

Terms of reference (ToR) for works contract below the EU threshold

CONFIDENTIAL

JUST TRANSITION PODCAST PRODUCTION	Project number/ cost centre:
	2021.9003.1-001.00

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	5
3.	Concept.....	13
	Technical-methodological concept	13
	Project management of the contractor (1.6)	13
4.	Personnel concept.....	14
	Team leader (Team Lead and JT Expert).....	14
	Key expert 1 (Multilingual JT expert)	14
5.	Costing requirements	15
	Assignment of personnel and travel expenses	15
	Sustainability aspects for travel	16
6.	Requirements on the format of the tender	18
	Other Requirements	18

0. List of abbreviations

AA	Federal Foreign Office
AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMUV	Federal Ministry for Environment Nature Conservation, Nuclear Safety and Consumer Protection
BMWK	Federal Ministry for Economic Affairs and Climate Action
FK	Expert
FKT	Expert days
IKI	International Climate Initiative
JUST SA	Just Transition to a Decarbonised Economy for South Africa
JT	Just Transition
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise and service provider in the field of international cooperation for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

The International Climate Initiative (IKI) is the key instrument of the German government, led by the Federal Ministry for Economic Affairs and Climate Action (BMWK) with cooperation of the Federal Ministry for Environment Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), as well as the Federal Foreign Office (AA), for the international financing of climate change mitigation, adaptation and biodiversity conservation. Under the IKI, the German government is closely cooperating with the South African (SA) government, a core partner country. The Just Transition to a Decarbonised Economy for South Africa (JUST SA) project is funded by the IKI through the BMWK and is implemented by GIZ.

JUST SA supports the implementation of pathways towards a Just Transition towards an environmentally sustainable, climate-change resilient, low-carbon economy and just society. At the national level, the project supports the implementation of the Just Transition Framework, ensuring an inclusive and results-oriented process. At regional level, the project assists the Mpumalanga provincial government in formulating a concrete, sustainable and just economic diversification plan for a diversified regional economy, which covers support for SMMEs and finance mechanisms. At the local level, the project implements, pilots and scales up activities in selected municipalities of Mpumalanga and private sector action is incentivised. Furthermore, mine rehabilitation is addressed with a focus on mine water treatment through research, policy implementation and community engagement. Lessons learnt are fed back into the dialogue process.

The JUST SA project recognises the significant challenges that accompany the transition towards an environmentally sustainable, climate-change resilient, low-carbon economy and just society. The project prioritises the inclusiveness of the transition process by working in partnership with the relevant stakeholders and ensuring that the transition has a positive impact on the livelihoods of all, especially those who are disadvantaged such as women and youth.

It is important that the just transition in South Africa as well as the information surrounding it reaches a vast majority of the people in affected regions. Media is a powerful tool to help accomplish this. According to the Broadcast Research Council of South Africa, approximately 23 million people in South Africa tune into radio each week, with the biggest radio community station in Mpumalanga being Nkomazi FM, with a listenership of about 91 000 listeners a week.

In recent years, podcasting has surged in popularity globally, including in South Africa, driven by widespread smartphone and internet access, leading to podcasts becoming a mainstream source of entertainment, information, and education. With approximately 28.99% of South Africa's population spending one to five hours per week listening to podcasts and platforms like YouTube, Spotify, and Google Podcasts being popular choices, the medium's versatility and accessibility are key factors in its rise. Furthermore, projections indicate that the number of South African podcast listeners will grow significantly, reaching 4.8 million by 2027 – up from 3.2 million in 2023.

Both podcasts and radio have the potential to reach a wide range of audience in Mpumalanga, while fostering participation and engagement on just transition topics.

General objective

JUST SA is aiming to launch a just transition podcast which will also be aired on radio within Mpumalanga and potentially other provinces. The podcast aims to improve the understanding surrounding the just transition in South Africa, particularly in remote areas of Mpumalanga, by providing a platform for engagement with stakeholders and experts and knowledge sharing. JUST SA is therefore looking for a service provider to develop and implement the podcast by writing script, finding guests, and hosting the podcast episodes at the recording studio. The service provider will also need to source and procure said podcast production studio to record and package the podcast in long and short formats.

Expected outcomes

The just transition podcast aims to engage with a wide audience in Mpumalanga, the project intends to improve understanding of the just transition in South Africa, and concepts around it by sharing information on the just transition, therefore, educating listeners.

The podcast provides a foundation of recorded facts that can be shared via our digital platforms with potential later distribution on community radio stations in Mpumalanga. The potential broadcasting on radio stations will allow for a platform for these communities in the remote parts of Mpumalanga to gain knowledge on just transition.

Target audience

The just transition podcast is targeted at communities in the Mpumalanga province impacted by the transition. The podcasts will be recorded and packaged and then aired by community radio stations in Mpumalanga via short inserts and adverts. They will be disseminated in English and isiZulu, the languages widely used in Mpumalanga. The modular nature of the podcast will allow for further distribution in other regions as the transition unfolds.

The podcast is aimed to appeal to a wide audience, such as youth, women, disadvantaged groups, the elderly, working as well as unemployed citizens, and rural communities in Mpumalanga.

Proposed format/structure

Podcast

The podcast will take on a talk show format where the host will interview and discuss various topics of a just transition. One or two guests representing stakeholders, technical experts, members of civil society or representatives from communities will be invited to engage with the audience through the podcast.

Listeners will get to engage with guests on topics through commenting on the podcast platform as well as on social media such as LinkedIn and X (formally known as Twitter), where the links to the podcast have been published, using the relevant tags and hashtags.

Each podcast episode will be 30 minutes long, with 30-second, 5-minute and 10-minute snippets extracted, and will be in video (MP4) and audio (MP3) format. The episodes will be produced over a period of 9 months and will be aired bi-monthly, over a period of 12 months. The publication of the episodes and subsequent snippets on 2 radio stations will be conducted by the service provider and submitted to GIZ for preapproval during the duration of their contract. Thereafter, GIZ will conduct the publication of episodes.

Radio

The podcast will be edited and packaged into bitesize, 15-minute audio episodes which will be aired on one or two community radio stations based in Mpumalanga. We have identified eMalahleni FM as one of the potential radio stations. There is also a potential for the snippets to be aired on mainstream radio. Some potential radio stations identified by the JUST SA team include, but are not limited to:

Community	Mainstream
Emalahleni FM	Ligwalagwala FM
Rise FM	Ikwekwezi FM
Ligwa FM	
Kanyamazane (K) FM	

We would like the consultant to start with the community radio stations and explore mainstream media much later, the curated content (i.e. script, radio media plan) will first be shared with GIZ for preapproval before being aired on the radio stations and distributed to mainstream media.

For radio, listeners will also get to engage guests through social media. Some radio stations allow for WhatsApp interaction.

2. Tasks to be performed by the contractor

The GIZ is seeking a service provider to develop and host nine podcasts aimed to educate those directly impacted by the just transition over a period of 9 months. The expert will be responsible for writing the scripts for each episode, hosting the podcast and identifying topics, questions, and guests to talk about just transition in South Africa. The expert will also need to have at least two episodes in the most used language in Mpumalanga, isiZulu, as well as two episodes in both isiZulu and English.

The contractor is responsible for providing the following services:

I. Inception report

The expert will be responsible to develop a concise inception report that outlines the planning and process of identifying just transition topics and speakers for informative audio and video radio programme podcasts, to be aired via a podcast platform as well as on radio. The inception report should also include a radio media plan, identifying suggested radio stations based on the size of their audience and reach.

Key deliverables:

- Attendance to the inception meeting
- Inception report

II. Outline of just transition podcast topics and speakers

The expert will be responsible to develop a detailed concept outlining the topics and content that will be covered in the podcast. It should also map out how they will source the best speakers for each respective episode. Proposed topics are:

Episodes	Topic	Content	Potential speaker/s
<p>Episode 1:</p> <p>We suggest that this episode be translated into isiZulu.</p> <p>In both languages. Will be pre-recorded.</p> <p>Understanding just transition: Navigating towards a fair and sustainable future</p>	<p>What is the transition, what is a just transition/introducing the just transition.</p>	<p>General broad introduction to the just transition. Must be in most spoken regional language (e.g., isiZulu) giving an overview of a just transition and covering what is happening in Mpumalanga in a digestible format.</p> <p>Unpacking the term 'Just'.</p>	<p>Someone from the PCC speaking on the Just Transition Framework</p>
<p>Episode 2:</p> <p>Climate change explained: Navigating the impact, adaptation, and solutions</p>	<p>Introduction to climate change (Detailed but understandable explanation of climate change and its impact, adaptation and mitigation).</p>	<p>This episode will be an introductory episode on what climate change is, the various impacts that climate change has on individuals and communities. Context can begin on global scale impacts then narrowed down to specific context – Mpumalanga specifically.</p> <p>Speaker can unpack climate change in Mpumalanga over the past few years, making use of relatable examples</p>	<p>WWF/DFFE/DARDLE A</p>

		(agricultural impacts, impacts on water supply, change in rainfall patterns etc). Speaker then explains what climate change adaptation is against what climate change mitigation is and make use of contextual examples for each.	
Episode 3: Exploring a fair and sustainable transition in South Africa	The Just Transition (Unpacking the terms 'transition' and how South Africa is planning to transition. Which industries will change, how? How will this impact people at local level?	Unpacking the term transition (how long a transition takes) How is SA planning to transition. Which industries will change, how? How will this impact people at local level.	PMU/NBI
Episode 4: We suggest that this episode be translated into isiZulu. Dual language. Adapting futures: Insights from the youth on job opportunities and reskilling initiatives	New job opportunities. We can time this episode and air it during Youth Month (June).	Discussion format with a focus on the youth. Bring in the youth who are just transition champions to discuss what new opportunities there are, how reskilling and new green skills can possibly improve the economy.	YES4YOUTH Lauren Hermanus Youth at SAIIA
Episode 5: We suggest that this episode be	What happens if we do not transition? (Unpack current environmental issues vs	In this episode speaker/ host gives light to how much South Africa has contributed to GHG	UCT/CSIR/DFFE

<p>translated into isiZulu.</p> <p>Consequences of delaying the transition</p>	<p>projections. Health impacts etc).</p>	<p>emissions, particularly highlighting the mining and energy sectors. Furthermore, they unpack the environmental issues that have affected various communities, particularly those that live in close proximity to power stations, as well as projected GHG emissions that currently exist.</p> <p>From this the speaker/ host will discuss in depth the risks associated with conventional development (continuing or even increasing reliance on fossil fuels for energy generation) as opposed to transitioning toward green energy, a green economy and SDG oriented development. This episode should take into consideration both the impacts of conventional development and the impacts of a transition/ SDG-oriented development on social, economic and environmental aspects.</p>	
<p>Episode 6:</p> <p>We suggest that this episode be in isiZulu.</p> <p>Your voice matters: Community</p>	<p>Controversies of the just transition</p>	<p>People at grassroots level in Mpumalanga talking to each other.</p> <p>This episode will take on a debate/ discussion format where representatives of various communities and</p>	<p>PCC or GroundWork as facilitator</p> <p>Local community representatives, organisations and unions talking to each other.</p>

perspectives on the just transition		institutions can engage on how the just transition directly and indirectly impacts them. They will engage and raise concerns, ideas, and possible solutions with them.	
Episode 7: Economic diversification	<p>Beyond coal: Economic diversification in the era of transition.</p> <p>Just transition and coal mining – what will happen to the coal mining industry and coal intensive power generation.</p> <p>Where is coal mining going?</p>	<p>Discussion/ debate format between mining companies that are directly impacted by the just transition and have existing plans to make their mining sustainable with coal chain workers that will likely be impacted by changes that these companies will be making.</p> <p>Alternatively, the perspectives can be presented individually: starting with an overview of the situation, followed by input from mining companies, and concluding with viewpoints from mine workers.</p> <p>Talks of transitioning toward low-carbon economy will impact many mine companies, in this episode we get to hear directly from the companies as well as the mine workers that work in the mining industry. What expected/ predicted challenges will both parties face in South Africa's and Mpumalanga's just</p>	<p>Exxaro</p> <p>Anglo American</p> <p>Thungela</p> <p>Coal value chain workers</p> <p>TIPS</p>

		<p>transition and what measures can be put in place to combat them.</p> <p>This entails issues pertaining to mine workers job losses, social protection with a focus on the Sector Jobs Resilience Plans.</p>	
<p>Episode 8:</p> <p>Green horizons: Exploring job opportunities in the green economy</p>	<p>The green economy – job opportunities (Unpacking what the green economy is, green opportunities and skills).</p>	<p>A detailed explanation/discussion on what a green economy is and the sectors (in South Africa) that are likely to be influenced by it, such as forestry, mining, agriculture etc.</p> <p>The speaker(s) will delve into what shifting towards a green economy will look like in South Africa, especially in Mpumalanga.</p> <p>This will entail talking about the opportunities that arise with green growth and a green economy, as well as discussing new green opportunities and skills for those in local communities.</p> <p>Will also include examples of how other African and developing countries are grasping the opportunities.</p>	<p>MGCA as key facilitators</p> <p>Green SME business owners.</p> <p>Rest Kanju: Indalo</p>
<p>Episode 9:</p>	<p>Mined land rehabilitation – the episode will focus</p>	<p>The episode will entail engaging of thematic areas about</p>	<p>WWF</p>

Mined land rehabilitation	on unpacking key interventions to rehabilitating degraded mined land.	rehabilitation of degraded mined land such as unpacking what “rehabilitation” of land is. What are some of the key objectives of land rehabilitation? What unique challenges make it especially difficult to follow through with land rehabilitation in South Africa?	MGCA
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While the above nine topics provide guidance, the expert will need to develop scripts (outlined in section III) for the eight episodes of podcast series. For this, they will need to research the most asked questions or find out where knowledge is lacking regarding the just transition in South Africa. An introduction to climate change has to form one of the topics where climate change is explained. This episode will be an introductory episode on what climate change is, and the various impacts that climate change has on individuals and communities.

Episode 1 in isiZulu needs to be general discussions, and not specialised, as it will cover just transition as a whole, rather than focused on the specific just transition topics. Episodes 3, 4 and 6 will also be in isiZulu, as we believe that it would be best to talk to the community, those most affected by the transition, in their local language.

Key deliverables:

- Concept which includes the format of the nine episodes, including topics and speakers.

III. Programme scripting, hosting and recording of podcast episodes

Once the expert has identified the topics, format and speakers for the just transition programme, they will then need to draft the script. After the script has been drafted, they will need to host the episodes while being audio and video recorded.

The expert will need to procure the services of a studio to record, edit and package the podcast into audio only, as well as audio and video. Each podcast episode will be 30 minutes long, with five-minute snippets extracted. The videos must be submitted in MP4 format, while the audio should be submitted as an MP3. We will also need a couple of photographs taken of the podcast guests and hosts during the recording, which should be submitted in JPG format.

Key deliverables:

- 9-episode scripts developed and shared with JUST SA for input and approval before recording of each episode. Qualifying criteria:

- Each script should have an overview, a content section outlining key speaking points and a section included the identified hosts and participants, as well as the target date of recording.
- Procurement of recording studio
- Hosting of each of the nine episodes
- 12 full-length recorded audio and video files of each episode in MP3 and MP4 format
- 12 short snippets (30-seconds) recorded in MP3 and MP4 format
- 12 medium-length snippets (5-minutes) recorded in MP3 and MP4 format
- 12 extended snippets (10-minutes) recorded in MP3 and MP4 format

IV. Radio advertisements/teaser bookings

In addition to podcast production and hosting, the consultant will be responsible for booking radio advertisements and teasers to promote the JUST SA radio programme podcast. The teasers which will form part of the advertisements will be a snippet of upcoming episodes. The service provider will also reach out to the radio stations and book the adverts once the podcasts have been loaded on the JUST SA website while the service provider is still under contract.

Key deliverables:

- Target strategic advertising time slots and radio stations frequented by the Mpumalanga community.
- Create compelling teaser content to generate interest and anticipation for upcoming podcast episodes, effectively communicating the value and relevance of the content to the target audience. The criteria for acceptance of the teasers will be preapproval from the GIZ team before airing any of the teasers/ adverts.

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

Milestones/partial works	Deadline/ place/ person responsible	Criteria for acceptance
Inception report and outline of concept 9 just transition podcast episodes, topics and speakers.	30 July 2025	Report, concept note and podcast studio approved.
Confirmed/ secured procurement of recording studio/ podcast for the duration of the contract. Recording of episodes	15 October 2025	Approval of episode
Radio advertisements broadcasted	15 January 2025	Approval of advertisements used.

Final closure report	30 April 2026	Final closure report approved
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Period of assignment: from 16 June 2025 until 30 April 2026 (10 ½ -month period)

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

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader (Team Lead and JT Expert)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification in the field of environmental management or equivalent. Knowledge of journalism, media studies, communication studies or any related field.
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the sustainable development and just transition sector.
- Specific professional experience (2.1.4): 4 years in media or related field.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.1.6): 5 years' experience in South Africa, ideally including Mpumalanga.

Key expert 1 (Multilingual JT expert)

Qualifications of key expert 1

- Education/training (2.2.1): University qualification in the field of environmental management, climate change, economic development, geography or equivalent. Knowledge of journalism, media studies, communication studies or any related field.

- Language (2.2.2): C2 -level language proficiency in English.
- General professional experience (2.2.3): 3 years' experience in sustainable development and just transition.
- Specific professional experience (2.2.4): 3 years' experience in the media or related field.
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): Five (5) years' experience in South Africa, ideally including Mpumalanga.

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The tenderer must provide a clear overview of all proposed experts/interns and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Expert 1: Assignment in country of assignment for up to 57 expert days

- Inception meeting
- Research topics that should address various aspects of the just transition, such as policy impacts, community stories, economic opportunities, and environmental considerations.
- Compile a list of potential speakers for each episode, including experts, community leaders, industry representatives, and affected individuals.
- Draft report outlining the 9 just transition podcast episodes, topics and speakers. Detail the main themes, discussion points, and any special segments or features (interviews, roundtable discussions etc.).
- Draft podcast script ensuring content is clear, informative, up-to-date, relevant and engaging. Cross-check facts and sources to maintain credibility and reliability. Tailor language and tone to target audience. Scripts to be reviewed by JUST SA team.
- Procurement of podcast studio to record and package the podcast. Identify and evaluate studios.
- Radio advertisements and teaser bookings. Develop a strategy for radio advertisements, including key messages, target audience, and desired outcomes. Create engaging teaser content highlighting upcoming episode and a schedule for advert placements leading up to and during the podcast episode release. Identify and contact relevant radio stations to book advertisement slots.

Expert 2: Assignment in country of assignment for up to 57 expert days

- Inception meeting

- Assist with editing draft report outlining the 8 just transition podcast episodes, topics and speakers
- Assist with topic research for episodes, paying close attention to identifying those that can be translated into isiZulu.
- Translate script into isiZulu ensuring content is clear and that meaning is not lost in translation. Script translation into isiZulu.
- Assist with isiZulu radio advertisements and teaser bookings.
- Assist with procurement of podcast studio to record & package the podcast
- Assistance with radio advertisements and teaser bookings

The service provider is expected to cost for up to 114 expert days as indicated above. These should also include **travel days**.

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 (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation 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 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
Preparation/debriefing	2	2	4	
Implementation	Expert 1 Expert 2	55 55	110	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	2	10	20	
Accommodation	2	10	20	10 nights per expert
Transport	Quantity	Number per expert	Total	Comments
International flights		N/A		
Domestic flights	2	1	2	Return flight per expert.
CO ₂ compensation for air travel <i>Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>				n/a
Travel expenses (train, car) • Car hire	1		6	Up to 6 (six) car hire within a limit of up to 500km.
Other costs Venue and catering Advertisement			10days 50short adverts	

Broadcasting costs			9 podcast episodes 18 radio segments	
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6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **13th 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

