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## General information

- a. Brief information on the project

### **RECRUITMENT SERVICES (ADVERTISING, SOURCING AND SCREENING)**

- b. Context

**We are looking for a service provider who will will publish our recruitment advertisement(s) on online platforms and also shortlist the applications they receive for us in line with advert requirements.**

- c. GIZ shall hire the contractor for the anticipated contract term, from **01 July 2024** to **28 February 2026** (with option of extension).

- d. The contractor shall provide the following work/service:

**Publish and post our recruitment advertisement (s) on online platforms and also shortlist the applications.**

## Tender requirements

**The service provided should be able to assist us with crafting an engaging advertisement with a Question & Answer section using various online platforms to attract potential candidates. Sourcing potential candidates for our advertisement. Screening candidates who apply for to our roles base on advertisement requirements.**

## 1. Qualifications of proposed staff

### 1.1. Expert 1:

#### 1.1.1. General qualifications

Education: HR Degree with focus on Recruitment and sourcing  
 Professional experience: 10 years' experience in Advertising Recruitment and sourcing candidates

#### 1.1.2. Experience in the region/knowledge of the country

South Africa, Lesotho and eSwatini 10 years or more.

#### 1.1.3. Language skills

business fluency in English

## 2. Appropriateness of proposed concept

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5).

## 3. Specification of inputs

### 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.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing			
• Implementation			
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment			
• Overnight allowance in country of assignment			
• Travel costs (train, private vehicle)			

Flights	Number of experts	Number of flights per experts	Comments
<ul style="list-style-type: none"> <li>International flights</li> </ul>	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>Domestic flights</li> </ul>	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>CO<sub>2</sub> compensation for air travel  <a href="#">Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)</a> </li> </ul>			A budget is earmarked for settling carbon offsets against evidence.
Other costs	Number of experts	Amount per experts	Comments
<ul style="list-style-type: none"> <li>Flexible remuneration</li> </ul> <p><i>In the case of a <b>contract for work</b>, the requirements for the assignment of personnel, travel, consumables, workshops/training do not apply.</i></p>		N/A	A budget of EUR xxx 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.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

#### 4. Fixed lump sum price – contract for work

Since the contract to be concluded is a contract for work, the specification of inputs serves as guidance only. We request that you provide us with a fixed lump sum price for your services that includes an itemised breakdown of all the relevant costs (fees, travel costs, etc.). We require this information for our internal calculations. The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered.

#### 5. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The **concept** (if required) should not exceed five pages. 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.

## 6. 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 **30<sup>th</sup> May 2024** 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.**