

CONFIDENTIAL

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I. General information

1. Brief information on the project

The South African-German Energy Partnership Secretariat, hosted by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) was set up in 2013 between the German Ministry of Economic Affairs and Climate Action (BMWK) and the South African Department of Electricity and Energy (DoEE) (formerly the Department of Mineral Resources and Energy). Additional key stakeholders involved are further government departments (e.g., Department of Trade, Industry and Competition), as well as German and South African private sector representatives. The Energy Partnership combines political exchange with practical project work focusing on the following activity fields: (1) Intergovernmental dialogue on energy policy with partner countries (2) Policy advice on decarbonisation and achieving climate neutrality; (3) Policy advice in the field of climate and energy foreign trade; (4) Policy advice in the field of energy supply security, including critical raw materials; as well as (5) Communication and knowledge management.

2. Context

As part of the above described activity field (2) Policy advice on decarbonisation and achieving climate neutrality, the Secretariat of the Energy Partnership commissions targeted technical studies to contribute empirical evidence aimed at supporting and influencing policy decision making in the public and private domain. In this regard, a study aimed at scoping opportunities for digitalization in the South African energy sector was commissioned. The main objective of the assignment was to assess the opportunities presented by digitalization in the energy sector to advance energy security and the transition towards a future decarbonised energy system that includes

associated socio-economic opportunities. This work produced rich content that needs to be distributed to the relevant stakeholders using effective means and platforms. It is therefore, the intention of the Secretariat to appoint a media house to collaborate with in the dissemination of the findings of the study.

3. GIZ shall hire the contractor for the anticipated contract term, from 1 September 2025 to 15 December 2025.
4. The contractor shall provide the following work/service:

A webinar series as part of the distribution strategy for the study on digitalization opportunities in the energy sector.

The contractor is asked to organize, manage and document a series of webinars which shall at least include the following information:

i. Management of invitations and preparations

- a) In collaboration with the Secretariat, design an invitation for each webinar.
- b) In close collaboration with the Secretariat, the contractor shall send out invitations to the identified stakeholders and those that could be identified by and from the contractor's database.
- c) The contractor to advertise the webinar on its platforms.
- d) In consultation with the Secretariat, follow up and confirm participation of the identified speakers.
- e) The contractor to follow up on participation and attendance.

ii. Hosting of the webinar

- a) Using a known and mostly used online platform, especially one that is compatible to public sector organisations, host the webinar.
- b) In close consultation with the Secretariat, design and agree on a programme and the duration of each webinar.
- c) The contractor to allocate a content journalist on to the webinar for post-event reporting.

iii. Post-webinar reporting

- a) The contractor to write and publish an article after each webinar.
- b) The contractor to submit an overall report that documents all the webinars that would have been conducted as part of this terms of reference.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Kick-off meeting	1 week after contract signing	Methodology accepted
Execution plan of the webinars with proposed webinar dates	23 September 2025	Execution plan accepted
1 st webinar organized, held and reported	September 2025 (date to be confirmed)	1 st webinar held and an article published
2 nd webinar organized, held and reported	October 2025 (date to be confirmed)	2 nd webinar held and an article published
3 rd webinar organized, held and reported	October 2025 (date to be confirmed)	3 rd webinar held and an article published
Final report	30 November 2025	Final report accepted

II. Tender requirements

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

1.1 Expert 1:

1.1.1 General qualifications

Education: The consultant shall hold a university degree in marketing, media studies or communications related field of study.

Professional experience: The consultant shall have at least 5 years of professional experience in print and online communications and marketing.

1.1.2 Experience in the region/knowledge of the country

The consultant shall have at least 5 years of experience within South Africa.

1.1.3 Language skills:

Business fluency in English C1

1.2 Expert 2:

1.2.1 General qualifications

Education: The consultant shall hold a qualification in journalism.

Professional experience: The consultant shall have at least 5 years of professional experience in journalism with specific focus in the energy sector.

1.2.2 Experience in the region/knowledge of the country

The consultant shall have at least 5 years of experience within South Africa.

1.2.3 Language skills:

Business fluency in English C1

2. Quantitative requirements

Per-diem 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 \(German only\)](#).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Sustainability aspects for travel

GIZ is required 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.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets are 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.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Kick-off meeting	1	1 week after contract signing
Execution plan	1	23.09.2025
1st webinar	7	09.2025
2nd webinar	7	10.2025
3rd webinar	7	10.2025
Final report	3	30.11.2025

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	-	-	-	-
Overnight allowance in country of assignment	-	-	-	-
Transport	Quantity	Number per expert	Total	Comments
International flights	-	-	-	

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.

Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.). The specification of inputs should provide guidance in this respect.** The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

3. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

- 3.1 Strategy: 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).
- 3.2. 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).

- 3.3 The tenderer is required to present and explain its approach to steering the measures with the project partners.
- 3.4 The tenderer is required to create an operational plan or schedule that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.
- 3.5 The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept (if required) 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).