

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

Campaign to Celebrate Ethics Officers	Project number/ cost centre:
	20.2106.1-001.0

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
DPSA	Department of Public Service and Administration
FK	Expert
FKT	Expert days
KZFK	Short-term expert
NACS	National Anti-Corruption Strategy
SALGA	South African Local Government Association
TIP	Transparency, Integrity and Accountability Programme
ToRs	Terms of reference

1. Context

Since the end of the apartheid regime in 1994, South Africa has developed into a stable democracy with a progressive constitution. However, it faces growing governance challenges: lack of good governance at all levels of government as well as endemic corruption in all sectors and mismanagement of public finances. The Transparency, Integrity and Accountability Programme (TIP) supports state and non-state actors to contribute towards the implementation of the National Anti-corruption Strategy (NACS) in a whole-of-government and societal manner. The TIP provides capacity development for anti-corruption actors in the state, civil society and the business sector. The project supports:

- Active citizenry where citizens can contribute actively to activities and initiatives in favour transparency, integrity and accountability (output 1);
- The strengthening of institutional capacity of collaborative mechanisms, particularly the National Anti-corruption Advisory Council to coordinate the implementation of the NACS (output 2); and
- Multi-stakeholder partnerships to improve transparency, integrity and accountability meet the requirements of the human rights-based approach, including gender equality (output 3).

In addition to the whole-of-government and societal approach of the TIP, the programme actively pursues a human rights-based orientation including gender equality. The strategic reference points for the TIP are the NACS, Agenda 2030, the Medium-term Strategic Framework 2019-2024, Germany's approaches to governance, democracy and anti-corruption as well as Agenda 2063 (African Union) and Sustainable Development Goals 16.5 and 16.6.

The lead executing agency for the TIP is the Department of Planning, Monitoring and Evaluation. The TIP is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The TIP is co-financed by the Swiss State Secretariat for Economic Affairs. The programme is part of the newly established Peaceful and Inclusive Societies cluster of BMZ and the action field Good Governance.

These ToRs form part of the TIP's implementation mandate.

Background to the Assignment

TIP is providing technical support to Ethics Officers in the public service, through the Department of Public Service and Administration (DPSA) and the South African Local Government Association (SALGA). Ethics Officers play an important role in upholding ethics in the public service, as well as in dealing with potential transgressions and providing support to their colleagues on ethical issues. At the most basic level, staff who work in the public service are not always aware of the existence of Ethics Officers among them, nor who they are or what the important role that they play is.

There is a need to raise awareness of and raise the profile of Ethics Officers. This role, which is often delegated or volunteered for, is undervalued and DPSA seeks an intervention to change this. Helping staff in the public service to identify their Ethics Officer and know their role can help to ensure that Ethics Officers are used meaningfully as a tool to combat wrongdoing and uphold positive values. Celebrating Ethics Officers can ensure that this critical role and the people who take it on are adequately valued, hopefully generating commitment to the job.

A social marketing agency is required to conceptualise and implement a programme of awareness and celebration of Ethics Officers for the DPSA. The programme should incorporate two elements:

- Developing communications tools for raising awareness of Ethics Officers in both the DPSA and SALGA networks;
- Conceptualising and implementing a programme to celebrate Ethics Officers in the DPSA network

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Develop a communications package for use in the public service that enables Ethics Officers and their duties to be known by all staff in a department. This package must include:
 - Posters for use in public service offices which inform the viewer of who the Ethics Officer is, the role they play, and how they can be contacted. These posters must be an easily editable template, for example with blank spaces where personal information or photos are placed, and made of sturdy material so that they can be sustainably used for the foreseeable future;
 - Approximately 350 within DPSA network
 - Approximately 270 in the SALGA network
 - A package of emailer templates that are eye-catching and editable for each Ethics Officer, including a 'get-to-know your Ethics Officer' and monthly 'Did-You-know' emails that can incorporate tidbits of information relating to Ethics or Ethics Officers, and templates for sharing monthly statistics;
 - A training session with the Ethics Officers Advisory Committee on how to use both the physical and digital tools.
- Conceptualisation and implementation of a programme celebrating Ethics Officers that must incorporate the following;
 - Collection and compilation of stories/experiences from Ethics Officers in digital and/or print format. Incorporation of story collection into DPSA's existing knowledge management system (Moodle);
 - Evaluation of stories to select 'winners', including relevant individuals as judges;
 - A celebration event aligning with the Ethics Officer gathering in September 2024;
 - Prizes for the deserving Ethics Officers as well as a small token of appreciation for all.
- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides 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 current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Inception meeting	15 January 2024 with TA(s)
Delivery of communications tools	16 February 2024
Delivery of final concept for programme/campaign of celebration	29 February 2024
Launch of Ethics Officers competition and campaign	29 February 2024
Implementation of programme/campaign	March – September 2024
Submission of interim update report	30 June 2024
Hosting of awards event	30 September 2024
Handover training session and final report	31 October 2024

Period of assignment: from January 2024 until October 2024.

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.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

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 tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

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)

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 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 AVB:

- 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)

Consideration must be given to ensuring that the project captures diversity in relation to gender, race, language etc.

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 GIZ, 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
- Overseeing development and execution of activities within the project

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Marketing, Communications, Sociology, Business Management or Anthropology

- Language (2.1.2): A1-level language proficiency in English. Proficiency in other South African languages beneficial.
- General professional experience (2.1.3): 10 years of professional experience in the Marketing or Business Management sector
- Specific professional experience (2.1.4): 10 years in Social Marketing
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company

Key expert 1: Designer

Tasks of key expert 1

- Responsible for developing, designing and producing communications elements as required by the project, including posters, emailers, booklet of Ethics Officer stories etc.
- Conduct onboarding session with partner on how to use the communications tools
- Provide regular updates to Team Leader

Qualifications of key expert 1

- Education/training (2.2.1): University Degree in Marketing, Communications or Multimedia Design.
- Language (2.2.2): A1-level language proficiency in English. Proficiency in other South African languages beneficial.
- General professional experience (2.2.3): 5 years in Communications, Multimedia Design or Marketing
- Specific professional experience (2.2.4): 5 years in Social Marketing

Key expert 2: Campaign Coordinator

Tasks of key expert 1

- Responsible for developing, designing and producing 'Celebration of Ethics Officers' Programme
- Work with partner to execute celebration programme, including final celebration event
- Provide regular updates to Team Leader

Qualifications of key expert 1

- Education/training (2.2.1): University Degree in Marketing, Communications or Multimedia Design.
- Language (2.2.2): A1-level language proficiency in English. Proficiency in other South African languages beneficial.
- General professional experience (2.2.3): 5 years in Communications, Event Management or Marketing
- Specific professional experience (2.2.4): 5 years in Social Marketing

Key expert 3: Project Coordinator

Tasks of key expert 3

- Administrative assistance to the team
- Provide regular updates to Team Leader

Qualifications of key expert 3

- Education/training (2.2.1): University Degree in Marketing, Communications, Project Management or Business Management

- Language (2.2.2): A1-level language proficiency in English. Proficiency in other South African languages beneficial.
- General professional experience (2.2.3): 5 years in Project Management
- Specific professional experience (2.2.4): 5 years in Social Marketing, Marketing or Business Management.

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
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Team Leader	1	50	50	
Key expert 1	1	50	50	
Key expert 2	1	40	40	
Key expert 3	1	20	20	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment				
Overnight allowance in country of assignment				
Transport	Quantity	Price	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights				Flights within the country of assignment during service delivery
CO₂ compensation for air travel				A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • •				Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses				e.g. visa costs
Fixed travel budget			100,000	A budget is earmarked for travel to the following countries: Domestic travel within South Africa if necessary. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please

				incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	2	10000	20000	Please calculate a budget for workshops taking the following cost items into account: Venue hire, catering, materials, gifts, guest speaker for approximately 300 people.
Subcontracts				The budget contains the following costs
Procurement of materials and equipment	1	120000	120000	The budget contains the following costs printing of posters and other communications materials; cost of procuring tokens of appreciation and prizes at the celebration event.
Local subsidies				The contractor administers the following local subsidies in accordance with Section 2.7 AVB:
Other costs	1	120000	120000	The budget contains the following costs: Venue, catering, prizes, guest speaker(s) for prize-giving celebration event of approximately 350 people.

Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses:

- Onboarding session for a select group of up to 15 participant (Ethics Officers and relevant DPSA colleagues) on how to use the communications materials and the celebration programme

6. 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 (language).

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 (language).

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.

7. Outsourced processing of personal data

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

8. Annexes

- Outsourcing of data processing (AuV)

9. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **10th November 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.**

