

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

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Provision of lay-out and design services to the H2.SA programme      **Project number/  
cost centre:**  
**21.2230.7-001.00**

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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
H <sub>2</sub>	green hydrogen
H2.SA	South African Green Hydrogen Programme
PtX	green hydrogen-based products such as ammonia and synthetic jet fuels
ToRs	Terms of reference

## 1. Context

Globally, the demand for green hydrogen (H<sub>2</sub>) and green hydrogen-based products such as ammonia and synthetic jet fuels (PtX) is rising. To fulfill decarbonization targets, many off-takers (e.g. EU and Japan) are willing to pay a premium price and to sign long-term supply agreements to stimulate H<sub>2</sub>/PtX market development. Hydrogen, however, also offers domestic use opportunities to South Africa. The recently published HIS Markit Report (2021) estimated that by mid-century, “over 2.0 Mtpa hydrogen will be in domestic use, contributing between 6 and 8 percent of final energy use in the country”.

Due to the outstanding potential of renewable energy sources and existing hydrogen production facilities, South Africa is regarded as one of the main future suppliers of green hydrogen products. An essential pre-condition for green H<sub>2</sub>/PtX market development would be the massive development of low-cost RE capacities and to this end, existing market barriers would need to be removed, the political and regulatory framework would need to be adjusted and a far-reaching capacity building, skills development and training initiative implemented.

Building a hydrogen economy could open-up promising new export markets for South African companies as well as domestic use opportunities. It can also lead to significant economic development and job creation and play a role in supporting a just transition in the South African energy sector.

Based on discussions with the German Federal Ministry for Economic Cooperation and Development (BMZ) and representatives of the South African government in late 2019, GIZ developed a project concept for a future green hydrogen project (H2.SA) in South Africa, to be implemented between July 2021 and December 2023. The project has four focal areas:

- Supporting policy and regulatory framework conditions for a green hydrogen economy,
- Supporting actors to build a hydrogen export economy,
- Enhancing capacity and knowledge of South African stakeholders in the H<sub>2</sub>/PtX sector,
- Mitigating the potential implications of a H<sub>2</sub>/PtX economy on the environment, society, and the economy.

## 2. Tasks to be performed by the contractor

The objective of the consultancy is to provide lay-out and design services to the H2.SA project, implemented by GIZ. H2.SA commissions research reports and studies which are completed by consultants, as well as produces internal documents such as brochures, fact sheets, presentations, and reports. These documents require lay-out and design services to ensure that they are professionally designed, attractively presented, and comply with German Development Cooperation design regulations. Many reports are summarised into fact sheets and launched at events which may require a coherent design strategy (invitation, banner, report lay-out, etc.)

Since it is difficult to state the exact number of publications up front, we outline the following type of publications may be required:

1. Reports of varying lengths (up to 250 pages, including re-drawing of tables and figures, creation of icons, etc.).

2. Fact sheets, brochures, and booklets (1 - 15 pages).
3. PowerPoint presentations.
4. Pull-up banners and other display material.
5. Logos for tool, apps and products created by the programme.
6. Event invitations (hard and soft copy) and RSVPs.

The expected output is:

- All H2.SA outputs are professionally prepared for printing and dissemination
- All designs will comply with German Development Cooperation standards (guideline to be supplied).

H2.SA requires the following procedure to be followed when documents are submitted:

- The team member submitting the material will discuss it with the service provider, either telephonically or face-to-face. The H2.SA team member will provide clarity on the purpose of the material, the intended audience and the type of design required.
- The service provider should present a timetable for the completion of the work, outlining the professional time required as well as an anticipated completion date. Given the uncertainty of the type of products to be designed H2.SA cannot stipulate an exact turn-around time, however H2.SA requires a response time of 2 days for general communication. Product completion times will be negotiated, and the successful service provider will be expected to accommodate urgent requests,
- The service provider should submit at least three design options for selection. The service provider should allow for at least 3 iterations of the material before a final design selection is made.
- The draft final designed product is submitted for final approval. The service provider should allow for at least 3 iterations before the document is finalised.
- The final product is produced and an electronic copy as well as print ready files submitted (if applicable).

The contractor is responsible for providing the following services:

- Creative concept development for design of H2.SA publications
- Design of H2.SA publications
- Rendering of lay-out services for H2.SA publications

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

<b>Milestone</b>	<b>Deadline/place/person responsible</b>
Inception meeting held	By 15 November 2021
Progress report submitted	By July 2022
Final report submitted	By 15 November 2023

Period of assignment: From 1 November 2021 until 30 November 2023.

### 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.

#### 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 (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

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

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

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. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

#### Other specific requirements

Prospective service providers should demonstrate adequate capacity in the form of at least two designers available for H2.SA's work. This is to avoid a situation where H2.SA may face deadlines and the service provider should be in a position to support with adequate personnel resources.

#### Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor makes available 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 reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

The bidder is required to explain its approach for coordination with the GIZ project.

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

- Inception report

- Contributions to reports to GIZ's commissioning party

The bidder 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.

#### **4. Personnel concept**

The bidder is required to provide personnel who are suited to filling the positions described, based on 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.

##### **Team leader (head designer)**

###### 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, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Creative input and support to the design process
- Design and lay-out services

###### Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master's degree) in graphic design/lay-out design
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 10 years of professional experience in the graphic design sector
- Specific professional experience (2.1.4): 5 years in publication design
- 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): 5 years of experience in projects in Africa (region), of which 3 years in projects in South Africa (country)
- Development Cooperation (DC) experience (2.1.7): Not applicable
- Other (2.1.8): Not applicable
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##### **Short-term expert pool (designers) with minimum 2, maximum 2 members**

###### Tasks of the short-term expert pool

- Provision of lay-out and design services.

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification (diploma) in graphic design/layout design, 1 expert with university qualification (bachelor's degree) in graphic design/layout design.
- Language (2.6.2): 2 experts with very good language skills in English
- General professional experience (2.6.3): 2 experts with 5 years of experience in graphic design
- Specific professional experience (2.6.4): 2 experts with 3 years of experience in publication design and lay-out
- Regional experience (2.6.5): 2 experts with 5 years of experience in South Africa
- Development Cooperation (DC) experience (2.6.6): Not applicable
- Other (2.6.7): Not applicable

#### Soft skills of pool 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**

### **Assignment of personnel**

Team leader: On-site assignment (South Africa)

Short-term expert pool (designers) Assignment in country of assignment South

140 expert days for all experts combined.

### **Travel**

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

### **Workshops, training**

Not applicable

### **Other costs**

Not applicable

## **Flexible remuneration item**

Bidders should budget/include up to **10%** of their price/offer for flexible remuneration, this amount can only be used on approval by GIZ and only available for activities as outlined in the ToR.

## **6. Inputs of GIZ or other actors**

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

- GIZ will make its corporate design manual available

## **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.

The complete bid shall not exceed 10 pages (excluding CVs).

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

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

## **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 4<sup>th</sup> October 2021, 23h00 all documents must be in PDF.
- 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.
- 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.**
- **Questions & Answers will be placed on the link provided.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**