grid*). The bidder must also include personal assignment plan (*criteria 1.6.2 in technical assessment grid*) to understand clearly who in the presented team will perform what role.

4. Personnel concept

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

maximum number of points. Preference will be given to contractors with more female members. At least one of the three team members should be a woman.

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

4.1 Team leader

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.
- They are coordinating and managing the project and ensuring communication with GIZ, partners and others involved in the project. The lead consultant is responsible for results and reporting in accordance with deadlines.
- Personnel management, 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 deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification Masters in Monitoring and Evaluation, Development Studies, Economics or Social Sciences
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 10 years of professional experience in the evaluation and research sector
- Specific professional experience (2.1.4): 10 years in Youth Unemployment and skills development.
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company –

4.2 Key expert 1

Tasks of key expert 1

- Key expert 1 will assist the team lead with the overall project design and implementation, e.g. by development of data collection tools, data analysis and reporting, ensuring data quality and ensuring data is managed in line with data protection guidelines and ethical research standards.

Qualifications of key expert 1

- Education/training (2.2.1): University qualification Masters in Monitoring and Evaluation, Development Studies, Economics or Social Sciences
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 5 years of professional experience in the Evaluation and research sector
- Specific professional experience (2.2.4): 3 years in Youth Unemployment and skills development.

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

Tasks of the short-term expert pool

The pool of short-term experts' duties will be to support the Team leader and key expert 1 and the following:

- Support data collection
- Support data analysis
- Support reporting writing

Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with university qualification (Honours degree or above) in Monitoring and Evaluation, Development Studies, Social Sciences or Economics
- Language (2.6.2): All experts with very good language skills in English
- General professional experience (2.6.3): All experts with 5 years of experience in the evaluation and research sector
- Specific professional experience (2.6.4): All experts with at least 1 year of experience in the context of employment promotion

Final tasks of supporting expert and short-term experts may be distributed across the team in line with their strengths, experience, and qualifications. The allocation of responsibilities across the team should be clearly described, e.g. in the personal assignment plan.

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

5.1 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.

5.2 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.

5.3 Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Team leader	1	60	60	
Designation of Key Expert 1	1	50	50	
Designation of short-term expert pool	2-4		50	The short-term expert pool may consist of 2-4 experts that support the team leader and the key expert 1.
Travel expenses	Quantity	Price	Total	Comments
Fixed travel budget	1	50,000 ZAR	50,000 ZAR	A budget is earmarked for travel to the following countries: South Africa. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Workshops	1	100,000 ZAR	100,000 ZAR	The bidder will implement one workshop to present the findings of the evaluation. After the workshop, the bidder will consolidate the suggestions and

				<p>recommendations into the final report.</p> <p>The workshop will take place at a suitable venue in Pretoria. The maximum anticipated number of participants will be 50 people.</p> <p>The budget contains the following costs:</p> <p>Venue hire, technical systems, moderation services, translation/interpreting, catering, workshop materials, other costs relating to the workshops. The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops.</p>
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5.4 Payment

The contractor will be paid as work packages are completed, with the initial payment scheduled after the acceptance of the inception report and evaluation plan and the final payment due after acceptance of the closeout report. Payments are linked to the submission of relevant invoicing documents, including those required to document expert days worked.

5.5 Note on General Terms and Conditions

We attach our General Terms and Conditions of Contract. These contain detailed information on contract terms, including on issues of rights of use, invoicing, and payments, reporting and travel.

Our GTCC will not be changed/amended and will form part of the contract should you be the winner of this bid. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.

6. Inputs of GIZ or other actors

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

- Data sources which include the following but are not limited to the following:
 - PYEI theory of change
 - PYEI Monitoring, Evaluation, Reporting and Learning Framework
 - NPMN overview document
 - PYEI Fund MoU

- NPMN MoA's, ToR's, concept notes
 - Meeting minutes for all coordination structures
 - National Pathway Manager contracted activities
 - Innovation Fund partners contracted activities
 - NPMN monitoring data
 - Reports from rapid assessments/reviews already conducted
- Connection to relevant stakeholders
 - Regular consultations and clarification of questions as needed.

7. Requirements on the format of the bid

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

Please also consider any commercial and technical eligibility requirements listed in the Eligibility Assessment Grid, and clearly present relevant information within your submission. The bidder must provide examples of five (5) projects similar in scope, size and cost as defined in the eligibility grid through a brief description of the project, the dates, the commission value and who the services were provided for.

The complete bid shall 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.

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. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs will be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 (Costing 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.

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 those stemming from regional and local laws (e.g. the Protection of Personal Information Act, POPIA).

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 European Union's General Data Protection Regulation's (GDPR) data

transfer rules must be considered whenever personal data leaves the EU for a third country. In case the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the laws and standards to which the partner is subject. The GIZ is not in any way responsible for such processing.

Where the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) could be helpful. The GIZ is available to support the contractor whenever need arises.

9. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **23rd June 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 **Euro**.
- 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.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**