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

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Climate Finance Tagging Web-based Tool	**Project number/ cost centre:**
	18.2251.9-104.00

0 List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
CBT	Climate Budget Tagging
CFTF	Climate Finance Tracking Framework
DFFE	Department of Forestry, Fisheries, and the Environment
DTC	Digital Transformation Centre
ETF	Enhanced Transparency Framework
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
GTCC work 2022	General Terms and Conditions of Contract (AVB) for supplying services and
M&E	Monitoring and Evaluation
NCCIS	National Climate Change Information System
NDC	Nationally Determined Contribution
NT	National Treasury
UNFCCC	United Nations Framework Convention on Climate Change

1   Context

South Africa has committed to ambitious climate goals under its Nationally Determined Contributions (NDCs), in alignment with the Paris Agreement and Enhanced Transparency Framework (ETF). These commitments aim to transition the country toward a low-carbon, climate-resilient society while addressing key national challenges such as poverty, unemployment, and inequality. Achieving these climate goals requires substantial financial investments, strategic budget realignment, and robust systems for tracking, mobilising, and managing climate finance.

Climate finance remains a critical challenge for South Africa, hindering optimal implementation of climate actions. Existing financial management platforms suffer from fragmented data systems, inconsistent reporting, and limited stakeholder coordination. These shortcomings highlight an urgent need for improved integration, analytics, and robust tools to ensure effective tracking and management of climate-related investments.

The National Climate Change Response Policy (2011) underscores the importance of tracking climate finance as part of a broader monitoring and evaluation strategy. Complementing this, the Climate Change Act (2024) establishes a legislative foundation for climate-resilient and low-carbon development, explicitly mandating tools for tracking and managing climate finance.

In response, the National Treasury (NT) has developed a Climate Budget Tagging (CBT) tool designed to identify, classify, and monitor climate-related expenditures within public budgets. The Climate Budget Tagging (CBT) tool is currently an Excel-based data analysis instrument designed to identify and categorize climate-related expenditures in public budgets. To enhance its scalability, user-friendliness, and interoperability with other systems, the Department of Forestry, Fisheries, and the Environment (DFFE) aims to convert this tool into a secure web-based platform. By automating CBT functionalities, DFFE will reduce manual data handling, minimize errors, and streamline reporting on climate expenditures across various government departments. This web-based system will also improve real-time data sharing, strengthen analytics, and make climate finance tracking more transparent and accessible. DFFE is seeking a qualified service provider to lead this transformation—migrating the core CBT logic and processes from Excel into a robust online environment. To enhance and scale this initiative, the DFFE, in collaboration with NT and supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), will lead the development and implementation of a comprehensive web-based CBT platform.

GIZ, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), provides international cooperation services focused on sustainable development across areas including environment, digital transformation, and economic growth. Within GIZ, the Digital Transformation Centre (DTC) promotes digital innovation globally, supporting sustainable development solutions and strengthening local capabilities through modules such as Digital Government, Cyber Security, Green Digital Transformation, and Digital Economy.

The web-based CBT platform will leverage advanced technologies such as interactive dashboards to enhance transparency, accountability, and the overall decision-making process for policymakers and stakeholders. It will seamlessly integrate with national systems, including the National Climate Change Information System (NCCIS). Through institutionalising this comprehensive CBT web-based system, South Africa aims to significantly enhance transparency, accountability, and efficiency in climate finance management. Ultimately, this initiative will strengthen South Africa's capability to effectively mobilise climate finance, support

evidence-based policymaking, and position the country as a leader in climate finance transparency and innovation.

2 Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- The contractor will conduct a thorough analysis of existing climate finance tagging tool and produce comprehensive System Architecture, Design, and Requirements documents that form the project's technical blueprint.
- The contractor will build a secure, user-friendly web-based platform, implementing role-based access controls, efficient data validation, and intuitive dashboards for real-time reporting and data-driven decision-making.
- The contractor will establish seamless data exchanges with the NCCIS and relevant platforms, ensuring accurate, automated synchronization of climate finance information.
- The contractor will conduct handover sessions, user guides, and other resources to empower government officials and IT teams to manage, maintain, and upgrade the platform independently.
- The contractor will provide ongoing technical assistance, troubleshoot system issues, gather user feedback, and deploy updates or enhancements to keep the platform current and effective.
- The contractor will maintain detailed records of system design, integration workflows, training materials, and development progress, regularly reporting on milestones, risks, and recommended improvements.

As mentioned above, the contractor will perform a comprehensive system analysis, architecture design, and documentation of the current CBT tool to ensure alignment with existing requirements and workflows. They will develop an intuitive, secure web-based user interface, including role-based access controls and analytics dashboards, integrating seamlessly with the NCCIS and accommodating future system integrations. Additionally, the contractor will deliver technical knowledge transfer materials, continuous post-implementation support, ongoing maintenance, bug fixes, and responsive user assistance to sustain optimal system performance. Below are the specific set of activities to be conducted by the contractor;

2.1 Activity 1 – Inception Meeting & Draft Work Programme
The first activity focuses on alignment between all parties on scope, rules of engagement, communication channels and initial technical assumptions, and to present the contractor's draft work programme for formal approval. The timing and location will be held by GIZ and DFFE within 10 working days (maximum two weeks) of contract signature, at DFFE headquarters in Pretoria (hybrid option available).

Key Tasks

1. Convene the Inception Meeting (GIZ-chaired, contractor as secretariat).
2. Confirm Rules of Engagement – decision rights, communication matrix, escalation path, document-sharing protocol.
3. Validate Reporting Cadence – monthly progress calls, quarterly written reports, mid-term review.
4. Present Draft Work Programme – Gantt timeline, activity sequencing, resource plan, QA gates, risk register.
5. Capture Minutes & Action Items – circulate for sign-off within three working days.
6. Incorporate Stakeholder Feedback – issue Final Work Programme and signed Rules of Engagement within five working days after the meeting.

Outputs / Deliverables

- Signed Rules-of-Engagement (RoE) document.
- Kick-off Minutes endorsed by GIZ & DFFE.
- Final Work Programme / Implementation Plan (timeline, milestones, resource allocation, risk-mitigation measures).
- Updated Risk Register and Communication Matrix (Annex to the Inception Report).

2.2 Activity 2: System Architecture, Design, and Requirements

In this activity, the focus is to establish the project's technical foundation by analysing the Excel based CBT tool and translating its logic into robust, web ready requirements and architecture.

Key Tasks

- Conduct a comprehensive analysis of current CBT tool logic, formulas and macros.
- Document existing functionalities, workflows and user needs in a Business Requirements Specification (BRS).
- Prepare a detailed System Architecture & Technical Design (data model, component diagram, integration points).
- Identify data structures and metadata necessary for climate finance tagging.
- Define clear functional and non-functional requirements (performance, security, usability, scalability).
- Produce a Comparative Analysis Report mapping legacy capabilities to proposed web-based functions.

Outputs / Deliverables

- Business Requirements Specification (BRS)
- System Architecture & Technical Design Documents
- Detailed System Requirements Document
- Comparative Analysis ReportProject Implementation Plan (timelines, milestones, resource allocation, risk strategies)

2.3 Activity 3: Core Web-Based Platform Development & User Interface

This activity focuses on creating an intuitive, scalable platform that captures budget data and applies climate-finance tagging logic. The contractor will design the front-end with user-friendly forms, dashboards, and secure login features, while the back-end ensures data is processed accurately according to business requirements. Additionally, performance considerations and security measures will be embedded to handle large-scale usage and protect sensitive information.

Key Tasks

- Build intuitive front-end forms and dashboards to capture budget data and display climate-tagging outcomes.
- Implement role-based access and secure login features so multiple government entities can safely access their own data.
- Develop back-end functionality that will process the information in line with business requirements.
- Create reporting and analytics dashboards (graphs, charts, exports) to summarize climate-related expenditures.
- Ensure optimal system performance through efficient coding, data-processing strategies, and infrastructure scaling.
- Implement robust security measures to protect data and maintain system integrity.

Outputs/Deliverables
- Functional Web-Based Platform featuring data capture and climate-tagging
- Role-Based Access Control (RBAC) implemented and tested
- Reporting & Analytics Dashboards (visual charts, data exports)
- Security & Performance Logs/Documentation detailing measures taken

2.4 Activity 4: Integration with NCCIS and Other Systems

Seamless data exchange is crucial for ensuring that climate-finance records stay accurate and current across platforms. In this activity, the contractor will develop and document the necessary APIs or data-exchange endpoints to connect with the NCCIS. The automation of data flows, along with robust validation and error handling, will further streamline collaboration with future finance/reporting systems.

Key Tasks
- Develop and document APIs or data-exchange endpoints for two-way synchronization with the NCCIS.
- Automate data flows (e.g., scheduled jobs) to keep climate-finance records up to date across systems.
- Handle validation and error logging for any data mismatches, offering clear resolution pathways.
- Provide technical specifications for connecting to additional finance/reporting systems that may adopt CBT data in the future.

Outputs/Deliverables
- API Documentation & Endpoints for NCCIS and relevant systems
- Automated Data Synchronization scripts/jobs with logging and error handling
- Technical Integration Specifications for future interoperability

2.5 Activity 5: Technical Knowledge Transfer

The long-term sustainability of the platform depends on the capacity of in-house teams to manage and evolve the system. This activity ensures that government officials and IT staff acquire the necessary skills through hands-on training, well-structured documentation, and ongoing mentorship. By equipping personnel with the know-how to deploy, configure, and troubleshoot the platform, the project fosters independence and reduces reliance on external technical support.

Key Tasks

- Produce developer/admin system materials (step-by-step guides, videos) detailing platform setup, environment configuration, and deployment procedures.
- Prepare technical manuals describing the system's architecture, codebase, and maintenance tasks.
- Transfer knowledge to enable in-house DFFE IT teams to maintain, troubleshoot, and update the platform post-handover.

Outputs/Deliverables
- Developer & Admin Guides (written/video) explaining environment setup and deployment
- Technical Manuals on architecture, codebase, and maintenance
- Training Session Reports summarizing attendance, topics covered, and follow-up actions

2.6   Activity 6: Capacity Building & Knowledge Transfer

After initial deployment, ongoing support ensures the platform remains reliable, secure, and responsive to user feedback. The contractor will oversee system performance, implement regular updates, and resolve operational issues for the remainder of the contract period. This continuous improvement approach helps maintain user satisfaction and adaptability to evolving climate finance requirements.

Key Tasks
- Provide continuous improvements and technical updates to ensure optimal performance and functionality of the system.
- Conduct two roadshow training workshops for government officials at the national, provincial, or municipal levels.
- Offer responsive user assistance, troubleshooting, and timely resolution of technical/operational issues to ensure a smooth user experience.
- Deliver remote support with periodic engagements as required during the period of the contract.

Outputs/Deliverables
- Two Provincial Workshop Packages
- Change Logs & Release Notes documenting updates, bug fixes, and enhancements
- User Support Records detailing assistance provided and resolutions achieved
- Periodic Performance Assessments confirming system reliability and user satisfaction
- Post-training assessment reports and feedback summaries.

2.7   Activity 7: Project Documentation and Reporting

Proper documentation and reporting demonstrate accountability and track progress throughout the project lifecycle. The contractor will maintain thorough records of all actions, decisions, and results, producing periodic progress updates and final reports. This transparency ensures that stakeholders can monitor developments, understand the rationale behind changes, and leverage project insights for future improvements.

Key Tasks

- Maintain comprehensive records of project actions, decisions, and results.

- Issue regular progress reports on milestones reached, challenges faced, and corrective measures taken.
- Develop deliverables for each step of the Software Development Life Cycle (SDLC).
- In addition to the reports required by GIZ under the GTCC, submit a Project Close-Out Report and a Final Project Report summarizing outcomes, lessons learned, and recommendations.

Outputs/Deliverables
- Comprehensive Record-Keeping of all project activities
- Periodic Progress Updates (milestone achievements, risks, resolutions)
- Complete SDLC Documentation (requirements, design, testing, deployment)
- Project Close-Out Report for formal handover and final sign-off
- Final Project Report summarizing results, best practices, and next-step recommendations

The contractor reports regularly to GIZ in accordance with the current GTCC 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	Deadline/Place/Person Responsible
Activity 1: **Inception Meeting & Draft Work Programme** 1. Inception Meeting convened	1. **Deadline:** No later than Day 10 after contract signature **Place:** DFFE HQ, Pretoria (hybrid option via MS Teams if required) **Person Responsible:** DFFE, GIZ Project Manager and System Engineer
2. Signed Rules-of-Engagement (RoE)	2. **Deadline:** At the close of the Inception Meeting (or within 24 h if signatures are electronic) **Place:** Same session / electronic signature platform **Person Responsible:** GIZ PM, DFFE Focal Point, Contractor System Engineer
3. Kick-off Minutes & Action Log issued	3. **Deadline:** Within 3 working days after the meeting **Place:** Remote circulation (PDF/email) **Person Responsible:** Contractor System Engineer
4. Draft Work Programme presented	4. **Deadline:** No later than Day 10 after contract signature **Place:** DFFE HQ / hybrid **Person Responsible:** System Engineer

Milestones/Process Steps/Partial Services	Deadline/Place/Person Responsible
5. Final Work Programme (Implementation Plan)approved	**5. Deadline:** Within 5 working days after the meeting **Place:** Remote submission; confirmation e-mail from GIZ & DFFE **Person Responsible:** Contractor Project Lead; approval by GIZ PM & DFFE Focal Point
Activity 2: System Architecture, Design, and Requirements • Review CBT tool logic & macros • Design data model and database • Develop and validate tagging module	**Deadline:** Within the first 2 months of contract start **Place:** Remote development with periodic onsite sessions at DFFE or designated pilot locations **Person Responsible:** System Engineer
Activity 3: Core Web-Based Platform Development & User Interface • Develop intuitive front-end forms and dashboards for capturing budget data and displaying climate-tagging outcomes • Implement role-based access control and secure login features • Create advanced reporting and analytics dashboards (graphs, charts, exports) • Ensure database development, robust performance, and data security, and define granular database roles	**Deadline:** Months 3–5 of assignment **Place:** Remote development with periodic onsite sessions at DFFE or designated pilot locations **Person Responsible:** System Engineer
Activity 4: Integration with NCCIS and Other Systems • Develop APIs/data endpoints • Implement automated data flows (scheduled jobs) • Incorporate validation and error handling • Provide documentation for future integrations	**Deadline:** Months 5–7 of assignment **Place:** Remote integration with onsite or virtual sessions for testing with DFFE & NCCIS teams **Person Responsible:** System Engineer
Activity 5: Post-Implementation Support • Provide ongoing maintenance, bug fixes, and feature enhancements • Offer continuous user support and issue resolution	**Deadline:** Ongoing from Month 8 until contract end **Place:** Remote support with periodic onsite visits at DFFE or designated pilot locations **Person Responsible:** System Engineer
Activity 6: Technical Knowledge Transfer • Deliver developer/admin knowledge sharing sessions • Two provincial road-show workshops completed and evaluated • Conduct a comprehensive system handover	**Deadline:** Months 7–8 of assignment **Place:** DFFE offices and/or virtual sessions, venues in two agreed provinces **Person Responsible:** System Engineer
Activity 7: Project Documentation and Reporting • Maintain detailed records of project activities, decisions, and outcomes • Prepare periodic progress reports (Inception, Monthly, Final Close-Out)	**Deadline:** Ongoing throughout the project (final report due by contract end) **Place:** Remote documentation with periodic onsite sessions at DFFE or designated pilot

Milestones/Process Steps/Partial Services	Deadline/Place/Person Responsible
	locations **Person Responsible:** System Engineer

Period of assignment: from July 2025 until 31 May 2026.

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.

3.1   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**.

3.2   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 GTCC:

- 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

3.3 Further requirements (1.7)

N/A

4 Personnel concept

The successful implementation of the Climate Budget Tagging (CBT) Tool requires a dedicated Technical Specialist (System engineer) with expertise in system design, data integration, capacity building, and technical support. This role will focus on ensuring the creation and implementation of the CBT Web-based system and its integration with existing systems such as the National Climate Change Information System (NCCIS).

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.

4.1 System Engineer

Tasks of the System Engineer

1. Review and refine budget tagging tools, ensuring alignment with national and international reporting standards.
2. Prepare user requirement specifications for the CBT web-based platform for data collection and reporting.
3. Develop a conceptual design document that includes system architecture and user interface.
4. Pilot the CBT platform with at least sector departments, three provinces, and six municipalities, collecting feedback for refinement.
5. Integrate the CBT Tool with the NCCIS to ensure seamless reporting and data sharing.
6. Refine the platform based on pilot results and stakeholder feedback.
7. Create system administration and user manuals to ensure ease of use and long-term maintenance.

8. Provide ongoing technical support and mentoring to ensure the successful adoption and sustainability of the CBT Tool.
9. Coordinating and ensuring communication with GIZ, partners and others involved in the project
10. Regular reporting in accordance with deadlines

Qualifications of the team leader (System Engineer)

Education/training (2.1.1): Bachelor's in computer science, Information Systems.
Language (2.1.2): C2-level proficiency in English with verbal and written communication skills for reporting, documentation, and stakeholder engagement.
General professional experience (2.1.3): 3 years of experience transforming financial reporting data into clear business specifications, architectural designs, functional system requirements, and impactful data-driven reports and visualizations.
Specific professional experience (2.1.4): 5 years' experience in web-based platform development, API design, data security, system integration, system architecture, data governance, and UX/UI.
Leadership/management experience (2.1.5): 3 years of experience in working with a multi-disciplinary team of experts, working on complex projects/programmes, ideally with the inclusion of government and non-government stakeholders.
Regional experience (2.1.6): 3 years of experience in working with South African government entities and stakeholder engagement processes.
Development Cooperation (DC) experience (2.1.7): N/A
Other (2.1.8): N/A.

4.2 Intern – Technical & Administrative Support

Tasks of the Intern

1. Assist the System Engineer in gathering and cleaning legacy CBT Excel data for migration tests.
2. Help prepare training materials, slide decks and user-manual screenshots.
3. Take detailed minutes during stakeholder workshops, provincial road-show sessions and weekly project meetings; track action items in a shared register.
4. Support basic front-end testing (user-acceptance checklists, bug-logging) under the guidance of the QA lead.
5. Maintain the project document repository (version control, correct file naming, meta-tagging).
6. Compile draft sections of routine progress reports (e.g. statistics on help-desk tickets, workshop attendance).
7. Provide logistical assistance for provincial workshops (participant invites, venue liaison, travel bookings).

Qualifications of the team leader (System Engineer)

Education/training (2.2.1): National Diploma in computer science, Information Systems,.
Language (2.2.2): C2-level proficiency in English with verbal and written communication skills for reporting, documentation, and stakeholder engagement.
General professional experience (2.2.3): N/A
Specific professional experience (2.2.4): N/A
Leadership/management experience (2.2.5): N/A

Regional experience (2.2.6): N/A.
Development Cooperation (DC) experience (2.2.7): N/A
Other (2.2.8): N/A.

Soft skills of team members

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

1. Initiative
2. Efficient, partner- and client-focused working methods
3. Interdisciplinary thinking
4. Excellent communication and stakeholder engagement skills.
5. Ability to work collaboratively with multidisciplinary teams across different levels of government.
6. Strong problem-solving and analytical thinking abilities.
7. Socio-cultural awareness and adaptability.
8. Client- and results-oriented approach.
9. Interdisciplinary thinking and innovation.

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

5 Costing requirements

Assignment of personnel and travel expenses

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 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 (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 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
System Engineer	1	150	150	Focus on system design, integration, and technical support.
Intern – Technical & Administrative Support	1	70	70	Provides both technical and administrative support
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	23	2	46	Total of 46 travel days envisaged assuming the service provider isn't based close to the DFFE office
Overnight allowance in country of assignment	23	2	46	
Transport	Quantity	Number per expert	Total	Comments
International flights				N/A
Domestic flights	12	2	24	Flights within the country of assignment during service delivery
CO$_2$ compensation for air travel				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Car(Private Car mileage) •	500KM	2	1000KM	Travel within the country of assignment, transfer to/from airport etc. The rate of ZAR

	Number	Price	Total	Comments
				4.76 is reimbursable per KM against evidence.
Other travel expenses				N/A
Fixed travel budget				N/A
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	114,700	114,700	A budget of R 114,700 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	8			The budget contains the following costs - Costs for venue rental, catering, and training materials (up to 50 participants per workshop). .

5.1   Workshops, events and trainings

The DFFE, together with the respective provinces, will secure suitable venues. The service provider shall plan and run all CBT-focused capacity-building events—setting the agenda, producing and delivering training materials, and providing on-site/online technical support. Materials must be concise, province-oriented, and include a CBT user manual, step-by-step tagging guide, and system reference documentation.

A practical, hands-on guide to the Climate Budget Tagging (CBT) Tool – this session equips provincial officials with the skills to:
- navigate the CBT web interface and reference manual;
- capture and tag climate-related budget items accurately;
- generate provincial CBT reports for submission to DFFE and National Treasury; and
- prepare fully costed provincial climate-finance inputs aligned with national CBT standards.

The financial proposal must cover the preparation of these materials and the facilitation of CBT workshops and training sessions, in line with the timeline and outputs defined in Chapter 2. Each session must be hands-on and highly interactive, giving provincial officials ample opportunity to practise data entry, ask questions, and gain the competence needed to operate the CBT platform independently

6   Inputs of GIZ or other actors

Working Station: A workstation will be provided by DFFE within the DFFE premises.

Workshops Logistics

7   GIZ will manage logistical arrangements for workshops, including catering, venue setup (if not conducted at DFFE premises), and necessary technical support for in-person or virtual sessions.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 (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).

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.