

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

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<b>Event management for SADC regional conference</b>	<b>Project number/ cost centre:</b>
	<b>21.2026.9-005.00</b>

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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
DWYPD	Department of Women, Youth and Persons with Disabilities
GBV	Gender-based Violence
MGEPEWSW	Ministry of Gender Equality, Poverty Eradication and Social Welfare
MoGYSR	Ministry of Gender, Youth, Sports and Recreation
MSP	Multi-stakeholder partnerships
PfP	Partnerships for Prevention of Gender-based Violence
SADC	Southern African Development Community
ToRs	Terms of reference

## 1. Context

Gender-based violence is a widespread human rights violation that undermines the social, political and economic participation of women and girls. Southern Africa is estimated to have amongst the highest prevalence rates of gender-based violence (GBV) worldwide, in particular of domestic violence. In international comparison the societal acceptance of domestic violence against women is higher in Sub-Saharan Africa compared to other developing countries. However, African societies are dynamic and in transformation. The gender equality and GBV prevention sectors count with strong local change agents coming to the fore and giving a voice to urban youth and grassroots organisations.

Against this background The German Federal Ministry for Economic Cooperation and Development (BMZ) has commissioned the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in 12/2017 to implement a multi-country programme named Partnerships for the Prevention of Violence Against Women and Girls (Short: Partnerships for Prevention, PfP) in South Africa, Lesotho, Zimbabwe and Zambia.

Later in 2021, BMZ has decided to continue its engagement in the field of preventing gender-based violence (GBV) by commissioning a follow-on phase of the multi-country project “Partnerships for Prevention of Gender-based Violence in Southern Africa (PfP II). PfP II has been launched in December 2021 and runs until November 2024. The political partners of the implementation are the Ministry of Gender, Youth, Sports and Recreation (MoGYSR) in Lesotho, the Department of Women, Youth and Persons with Disabilities (DWYPD) in South Africa and the Provincial Administration, Southern Province in Zambia. There is currently no political partner in Zimbabwe. In addition to the current implementation countries, from 2023 on, PfP II implementation countries include Namibia with the Ministry of Gender Equality, Poverty Eradication and Social Welfare (MGEPEWSW) as a potential political partner.

The project pursues the objective of supporting joint implementation of initiatives aimed at **primary GBV prevention** by regional, national and sub-national stakeholders across sectors in Southern African communities. It focuses primarily on women and girls, especially those facing multiple discrimination, guided by an intersectional approach. Anchored in the “whole of society approach”, men and boys are also addressed by creating spaces to discuss masculinities and engaging them as allies. The project follows a systemic capacity development strategy, engaging actors on three levels: individuals (e.g., government officials, police officers, religious and traditional leaders), organisations (e.g., schools, governmental institutions, companies of the private sector, media organisations) and society.

PfP II builds on good practices and results of the preceding project “Partnerships for Prevention of Violence against Women and Girls in Southern Africa” (PfP I, 11/2017 – 11/2021). During PfP I, 10 GBV prevention initiatives (may be interchangeably used with “**flagships**”), anchored in multi-stakeholder partnerships (MSP), have been successfully implemented. Many of these initiatives are continued and will be upscaled in PfP II (Output 3). These GBV prevention initiatives in the form of evidence informed flagships involve stakeholders such as the media, religious and traditional leaders, the police, the private sector, as well as stakeholders from civil society, and include school-based activities, work on masculinities, food security and digital solutions. The GBV prevention flagships have also been accompanied by applied research, learning briefs and other publications to generate evidence and implementation informed knowledge for primary GBV prevention. All

publications on the context and the flagships themselves are openly available in the resource hub [www.partnershipsforprevention.org](http://www.partnershipsforprevention.org).

During PfP I, foundations were laid to improve collaboration among relevant stakeholders by establishing multi-sectoral networks for primary GBV prevention. Building on the multi-stakeholder partnerships that were formed in the previous project, PfP II has the opportunity to engage further relevant stakeholders from across Southern Africa and facilitate regional knowledge sharing and exchange of experiences while enabling improved coordination of GBV prevention on (sub-)national levels in partner countries. The regional project has a strong focus on regional learning and exchange (Output 3).

PfP-II further aims to enhance the capabilities of stakeholders, both at an individual and institutional level, to implement joint initiatives for preventing gender-based violence (GBV). The goal is to provide capacity building opportunities that cater to the specific needs of stakeholders, enabling them to develop tools such as standardized training modules on Gender Equality and GBV, reporting templates, and joint data collection tools. These resources are expected to support the effective implementation of GBV prevention initiatives to ensure the sustainability of GBV prevention efforts (Output 2).

The overall objective of the PfP-II regional project 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. Further information can be accessed at [www.partnershipsforprevention.org](http://www.partnershipsforprevention.org)

As abovementioned, the project pursues three main outputs, namely:

- The development of evidence-informed collaborative flagships for GBV prevention (Output 1)
- The strengthening of stakeholders' individual and institutional capacities for the implementation of joint GBV prevention flagships (Output 2)
- The strengthening of regional exchange among stakeholders to promote the upscaling of good practices for GBV prevention (Output 3)

To this end, GIZ is seeking to procure the services of an event management firm to **support the organisation and management of a regional conference in partnership with the Gender Unit of the SADC Secretariat** to bring together stakeholders from across the SADC region to discuss, share knowledge, and collaborate on innovative approaches for using data and technology for GBV prevention, under the theme: **Advancing Data and Innovation for Gender-Based Violence Prevention in the Southern African Development Community (SADC) Region**.

This 2-days-event will take place in Johannesburg South Africa on 05-06 December 2023 and it will provide a unique space, bringing together around 150 relevant partners to share knowledge, experiences, and innovative solutions to address GBV in the SADC region. By leveraging the power of data and promoting innovation, the conference will explore ways to enhance prevention efforts and ultimately eliminate GBV in the SADC region.

The **objectives** of the conference are to:

- Foster collaboration and knowledge exchange among stakeholders involved in GBV prevention within the SADC region.

- Identify gaps, challenges, and opportunities in data collection, analysis, and utilization for GBV prevention.
- Share innovative approaches, best practices, and research findings on data-driven strategies for preventing GBV.
- Explore the role of technology, digital platforms, and data analytics in addressing GBV and promoting gender equality.
- Develop a roadmap for leveraging data and innovation to enhance GBV prevention efforts in the SADC region.

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

The **objective of this consultancy** is to hire a firm/company to perform as event manager.

A detailed breakdown of responsibilities is outlined in these TORs:

- Preparation and management of all the logistics and arrangements related to hosting a successful and professional Regional Conference, as described above.
- The selected firm/company will support identify suitable service providers, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and other related arrangements.
- The contractor will also ensure availability of an efficient secretariat and clerical/administrative support and will oversee the invitation and registration process and coordinate transportation arrangements for participants including procuring international and domestic flights.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The tenderer reports regularly to GIZ in accordance with the General Contract Terms (AVB) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

The event organizer will closely work with the GIZ advisor in charge of the overall coordination of the regional conference in Johannesburg on 29-30 November 2023. In close cooperation with GIZ and its partner experts, the contractor will perform the secretariat function for organizational and logistical issues for the regional conference. In particular, the agency/company will be responsible for the following tasks:

### **Participants management**

- Organizing the invitation processes, including drafting and dispatch of the invitation and registration form, tracking of responses and follow-up of confirmations;
- Send out Invitations to ALL participants, including meeting chair(s), speakers, facilitators, etc.;
- Follow up on invitations -via telephone, email, fax;
- Ensuring regular update of the participants' list and regular submission to the GIZ advisor;
- Organize and manage travel arrangements for the participants, including procuring international and domestic flights as well as airport pick up and drop off.

- Organizing and booking of local transportation for participants at the request of participants, when necessary;
- Send out Information Note to all participants (arrival details, hotels, visa requirements, general city info; etc.);
- Supporting Visa processing of participants, when necessary;
- If necessary, organize protocol arrangements for VIPs, including arrival and departure at airport
- Follow-up of participants' inquiries in relation to bookings, transportation and venue, visa, and relaying all event related information to participants;
- Handling participants queries in a professional, timely and diplomatic manner;
- Arrange and manage participants' registration at the conference;
- Prepare and maintain participants register (with relevant contact details);
- Manage a one-stop general information support service for participants.
- Manage allocation of accommodation to the participants by liaising with the venues identified with the responsible GIZ advisor.

### **Conference venue arrangements**

- Responsible for coordination and smooth organization/logistical running of the event in liaison with GIZ office/advisors and the venue identified with GIZ.
- Ensuring the appropriate configuration of meeting rooms in conjunction with the facilitators;
- Making sure that dietary requirements from participants are considered;
- Ensuring all required audio-visual equipment is available/acquired in all the rooms as required;
- Ensuring that simultaneous translation is available throughout the event (English, French, Portuguese) in coordination with GIZ advisor;
- Liaising with staff allocated by the venue to ensure compliance with all their assigned duties including opening and closing procedures and ensuring staff members arrive in a timely manner;
- Arrange and manage appropriate VIP lounge, if necessary;
- Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.

### **Conference reference materials and documentation**

- Prepare and distribute arrival information packs to the participants

### **Coordination and reporting**

- Conduct meetings with GIZ advisors in preparation for the event and document and follow-up all meeting resolutions;
- Maintain and update the information flow regarding organizational and logistical issues prior, throughout and after the regional learning events.

**Monthly status report:**

GIZ will receive 3 status reports on progress throughout the contracting period to be aware of activities and duties performed by the contractor. Interim reports are due by 29.10.2023 and 17.11.2023, respectively.

**Final report:**

- Final report is expected by the completion of the contract, with the analysis and overall results stated. Final report should include:
- Compilation of tasks and results delivered by the contractor.
- Recommendations for future events to be organized by the programme.
- Provide feedback to inform ongoing public relations activities and future outreach activities

All reports produced should be in English language.

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>
<p><b>Service Package 1 - Event management and logistics support:</b> Providing support to the planning and preparation phases for the organization of a regional conference to bring together stakeholders from across the SADC region to discuss, share knowledge, and collaborate on innovative approaches for using data and technology for GBV prevention.</p> <p>Acting as the Secretariat for the organizational and logistical preparation of the event as described in these TORs</p>	Ongoing until the conclusion of the event
<p><b>Service Package 2 - Reporting and Documentation:</b> Including interim and final reports and documentation of the results of the International Conference</p>	<p>Interim reports are due by 29.10.2023, 31.and 17.11.2023.</p> <p>Preliminary final report to be submitted for PfP revision by January 31<sup>st</sup> 2024.</p> <p>Final report, including GIZ comments will be submitted by February 24, 2024.</p>

Period of assignment: from earliest date until 24 February 2024

**3. Concept**

In the tender, the tenderer 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.

### 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)**.

**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 2 (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 (**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, 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): Relevant qualifications in communication, business management, event management, or related fields
- 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 of professional experience in the event management sector



- Specific professional experience (2.1.4): 8 years in organizing big events
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in an event management company
- Regional experience (2.1.6): experience in organizing regional/multi country events will be an advantage
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): Proven experience in organising high-level conferences with state representatives and public figures.

## **Expert-Pool**

The tenderer is required to provide 2 experts for assisting the team leader.

The qualifications and requirements described below do not have to be met by each individual person offered. However, the expert pool must cover the listed qualifications in their entirety in order to achieve the maximum score in the professional evaluation:

### Tasks of expert pool

- Organizing sub-contractors
- Backstopping and quality control during all steps of the preparation phase
- Coordinating the event without a hitch is essential
- Contact person before and during the event for GIZ staff

### Qualifications

- Education/training (2.6.1): qualifications in communication, business management, project management, events management, administration or related fields
- Language (2.6.2): C2 -level language proficiency in English, knowledge of any other language spoken in the SADC region will be a plus
- General professional experience (2.6.3): 5 years in event management
- Specific professional experience (2.6.4): 3 years in organizing big events
- Regional experience (2.6.5): 2 years in the SADC region
- Other (2.6.7): 2 years in managing sub-contractors

- **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 25 expert days, of which up to 6 days on-site.

Expert Pool: Assignment for up to 45 expert days, of which up to 10 days on-site

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 TL	1	25	25	
Designation of expert pool	2	45	45	The number of days can be used between the two experts and not exceed 45 days
Travel expenses	Quantity	Price	Total	Comments
Overnight allowance in country of assignment	13	1,600.00 ZAR	20,800.00 ZAR	The number of nights should not exceed 13 but it can be less.

Transport	Quantity	Price	Total	Comments
<b>Domestic flights</b>	<b>6</b>	<b>6,000.00 ZAR</b>	<b>36,000.00 ZAR</b>	Flights within the country of assignment during service delivery if the contractor comes from outside of the Gauteng Province
<b>CO<sub>2</sub> compensation for air travel</b>	<b>6</b>	<b>1,200.00 ZAR</b>	<b>7,200.00 ZAR</b>	A budget is earmarked for settling carbon offsets against evidence.
<b>Travel expenses (car)</b> • up to 2000 KM	<b>2000 KM</b>	<b>4.64 ZAR</b>	<b>9,280.00 ZAR</b>	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
<b>Flexible remuneration</b>	<b>1</b>	<b>12,000.00 EUR</b>		A budget of EUR 12,000.00 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>Workshops</b>	<b>1</b>	<b>40,000.00 ZAR</b>		The budget contains the following costs (support staff at conference venue, i.e. for registration and ushering).
<b>Procurement of flights for participants</b>	<b>100</b>	<b>up to 10,000.00 ZAR</b>	<b>up to 1,000,000.00 ZAR</b>	The budget contains the following costs : flights for participants from the SADC region.
<b>Other costs</b>	<b>1</b>	<b>20,000.00 ZAR</b>		The budget contains the following costs Stationary, eventual unexpected expenses.

## 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 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 (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.

## 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

- Minimum standards for sustainable event management at GIZ
- Concept note of the event

## 8. 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 **15<sup>th</sup> September 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 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.**