

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

Support with training on the Park Activation Coordinators Programme in Cities and developing a model for its replication	Project number/ cost centre: 18.2076.0-003.00
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0. List of abbreviations

EPWP	Expanded Public Works Programme
ICVPS	Integrated Crime and Violence Prevention Strategy
IUDF	Integrated Urban Development Framework
NSP	National Strategic Plan on Gender-based Violence and Femicide
PAC	Park Activation Coordinators Programme
ToRs	Terms of reference

1. Brief information on the GIZ project

The "Inclusive Violence and Crime Prevention Programme" (VCP III) is a joint South African-German technical cooperation project, with co-funding from the Canadian government, that seeks to contribute to the national development priority of creating a safer South Africa. It works to improve the framework conditions for the effective, aligned and evidence-based implementation of South Africa's national overarching policy framework on violence and crime prevention, the White Paper on Safety and Security (WPSS) as well as the National Strategic Plan on Gender-Based Violence and Femicide (NSP GBVF).

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is responsible for the implementation of the German contribution to the programme on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as the commissioning party and Global Affairs Canada (GAC) as a co-financing party. The multi-partner VCP Steering Committee is co-chaired by the Department of Cooperative Governance (DCoG) and the Civilian Secretariat for Police Service (CSPS).

The programme supports multi-stakeholder-driven interventions towards addressing the root causes of violence and crime in South Africa through capacitating different sectors and levels of government for prevention work as well as activating and supporting different non-state societal resources and aligning their efforts. The programme recognises social and gender norms as key determinants of (gender-based) violence and crime, and accordingly applies an intersectional understanding of violence and prevention and strives to integrate gender-transformative approaches in its work.

The programme's activities in its current, third, commission (July 2019 – June 2024) can be described in four areas of intervention:

1. Supporting children and youth to grow up in a safe environment and become more resilient to violence and crime through in- and out-of-school peer-led interventions and the promotion of youth-focussed psycho-social wellbeing programmes.
2. Localizing prevention through strengthening capacities of key state- and non-state actors, such as local government for community safety planning, municipal and local non-governmental organizations for area-based approaches to violence prevention as well as the faith-based sector for the prevention of gender-based violence in particular.
3. Supporting the implementation and funding strategies for the White Paper on Safety and Security, the National Strategic Plan on Gender-based Violence and Femicide as well as the Integrated Urban Development Framework.
4. Generating and disseminating knowledge and evidence for effective violence prevention, emphasizing an evidence-informed and data-driven approach to violence prevention coordinated and supported through strong networks of practitioners for exchanging knowledge and experience.

2. Context

The Park Activation Coordinators (PAC) Programme is an innovative, community focused approach to initiating, coordinating and managing activities in public parks. The programme is premised on facilitating and fostering a) ongoing, harmonious use of public parks by various stakeholders; b) ownership of a public space by community members and their investment in ensuring its quality as a safe, inclusive and clean space; c) skilling of community members in stakeholder engagement and management, design thinking approaches and other community development centred skills; d) collaborative management of parks between communities and the local municipality, for instance through area-based management (ABM) structures; and e) harnessing public employment programmes to provide income support to local residents while at the same time enhancing community safety and strengthening protective factors against violence and crime. Park Activation Coordinators' functions include:

- Having knowledge of and ensuring the carrying out of the relevant application processes for hosting events and activities in public parks.
- Facilitating, scheduling and coordinating activities and community-related programmes e.g., sporting, cultural programmes with people of all ages, activities with children etc clean-up campaigns, food drives etc.
- Monitoring and reporting to the municipality on park use, management issues such as cleanliness, maintenance, safety risks etc.
- Liaising with and mobilising local organisations in the community that can offer programmes in the park activities.

In 2018, the first phase of the PAC programme was initiated by the City of Joburg (with support from the VCP Programme), which at the time had undertaken a series of public park co-production interventions under the banner of *Building the Public City*. The first iteration of the PAC programme entailed:

1. A 2-day learning exchange between the City of Joburg and eThekweni municipalities in June 2018 on social models for co-designing and co-managing public green spaces, lessons learnt from public space activation projects to date and sustainable resourcing frameworks for these co-management models.
2. Week-long (6-days) skills development trainings in Johannesburg and Durban to prepare the Park Activation Coordinators for their work in and with their communities, as well in partnership with the City of Joburg and eThekweni municipalities respectively. A total of 7 PACs in City of Joburg and 21 PACs in eThekweni municipality were trained and deployed into various parks across the 2 cities.

The PAC programme innovatively leveraged the Expanded Public Works Programme (EPWP), and specifically, EPWP budgets allocated to relevant city departments, to resource selected community members on the social aspects of public park management. Although now somewhat dormant, in part as a result of Covid-19 pandemic-related interruptions, the programme has been successful in empowering community members, some of whom still champion activation process in their communities – mostly voluntarily.

Moreover, the above aligns with:

- i) the GIZ VCP's continued efforts to champion the upscaling and resourcing of area-based, community centred violence prevention interventions, particularly those that enhance placemaking and social cohesion, including, but not limited to the SPRINT¹ Initiative and precinct management approaches; and
- ii) ongoing support to intermediary and metropolitan municipalities with the coordinated and coherent implementation of the ICVPS, the IUDF and the Comprehensive National Prevention Strategy on Gender Based Violence and Femicide (CNPS)².

Against this backdrop, a second phase of the PAC programme is to be implemented, with support of a service provider, to resuscitate dormant PAC initiatives and scale-up active PAC initiatives from 2018 (City of Joburg and eThekweni Municipality, expand the programme into 2 additional municipalities (KwaDukuza Municipality and Stellenbosch Municipality).

3. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Development and implementation of Park Activation Coordinators training programme
 - Review existing training methodology and update or redevelop into a coherent course that covers various topics related to the functions of PACs, including but not limited to the below.
 - Stakeholder mapping
 - Community engagement
 - Stakeholder liaising, acting as a conduit and/ intermediary between communities/ residents, community forums, the municipality, relevant private organisations
 - Gender transformative and intersectional community programming
 - Functions and the leveraging of existing community or precinct-based structures such as community safety/policing forums, ward committees, area-based management groups, neighbourhood watches etc.
 - Reporting, monitoring and evaluation of park use and activation programmes
 - Develop interactive tools and integrate scenarios and/or simulations that provide practical guidance for PACs in fulfilling their functions.
 - Implement a maximum week-long (5 days), not more than 8 hours per day (including breaks) in-person training in each of the 4 municipalities (Joburg,

¹ [Safer Places, Resilient Institutions and Neighbourhoods Together \(SPRINT\) Initiative](#)

² The CNPS operationalises pillar 2 of the NSP on GBVF "Prevention and Rebuilding Social Cohesion."

eThekwini, KwaDukuza, Stellenbosch), including the sharing of materials (learning guides, design thinking templates/ tools etc.) to be given to the trained PACs for own, independent use.

- Support training participants with drafting park activation programme that has activities for different for at least 2 weeks. The draft programme, along with the general course topics should enable participants to bring in other volunteers to run programmes e.g., a theatre company, a sports league etc.
- Support training participants in each City with the design of at least one activation that can be tested during the week of training as part of applied learning.
- Coordinate the training with the relevant city officials and ensure strategic alignment to ongoing key processes including:
 - Joburg city-wide Park Safety Strategy review and related participatory processes with Joburg City Parks and Zoo and the Joburg Public Safety Department (running September - November 2023).
 - eThekwini Municipality (KwaMashu safety profile) and ongoing public space management interventions by the Safer Cities Unit, Economic Development Unit and Green Corridor.
 - KwaDukuza Municipality development of a city-wide safety strategy and ongoing management of the People's Park and other public spaces in coordination with Community Safety and Community Services departments.
 - Stellenbosch Municipality gender sensitive safety and spatial planning interventions including the participatory processes held in and functioning of the recently established community safety forum and the Kayamandi neighbourhood watch programme.

2. Consolidation of the PAC model:

- Conduct desktop research and conduct interviews with PACs, relevant officials, other stakeholders e.g., business forums, community groups, research thinktanks etc., involved in the 2018/9 pilot process and document learnings (challenges, successes, opportunities, approaches for adapting the approach based on context).
- Synthesise training methodology and material (from the 2018/9 pilot and any new or updated material from the 2023 training process) into a coherent, stand-alone course that can independently be used by trained participants (including municipal officials) to train new/ additional PACs.
- Develop a monitoring and evaluation tool that is easy to understand and apply. In addition to measuring impact of the PAC programme based on the objectives and functions listed in section 2 above, it should also consider the municipality's role in providing safe, universally accessible and clean public parks and facilities.
- Consolidate the PAC programme (2018/9 pilot learnings, complete and updated training course and related tools, relevant research inputs and the monitoring and impact evaluation tool) into a model that provides comprehensive guidance for the operationalisation and replication of the approach into other

municipalities. This should highlight funding, particularly the use of EPWP funds; management between PACs, communities and the municipalities as well as the establishment of new PACs, including delivering training.

- Submit the model as a final, copy edited and designed output. The model should be submitted in 2 versions: high resolution soft copy for web distribution, as well as a print resolution ready for printing, submitted with raw/ vector files. The print version should include links to audiovisual files available in the digital version.

3. Advocacy and dissemination

- Communicate about and advocate for the replication and institutionalisation of the PAC model across a municipality and by other municipalities:
 - Facilitate minimum 2 workshops in each of the 4 Cities (at least one in person) with various departments in the municipality, in addition to those already involved in the training and consolidation of the model. Additional departments and units may include, but are not limited to Economic Development, Community Development/ Services, Sports and Recreation, Special Programmes Units. These workshops should present the model to heads of departments and other critical decision makers, emphasising the transversality of safety and advocating for the embedding of the PAC approach in public space making and management more broadly (resourcing training, activations and EPWP).
 - Facilitate workshops with platforms including but not limited to the South African Cities Network's (SACN) [Urban Safety Reference Group](#) (USRG) and the South African Local Government Association's (SALGA) Municipal Community Safety Network (MCSN), presenting the model, lessons from the 4 municipalities and possible pathways for replication and institution in other municipalities.

4. Coordination of logistics

- Supply/ procure basic stationery for maximum 40 training participants - at least one notebook and pen – for use throughout the training.
- Coordinate/ procure daily refreshments for each day of training in each city (e.g., morning fruit/ muffins and tea and coffee, finger lunch, tea/coffee and water throughout the day). Each municipality will organise venues, transport for trainees to the venue, basic equipment e.g., projectors, and in some municipalities, basic stationery for trainees (notebook and pen).
- Procure services (if necessary) for copy editing and graphic design of training materials and model consolidation.
- Coordinate /procure light refreshments for each in-person advocacy and dissemination workshops (at least 1 in all 4 municipalities).
- The contractor should note that while 20 trainees are anticipated from in each municipality, Stellenbosch Municipality might have significantly less (e.g., 10 total trainees), while eThekweni Metropolitan Municipality might have slightly more (25 total trainees). These fluctuations should be considered as all project costs (professional, consumables and other fees) will be against evidence.

Further to the above:

- The contractor is responsible for selecting, preparing, training and steering the international and national, short experts assigned to perform the specific tasks.
- 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 contractor will coordinate the project in close cooperation with the GIZ-VCP programme - including its gender expert to ensure that gender transformative and intersectionality approaches are systematically embedded into the project processes and outputs – as well as the relevant practitioners from the aforementioned 4 municipalities. The GIZ-VCP programme plans to support with the playing of a gamified co-designing tool for building safer communities, which can be integrated into the PAC training sessions in each city. This will provide a practical understanding of the challenges and opportunities related to all-of-society collaborative planning and implementation of area-based (gender-based) violence prevention interventions.

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

- Inception report
- Post training report for each municipality
- Close out project report

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
Inception meetings (up to 2) and inception report	December 2023
Submission of course plan and material	15 December 2023
Completion of training in 2 Cities and submission of related reports	31 January 2024
Completion of training in last 2 Cities and submission of related reports	24 February 2024
Submission of monitoring and evaluation tool	29 February 2024
Submission of PAC model (digital and print copies) that consolidates all project processes and outputs	22 March 2024
All in-person and virtual advocacy workshops completed	19 April 2024

Period of assignment: from 3 December 2023 until 30 April 2024.

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 3 (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 3 Tasks to be performed) (1.1.2).

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

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

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 3 (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).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project and the partners from the 4 municipalities. In particular, the project management requirements specified in Chapter 3 (Tasks to be performed by the contractor) must be explained in detail.

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

5. 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 8), 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 assignments and supporting local short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): postgraduate university degree (Masters) in Humanities/ Education/ Community Development
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the Civic education (including development of training content and material, as well as delivery of training to small-medium groups), community development and/or social facilitation
- Specific professional experience (2.1.4): 7 years in Community development, stakeholder engagement and monitoring and evaluation
- 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): 10 years of experience in projects in Africa (region), of which 5 years in projects in South Africa (country)
- Development cooperation (DC) experience (2.1.7): 1 years of experience in DC projects
- Other (2.1.8): Strong understanding of the multiple dimensions of safety and gender and their implementation at community level, including safety planning, community safety implementation and early prevention; strong analytical and complex systems thinking abilities; knowledge of urban design principles, including open public space, ideally within public parks realm; knowledge and understanding of the literature, policy and practice of Social Crime Prevention and Safety through Environmental Design

Key expert 1

Tasks of key expert 1

- Facilitation of training processes and outputs
- Monitoring and evaluation
- Strategic technical backstopping (training material development, capacity building, document writing etc.)

Qualifications of key expert 1

- Education/training (2.2.1): Honors Degree in Humanities/ Education/ Community Development/ Monitoring and Evaluation
- Language (2.2.2): C2 -level language proficiency in Language: English and 1 South African vernacular language
- General professional experience (2.2.3): 7 years in Stakeholder Engagement/ Social Facilitation/ Public Management
- Specific professional experience (2.2.4): 5 years in Monitoring and Evaluation
- Leadership/management experience (2.2.5): 2 years
- Regional experience (2.2.6): 5 years in South Africa
- Development Cooperation (DC) experience (2.2.7): 2 years

- Other (2.2.8): Strong understanding of the multiple dimensions of safety and gender and their implementation at community level, including safety planning, community safety implementation and early prevention; strong analytical and complex systems thinking abilities; knowledge of urban design principles, including open public space, ideally within public parks realm; knowledge and understanding of the literature, policy and practice of Social Crime Prevention and Safety through Environmental Design

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

Short-term expert pool with minimum 2, maximum 3 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Support team leader and/or key expert in cofacilitating workshops
- Support the development of a monitoring and evaluation tool
- Administrative support - logistics of travel, catering, stationery supply etc.
- Support in design and implementation of advocacy and dissemination workshops
- Support with documenting all processes and meetings
- Support in the consolidation of the PAC model into digital and print ready versions outputs
- Desktop research
- All other technical and administrative backstopping

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 experts with university qualification (German 'Diplom'/Master) in Development Planning, Social Sciences, Humanities/ Community Development/ Built Environment, 1 experts with university qualification in German 'Diplom'/Master) Monitoring and Evaluation/ Public Management/ Econometrics Language (2.6.2): 2 experts with C1-level language proficiency in English and Zulu/Xhosa
- General professional experience (2.6.3): 1 experts with 5 years of professional experience in the Community Development/ Education/ Social Facilitation, Urban Development sector, 1 experts with 3 years of professional experience in the Public Administration/ Public Management sector
- Specific professional experience (2.6.4): 1 experts with 3 years of professional experience in Capacity Building/ Civic Education, 1 experts with 3 years of professional experience in Monitoring and Evaluation
- Regional experience (2.6.5): 0 experts with 0 years of experience in Africa (region), 2 experts with 5 years of experience in South Africa (country)
- Development cooperation (DC) experience (2.6.6): 0 experts with 0 years of experience in DC

- Other (2.6.7): Strong understanding of the multiple dimensions of safety and gender and their implementation at community level, including community safety and community-based planning; strong analytical and complex systems thinking abilities; knowledge of urban design principles, including open public space, ideally within public parks realm; knowledge and understanding of the literature, policy and practice of Social Crime Prevention and Safety through Environmental Design.

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

6. 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 (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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Inception meetings 1 with GIZ team, and 1 with participating cities and inception report	4	0.25	1	
Review of existing documents and conducting of interviews and consultative engagements with stakeholders and consolidation into the updated	2	5	10	

PAC training course and materials				
Implementation of training workshops for maximum 20 people in each city, including aligning to ongoing processes in consultation with municipal practitioners and testing of an activation	4	6	24	
Post training reports	2	1	1	
Development of monitoring and evaluation tool	2	3	6	
Consolidation/ development of independently replicable PAC model	3	3	9	
Preparation and facilitation of in-person advocacy and model dissemination workshops in each city	4	2	8	
Logistical planning (catering, stationery procurement, printing etc.)	2	3	6	
Transport	Quantity	Price	Total	Comments
Domestic flights	12			Flights within the country of assignment during service delivery. Maximum 2 experts in each municipality
Travel expenses (train, car) • Rental vehicle • Airport transfer	8			Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
Subcontracts Copy editing, graphic design and layout, printing	1			The budget contains the following costs .

7. Inputs of GIZ or other actors

The points below are merely examples; furthermore, only concrete inputs should be listed.

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

- Training venues and parks for testing activations to be done by each municipality
- Logistics for workshops: Projectors in training venues to be arranged by each municipality, at least 2 municipalities to arrange basic stationery for trainees

8. 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 Arial 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. Links to relevant training material and processes, consolidated models and M&E tools may be included. *Please submit references to examples of relevant developed training material and processes, consolidated models and M&E tools 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 5 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 must be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 6 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.

9. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 24th **November 2023** all documents must be in PDF, **quoting Reference Number: 83453450 in the Subject line.**
- **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.**