

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

CONFIDENTIAL

Project title:

Promoting female employment for Africa's green transformation (WE4D)

Country:

South Africa

Processing

number/cost centre:

22.2025.9-005.00

Transaction number:

83484913

Subject of the tender procedure:

M&E Service Provider: WE4D SA

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Transaction number: 83484913**0. List of abbreviations**

BDS	Business Development Services
BMZ	German Federal Ministry for Economic Cooperation and Development
E4D	Employment and Skills for Development in Africa
EEA	Entrepreneurial Ecosystem Actors
WE4D	Employment promotion for women for the green transformation in Africa (WE4D) (regional: Kenya, Mozambique, Tanzania, Uganda, South Africa)
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit
GDPR	General Data Protection Regulation
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IYBA	Investing in Young Businesses in Africa (IYBA).
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
M&E	Monitoring and Evaluation
NGO	Non-governmental Organisation
RMO	Risk Management Office
SEED	Supporting Entrepreneurial Ecosystem Development
TEI	Team Europe Initiative
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations in 120 countries. GIZ supports the German Government in the fields of international cooperation for sustainable development. Through its work, GIZ assists people and societies in shaping their own futures and improving living conditions.

Improving the employment situation for women and a faster ecological transformation are essential to achieve the partner countries' development objectives. The module objective of the "Promoting female employment for Africa's green transformation" (WE4D) project is therefore as follows: The employment and economic situation of women, especially in companies driving the green transformation, has improved.

WE4D aims to contribute to the promotion of gender equality, as the project objective is specifically focused on improving the employment and economic situation of women. WE4D has thereby set high goals in terms of its contribution to gender equality. It is classified with a Gender Equality Marker 2, which means that gender equality represents the principal objective and is decisive for the implementation of the project. Therefore, in addition to WE4D's goal of promoting green transformation, the contribution to gender equality is central to the success of the project and must be considered throughout its implementation and in all areas of activity.

The project's module objective indicators refer to (disaggregated) numbers of, e.g., people having found employment or having improved their employment situation or start-ups and enterprises having improved their business capacity. In addition, WE4D reports on several BMZ standard indicators. The project's results matrix serves as the basis of the overall monitoring, with local interventions contributing to at least some or all the five module objective indicators.

These central outcomes of the project, in particular employment effects, are measured and aggregated across implementation countries and local interventions in a standardized way to be able to report to commissioning parties and the general public on WE4D's results. A challenge for the project's monitoring is thus to collect and process data on these results in sample surveys in decentralized processes and to calculate and aggregate overall results on the indicators on project level.

The project strategy is to establish partnerships with stakeholders from the public and private sector and civil society that will improve the employment opportunities of women in companies and value chains that are driving the economic transition to an ecologically sustainable and climate-friendly business model. The project pursues the integrated approach of German development cooperation for promoting employment, which addresses both the demand and supply side of the labor market and strives to match supply and demand. Gender equality ('feminist development policy') and ecological transformation ('just transition') have been included as central elements in the project approach.

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The new project (01/23-12/27) builds on the current regional project "Employment and Skills for Development in Africa" (E4D), and will be implemented in that project's implementation countries Kenya, Malawi, Mozambique, South Africa, Tanzania and Uganda. Thanks to additional financial contributions to the project, it may be possible to include further implementation countries (for example Eswatini) in the future.

The new WE4D project is designed as a multi-donor initiative that can receive funds from other commissioning parties through combined financing and thereby scale approaches and results. To date, the new project has been co-financed by the EU through the regional Team Europe Initiative (TEI) 'Investing in Young Businesses in Africa' (IYBA).

WE4D is thus characterized by the cooperation of a variety of implementation countries, actors, local interventions, and approaches with the common goal of improving the employment situation of women and young people, especially in green sectors. The challenge for the project's monitoring is to include these actors in monitoring and evaluation (M&E) of the project's interventions and results and to coordinate their diverse monitoring activities while ensuring a coherent approach and implementation of WE4D's monitoring guidelines and processes.

In order to track the progress of the WE4D programme and to evaluate its impact, WE4D has set-up a regional results-based M&E system that aggregates data across the WE4D partner countries. With this tender, WE4D seeks the services of a service provider to support the WE4D South Africa component in data collection, aggregation and analysis.

Specific objective: The objective of this assignment is to conduct data collection, data quality control, aggregations and data analysis and reporting to support the WE4D South Africa team with the implementation of results-based monitoring and evaluation of WE4D projects in South Africa.

2. Tasks to be performed by the contractor

The WE4D programme follows one overarching logframe and M&E framework that is valid for all partnerships and projects concluded within the WE4D programme. All projects must contribute to the outcome and output indicators defined in the logframe and results and progress must be monitored in a standardised way. The indicators and targets are of a quantitative nature. The overall programme objective and the main outcome indicators in South Africa are defined as follows:

Programme Objective	The employment and economic situation of women, especially in companies that are driving the green transformation, has improved.
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Outcome indicators	1. 2200 - 2400 people have found employment in companies that are driving the green transformation. Of these, 70% are women and 40% are young people.
	2. 7300 - 8000 persons , 70% of whom are women and 40% young people, have improved their employment situation in one of the following areas: <ul style="list-style-type: none"> i) Real income increase of 10% ii) Improved gender-specific working conditions
	3. 700 - 800 people , 70% of whom are women and 40% young people, have successfully completed a vocational training measure.
	4. 700 - 800 of the MSMEs , supported by the project that contribute to the green transformation, of which 60% are managed by women, have improved their business capacity in one of the following categories <ul style="list-style-type: none"> i) Turnover increase ii) Staff increase iii) Access to new markets iv) Introduction of a new product and/or new service that contributes to the green transformation and/or that is aimed specifically at women v) Efficiency gains thanks to resource-friendly production
	5. 6 - 8 companies and organisations implement the gender-responsive approaches to employment promotion for women and promotion of the green transformation that partner companies and organisations have successfully tested.

The WE4D South Africa portfolio comprises of 5 different projects. Projects vary in intervention logic, partner structure, scope and complexity and target varying numbers of companies and individual beneficiaries. Not all projects are yet defined and set up but will still be developed and concluded in the following months. The M&E service provider should also subsequently monitor projects that will be implemented at a later stage. A list of all ongoing projects including thematic area and geographic location can be found in annex 10.3.

At the beginning of each project/partnership a project-specific M&E framework and plan is set-up between GIZ and the project partners. This framework includes targets and indicators that are in line with the overall WE4D logframe and the overall IYBA-SEED logframe and its definitions. It may also include other project-specific indicators that are of additional interest to GIZ and the partners for that particular context.

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Apart from the overall logframes for the WE4D and IYBA-SEED programmes, the following documents are available and will be shared with the successful bidder to inform the project-specific M&E framework, data collection and reporting. The documents are:

1. WE4D M&E Guide
2. WE4D green jobs guideline
3. WE4D guideline on Gender Equality in Project Design and Measurement
4. WE4D Indicator Definition Sheets
5. WE4D Reporting Timelines and Requirements
6. IYBA-SEED Monitoring, Evaluation, Accountability and Learning Strategy
7. IYBA-SEED Indicator Definition Sheets
8. IYBA-SEED Reporting Timelines and Requirements

WE4D South Africa employs an M&E advisor who advises the WE4D project managers as well as implementing partners in planning and coordination of M&E activities. The WE4D M&E advisor will be the main contact person for the service provider and will coordinate the implementation of the service contract in consultation with the WE4D project managers, the WE4D implementing partners as well as another overarching M&E consultancy for the regional WE4D programme.

2.1 Term

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

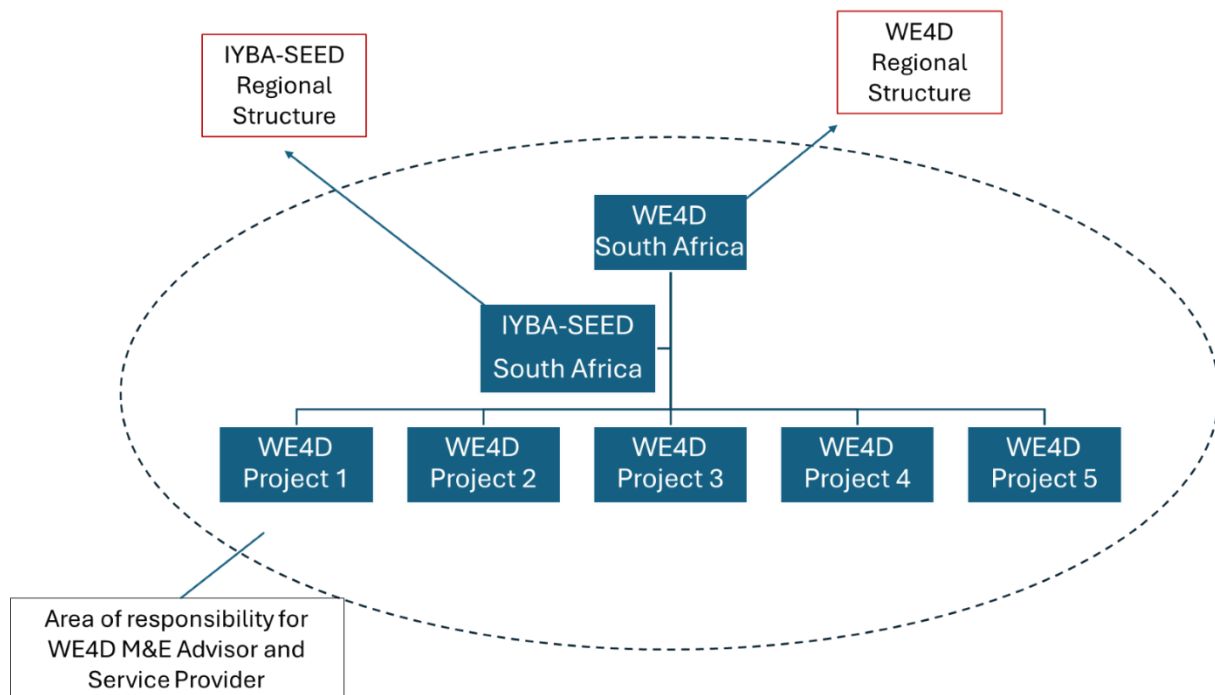
2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for achieving the objectives and indicators described in this document.

The contractor is responsible for providing the following services **per project of the WE4D South Africa portfolio (please also see Picture 1 below)**:

1. **Develop project-specific M&E frameworks and -plans for each project;**
2. **Data collection and data quality check at project level on a previously defined time schedule;**

3. **Data aggregation and analysis at project and country level;**
4. **Support with reporting and communicating results on project level**



Picture 1: Overview of the WE4D South Africa portfolio

On 1) Advisory on M&E framework and plan for each project

- Advise the WE4D team and project partners on and develop for each project specific monitoring and evaluation frameworks and plans. Where they are not yet in place, support the development in close collaboration with the WE4D M&E advisor, the respective WE4D project manager and project partners. The framework and plan should refer to the following:
 - The overarching WE4D programme's logframe (and the overarching IYBA-SEED programme's logframe), its outcome and output indicators and its underlying theory of change;
 - Clear definitions and guidelines based on the WE4D indicator definition sheets which outline how the indicators are to be interpreted in the project specific contexts .
 - The M&E plan should outline, to which outcome and output indicators the project contributes, data collection strategies, the use of (existing) monitoring tools, frequency of and responsibility for data collection, and data collection milestones. The plan and data collection schedule should be aligned with the overall reporting requirements of the WE4D programme ;

- In addition to the quantitative monitoring against the outcome and output indicators, qualitative monitoring and evaluation tools should be used where appropriate. Views from beneficiaries should be sought and fed into the monitoring where possible. Case studies should document the change in the levels of knowledge, attitude and practice of the beneficiaries and other stakeholders.

On 2) Data collection at project level

- Come up with a detailed research design and data collection timeline per project in consultation with the partner and the WE4D M&E advisor, considering project-specific time frames taking into consideration training schedules, crop-specific harvest seasons in agricultural projects etc.;
- Collect data on all outcome and output indicators as defined in the M&E framework and plan as well as on other dimensions such as the number of people trained **per project** and the number of persons with disabilities targeted per project in close cooperation with the respective implementing partner. If the total number of beneficiaries is too large to conduct a full survey in a cost-effective way, representative samples, which have been approved by the M&E advisor, should be used for the data collection. Sample results must then be extrapolated to the total number of beneficiaries. Methods are to be discussed and agreed upon with the WE4D M&E advisor in South Africa;
- Suggest methods for data collection and review and advise on existing data collection tools: e.g. telephone interviews; face-to-face interviews; interview questionnaires, digital solutions, etc. in accordance with the WE4D M&E advisor and the implementing partners. There are standard questionnaires already developed for the whole WE4D programme, which can be used as a basis and should be adapted to the project specific context in agreement with the WE4D M&E advisor in South Africa.
- Compile a team of data coordinators, field supervisors and enumerators and conduct trainings with enumerators on data collection and survey tools;
- Suggest methods of how to best deal with data collection challenges such as high attrition rates in rural areas, etc;
- Data collection per project should include but is not limited to the following surveys:
 - Baseline survey at the beginning of the project (where not in place) and review of baseline data (where baseline survey has been completed)
 - Tracer surveys at regular intervals
 - Endline survey

On 3) Data analysis and aggregation at project and country level

- Analyse collected data in line with the WE4D indicators taking the specific WE4D definitions into consideration;
- Interpret data and findings per partnership/project;
- Extrapolate (where necessary) and aggregate data from all partnerships
- Provide data analyses and information for ad-hoc data requests from WE4D;
- Back-up, clean and quality assure collected data;
- Report data using the WE4D digital M&E tool and the IYBA-SEED digital platform
- Manage and store data in line with the national data protection laws and GDPR.

All tasks must be performed in close cooperation with the WE4D team and the project and implementing partners.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

- New or revised/adapted M&E frameworks and M&E plans per project;
- A detailed timeline giving an overview of all planned data collection activities on a regular basis;
- Adapting standard questionnaires to the local context and / or data needs of the implementing partner
- Cleaned datasets containing all anonymized raw data per project;
- All files or scripts used for data handling and data cleaning;
- Written reports per project including
 - used methodology for data collection and analysis
 - anonymized results for all relevant outcome and output indicators of the overarching WE4D logframe
 - analysis and interpretation of data
- Inception and final report for all projects combined, submission and presentation to GIZ.
- Infographic/fact sheet templates per project

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The assignment will be conducted in the service providers office spaces in South Africa.

Milestone	Deadline
Kick-off workshop with WE4D team in South Africa	June 2025
Individual M&E workshops with project partners	July 2025
Inception report including presentation of timeline for data collection activities	August 2025
1st Data Collection for all projects (after that recurring data collection every 6 months for all projects)	October 2025
Revised and/or newly developed M&E plans for running projects & presentation of final data collection methods	November 2025
Individual project timelines for Data Collection and Analysis of all WE4D projects available	November 2025
Analysed data of all running projects for WE4D M&E status update	Nov. 2025, March 2026, Nov. 2026, March 2027 and Nov. 2027
Updated fact sheets/infographics for all projects	Nov. 2025, March. 2026, Nov. 2026, March. 2027, Nov. 2027
Endline data collection for all projects	September/October 2027
Final report	November 2027

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

Requirements on expenditure management and cost control:

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- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: English

- Inception report
- Short summary reports on anonymized M&E progress data (for all indicators) per project after each data collection round
- Final summary reports for each project including final project impact and data interpretation & analysis
- Aggregated annual reports as contribution to reports to GIZ's commissioning party to be delivered as indicated in 2.3, including:
 - summarised M&E progress data across all partnerships
 - Indication of potential challenges in data collection and analysis
- Final report at the contract end

Requirements for company-wide learning, knowledge and innovation:

- not applicable -

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.10 Data protection) apply.

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 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.

2.5 Other requirements

- not applicable -

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

- not applicable -

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats. In particular, the exchange with the WE4D M&E Advisor in South Africa and the cooperation with project partners on data collection and interpretation (e.g. NGOs or companies in the WE4D private sector partnerships) should be outlined. (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 2). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 1). In particular, the bidder should explain the methods, tools and sequencing of data collection activities. The bidder should further propose how this data will be aggregated and fed into the overarching WE4D M&E system.

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

- not applicable -

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (learning and innovation). In particular, this refers to potential challenges that could come up in data collection and interpretation and suggestions on how these challenges can be overcome.

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

- not applicable -

3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

- not applicable -

3.4.2 Coordination with GIZ or the commissioning project (section 1.4.2 of the assessment grid)

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (short and long term) assigned to perform the advisory tasks.
- The contractor has regular exchanges with the WE4D South Africa team on potential changes of activities within the projects that the contractor is responsible for monitoring.
- 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 2020.

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

The bidder is required to present and explain its approach to **steering** the measures. In particular, the bidder is required to explain how he/she can react flexibly to changes

in the scope of projects to be monitored or changes in the number and type of projects in the WE4D South Africa portfolio itself.

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

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 are to be provided. 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.

3.5 Further

requirements

(section 1.5 of the assessment grid)

As part of the contract, the service provider is required to set up a pool of an appropriate number of short-term enumerators to conduct surveys for data collection as described in section 2.1 (also see section 4 for 'personnel concept'). The bidder is required to describe how this pool of enumerators will be recruited, trained and managed, and how the bidder will ensure quality assurance of the interviews and surveys conducted by the enumerators.

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The contracted service provider must consist of a team of at least 1 team leader, 1 data coordinator, 1 supervisor, 1 admin and a pool of short-term enumerators.

The bidder is required to provide personnel who is suited to fill the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

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- 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 ensuring the assignment, coordination and steering of short-term enumerators
- Data analysis and interpretation in alignment with GIZ WE4D M&E guidelines and definitions
- Regular reporting in accordance with deadlines

Qualifications of expert 1: team leader

Education/training (section 2.1.1 of the assessment grid):	Relevant university degree (Master's degree or equivalent)
Language (section 2.1.2 of the assessment grid):	Good business language skills in English (spoken and written – C2 according to CEFR)
General professional experience (section 2.1.3 of the assessment grid):	6 years professional experience in consulting programmes in international development cooperation, with a focus on developing and managing M&E systems, survey management and implementation of large-scale surveys
Specific professional experience (section 2.1.4 of the assessment grid):	5 years experience with the use of quantitative and qualitative methods for data collection, analyses and reporting.
Leadership/management experience (section 2.1.5 of the assessment grid):	6 years management/leadership experience as project team leader or manager in a company
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of	5 years experience in projects in South Africa

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assignment (2.1.7 of the assessment grid):	
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	1 year experience in working in the sector of development cooperation
Other (section 2.1.9 of the assessment grid):	Not applicable

Expert 2: Data coordinator (section 2.2 of the assessment grid)Tasks of expert 2: Data coordinator

- Review and advisory of M&E plans per project
- Development and revision of data collection tools
- Development/programming of questionnaires and needs based adjustment of developed/programmed survey tools
- Quality assurance for all collected data
- Data analysis and data aggregation

Qualifications of expert 2: Data coordinator

Education/training (section 2.2.1 of the assessment grid):	Relevant university degree (Master's degree or equivalent)
Language (section 2.2.2 of the assessment grid):	Fluent in English, both spoken and written (at least C1 according to the CEFR or comparable) (5 out of 10 Points) and fluent in one official South African language other than English, spoken (5 out of 10 Points)
General professional experience (section 2.2.3 of the assessment grid):	5 years' experience in developing and managing M&E systems, survey management and implementation of large-scale surveys
Specific professional experience (section 2.2.4 of the assessment grid):	3 years experience in questionnaire programming/designing, data cleaning, quality assurance and data analyses using Microsoft Excel. Also 3 years experience with the use of quantitative and qualitative methods for data collection, analyses and reporting

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Leadership/management experience (section 2.2.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	3 years experience in projects in South Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	1 year experience in working in the sector of development cooperation
Other (section 2.2.9 of the assessment grid):	Not applicable

Expert 3: Supervisor (section 2.3 of the assessment grid)Tasks of expert 3 (supervisor)

- Training of enumerators
- Supervision and coordination of enumerators and data collection activities
- Pilot of survey tools and survey device trainings with enumerators
- Management and regular reporting of interview completion and progression
- Back-up, cleaning, documentation and safe storing of collected data according to GDPR and National Data Protection Guidelines
- Regular delivery of clean intermediate datasets
- Delivery of final data collection protocols

Qualifications of expert 3 (supervisor)

Education/training (section 2.3.1 of the assessment grid):	Relevant university degree (Bachelor's degree or equivalent)
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Language (section 2.3.2 of the assessment grid):	Fluent in English, both spoken and written (at least C1 according to the CEFR or comparable) (5 out of 10 Points) and fluent in one official South African language other than English, spoken (5 out of 10 Points)
General professional experience (section 2.3.3 of the assessment grid):	5 years experience in survey management and implementation
Specific professional experience (section 2.3.4 of the assessment grid):	3 years experience in data collection, the implementation of M&E systems and training and coordination of enumerators
Leadership/management experience (section 2.3.5 of the assessment grid):	3 years experience in training and coordinating a team of enumerators
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	3 years experience in projects in South Africa
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	1 year of experience in working in the sector of development cooperation
Other (section 2.3.9 of the assessment grid):	Not applicable

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Transaction number: 83484913**Expert 4: Admin** (section 2.4 of the assessment grid)Tasks of expert 4 (admin)

- Submission of invoicing
- Procurement of goods
- Scheduling of meetings and organisation of (online) workshops
- Logistical arrangements

Qualifications of expert 4 (admin)

Education/training (section 2.4.1 of the assessment grid):	Relevant university degree in the following fields: Business administration, Accounting)
Language (section 2.4.2 of the assessment grid):	Fluent in English, both spoken and written (at least C1 according to the CEFR or comparable)
General professional experience (section 2.4.3 of the assessment grid):	5 years experience with administrative tasks and accounting, meeting and workshop planning, logistical arrangements
Specific professional experience (section 2.4.4 of the assessment grid):	3 years experience with administration of projects with development cooperation partners.
Leadership/management experience (section 2.4.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	Not applicable
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	Not applicable
Other (section 2.4.9 of the assessment grid):	Not applicable

Expert 5: ‘No name pool’ with Short-term expert pool of enumerators with minimum 2, maximum 30 members experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

Tasks of the expert pool

- Conduct interviews using pre-selected data collection tools
- Upload and save all completed questionnaires to the data collection software’s server

Qualifications of the enumerators will not be evaluated. Members of the pool can be exchanged and replaced in close coordination with GIZ.

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

5.1 Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point

out that it may not be necessary to make use of the total number of proposed expert days.

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment * in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)	Number of international flights	Number of national flights
Expert 1: Team leader	80	n/a	80	Yes	n/a	
Expert 2: Data coordinator	120	n/a	120	Yes	n/a	
Expert 3: Supervisor	120	n/a	120	Yes	n/a	
Expert 4: Admin	30	n/a	30	Yes	n/a	
Expert Pool1: Short-term experts	180	n/a	180	Yes	n/a	

5.2 National administrative staff

- not applicable -

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ emissions caused by air travel should be offset if they cannot be avoided. GIZ specifies a budget for this which enables carbon offsets to 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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

Since the number and duration of the business trips is not clear yet, a fixed travel expenses budget of EUR 18,861.00 is to be set up. In addition, an unalterable budget of EUR 1,800.00 is allocated for CO₂ offsets to be settled against evidence.

Per-diem and 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 (download at <https://www.bundesfinanzministerium.de>).

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs
- Transport costs
- Other travel expenses

All travel activities must be agreed in advance with the officer responsible for the project. Travel expenses must be kept as low as possible.

Please note: These travel expenses items do not cover contract-related costs in the country of assignment (see section 3.3.2 in the General Terms of Conditions). Please cost these items if applicable in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

5.4 Materials and equipment

- not applicable -

5.5 Operating costs in the country of assignment

- not applicable -

5.6 Workshops, education and training

- not applicable -

5.7 Local contributions

- not applicable -

5.8 Other costs

- not applicable -

5.9 Flexible remuneration item

Budget for flexible remuneration: ZAR 440 399.19

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with 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). It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The complete tender must not exceed 15 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 any format. The CVs shall not exceed 2 pages

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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.

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

- not applicable -

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

- not applicable -

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

- not applicable -

8. Annexes

8.1 WE4D logframe

8.2 IYBA-SEED logframe

8.3 List of planned WE4D projects

8.4 Outsourcing of data processing

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Additional Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **16th May 2025** 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

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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.