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**Green Hydrogen Community Development Tool-Kit**

**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
BMU	German Federal Ministry of the Environment
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
CDTK	Community Development Tool-Kit
EU	European Union
IIO	Investment Infrastructure Office
PtX	Power to X (derivates of hydrogen)
ToRs	Terms of reference

## 1. Context

In the context of a rapidly decreasing global carbon budget and urgency to identify adequate solutions for decarbonizing the so-called heavy-to-abate sectors, the demand for green hydrogen (H<sub>2</sub>) and green hydrogen-based products (PtX), such as ammonia and synthetic jet fuels, is steadily increasing. Many off takers (e.g., Germany, the EU, Japan, etc.) are willing to pay a premium price and to sign long-term supply agreements to stimulate H<sub>2</sub>/PtX market development. Green hydrogen, however, also offers domestic use opportunities to countries like South Africa, characterised by favourable solar and wind energy conditions, sufficient mineral resources and existing hydrogen value chains and industries. A recently published IHS Markit report for South Africa (2021) estimated that by mid-century, “over 2 Mtpa hydrogen will be in domestic use, contributing between 6 and 8 percent of final energy use in the country”. Combined with the potential for export, 1.8 Mtpa, green hydrogen / PtX thus presents a promising option for contributing to the sustainable transition of the South African energy and industry sector

Given this potential, and within the framework of the German National Hydrogen Strategy, the South African-German Cooperation recently agreed on launching several initiatives in the field of green hydrogen and power-to-x (PtX) in South Africa. Besides a financial component implemented by KfW and a project funded by the German Ministry in charge of Environment (BMU: ‘PtX Pathways’), a technical component called ‘H2.SA’ has been initiated focusing on supporting South African stakeholders from the public and private sector as well as civil society in setting up favourable regulatory, institutional and technical framework conditions for a green hydrogen economy. In detail, four work streams have been defined:

- WS 1: Strategy Development and Regulatory Framework
- WS 2: Private Sector Engagement and Support
- WS 3: Training, Research and Innovation
- WS 4: Sustainability and Just Transition

The political partner of H2.SA is the Investment Infrastructure Office (IIO) in The Presidency and the project implementation period is August 2021 to December 2023.

One key aspect of the H2.SA project includes the active support of private companies engaged in the build-up of the South African hydrogen economy. Companies involved in the development of green hydrogen projects typically have extensive expertise in renewable energies, hydrogen, and infrastructure projects. However, some project developers are less well-versed in including affected communities in the project planning and in setting up a robust community development system from the start.

GIZ would like to fill this gap by creating and piloting a practical, user-friendly, and customisable green hydrogen community development tool-kit (CDTK) for green hydrogen projects. While green hydrogen is a relatively new topic, community development is well-established and has been integrated in business practice guides of various industries (i.e. mining, oil/gas, garment, etc.) as well as associations/organisations (i.e. International Finance Corporation, World Bank, International Association for Community Development, International Council on Mining and Metals, etc.). The CDTK should take inspiration from these existing best practices to build on tried and tested practices, to save time, and to avoid duplicating efforts.

The CDTK would enable private and public developers/owners of green hydrogen projects in South Africa to proactively integrate community development into their overall project planning and feasibility studies. Community development is an important element for inclusive,

sustainable development. Furthermore, successfully engaging with communities can also improve acceptance of the project, can facilitate recruitment and can be a competitive advantage when seeking project investments.

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

The contractor is responsible for providing the described services for the H2.SA project team based in Pretoria. The place of performance will be defined in consultation with GIZ and the contractor shall include any potential travel and accommodation expenses incurred in the course of providing the service as part of the bidding documents. In the situation where travel is impossible due to restrictions resulting from COVID-related sanitary measures, meetings and events are to be held by videoconference or other suitable means. The assigned travel budget can be used to cover costs for the implementation of these formats. Prior approval of the concrete measures by GIZ and proof of expense is required:

- Task 1: Task clarification and kick-off meeting
- Task 2: Develop the CDTK
- Task 3: Print the CDTK

### **a. Task 1: Task clarification and kick off meeting**

The service provider is responsible to prepare, organize and follow up a kick-off meeting with the H2.SA team to present and align a work plan to achieve the described indicator 2.1. (Preliminary feasibility studies for H2/PtX projects), incl.:

- Present an overview of best practices in community development of other sectors and propose initial ideas on how to structure the CDTK, what tools to include and how to ensure user-friendliness
- Provide a work plan outlining all milestones for all deliverables and proposing a coordination mechanism
- Share a resource estimation for the anticipated activities, incl. proposal for expert days and required expenses

**Deliverable:** Draft structure of CDTK and work plan for entire contract period.

### **b. Task 2: Develop the CDTK**

Based on the agreed-upon draft structure, the service provider is responsible to develop and print the CDTK. To ensure that the CDTK meets the demands of private and public project developers/owners, the service provider will conduct interviews with critical stakeholders (i.e. project owners, community stakeholders, municipalities, etc.) with the support of GIZ.

The CDTK should be more than just a collection of tools, and should provide prospective project developers with hands-on information and step-by-step guidelines to decide which tools are suitable for them and how to structure and implement them. This requires several conceptual elements.

## Overall structure

The overall structure of the CDTK should ensure that it can be used intuitively. The structure should highlight different elements / building blocks of the CDTK that contain the different tools, and how they link to one another. It should help project developers use the tool and identify which elements are relevant for them based on their project, specific context, and stage of the project.

## Methodological approach

Ease of use, relevance, and contextualisation are key requirements for the methodological approach. The CDTK must be easy to use for project developers. In particular, a modular approach should enable companies to assemble and customise their own community development strategy. To ensure this, the CDTK's content should be limited to relevant tools and information – description of tools, how to use them, when to use them, case studies, etc. – while providing links to sources and further reading to contextualise the guidelines.

## Tool presentation

The tools should follow a consistent structure that allows project developers to quickly assess whether a tool is relevant for them, what benefits, costs, and time requirements a tool entails, when to use the tool, and how to implement it, followed by practical guidelines, case studies, etc.

The CDTK should include 15 different, yet complementary tools. Examples of tools may include: stakeholder identification, stakeholder analysis, community mapping, partnership assessment, grievance mechanism, social impact and opportunities assessment, competencies assessment, community action plans, community wealth fund, etc.

GIZ established a framework contract with a design agency, which is why the design of the CDTK is not part of this contract. However, as structure and design go hand in hand, the successful bidder is expected to join calls with the designer, and should provide suggestions and feedback on design ideas and proposals.

## **Deliverables:**

- Develop and present details of the **CDTK's overall structure and methodological approach**
- Develop a **list of 15 tools** to be included in the CDTK, incl. a brief overview of how they should be used / clustered
- **Virtual or in-person workshop** with GIZ counterparts to agree on the CDTK's structure, methodology and included tools
- **Regular meetings** to clarify questions and provide status updates
- **Develop the CDTK** content according to the agreed-upon specifications

### c. Task 3: Print the CDTK

Once the final, designed version of the CDTK is ready, the successful bidder will print 100 copies on high quality, 100g/m<sup>2</sup>, ecologically friendly paper. The exact specifications (i.e. matt/gloss) beyond the ones mentioned above can be discussed during the kick-off meeting and the CDTK development.

**Deliverables:**

- **100 copies** of the CDTK in the agreed printing and paper specifications

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>
Meeting with H2.SA project team kick off inception phase	22 <sup>nd</sup> of August 2022
Draft structure of CDTK and work plan	26 <sup>th</sup> of August 2022
Proposed CDTK structure, methodology, and list of tools	09 <sup>th</sup> of September 2022
In-person or virtual workshop	15 <sup>th</sup> of September 2022
Submission of final CDTK (incl. design)	04 <sup>th</sup> of November 2022
Delivery of 100 printed copies of the CDTK	11 <sup>th</sup> of November 2022
Documentation and project hand over	11 <sup>th</sup> of November 2022

Period of assignment: From 22<sup>nd</sup> August 2022 until 15<sup>th</sup> November 2022.

**3. Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 1 and the tasks 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 describe how they intend to fulfil the tasks to be performed (see Chapter 2) (Grid: 1.1.1). 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) (Grid: 1.1.2).

The bidder is required to present the actors relevant for the services for which it is responsible and describes the **cooperation** with them (Grid: 1.2.1).

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 (Grid: 1.4.1). 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 (Grid: 1.4.2).

**Other specific requirements**

The bidder is required to provide at least three samples of work as references for the CDTK's content and structure. References may include training materials, technical guidelines,

instructions, etc. The quality and suitability of these references for the present service package will be assessed in grid criteria 1.7.

### **Project management of the contractor**

The bidder is required to explain its approach for coordination with the GIZ project (Grid: 1.6.1).

- 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 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 (Grid: 1.6.2).

The bidder is required to describe its backstopping/support concept (Grid: 1.6.3). The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

## **4. Personnel concept**

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter □), 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**

#### 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

- Regular reporting in accordance with deadlines
- Personnel management, incl. identification of suitable short-term experts and sub-contractors where needed

#### Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master's degree) in Community Development / Sustainability / Energy Studies / Adult Learning or another relevant subject.
- Language (2.1.2): Good business language skills in English.
- General professional experience (2.1.3): 8 years of professional experience in the corporate sustainability, community development or the energy sector
- Specific professional experience (2.1.4): 3 years in developing guidelines / adult learning materials.
- Leadership/management experience (2.1.5): 2 years of management / leadership experience as project team leader or manager in a company.
- Regional experience (2.1.6): 3 years of experience in projects in southern Africa, of which 2 years in projects in South Africa
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): None

#### **Short-term expert pool with minimum 2, maximum 4 members**

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

- Research on best practices in community development
- Content development of the CDTK
- Management of the day-to-day activities and coordination;
- Participation in internal workshops and meetings where needed.

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

- Education/training (2.6.1): All experts with university qualification (Master's degree) in Community Development / Sustainability / Energy Studies / Adult Learning or another relevant subject.
- Language (2.6.2): All experts with very good language skills in English.
- General professional experience (2.6.3): 2 experts with 5 years of experience in the corporate sustainability, community development or the energy sector.
- Specific professional experience (2.6.4): 1 expert with 2 years of experience in developing adult-learning materials and/or technical guidelines for strategy development.
- Regional experience (2.6.5): 2 experts with 2 years of experience in southern Africa, 2 experts with 1 year of experience in South Africa.
- Development Cooperation (DC) experience (2.6.6): 1 expert with at least 2 years of experience in DC.
- Other (2.6.7): None.

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

##### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Creativity

- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

## **5. Costing requirements**

### **Assignment of personnel**

All Experts: total 90 expert days

### **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.

- Flight costs – up to 5 return flights
- Accommodation – up to 15 nights
- Car Hire – up to 2 days
- Mileage – up to 1500 kilometres
- Per Diem – up to 15 days

### **Workshops, training**

The contractor implements the following workshops:

- The workshop in September is purely internal and could either be conducted virtually or in-person in GIZ's offices in Hatfield, Pretoria.

### **Other costs**

- Printing costs

### **Flexible remuneration item**

Up to 10% flexible remuneration of the expected contract value. Note that the use of the flexible remuneration is subject to approval by the GIZ and can only be used in support of activities outlined in this ToR.

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

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

- Workshop logistics (if the workshop planned for September takes place in person).

## 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. The CVs can also be submitted in English.

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.

offered individual rates.

### 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 **29.07.2022**, 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.
- 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.**