

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

[CONFIDENTIALITY]

GIZ Green Infrastructure Corridors for intra-African Trade: Consultancy Services for Capacity Building of Micro, Small and Medium Enterprises (MSMEs) in the Maritime Transport Sector in the Central Corridor	Project number/ cost centre: 20.2284.6.002-00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
ASOS	African Ship-owners Association
AUC	African Union Commission
AUDA-NEPAD	African Union Development Agency- New Partnership for Africa's Development
AVB	General Terms and Conditions of Contract for supplying services and work
CCTTFA	Central Corridor Transit Transport Facilitation Agency
FK	Expert
FKT	Expert days
IMO	International Maritime Organizations
KZFK	Short-term expert
MOESNA	Maritime Organization for Eastern, Southern and Northern Africa
MSMEs	Micro, Small, and Medium Enterprises
PMAESA	Port Management Association of Eastern and Southern Africa
ToRs	Terms of Reference

1. Context

Since 2004, GIZ has been a reliable and trusted partner of the African Union (AU) to enhance inclusive growth and sustainable development on the African continent in line with the AU's Agenda 2063: The Africa We Want. With around 250 staff, GIZ African Union cooperates with the AU Commission, as well as the AU's specialised institutions and agencies, such as the African Union Development Agency (AUDA-NEPAD), at the continental, regional, and national level in more than 40 member states. Key areas of engagement include Peacebuilding and Conflict Prevention, Governance, Sustainable Economic Growth, Health and Social Development, as well as Just Transition.

1.1 Beneficiary Institution, Contracting Authority, and Funding Source

The beneficiary institutions of this assignment are selected MSMEs in the maritime sector in Central Corridor Member States. The Contracting Authority is GIZ through the *Green Infrastructure Corridors for Intra-Africa Trade (Support to PIDA)* Project, based in Addis Ababa, Ethiopia, and Pretoria, South Africa. GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). GIZ and the Central Corridor Transit Transport Facilitation Agency (CCTTFA) are collectively referred to in this document as 'the Client'.

1.2 GIZ Green Infrastructure Corridors for Intra-African Trade (Support to PIDA)

To support the development of infrastructure on the African continent, the German Federal Ministry for Economic Cooperation and Development (BMZ) commissioned the *Green Infrastructure Corridors for Intra-African Trade (Support to PIDA)* project for implementation by GIZ in 2021. GIZ supports the African Union Commission (AUC), the African Union Development Agency (AUDA-NEPAD), and the Central Corridor Transit Transport Facilitation Agency (CCTTFA) in strengthening the low-carbon and climate-resilient development of infrastructure across the continent. Building on the previous phase successes, GIZ offers technical advice to support AUC, AUDA-NEPAD, and CCTTFA on the following five outputs²:

1. Development of a Continental Green Infrastructure Policy for trade-relevant integrated Corridors (GIZ and AUDA-NEPAD)
2. Advisory for climate-resilient and low-carbon infrastructure project development in the Central Corridor (GIZ, AUDA-NEPAD, and CCTTFA)
3. Launch of Call for Digital Solutions for micro, small, and medium enterprises (MSMEs) to promote green infrastructure development and intra-African trade (GIZ and AUDA-NEPAD)
4. Formulation of a Digital Strategy and Advisory of Digital Topics in the Infrastructure and Trade Sector (GIZ and AUDA-NEPAD)
5. Just Transition for Technology Transfer and Climate Finance (GIZ and AUC)

The activities to be undertaken under this consultancy will contribute directly to the implementation of Output 3. To date, the capacity building of MSMEs has involved training over 50 MSME representatives across the continent. GIZ, with support from CCTTFA, is expanding MSME support with a short-term capacity-building programme for MSMEs in Central Corridor Member States (Burundi, Democratic Republic of Congo, Malawi, Rwanda, Tanzania, Uganda, and Zambia).

1.3 Context of Output 3 – Private Sector Development: Advising Micro, Small, and Medium Enterprises to digitalise with a focus on climate-resilient infrastructure solutions

Challenges to be addressed:

With economic growth accelerating in the Member States of the Central Corridor, demand for services in the maritime transport sector is increasing, driven by rising volumes of both passenger and cargo traffic. For consistency, the term '*maritime*' will be used hereafter to refer collectively to both marine/ocean-going and inland waterway transport (IWT) sectors.

Considering the multi-modal nature of the Central Corridor, the presence of major inland waterbodies (notably the Great Lakes), and the recent integration of Lake Malawi/Nyasa and the southern part of Lake Tanganyika through Malawi and Zambia's accession into the Corridor, IWT presents strong potential for growth- especially in adopting green and innovative technologies led by private-sector actors. Most companies in this sector are categorized as small-to-medium-sized enterprises. The African Union defines MSMEs as follows: "A Micro Enterprise is a business that makes an annual turnover lesser than One Million US Dollars per annum, a Small Enterprise is a business that makes an annual turnover between One Million US Dollars and Five Million US Dollars per annum, while a Medium Enterprise is a business that makes an annual turnover between Five Million US Dollars and Twenty Million US Dollars per annum"

The ongoing technical advisory support, provided by the AUDA-NEPAD Service Delivery Mechanism to Lake Kivu and Lake Tanganyika in the context of the tripartite collaboration by AUDA-NEPAD, CCTTFA, and GIZ, has highlighted several recurring challenges among MSMEs engaged in shipbuilding, shipping, and port logistics:

- Vessels are often constructed without compliance with international minimum standards, particularly those set by the International Maritime Organization.
- Vessel operations frequently do not adhere to international safety and environmental protocols, including the use of appropriate equipment.
- Port logistics systems often rely on outdated, inefficient, and unsafe technologies and practices that are carbon-intensive, environmentally harmful, and vulnerable to climate risks.
- These deficiencies make it difficult for MSMEs to access insurance coverage, secure financing (including green and climate finance), or attract joint ventures and partnerships with international investors.

Collectively, these factors act as a significant barrier to MSME growth and sustainability in the maritime sector. They also contribute to the perception of high financial risk, deterring national, regional, and international investment.

Even without a formal needs assessment, it is evident that MSMEs in the Central Corridor's maritime sector would benefit greatly from targeted capacity-building initiatives. Such initiatives should focus on:

- Enhancing understanding of how compliance with international standards can increase the marketability and bankability of their services and products;

- Facilitating the transition to green and digital technologies (e.g., renewable energy, decarbonization strategies, ESG principles, AI-driven solutions);
- Strengthening MSMEs' ability to align their financing needs with the interests of potential funders—both within and beyond the region—and improve their eligibility for climate and green finance.

The objectives to be achieved:

The primary objective of this support is to strengthen the capacity of MSMEs in the maritime sector across the Central Corridor Member States by equipping them with the technical knowledge and skills needed to comply with minimum international standards as defined by the International Maritime Organization and improve their access to international business partnerships (notably business-to-business linkages) and financing. The focus is on enhancing their regulatory compliance, commercial viability, and environmental sustainability. This intervention aims to prepare MSMEs for participation in transport and trade-related infrastructure development opportunities linked to the ongoing transformation of the Central Corridor from a transport corridor into a Green Economic Development Corridor (GEDC), initiated in 2023. Given the GEDC's emphasis on green and innovative technologies across sectors and the ongoing support provided to infrastructure projects in the IWT sector, the shipping industry has been identified as a key area of growth for MSMEs. However, in this pivotal sector in the Central Corridor, there is a need for the adoption of sustainable technologies and capacity strengthening.

Previous MSME support initiatives identified digital transformation as a critical strategy for enhancing MSME and community resilience. These past interventions also highlighted several core challenges faced by MSMEs, including:

- **Access to capital** – Challenges in securing credit, start-up capital, and long-term investment
- **Technical advice** – Gaps in financial modelling, strategic planning, contract structuring, and specialist technical requirements.
- **Regulatory, procurement, and trade compliance** – Barriers related to meeting procurement standards (especially for government contracts), industry-specific regulations, and cross-border trade requirements.
- **Market access and revenue opportunities** – Limited participation in commercial value chains due to inadequate business-to-business (B2B) linkages

Beyond these challenges, MSMEs in the maritime sector face issues such as non-alignment with minimum international shipbuilding and operational standards and insufficient adoption of sustainability practices.

This MSME capacity-building programme is aimed at directly addressing these barriers, equipping MSMEs with the necessary tools to strengthen their competitiveness, integrate into transport and trade-related infrastructure and equipment projects, and contribute to the Central Corridor's green transition.

2. Tasks to be performed by the consultants

The consultants will be responsible for designing and delivering a capacity-building programme to support individuals representing selected MSMEs in the maritime sector within the Central Corridor. The consultants will work closely with GIZ and CCTTFA to ensure the program aligns with the objectives of the GEDC and the needs of the MSMEs. The scope of work includes:

I. Needs Assessment

Conduct a needs assessment to identify capacity gaps and capacity-building opportunities in shipbuilding, shipping operations, and port logistics, with a focus on:

- Technical standards & compliance
- Access to financing and insurance cover
- Sustainability
- Digitalisation
- Gender & youth inclusion, amongst other topics.

The assessment will be conducted through online interviews with representatives from selected MSMEs, training institutions, financial institutions, including insurance companies, civil society organisations, and other relevant stakeholders (such as WOMESA, MOESNA, IMO, ASOS, PMAESA) to inform the needs assessment.

The consultants should engage with the above-mentioned organizations to obtain relevant insights into the workshop and explore the organizations' potential participation as speakers and presenters to enhance the workshop's impact and credibility.

II. Capacity-Building Workshop Design and Delivery

- Develop a training programme based on the findings from the needs assessment and any other analyses.
- Prepare training materials, including presentations and case studies, group discussions, and practical exercises.
- Deliver a two-day capacity-building workshop focusing on two or three priority areas identified through the needs assessment. Potential topics may include: (i) technical standards and compliance; (ii) financing and investment partnerships for maritime MSMEs; (iii) sustainability and green technologies; and (iv) digital innovations.

III. Follow-Up Webinars and Knowledge Sharing

- Organise and facilitate two deep dive webinars on additional key topics emerging from the needs assessment and/or the workshop – one conducted in English and the other in French. Potential themes could include gender and youth inclusion in the maritime sector.

IV. Monitoring and Evaluation

- Develop a feedback mechanism to assess training effectiveness, such as surveys, interviews, and post-training assessments.
- Prepare a comprehensive report summarizing the key takeaways, participant feedback, and recommendations for opportunities for future capacity-building initiatives. The report should also assess the perceived usefulness of the workshop programme by the participants, including quantitative data on how

many found it valuable for their work. To support this, the report should document two concrete examples from each participant illustrating how the training may be applied in the MSMEs' daily operations and future planning.

- The consultants are responsible for selecting, preparing, training, and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The consultants should provide equipment and supplies (consumables) and assume the associated operating and administrative costs, except those explicitly provisioned for in these terms of reference.
- The consultants should manage costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.
- The consultants should report regularly to GIZ, following 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	Deadlines (TBC during inception)
Inception report	1 week after the inception meeting
Draft needs assessment report	14 July 2025
Final needs assessment report	9 July 2025
Draft training material, feedback material, and workshop programme	21 July 2025
Final training material, feedback material, and workshop programme	28 July 2025
Workshop delivery	Mid-August 2025
Webinar delivery	25 August 2025
Draft programme report	15 September 2025
Final programme report	30 September 2025

Period of assignment: from 1 July 2025 until 31 October 2025.

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) and its contribution to the **results-based monitoring system** (1.3.2).

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 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 days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

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)

The tenderer is required to present and explain its approach to ensuring the inclusion of disadvantaged groups, such as women and youth, in all activities. This should include concrete strategies for overcoming identified barriers, such as gender-sensitive training, targeted outreach, and collaboration with relevant organizations to enhance inclusivity.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, based on 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

- Assume overall responsibility for the successful implementation of the contractor's advisory services, ensuring high-quality outputs and adherence to deadlines
- Coordinate and maintain effective communication with GIZ, project partners, and key stakeholders
- Oversee personnel management, including identifying the need for short-term assignments within the allocated budget, planning, and steering assignments
- Ensure timely and comprehensive reporting in accordance with project requirements and deadlines
- **Please note: the team leader function must be fulfilled by one of the proposed experts.** The bidder should indicate which of the proposed experts will fulfill the Team Leader function.
- Please note: the consultant must be able to deliver elements of the training programme in French. If none of the proposed team has a C1 level in the French language, the bidder must indicate how French language delivery will be undertaken.

Qualifications of the Team Leader

- Education/training (2.1.1): University degree (at least at Master's level) in maritime transport and/or engineering, maritime studies, business, economics, finance, or related field
- Language (2.1.2): C1-Level language proficiency in English. French is an advantage.
- General professional experience (2.1.3): 7 years of professional experience in the maritime industry and/or private sector development or finance
- Specific professional experience (2.1.4): 5 years of experience in the maritime or transport sector
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as a project team leader or manager in a maritime company, maritime assignment, business development, or financial services role
- Regional experience (2.1.6): 3 years of experience in projects in African Union Member States
- Development cooperation (DC) experience (2.1.7): 1 year of experience in development cooperation projects
- Other (2.2.8): 2 years' experience in facilitating training sessions and in-person and online workshops, preferably with a focus on private sector development and/or maritime industry. Proficiency in interactive and participatory training methodologies is an advantage.

Key expert 1 – Maritime Industry Expert

Tasks of Key Expert 1

- Lead Needs Assessment of MSMEs related to the maritime sector
- Develop training content on maritime regulations, safety standards, and operational efficiency
- Provide expert guidance on sustainability and digitalisation in the maritime sector

Qualifications of Key Expert 1

- Education/training (2.2.1): University degree in engineering, maritime studies, or related field
- Language (2.2.2): C1-Level language proficiency in English. French is an added advantage.
- General professional experience (2.2.3): 3 years in the private sector development
- Specific professional experience (2.2.4): 5 years in the maritime sector (shipbuilding, shipping operations, port logistics) and advanced knowledge of international maritime regulations, safety standards, and compliance frameworks.
- Leadership/management experience (2.2.5): No leadership experience required.
- Regional experience (2.2.6): 3 years in projects in African Union Member States
- Development Cooperation (DC) experience (2.2.7): 1 year's experience in development cooperation projects
- Other (2.2.8): 2 years of experience in implementing sustainable and green maritime technologies, particularly decarbonization approaches

Key Expert 2 – Finance Expert

Tasks of Key Expert 2

- Advise on financing challenges and opportunities for the maritime MSMEs, including the feasibility of securing commercial interest for MSMEs
- Develop training content on business structuring, financial modelling, financing instruments, and risk mitigation strategies tailored to MSMEs, including content on green and climate-related funding mechanisms
- Deliver and facilitate workshop sessions on access to financing and business structuring

Qualifications of Key Expert 2

- Education/training (2.3.1): University degree in finance, investment, or related field
- Language (2.3.2): C1 -Level language proficiency in English. French is an added advantage.
- General professional experience (2.3.3): 3 years of experience in private sector development
- Specific professional experience (2.3.4): 5 years of experience in private sector financing, maritime financing, and financial structuring for MSMEs or infrastructure projects
- Leadership/management experience (2.3.5): No leadership experience required.
- Regional experience (2.3.6): 3 years in projects in African Union Member States

- Development Cooperation (DC) experience (2.3.7): 1 year's experience in development cooperation projects

Key Expert 3 – Environmental/Sustainability Expert

Tasks of Key Expert 3

- Assess and advise on the adoption of green technologies, ESG criteria, and climate resilience in the maritime sector
- Assess and advise on financing opportunities related to the adoption of green technologies
- Develop training content on sustainable and renewable energy solutions
- Deliver and facilitate workshop sessions on sustainability and green solutions

Qualifications of Key Expert 3

- Education/training (2.4.1): University degree in engineering, environmental science, or related field
- Language (2.4.2): C1 -Level language proficiency in English. French and Swahili are an advantage
- General professional experience (2.4.3): 3 years of experience in the maritime sector
- Specific professional experience (2.4.4): 5 years of experience in green technologies, ESG frameworks, and climate-resilient infrastructure
- Leadership/management experience (2.4.5): No leadership experience required.
- Regional experience (2.4.6): 3 years in projects in African Union Member States
- Development Cooperation (DC) experience (2.4.7): 1 years' experience in development cooperation projects

Key Expert 4 – Gender and social inclusion expert

Tasks of Key Expert 4

- Assess and advise on the inclusion of gender and youth in the MSME maritime sector
- Engage with key stakeholders such as WOMESA on their input and possible participation in the workshop
- Develop training content on gender- and youth-sensitive and inclusive business practices and make use of the African Network for Women in Infrastructure (ANWIN) Gender Responsive Infrastructure Guidelines where possible.
- Deliver and facilitate workshop sessions on access to gender and youth inclusion in the sector

Qualifications of Key Expert 4

- Education/training (2.5.1): University degree in gender studies, social sciences or related field
- Language (2.5.2): C1 -Level language proficiency in English. French and Swahili are an advantage
- General professional experience (2.5.3): 3 years of experience in the infrastructure sector
- Specific professional experience (2.5.4): 5 years of experience in gender mainstreaming and youth inclusion

- Leadership/management experience (2.5.5): No leadership experience required.
- Regional experience (2.5.6): 3 years in projects in African Union Member States
- Development Cooperation (DC) experience (2.5.7): 1 years' experience in development cooperation projects
- Other (2.5.8): 2 years of experience working with gender-focused organizations or initiatives

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Strong Teamwork and collaboration
- Proactive problem-solving and initiative
- Effective communication and stakeholder engagement
- Cross-cultural competence and sensitivity
- Results-oriented and client-focused approach
- Interdisciplinary and strategic thinking
- Strong facilitation and training skills

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 upon 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
Team leader	1	4	4	The expert assuming the role of team lead will be allocated additional expert days, which will be added to their total number of working days under this assignment.
Key Expert 1	1	8	8	
Key Expert 2	1	7	7	
Key Expert 3	1	5	5	
Key Expert 4	1	5	5	
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel cost budget			49,898 ZAR	<p>A budget is provided for travel to Tanzania.</p> <p>A fixed travel cost budget of 49,898 ZAR is provided. This amount will be settled against evidence. The travel budget includes flights, overnight and per-diem allowance, visa costs, and other travel expenses.</p> <p>Please note that only two experts are expected to travel.</p>

Workshops, events, and trainings

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

- Two-day workshop in Dar es Salaam, Tanzania, for 60 individuals. *Two follow-on webinars will be hosted online.* GIZ will cover all logistical expenses, including venue booking, catering, and travel costs for the participants. The consultant is responsible for workshop planning, facilitation, and ensuring their own travel and attendance at the venue.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Logistics for workshops: Venue and catering services for the workshop

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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. The CVs can also be submitted in English.

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

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information, and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles, such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject, must be paid due attention. The GIZ is NOT in any way responsible for such processing.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

9. Additional Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **26th of June 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

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.

54 Block C
08h00 , 19H00