

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

STRATEGIC POLICY ADVICE FOR THE DEMAND OF VACCINES MANUFACTURED IN SOUTH AFRICA, AND ITS COORDINATION, RELEVANCE, AND LINKAGES WITH NATIONAL, REGIONAL, AND CONTINENTAL INITIATIVES.	Project number/ cost centre: 21.2258.8-003.00
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0. List of abbreviations

AfCFTA	African Continental Free Trade Area
AG	Commissioning party
AN	Contractor
AU	African Union
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
CDC	Centre for Disease Control and Prevention
DSI	Department of Science and Innovation
DoH	Department of Health
EAC	East African Community
FK	Expert
FKT	Expert days
KZFK	Short-term expert
SADC	Southern African Development Community
SAHPRA	South African Health Products
SAVax	Vaccines for Africa: Roll-out and Production in South Africa
ToRs	Terms of reference

1. Context

The project “Vaccines for Africa: Roll-out and Production in South Africa” (SAVax) was commissioned in October 2021 by the German Federal Ministry for Economic Cooperation and Development (BMZ) and is implemented by GIZ between January 2022 and December 2025. SAVax’s objective is to improve access to high-quality vaccines for all population groups in South Africa.

SAVax is implemented in cooperation with the Department of Health (DoH), South African Health Products Regulatory Authority (SAHPRA) and Department of Science and Innovation (DSI). The overall aim of the project is to improve access to quality vaccines for all populations in South Africa. It does so in two ways: First, the project supports DoH in strengthening its pandemic preparedness capacities at national and provincial levels including the direct delivery of vaccines to vulnerable communities but also improving surveillance and governance. Second, it strengthens the capacities of key stakeholders in the ecosystem of vaccine manufacturing in South Africa by improving the skills, the regulatory capacity and the demand for vaccines made in South Africa.

The following project objectives are relevant for this tender:

Output 4: The capacity of South African players for market analysis and market shaping measures regarding vaccines produced in South Africa has improved.

Milestones: The need for South African actors to develop and communicate a market strategy for South African vaccines and vaccine-related products is described. Actors from different sectors (government agencies, science, vaccine manufacturers, regional and global institutions and other actors in the public and private sectors) are networked and have expressed their recommendations.

South Africa is both a manufacturer and exporter of vaccines and a major purchaser (not GAVI eligible). Ensuring both international and domestic demand for local vaccines requires collaboration and coordination among numerous stakeholders. For the export, the cooperation with the Southern African Development Community (SADC), the African Union (AU) and GAVI are key. For the domestic demand, inter-ministerial coordination between the Departments of Health, Trade, Treasury and Science and Innovation needs to be strengthened. SAVax provides support to DSI on the international and domestic agenda for market shaping by developing evidence and knowledge that can facilitate stakeholder coordination and policy coherence.

The subject of these terms of reference is to acquire advisory services for SAVax on strategic policy topics related to the demand of vaccines manufactured in South Africa, and its coordination, relevance, and linkages with national, regional, and continental initiatives.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Policy advice

South Africa as an exporter of vaccines

- Inform the SAVax team about the latest developments at continental and regional level on market shaping and vaccine manufacturing, especially developments at African Centre for Disease Control and Prevention (CDC) and African Continental Free Trade Area (AfCFTA) level.
- Advise on South Africa's potential influence, coordination efforts, and actionable steps in matters related to the AfCFTA implementation related to vaccines and other medical and pharmaceutical products.
- Advise on potential linkages for South African manufacturers to tap into and work with continental structures, like GAVI and the vast market opportunities provided by the AfCFTA.
- Provide advice on how to support South Africa to improve its leadership, positioning, and approach towards stakeholders within the African Union, Regional Economic Communities (e.g., SADC and EAC), and its member states and private sector in relation to vaccine manufacturing and market shaping.
- Formulate recommendations and connect actors in order to connect regional initiatives with local institutions and policies at South African level to facilitate coordination and synergies among actors on vaccine production and trade.

South Africa as a purchaser of vaccines

- Elaborate concept notes and prepare evidence for the inter-ministerial working group on local vaccine manufacturing.
- Provide advice and consultation on matters concerning processes, strategies, and political aspects within the context of health policies, priorities, strategies, and speeches originating from South African government entities, particularly those related to vaccine production and procurement processes.
- Assess vaccine manufacturing policies, strategies, plans in South Africa, identify gaps, potential improvements, and actionable steps, and formulate informed policy suggestions for the SAVax team.
- Identify and propose potential events that can bring together a diverse range of stakeholders in the vaccine and vaccine-related products production sector, including private companies, government institutions, international organizations, and donor agencies, to initiate discussions on market shaping and contribute to policy coordination and coherence in South Africa.
- Develop a comprehensive conceptualization of the proposed events (e.g., operational planning workshops, policy, and market round tables, etc.) including outlining their objectives, defining the ideal participants, and formulating key guiding questions. This step entails crafting a clear vision for each event's purpose and structure.
- Assume the role of a moderator during these events, facilitating productive discussions among the varied groups of stakeholders. This involves ensuring that the agenda aligns with the event's goals and guiding participants through meaningful exchanges.
- Document the proceedings and outcomes of each event meticulously. This includes recording key insights, recommendations, and actions generated during the discussions. Proper documentation ensures that the knowledge and outcomes are preserved for future reference and decision-making.

Period of assignment: from 01 December 2023 until 30 October 2025.

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.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

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 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

4. Personnel concept

Key expert 1

Qualifications of key expert 1

- Education/training (2.2.1): Degree in Business Administration or Health Sciences (Pharmacy, Medicine, Nurse, Food Sciences, Veterinary), or Social Sciences or Engineering with additional qualifications in trade or healthcare financing.
- Language (2.2.2): C2 ; Knowledge of English, C2 in the Common European Framework of Reference for Languages
- Specific professional experience (2.2.4): 3 reference projects in the area of health products manufacturing/ health innovation in developing and emerging countries
 - 1 project with GIZ
 - 5 years' experience in projects with the African Union
 - 10 years' experience in public health projects
 - Specific experiences in vaccine procurement or healthcare/vaccination campaign financing are an asset.
- Regional experience (2.2.6): Experience in the African region particularly in South Africa

5. Costing requirements

Assignment of personnel and travel expenses

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

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Policy Advice	1	30	
• Event Coordination	1	20	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	1	20	10 within South Africa / Possibly 10 in Ethiopia and 10 in Europe
• Overnight allowance in country of assignment	1	20	10 within South Africa / Possibly 10 in Ethiopia and 10 in Europe

• Travel costs (train, private vehicle)	1	20	10 within South Africa / Possibly 10 in Ethiopia and 10 in Europe
Flights	Number of experts	Number of flights per experts	Comments
• International flights	1	3	Possibly to Addis Ababa or regional meetings in Africa or the EU
• Domestic flights	1	10	Within South Africa
• CO ₂ compensation for air travel Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)			A budget is earmarked for settling carbon offsets against evidence.
Other costs	Number of experts	Amount per experts	Comments
• Flexible remuneration	1	3.000/ 59679.30	A budget of EUR 3.000/ 59679.30 is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. 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).

7. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **08th December 2023** all documents must be in PDF, **quoting Reference Number: 83453644 in the Subject line.**
- **Submission to any other email address may invalidate your bid.**
- **The bid is for individual consultants/appraiser. Not Companies**
- 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.**