

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

DEMONSTRATION OF SALT MARSH RESTORATION MEASURES	Project number/ cost centre: 19.9010.0-005.00
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0. List of abbreviations

AIP	Alien Invasive Plants
CBD	Convention on Biological Diversity
CH ₄	Methane
CO ₂	Carbon Dioxide
CV	Curriculum Vitae
DC	Development Cooperation
DFFE	Department of Forestry, Fisheries, and the Environment
GBF	Global Biodiversity Framework
GHGs	Greenhouse Gases
GIS	Geographical Information Systems
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GTCC	General Terms and Conditions of Contract (GTCC) 2022
Ha	Hectares
NPO	Non-Profit Organization
PSC	Project Steering Committee
SMME	Small Micro and Medium Enterprises
ToRs	Terms of Reference
UN	United Nations

1. Context

Blue Carbon is the carbon naturally stored in coastal ecosystems, specifically in seagrasses, salt marshes and mangrove forests. Blue carbon ecosystems are among the most productive on Earth and although blue carbon ecosystems cover less than 2% of the area of the global ocean, they are critical carbon sinks and are a key component of the global carbon cycle.

One of the most valued ecological roles of blue carbon ecosystems, among others, is carbon storage and sequestration. Blue carbon ecosystems are highly efficient at converting atmospheric carbon dioxide (CO₂) to plant biomass and includes carbon stored in the sediments above (leaves, stems, branches) and below-ground (roots). Their occurrence in depositional environments facilitates the accumulation of both autochthonous and allochthonous sources of carbon. Their inundation by seawater maintains high sulphate concentrations in the sediment that reduces methane (CH₄) emissions. The anaerobic and waterlogged conditions of blue carbon ecosystems significantly slow down decomposition processes so that organic carbon deposits can be stored over millennial timescales.

Blue carbon ecosystems are also considered the most vulnerable ecosystems. The global distribution of blue carbon ecosystems shows that they are disappearing at an alarming rate in the tropical and subtropical to warm-temperate regions worldwide, as a result of a combination of anthropogenic development pressures and natural pressures causing ecological regime shifts that lead to habitat damage and destruction. As climate change impacts continue to escalate, it is unlikely that emissions reductions alone will be sufficient and therefore measures implemented towards enhancing CO₂ sequestration and storage are essential.

As a signatory to the Paris Agreement, South Africa has made commitments towards reducing emissions and aiming to achieve a just transition towards a resilient, low-carbon economy. While the largest sources of CO₂ emissions in the country are from the energy sector, the environment sector has the largest potential to contribute towards CO₂ removals and shall include blue carbon ecosystems. South Africa is also a signatory to the Convention on Biological Diversity (CBD) and has welcomed the adoption of the Kunming-Montreal Post-2020 Global Biodiversity Framework (GBF) at the 2022 United Nations (UN) Biodiversity Conference. The landmark agreement for nature consists of four overarching global goals and 23 targets that aim to address halting biodiversity loss through the sustainable use and management of ecosystem services, preventing the extinction of species, and protecting the rights of local and indigenous communities through fair access and benefit-sharing of genetic resources.

Estuaries in South Africa are under-represented in the protected areas estate, only 18% of ecosystem types and 1% of the estuarine area are fully protected. More importantly, more than 63% of estuarine area is significantly modified with important ecological processes under severe pressure and with resultant reductions in productivity, food security, fisheries livelihood, property values and recreational enjoyment. This necessitates an urgent need for action toward effective management, conservation, and restoration of blue carbon ecosystems. A shift towards a nature-positive recovery, which is defined as economic stimulus programmes that aim to achieve ecological, social, and economic measures that have a positive effect on the protection, restoration, and sustainable use of biological diversity, has the potential to create employment effects and allow for economic prospects to emerge from using new environmental technologies. Through innovations in sustainable management of natural resources and the development of environmentally friendly business models, nature-positive recovery measures can help people, particularly in the informal sector, to find regular and sustainable employment by creating biodiversity-friendly jobs. Restoration of coastal

ecosystems for long-term improvements of ecosystem productivity can also contribute to preserving the livelihoods of coastal inhabitants and simultaneously avoid negative effects on nature.

In 2021, the Department of Forestry, Fisheries, and the Environment (DFFE) carried out a “Scoping Study for a Blue Carbon Sinks Assessment in South Africa” to provide information on the carbon storage and sequestration potential of blue carbon ecosystems in the country and identify climate change mitigation and adaptation opportunities for these ecosystems. The study revealed that salt marsh is the most extensive blue carbon ecosystem covering 14,713 hectares (ha) in total, of which 9088 ha occurs in estuaries along the cool temperate west coast. The study also revealed that the largest proportion of the national blue carbon stock occurs in salt marsh ecosystems, followed by mangroves and then seagrasses.

The results from the Blue Carbon Sinks Assessment have served as a critical step towards ensuring blue carbon ecosystems in South Africa are secured for their potential to be incorporated into climate change mitigation and adaptation strategies and contribute towards restoration and climate action targets within the GBF. The study has made clear that South Africa has an opportunity to implement restoration measures for marine and coastal ecosystems. Empirical research has shown that restoration of blue carbon ecosystems can enhance carbon storage and sequestration if degraded areas can be rehabilitated to a natural or near-natural ecological state. Enhancing carbon sequestration through ecosystem restoration is recognized as a natural climate solution or ecosystem-based mitigation / adaptation that can be applied to reduce emissions and remove greenhouse gases (GHGs) from the atmosphere.

The purpose of these Terms of Reference (ToRs) is to appoint a professional and qualified service provider to show case pilot measures for restoration of salt marshes in South Africa. The work and tasks to be undertaken by the contractor are explained in detail in the following sections.

2. Tasks to be performed by the contractor

The contractor is responsible for demonstrating salt marsh ecosystem restoration measures and developing a case study of the activities. The purpose of developing a case study of activities on the ground supports the broader aims to create an evidence base to support the implementation of the Kunming-Montreal Global Biodiversity Framework (GBF).

The DFFE in partnership with GIZ have identified five (5) priority sites in the country, namely:

1. Orange River Mouth Estuary
2. Olifants River Estuary
3. Swartkops Estuary
4. Knysna Estuary
5. Gamtoos River Mouth Estuary

The target area for implementation should be one (1) of the five (5) estuaries listed above. The area should demonstrate high carbon content, high biodiversity value, and contribute natural resources for the local surrounding communities. Due to the short period of this project, the

pilot site should have ongoing activities in biodiversity stewardship, community engagement, and estuary management (see Section 3 Concept). The pilot site must show potential for integrating blue carbon restoration measures into estuary management and planning, as well as bear the potential to scale up from local scale implementation.

This work will be implemented in a series of three (3) phases. The first phase will be the project inception phase. The second phase will be the implementation phase and development of the draft case study, for policy makers, documenting the pilot project. The final phase will be the project completion phase and involves consolidating the pilot project case study and preparing the final case study as the evidence base of the pilot project. The service provider must adhere to the work structure as set out in the ToRs.

The contractor is responsible for providing the following services:

Phase 1: Project Inception Phase

- The service provider is expected to participate in the inception meeting as scheduled by the Project Steering Committee (PSC). The PSC will consist of members from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the DFFE. In this session, the service provider will be expected to present on the methodology, approach, and timelines as proposed for the delivery of this work. The service provider will further document the discussions, in minutes, as well as decisions taken during the inception meeting.
- Following the inception meeting, the service provider will prepare an inception report for consideration and sign-off by the PSC. The inception report must reflect discussions points and decisions taken during the inception meeting, as well as the project timelines.
- Following this meeting, the service provider must coordinate and convene monthly progress meetings (virtually) with the DFFE and the GIZ. The service provider must set up a recurring calendar appointment with tentative dates for the monthly progress meetings. The service provider is expected to prepare and submit formal meeting minutes for PSC meetings.

DELIVERABLE: A project inception report that captures the discussions, decisions and timelines agreed upon during the inception meeting.

Phase 2: Implementation of restoration measures and development of the draft case study

It is required that the service provider is able to implement the activities for salt marsh restoration, with their own equipment, tools and materials. This project will not allow for procurement of new equipment and materials that may be required during implementation.

As the planned implementation time for this service contract is extremely short, it is recommended that sites with ongoing implementation are targeted. The service provider is therefore encouraged to leverage ongoing activities to show case restoration measures (See "Cooperation" under Section 3 Concept).

- The service provider must undertake a preliminary assessment of the ecological dynamics of the selected estuary, including a physical, ground truthed calculation of the carbon content, informed by the DFFE Scoping Study for a Blue Carbon Sinks Assessment in South Africa. Understanding the ecological dynamics of the selected estuary is key to the

identification and implementation of appropriate restoration measures and carbon stock enhancement activities.

- After performing the preliminary assessment, the service provider must list the appropriate restoration measures to be implemented in the estuary, including the methodological approach to be applied, informed by the DFFE Scoping Study for a Blue Carbon Sinks Assessment in South Africa. Thereafter, the service provider must carry out the restoration activities. The scope of activities may range from rewetting, revegetation, reconstructing the soil level, and controlling alien invasive plants (AIP) in the site, as well as raising awareness for interested and affected stakeholders in the site.
- During the implementation of restoration activities, the service provider must, in parallel, begin the development of the case study, documenting the methodology, activities, policies and findings related to the restoration interventions implemented. The case study must also cover the following aspects as listed below:

Implementation of restoration measures in the estuary

- Methodology for the restoration measures to be implemented.
- Site-specific mapping of the estuary.
- Area available for restoration, expansion, and protection.
- A list of relevant policies that should be considered when actively restoring blue carbon environments.

Data capture, integration and monitoring to guide restoration at catchment or municipal level

- Monitoring framework for blue carbon data collection and methods of measuring carbon volume within the estuary.
- A guideline on the integration of the monitoring framework into existing institutional planning and monitoring tools.

Socio-economic impacts

- Conduct an assessment of potential long-term livelihood risks and opportunities linked to the ecosystem restoration interventions.
- Identify existing sustainable good and best business practices related to the salt marsh for small-medium, and medium-sized enterprises (SMMEs), fishers and farmers and tourism sectors.
- Identify suitable partners for SMME support and biodiversity stewardship in the region.
- Collect national and international examples of business opportunities and existing innovative business models in the value chain and especially sustainable tourism practices.
- Review literature and global examples of biodiversity-positive business cases in similar ecological environments.

DELIVERABLES: (1) A report on the results of the preliminary assessment of the estuary including a detailed methodological approach and list of measures to be implemented. **(2)** A draft case study on implementing restoration measures in the estuary.

Phase 3: Final case study and project closeout

- The service provider must conclude with the implementation of restoration measures and consolidate the insights gained during implementation to further develop the evidence base towards the finalization of the case study.
- The final case study must also outline lessons learnt, how the interventions implemented during the project will contribute to action and management plans that can be integrated into coastal management practices and provincial climate change strategies, that can be scaled up, as well as highlight the key opportunities, limits, and further requirements for improvement.
- The service provider shall propose ways to raise local awareness on the opportunity for nature positive recovery and biodiversity positive business case development. It is suggested that the final case study may be disseminated to stakeholders such as local businesses, local community members in and surrounding the site of implementation, as well as authorities responsible for salt marsh ecosystem management. Should there be existing platforms for community engagement, the service provider with agreement from the PSC may use these to raise local awareness.
- The service provider is required to arrange and manage a 2-day field trip to the implementation site. The purpose of the field trip is for the Project Management Team to visit the pilot site, exchange on the results of the pilot project prior to the conclusion of the project. The service provider should prepare information, photographs, power point presentations and any other media to demonstrate the impact of the measures and support a transfer of knowledge to the PSC.
- The service provider is required to support the PSC in developing the logistical plan that includes the field trip programme, proposed meeting venue, accommodation options, and itinerary for the purpose of planning for the attendees.

Please note that the service provider should include all their own professional fees, travel, and accommodation costs. (See Section 6).

DELIVERABLES: (1) A final case study on implementing restoration measures in the estuary, and **(2)** A 2 – day field visit coordination and itinerary.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/Deliverables	Deadline/place/person responsible
Phase 1: Project inception phase	
1. Inception meeting	1. Meeting within two (2) weeks of contract signature
2. Inception report with detailed product item list and budget	2. Report within two (2) weeks after inception meeting

<p>Phase 2: Implementation of restoration measures and development of the draft case study</p> <ol style="list-style-type: none"> 1. A report on the results of the preliminary assessment of the estuary including a detailed methodological approach and list of measures to be implemented. 2. A draft case study on implementing restoration measures in the estuary. 	<ol style="list-style-type: none"> 1. One (1) month after the inception meeting 2. Four (4) months after the inception meeting
<p>Phase 3: Final case study and project closeout</p> <ol style="list-style-type: none"> 1. A final case study on implementing restoration measures in the estuary. 2. Field visit itinerary and coordination 	<ol style="list-style-type: none"> 1. Five (5) months after inception meeting 2. Five (5) months after inception meeting

Period of assignment: from **20 June 2023** until **31 October 2023**.

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.

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 bidder is highly encouraged to demonstrate that ongoing activities will be supplemented, enhanced, or scaled up through this service contract. This cooperation with ongoing implementation action will avoid time delays in gathering evidence for on-the-ground restoration activities and ground truthed calculation of the carbon content.

The pilot site must show potential for integrating blue carbon restoration measures into estuary management and planning, as well as bear the potential to scale up from local scale implementation. 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).

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)

All services performed and deliverables submitted will be evaluated by the DFFE and the GIZ and must be approved and signed off by the DFFE and the GIZ officials, to effect invoice payment. **The service provider must obtain the approval and sign-off from the DFFE and the GIZ on the deliverable(s), as well as submit the corresponding timesheet, prior to submitting an invoice.**

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (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.

The tenderer is required to describe its backstopping concept. 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 tender in accordance with Section 3.3.1 of the GIZ GTCC:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

N/A

4. 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 7), 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 the GIZ, the DFFE, 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 and international short-term experts.
- Regular reporting in accordance with deadlines.

Qualifications of the team leader

- Education/training (2.1.1): A master's degree in Ecology, Natural Sciences, Environmental Management or equivalent.
- Language (2.1.2): A1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the natural resource management, or biodiversity conservation in the coastal sector.
- Specific professional experience (2.1.4): 5 years in working in the climate change sector.
- 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 South Africa.
- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

Key expert 1: Field implementation expert

Tasks of key expert 1

- Lead and coordinate the implementation of restoration activities on site.
- Lead the development of the guideline on integration of the monitoring framework into institutional planning.
- Lead the development of the case study.
- Support the team leader with reporting requirements.

Qualifications of key expert 1

- Education/training (2.2.1): A master's degree in Ecology, Natural Sciences, Environmental Management or equivalent.
- Language (2.2.2): A1 -level language proficiency in English.
- General professional experience (2.2.3): 4 years of experience in addressing key drivers of change in South African coastal and estuarine ecosystems through biodiversity stewardship programmes (or other effective management approaches).
- Specific professional experience (2.2.4): 4 years of experience in facilitating improved protection, restoration, and appropriate management of estuaries in partnership with government organisations, other NPOs and local stakeholders.
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): 4 years of experience in the country of South Africa.
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

Key expert 2: Geographical Information Systems (GIS) expert

Tasks of key expert 2

- Lead the development of the monitoring framework for blue carbon indicator development, data collection and methods of measuring carbon volume within the estuary.
- Perform site specific mapping of the estuary.
- Support the development of the case study.
- Support the team leader with reporting requirements.

Qualifications of key expert 2

- Education/training (2.3.1): A postgraduate qualification in Geographical Information Systems, Geographical Sciences, or equivalent.
- Language (2.3.2): A1 -level language proficiency in English.
- General professional experience (2.3.3): 5 years of experience in GIS land use mapping over time.
- Specific professional experience (2.3.4): 5 years of experience in the use of spatial analysis tools to develop data-based monitoring frameworks and ability to access, process and interpret blue carbon and restoration related data.
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): 4 years of experience in the country of South Africa.
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): N/A

Key expert 3: Natural resource economist expert

Tasks of key expert 3

- Perform an assessment of potential long-term livelihood risks and socio-economic development opportunities linked to ecosystem restoration interventions.
- Provide an analysis of the restoration measures available for adoption including a cost benefit analysis of their implementation.
- Prepare an analysis on the positive impacts that restoration and sustainable use of biodiversity have on economic development and the linkage with biodiversity-friendly jobs.
- Support the development of the case study.
- Support the team leader with report compilation.

Qualifications of key expert 3

- Education/training (2.4.1): A postgraduate qualification in Economics, Natural Resource Management or equivalent.
- Language (2.4.2): A1 -level language proficiency in English.
- General professional experience (2.4.3): 5 years of experience in business case development.
- Specific professional experience (2.4.4): 5 years of experience in the preparation of biodiversity positive, and environmental and social governance business development.
- Leadership/management experience (2.4.5): N/A
- Regional experience (2.4.6): 4 years of experience in the country of South Africa.
- Development Cooperation (DC) experience (2.4.7): N/A
- Other (2.4.8): N/A

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

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	Total	Comments
Team leader	1	20		
Expert 1: Field implementation expert	1	35		

Expert 2: Geographical information systems expert	1	15		
Expert 3: Natural resource economist expert	1	20		
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	16 days			
Overnight allowance in country of assignment	16 nights			
Transport	Quantity	Price	Total	Comments
Domestic flights	48			All efforts should be made to avoid flying through the use of virtual engagements
Travel expenses (train, car) • Car hire	4 days			
Other travel expenses • Local kilometres travel	1000km			
Other costs	Number	Price	Total	Comments
Other costs • N/A				

6. Inputs of GIZ or other actors

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

- Venue for the 2-day field visit.
- Catering costs for the 2-day field visit.

Note: All other costs associated with the contract must be budgeted for by the service provider.

7. 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.

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.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 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.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **02.06.2023**, 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 the same tender is not allowed and it will lead to your proposal as well as that of the other company where you appear more than once being disqualified. The responsibility rest with companies to ensure that their parte=ners/experts are not bidding/participating more than once in the 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.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**