

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

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<b>Support for applicants to PYEI funding mechanisms</b>	<b>Project number/ cost centre:</b>
	<b>20.2210.1-001.00</b>

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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
BMZ	German Development Ministry for Economic Cooperation and Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
PYEI	Presidential Youth Employment Intervention
S2PYEI	Support to the Presidential Youth Employment Intervention
ToRs	Terms of reference

## 1. Context

### Project description

On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements the project “Support to the Presidential Youth Employment Intervention (S2PYEI)”. The project supports the Presidency of the Republic of South Africa in the coordination and implementation of the Presidential Youth Employment Intervention (PYEI).

In doing so, the programme works along two main strains of activity:

- (1) Supporting the Presidency in coordinating the PYEI and developing its governance structures and
- (2) Strengthening the capacities of (potential) PYEI implementing organisations.

### Problem analysis

South Africa is currently the country with the highest official unemployment rate in the world. Young people in particular struggle to enter the labour market – a development which has been further exacerbated by the COVID-19 pandemic. Those young people who do manage to access opportunities tend to zigzag on broken pathways, falling in and out of education and short-term work so that they are unable to realise their potential and gain a foothold in the economy. As a result, the unemployment crisis continues to deepen, and youth unemployment is at its highest level in over a decade.

In response to this challenge, the President of the Republic of South Africa has established the PYEI. The implementation of the PYEI is coordinated by the Presidency.

The PYEI will launch either one or two calls for proposals in 2024 to invite applications from private, public and non-profit entities.

### Project approach

S2PYEI seeks to provide support to potential applicants to the PYEI funding mechanism(s) with a view to improving the number of high-quality proposals submitted. For this purpose, S2PYEI is looking to contract a team of experts that will work with potential applicants to align their proposal with the objectives of the respective fund and draft a proposal that meets the formal requirements.

## 2. Tasks to be performed by the contractor

The contractor is responsible for supporting organisations in developing, drafting and submitting their applications. The goal is to enable the organisations to develop and submit high-quality proposals for the different PYEI funding instruments, but it is not the contractor's responsibility to do the work for the organisations. The expectation is that at the end of the support, there is an improvement in the capacities of the organisation to independently develop successful funding applications.

In supporting the organisations, the contractor will perform the following tasks:

- Assist applicants in understanding the requirements for the respective funding mechanisms
- Support the ideation phase and help applicants align their project proposal with the respective fund's objectives
- Support and advise the funding applicants in writing their project proposal
- Support the applicants in determining their capacity to deliver on the funding obligations and make recommendations where adjustments are required
- Give guidance to applicants on how to resolve issues of business and administrative compliance (registration, tax certificate, UIF etc) so that they meet the eligibility requirements of the respective fund
- Develop and implement up to two webinars to enhance capacities of potential applicants

S2PYEI will identify the organisations that will benefit from the support under this contract. The contractor is expected to work with up to 20 organisations across the 1-2 anticipated calls for proposals.

The contractor will conduct all activities under this contract after consultation with and taking into account any instructions received by S2PYEI.

The contractor will report any activities undertaken under this contract to S2PYEI. During the period of a call for proposal for any of the PYEI funding mechanisms, the contractor will hold bi-weekly meetings with GIZ in which the progress and activities of the previous two weeks will be discussed. In addition, the contractor will submit a report to S2PYEI after each of the deadlines of submission for the respective fund, and respond to any comments or questions by S2PYEI within 5 working days. Each report will contain the following information:

- The names of the organisations that were supported, and the fund they applied to
- A description of the support provided to each of the organisations (What has been done?)
- The impact of the support provided on the proposal of each organisation (What has improved? Who in the organisation has gained what skills? How is the project idea/proposal better now than it would have been without the support? What steps has the organisation taken as a result of the support that increase the chances of success for its proposal?)
- Any capacity needs identified during the provision of support to the organisation that remain unaddressed and that are critical to the successful implementation under the respective fund

The contractor will also develop up to 2 webinars of one hour each addressing common capacity gaps of the target group. The capacity gaps will be identified by GIZ and communicated to the contractor. The contractor will use a tool for the registration of participants, collecting information to be decided with GIZ. An invitation poster will be generated by GIZ and the actual invites will also be sent out by GIZ. Each webinar will be held up to 2 times, depending on demand among the target group.

### **Project management**

- The contractor is responsible for selecting, preparing, training and steering the 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:

<b>Milestones/process steps/partial services</b>	<b>Timeframe</b>
Supporting organisations in applying to the respective fund(s)	During CFP period
Submission of draft report on supporting organisations in applying to the respective fund	2 weeks after the respective CFP deadline
Submission of final report	One week after comments on the draft report were received by GIZ
Submission of draft webinar content	1 week after capacity gaps have been communicated by GIZ
Submission of final webinar content	One week after comments on the draft webinar content were received by GIZ
Conducting the webinars	To be agreed with GIZ

Period of assignment: from 01 May 2024 until 30 November 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 0 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 and explain its approach to **steering** the measures with GIZ (1.3.1).

The tenderer is required to describe **processes** proposed in supporting the development of high-quality proposals while at the same time strengthening the organisations' capacities to do so by themselves in the future (1.4.1).

#### **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

###### Qualifications of the team leader

- Education/training (2.1.1): University degree (Master) in Economics, Business Administration, Social Sciences, Politics, Law or another relevant field
- Language (2.1.2): C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.1.3): 10 years of professional experience in the advisory sector
- Specific professional experience (2.1.4): None
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in South Africa
- Development cooperation (DC) experience (2.1.7): None
- Other (2.1.8): None

##### **Short-term expert pool with minimum 3, maximum 6 members**

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

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

- Advising the potential applicants in line with the requirements specified in Chapter 2 above.

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

- Education/training (2.6.1): All experts with university qualification (Master) in Economics, Business Administration, Social Sciences, Politics, Law, or another relevant field
- Language (2.6.2): All experts with C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.6.3): 3 experts with 5 years of professional experience in the advisory sector
- Specific professional experience (2.6.4):

- 2 experts with 3 reference projects of successfully supporting clients with grant/proposal writing.
- 2 experts with each 3 reference projects supporting clients in developing a project (Where a project entailed both, grant/proposal writing and the development of the project itself, the project will be counted in both of these categories.)
- 2 experts with each 3 reference projects advising clients on issues of business and administrative compliance (e.g. registration, tax certificate, UIF etc)
- Regional experience (2.6.5): All experts with 5 years of experience in South Africa
- Development cooperation (DC) experience (2.6.6): None
- Other (2.6.7): None

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

## 5. Costing requirements

### Assignment of personnel

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	30	30	
Designation of short-term expert pool	3	30	90	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	20			In the event the experts need to travel to Johannesburg to deliver the in-person support. Reimbursed against evidence.
Overnight allowance in country of assignment	20			Reimbursed against evidence.
Transport	Quantity	Price	Total	Comments
Domestic flights	5			Return flights within the country of assignment during service delivery. Reimbursed against evidence.

<b>CO<sub>2</sub> compensation for air travel</b>	<b>5</b>			A budget is earmarked for settling carbon offsets against evidence. Reimbursed against evidence.
<b>Other travel expenses</b>	<b>10</b>			Travel within the country of assignment, transfer to/from airport e.g., travel by car/ taxi, toll fees. Reimbursed against evidence.

## 6. Inputs of GIZ or other actors

- None

## 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.

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.

## 8. Outsourced processing of personal data

Personal data will be processed on behalf of the GIZ. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with Art. 28 EU Regulation 2016/679 on General Data Protection Regulation (GDPR). For this purpose, the technical and organizational 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.



## 9. 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 **23<sup>rd</sup> February 2024** 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.**