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General information

a. Brief information on the project

The objective of appointing a conference content expert to assist the organizers of the 2nd National Digital Skills Conference is to ensure the development and delivery of high-quality, engaging, and relevant content throughout the conference. The content expert will contribute their expertise to enhance the conference program and materials, facilitate partnerships with academia, and effectively collate and distribute speaker's bio, paper, and abstract submissions.

b. Context

GIZ supports the political partner DCDT with the planning and implementation of the 2nd National Digital and Future Skills Conference. The service provider The service provider will assist with the conference content development..

c. GIZ shall hire the contractor for the anticipated contract term, from 01-08-2023 to 31 October 2031.

d. The contractor shall provide the following service:

Partnership Facilitation with Academia:

- Identify potential partnership opportunities with academic institutions, research organizations, and educational bodies.
- Develop strategies to engage academia in the conference, such as organizing special sessions, workshops, or academic paper presentations.
- Facilitate communication and collaboration between the conference organizers and academic partners.
- Coordinate with academic institutions to secure their participation and support in the conference.

Conference Content Development:

- Collaborate with the conference organizers to develop a comprehensive and engaging program comprising main plenary and side events.
- Provide expertise in designing sessions, workshops, and presentations that align with the conference theme and objectives.
- Assist in identifying and selecting suitable speakers, panellists, and workshop presenters who can contribute to the conference's content and goals.
- Liaise with conference organizers to secure speakers' participation. Conference organizers will send out invitations.
- Review and provide feedback on the content and structure of presentations, ensuring quality and coherence.
- Collation and Distribution of Speaker's Bio, Paper, and Abstract Submissions:

- Collect and collate the confirmed speakers' bios, papers, and abstract submissions.
- Ensure that all required information and documents are received and organized systematically.
- Create a comprehensive database of speaker information and conference content.
- Coordinate with the conference organizers to review and approve the submissions.
- Prepare speaker bios, papers, and abstracts for distribution to the appropriate channels, including the conference website, conference materials, and promotional materials.

Deliverables:

The conference content expert is expected to deliver the following:

- Facilitated partnerships with academic institutions.
- Development of a comprehensive and engaging conference program.
- Selection of suitable speakers, panellists, and workshop presenters.
- Collected and organized speaker bios, papers, and abstract submissions.
- Created a comprehensive database of speaker information and conference content.
- Reviewed and approved speaker submissions in coordination with the conference organizers.

Reporting:

The conference content expert will report regularly to the conference organizing committee, providing updates on progress, challenges, and any required decision-making.

Tender requirements.

1. Qualifications of proposed staff

1.1. Expert 1:

1.1.1. General qualifications

Education:

- A bachelor's or master's degree in a relevant field such as digital skills, education, instructional design, communications, or a related discipline.
- Additional certifications or specialized training in conference management, content development, or event planning would be advantageous.

Professional experience: 5 years experience in conference content development

1.1.2. Experience in the region/knowledge of the country

Experience in Southern Africa for five years

1.1.3. Language skills

business fluency in English

2. Appropriateness of the proposed concept

The evaluation will be based on the following objective criteria: qualifications, language, general professional experience, specific professional experience, and regional experience.

3. Specification of inputs

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.

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	1	5	
• Implementation	1	10	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in the country of assignment	1	3	
• Overnight allowance in country of assignment	1	3	
• Travel costs (train, private vehicle)	1	3	
Flights	Number of experts	Number of flights per experts	Comments
• International flights			
• Domestic flights	1	2	
• CO ₂ compensation for air travel Guidance for GIZ service providers on avoiding, reducing			A budget is earmarked for settling carbon offsets against evidence.

and offsetting GHG emissions (giz.de)			
Other costs	Number of experts	Amount per experts	Comments
<ul style="list-style-type: none"> Flexible remuneration <p><i>In the case of a contract for work, the requirements for the assignment of personnel, travel, consumables, workshops/training do not apply.</i></p>	1	0	<p>A budget of EUR xxx is foreseen for flexible remuneration. Please take this budget into account in your price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>

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 the expert can have a maximum of four pages. The **concept** 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.

Please submit the following two price schedules:

1. Price schedule for main service
2. Price schedule total (total price for main service + option)

0. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **1st September 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 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.**