

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

CONFIDENTIAL

	Project number/ cost centre:
<b>Integrating Gender Considerations into the City of Cape Town's Energy Datasets</b>	<b>22.2187.7-001.00</b>

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## **0. List of abbreviations**

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
CoCT	City of Cape Town
DMRE	Department of Mineral Resources and Energy
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
KZFK	Short-term expert
NERSA	National Energy Regulator of South Africa
NT	National Treasury
SAGEN	South African German Energy Programme
SALGA	South African Local Government Association
ToRs	Terms of reference

## 1. Context

### 1.1. Brief introduction on SAGEN

The South African-German Energy Programme (SAGEN) supports South African partners to manage the energy transition with a focus on renewable energy and energy efficiency. SAGEN is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in cooperation with the Department of Mineral Resources and Energy (DMRE), Eskom, the National Energy Regulator of South Africa (NERSA), and the South African Local Government Association (SALGA) under the government-to-government coordination of National Treasury (NT).

The project “Capacities for the Energy Transition” (CET) under SAGEN aims at improving the personnel and organisational capacities of selected public institutions for implementing a socially balanced energy transition. To do so, the project collaborates with South African partners to manage the transition to a reliable, affordable and clean energy future through the following measures:

- Organising expert talks, peer exchanges, training programmes, collaborations with educational institutions, and targeted capability enhancement across various government departments
- Providing international know-how for policy-makers and utilities on the future power market design and energy transition.
- Supporting the implementation of existing policies and legal provisions.
- Offering structured training at entities like the National Energy Regulator of South Africa (NERSA) and the National Transmission Company South Africa (NTCSA) on market design, regulations, and technical aspects.

Addressing gender inequality within the power industry through strategies, gender specific data capture, organisational development measures, and gender-responsive working conditions

SAGEN’s support includes the following fields of intervention towards the transformation of the South African energy sector:

- Power Sector Reform and Regulation,
- Power Systems Planning and Operation,
- Embedded Generation in Distribution Networks,
- Municipal Energy Management Systems,
- Capacity Building for the Energy Transition and EDI Reform, and
- Gender Mainstreaming in Energy.

As part of SAGEN’s collaboration with public organisations in the energy sector, the programme aims to assess the feasibility of advancing gender mainstreaming initiatives within the energy sector. This includes supporting policies and capacity-building efforts to foster greater gender equality in traditionally male-dominated areas such as energy policy, regulatory frameworks, and technical operations. By promoting gender-responsive practices, SAGEN aims to contribute to a more inclusive, diverse, and equitable energy system, strengthening the participation of women and marginalised groups across various levels of decision-making and implementation within the energy sector.

## 1.2. Brief context of the project.

Energy is a critical enabler of economic growth, social development, and environmental sustainability. However, access to and participation in the energy sector are not gender neutral. Women and men experience energy-related challenges differently due to socio-economic roles, employment patterns, and household responsibilities. Globally, gender disparities persist in energy access, affordability, and participation in decision-making processes. Women, particularly those from low-income communities, often face higher energy poverty levels and bear the brunt of unreliable electricity services, while men dominate technical and leadership roles in the energy sector. These disparities are then further increased when considering the intersection of race and wealth alongside gender.

Despite the recognition of gender disparities in the energy sector, one of the main challenges in addressing them is the lack of **gender-disaggregated data**. Without this data, it is difficult to design targeted policies and interventions that address gender-specific barriers. Key gender-energy intersections include:

- **Energy access and affordability:** Limited access to clean, affordable energy affects women, as high energy costs often compel them to rely on unclean sources like wood or paraffin. This dependence increases their exposure to indoor air pollution, which is linked to a range of health issues, including respiratory illnesses, eye problems, and adverse pregnancy outcomes. The burden of securing and managing household energy also contributes to mental stress and fatigue, reinforcing gendered inequalities in health and well-being.
- **Employment and entrepreneurship in the energy sector:** Women remain underrepresented in technical and leadership roles within the energy industry.
- **Household energy consumption patterns:** Women are primary users of household energy, yet their needs and experiences are often overlooked in energy planning.
- **Climate change resilience and adaptation:** Women are more vulnerable to energy-related climate change impacts due to economic and social factors.

By integrating gender considerations into the City of **Cape Town's State of Energy and Carbon Report Datasets**, this project aims to **improve data collection, analysis, and decision-making** to ensure that energy policies and programs benefit all residents equitably.

South Africa has made progress in advancing gender equality across various sectors, including energy. This initiative aligns with key national and international frameworks:

- **Women Empowerment and Gender Equality (WEGE) Strategy** (DMRE, 2021) – Aims to enhance gender mainstreaming in South Africa's energy sector.
- **National Energy Efficiency Strategy** – Calls for inclusive energy planning that considers socio-economic disparities, including gender.
- **United Nations Sustainable Development Goals (SDGs):**
  - **SDG 5 (Gender Equality):** Promotes equal participation of women in decision-making and economic sectors.
  - **SDG 7 (Affordable and Clean Energy):** Aims for universal access to modern energy services, ensuring no one is left behind.

- **Paris Agreement and Just Energy Transition Framework:** Recognizes the role of gender-sensitive policies in transitioning to a low-carbon economy.

At a **municipal level**, the **City of Cape Town's State of Energy and Carbon Report** serves as a key tool for tracking energy trends, carbon emissions, and sustainability initiatives. This project will ensure that **gender considerations are systematically integrated** into this report, allowing policymakers, planners, and researchers to design more inclusive and effective energy programs. The **State of Energy and Carbon Report Dataset** is publicly available on the [Cape Town Open Data Portal](#). This dataset is currently undergoing re-organisation which presents an opportunity to conceptualize how it might expand or form a family of related datasets to provide a foundation for incorporating gender-disaggregated indicators and ensuring **real-time monitoring and analysis** through digital tools such as **PowerBI dashboards**.

Historically, gender inclusion has not been a focus in the State of Energy and Carbon (SOEC) dataset, which is updated annually by the Sustainable Energy Markets Department. This dataset tracks stocks, flows, and activity data essential for bottom-up modeling of unmeasured energy flows. Each year, the updated data informs statutory and voluntary reporting, energy balance assessments, and greenhouse gas inventories.

With the adoption of a formal Energy Strategy and the expansion of planning activities within the Directorate, the scope and applications of these databases have grown. The study should assess whether the SOEC dataset should be expanded to incorporate the study's data recommendations or if a separately structured but complementary dataset would be more suitable. In addition to identifying key gender-energy indicators for municipal decision-making, the work will also assess workforce-related gender metrics within the Energy Directorate. This includes engaging with HR to understand existing data tracking practices, policies on data dissemination, and potential opportunities for further disaggregation. Consideration will also be given to whether other demographic factors, such as race, should be included in the analysis.

### 1.3. Objective of the Assignment

The objective of this assignment is to **integrate gender considerations into the City of Cape Town's State of Energy and Carbon Report Dataset** or a related dataset to enhance data-driven decision-making, policy formulation, and program implementation. By incorporating gender-disaggregated indicators, this project aims to improve the understanding of how energy access, affordability, employment, and participation in the energy sector differ across gender lines. The assignment will provide a **comprehensive analysis of gender-energy intersections**, develop **data visualisation tools** such as PowerBI dashboards, and generate **practical recommendations** for embedding gender-sensitive data governance into municipal energy planning. Ultimately, this initiative seeks to support the City of Cape Town in advancing gender equality within its energy transition efforts, ensuring equitable access to energy services and economic opportunities for all residents.

## 2. Tasks to be performed by the contractor

Under this assignment, there are **three work packages** over a total period of **seven months**, each contributing to the integration of gender considerations into the City of Cape Town's **State of Energy and Carbon dataset**. The scope of work includes **data review, analysis, and the development of recommendations**, as outlined below:

This work package includes time to ensure sound project management for the duration of the assignment. It entails the following:

The contractor is responsible for providing the following services:

## **2.1. Work package 0: Project Management**

### **2.1.1. Organisation of key meetings**

- **Organisation of an in-person inception meeting:** (at GIZ or CoCT offices or virtual) within two weeks of appointment, with a presentation prepared on the work approach/methodology, draft work plan for the project and proposed mitigation measures for any risks/challenges foreseen. The work plan should be updated following the inception meeting, and utilised during progress update meetings, where any deviations must be discussed and agreed upon.
- **Monthly Progress Update Meetings:** Facilitate monthly progress update meetings via Microsoft Teams, where key discussion points and action items will be documented by the contractor and shared with the project steering team (the steering team will include GIZ's gender mainstreaming advisor, key members from CoCT, staff from relevant CoCT departments e.g., HR)
- **Feedback Meeting on draft results:** In collaboration with GIZ and CoCT, organise meetings (maximum of 1 per output) to gather feedback on the draft results of the assignment. The contractors will handle invitations, set the agenda, prepare the presentation, and document key discussion points for incorporation into the draft report and action plan.
- **Final Presentation results:** Present the final findings of the assignment to COCT, either in-person or online. The contractors will manage invitations, set the agenda, prepare the presentation, and capture key discussion points to be included in the final report as necessary.
- Please note that all emails and correspondence from GIZ and CoCT must be replied to within **48 hours**.

### **2.1.2. Deliverables:**

- An in-person / online inception meeting conducted, with a prepared presentation (maximum 20 slides) available in both PowerPoint and PDF formats.
- An updated work plan reflecting discussions from the inception meeting. The work plan should outline key activities such as defining roles of stakeholders, timelines, risk management, and communication strategies, with a focus on data collection, analysis, and report delivery. The plan should also include milestones, deliverables, and budget allocation to ensure successful project execution.
- Monthly virtual progress update meetings.
- Virtual or in-person meetings held with CoCT to present the draft results, with invitations sent out and a prepared presentation (maximum 40 slides) available in both PowerPoint and PDF formats.
- A virtual or in-person meeting conducted to present the final study results to CoCT, with invitations sent out and a prepared presentation (maximum 40 slides) available in both PowerPoint and PDF formats.

## 2.2. Work Package 1: Data Review and Framework Development (2 months)

### 2.2.1. Scope

This work package focuses on establishing a foundation for gender-responsive energy data collection by conducting a **comprehensive review of existing literature, frameworks, and datasets internal and external to the City of Cape Town Metropolitan Municipality**. The scope of the City of Cape Town's relevant datasets will be established. Datasets of interest will be examined to assess the extent to which gender considerations are currently incorporated. These should include:

- State of Energy and Carbon (SOEC) dataset
- City of Cape Town surveys, specifically the Household Survey and the Low-income energy survey
- Any relevant datasets in the greater Energy Directorate (These are generally operational but electrification program data and the archives of the former LINES<sup>1</sup> branch may present opportunities)
- Workforce datasets held by Corporate or Directorate Human Resources

Any relevant datasets in the Data Science Department data lake.

To support this effort, a **Gender and Energy Data Framework** will be developed, providing structured guidelines for incorporating gender-disaggregated data into municipal energy datasets. This framework will outline best practices, methodological approaches, and potential challenges in collecting and integrating gender-sensitive energy data

### 2.2.2. Deliverables

1. **Literature Review and Desktop Research Report** summarising global and local best practices for gender-responsive energy data collection.
2. **Assessment Report on the City's State of Energy and Carbon dataset**, other relevant City of Cape Town survey datasets and identifying gaps and areas for gender data integration.
3. **Gender and Energy Data Framework**, providing guidelines on data inclusion, collection methods, and reporting mechanisms.

## 2.3. Work Package 2: Gender-Energy Data Analysis and Visualisation (2.5 months)

### 2.3.1. Scope

This phase will involve a **quantitative and qualitative analysis** of the gender-energy nexus within Cape Town, focusing on **key indicators such as energy consumption patterns, affordability, employment disparities, and policy impacts**. Using the framework developed in Work Package 1, the **State of Energy and Carbon dataset will be updated** through data

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<sup>1</sup> Low Income Energy Services



collection to incorporate gender-relevant data sets addressing 3-5 of the data gaps identified in Phase 1.

To facilitate effective communication of the findings, **data visualisation tools such as PowerBI dashboards and infographics** will be developed. A **baseline narrative report** will also be produced, documenting the current state of gender and energy in Cape Town and highlighting relevant trends and insights. The report will serve as a foundation for future data-driven decision-making.

### 2.3.2. Deliverables

1. **Updated State of Energy and Carbon or separately organised related Dataset** that addresses 3-5 of the data gaps identified in Phase 1 incorporating relevant gender indicators.
2. A **Conceptual Data Model**<sup>2</sup> for the current and future incorporation of gender relevant data into the State of Energy and Carbon dataset or separately organized related dataset.
3. **Baseline Narrative Report** (max 10 pages) with infographics summarizing key gender-energy insights.
4. **PowerPoint Presentation** of the baseline report for stakeholder engagement.
5. **PowerBI Dashboard** to enable visualization and monitoring of gender-disaggregated energy data.

## 2.4. Work Package 3: Recommendations and Institutionalisation

### 2.4.1. Scope

In the final phase, recommendations will be developed to institutionalise **gender-responsive data collection, monitoring, and reporting within the City's energy governance structures**. This includes identifying policy and programmatic interventions that will **sustain the integration of gender considerations** beyond this assignment.

A **Gender in Energy Data Improvement Plan** will be developed, outlining **specific actions, responsibilities, and timelines** for embedding gender-disaggregated data into municipal energy planning. Additionally, a **Recommendation Report will be prepared for the National Government and other municipalities**, providing guidance on replicating gender-sensitive energy data governance practices at a broader scale.

To support institutional capacity within the City of Cape Town, **technical workshops and stakeholder engagements** will be conducted, ensuring that municipal officials and energy

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<sup>2</sup> [IBM definition of 'data model'](#): "Data modeling is the process of creating a visual representation of either a whole information system or parts of it to communicate connections between data points and structures. (Conceptual data models) offer a big-picture view of what the system will contain, how it will be organized, and which business rules are involved."



practitioners are equipped with the knowledge and tools to sustain gender-responsive data integration in the long term.

#### 2.4.2. Deliverables

1. **Gender in Energy Data Improvement Plan** with actionable recommendations for long-term integration, including practical considerations for institutionalising gender-responsive datasets—such as the costs and accessibility of data, institutional capacity, and the value added from collecting and analysing such data.
2. **Recommendation Report for National Government and municipalities** on embedding gender in local government energy data.
3. **Stakeholder Workshop and Capacity Building Sessions**, including presentations and training materials.

Milestones/process steps/partial services	Deadline/person responsible
<b>Project Kick-off Meeting</b> – Initial engagement with stakeholders to align on project objectives, scope, and timelines.	July 2025 – 2 weeks after contracted/ Contractor and representatives from CoCT and GIZ
<b>Completion of Literature Review and Desktop Research</b> – Global and local best practices for gender-responsive energy data identified.	August 2025/contractor
<b>Assessment of the City's State of Energy and Carbon Dataset</b> – Identify gender data gaps and opportunities.	August 2025/contractor
<b>Assessment of the City's State of Energy and Carbon Dataset</b> – Identify gender data gaps and opportunities.	August 2025/contractor
<b>Development of the Gender and Energy Data Framework</b> – Methodological guidelines for data collection and integration finalized.	September 2025 /contractor
<b>Stakeholder Consultation on Gender Framework</b> – Workshop to present framework and gather feedback from City officials and partners.	September 2025/ contractor and representatives from GIZ and CoCT
<b>Integration of Gender Indicators into the Energy Dataset</b> – Data collection to update CCT datasets with disaggregated data reflecting gender considerations and incorporating relevant gender indicators. 3-5 data gaps from Phase 1 to be addressed.	September 2025/Contractor
<b>Baseline Narrative Report Draft Completed</b> – Documentation of key gender-energy insights with infographics.	September 2025/contractor
<b>Development of PowerBI Dashboard</b> – Interactive data visualization tool for tracking gender-disaggregated energy data.	October 2025/contractor
<b>Presentation of Findings &amp; Stakeholder Engagement Workshop</b> – Review updated dataset, report, and dashboard with key stakeholders.	End of October 2025/ Contractor and representatives from CoCT and GIZ

<b>Finalization of the Gender in Energy Data Improvement Plan</b> – Detailed action plan for embedding gender-responsive data collection.	November 2025/ Contractor
<b>Recommendation Report for National Government &amp; Municipalities</b> – Best practices and guidelines for scaling gender-responsive data governance.	January 2026/contractor
<b>Project Close-out &amp; Final Report Submission</b> – Submission of all deliverables and final stakeholder review.	January 2026/ Contractor and representatives of CoCT and GIZ

Period of assignment: from 15 July 2025 until 15 February 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.

#### 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).

**1.1.1** The service provider will align its approach with the goal of integrating gender into Cape Town's energy datasets, supporting gender-responsive planning and contributing to national commitments like the WEGE Strategy and NDP 2030.

**1.1.2** A phased, evidence-based approach will include: reviewing existing datasets, identifying gaps, developing gender-sensitive indicators, facilitating co-creation workshops, integrating gender in data systems, and building staff capacity. The strategy is tailored to institutional realities and aims to make gender a measurable dimension in energy data.

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. **1.2** Key stakeholders include the City's Energy Directorate, transversal departments, external data providers, etc.

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). **1.3.1** The tenderer will establish a coordination structure involving all partners, conduct regular update meetings, and adaptively manage progress through documented feedback mechanisms. **1.3.2** Support will be provided to track progress through measurable indicators such as improved datasets, trained staff, and evidence of gender-sensitive planning.

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).

#### **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.

#### **4. Personnel concept**

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**

- Overall responsibility for the advisory services, ensuring quality and timely delivery of outputs.
- Coordination and communication with GIZ, City of Cape Town, stakeholders, and other partners.
- Personnel management, including identifying the need for short-term experts, planning their assignments, and ensuring effective collaboration.
- Regular reporting in accordance with project deadlines and GIZ requirements.
- Ensuring adherence to gender-responsive data collection and analysis methodologies.
- **Qualifications of the Team Leader**
  - **Education/Training (2.1.1):** Master's degree in Energy Policy, Environmental Sciences, Gender Studies, Data Science, or a related field.
  - **Language (2.1.2):** C1-level proficiency in English.
  - **General Professional Experience (2.1.3):** Minimum 10 years of experience in the energy sector, data analysis, or policy advisory.
  - **Specific Professional Experience (2.1.4):** 5 years of experience in gender mainstreaming in the energy or environmental sector.
  - **Leadership/Management Experience (2.1.5):** 5 years of experience leading multi-stakeholder projects or managing interdisciplinary teams.
  - **Regional Experience (2.1.6):** N/A
  - **Development Cooperation (DC) Experience (2.1.7):** N/A
  - **Other (2.1.8):** N/A

## Key Expert 1 – Gender and Energy Data Specialist

### Tasks of Key Expert 1

- Lead the development of the **Gender and Energy Data Framework**, ensuring alignment with international best practices.
- Conduct **data gap analysis** and propose recommendations for integrating gender-disaggregated indicators into Cape Town's energy datasets.
- Work closely with the technical team to develop methodologies for tracking gender-responsive data in municipal energy reports.
- Support the **capacity-building activities** by developing training materials and conducting workshops on gender-responsive data practices. Lead the development of the **Gender in Energy Data Improvement Plan**, aligning with South Africa's policy frameworks.
- Draft the **Recommendation Report** for national and municipal governments on embedding gender considerations into energy data governance.
- Engage with policymakers, municipal officials, and development partners to ensure institutional buy-in.
- Support the team in aligning project activities with South Africa's **gender-responsive budgeting frameworks** and energy sector policies.

### Qualifications of Key Expert 1

- **Education/Training (2.2.1):** Master's degree in Gender Studies, Energy Policy, Data Science, or a related field.
- **Language (2.2.2):** C1-level proficiency in English.
- **General Professional Experience (2.2.3):** 7 years of experience in data analysis, energy policy, or gender mainstreaming.
- **Specific Professional Experience (2.2.4):** 4 years of experience in integrating gender considerations into data collection and policy frameworks.
- **Leadership/Management Experience (2.2.5):** 1 year of experience managing research teams or leading gender-responsive projects.
- **Regional Experience (2.2.6):** N/A
- **Development Cooperation (DC) Experience (2.2.7):** N/A
- **Other (2.2.8):** N/A

## Key Expert 2 – Data Scientist & Energy Modelling Specialist

### Tasks of Key Expert 2

- Analyse the **State of Energy and Carbon Report Dataset**, identifying key trends related to gender and energy access.
- Develop a **PowerBI dashboard** to visualize gender-disaggregated energy data for stakeholders.
- Provide technical support for the **Baseline Narrative Report**, ensuring accurate data representation.
- Ensure that data integration follows **open data standards** and is compatible with municipal reporting structures.

## Qualifications of Key Expert 2

- **Education/Training (2.3.1):** Master's degree in data science, Statistics, Energy Modelling, or a related scientific field.
- **Language (2.3.2):** C1-level proficiency in English.
- **General Professional Experience (2.3.3):** Minimum 5 years of experience in data analytics, energy modelling, or statistical analysis.
- **Specific Professional Experience (2.3.4):** 3 years of experience working with large datasets in the energy sector.
- **Leadership/Management Experience (2.3.5):** 2 years' experience leading data science projects or working in interdisciplinary teams.
- **Regional Experience (2.3.6):** N/A
- **Development Cooperation (DC) Experience (2.3.7):** N/A
- **Other (2.3.8):** Proficiency in data visualisation tools (PowerBI, Tableau) and statistical software (R, Python).

## Soft Skills Required for Team Members

In addition to their technical expertise, all team members should demonstrate:

- Strong teamwork and collaboration skills.
- Initiative and problem-solving abilities.
- Effective communication and stakeholder engagement skills.
- Cultural and gender sensitivity.
- Efficient and client-oriented work approach.
- Interdisciplinary and strategic thinking.

## 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 the GIZ travel regulations.

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<sub>2</sub> 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<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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
Designation of TL/key expert/short-term expert pool	1	20	20	
Key Expert 1 - Gender and Energy Data Specialist	1	20	20	
Key Expert 2 - Data Scientist & Energy Modelling Specialist	1	15	15	
Travel expenses	Quantity	Rate per day	Total	Comments
Per-diem allowance in country of assignment	10			Limited to experts travelling for steering project meetings, and stakeholder engagements.
Overnight allowance in country of assignment	10			Limited to experts travelling for steering project meetings, and stakeholder engagements.
Transport	Quantity	Rate per flight	Total	Comments
Domestic flights	8	undefined		Flights within the country of assignment during service delivery
CO <sub>2</sub> compensation for air travel <a href="#">Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG</a>	16 (1-way)			A fixed budget of ZAR 19,530.40 is earmarked for settling carbon offsets against evidence.

<u>emissions</u> on setting the budget.				
<b>Travel expenses (train, car)</b> <ul style="list-style-type: none"> <li>• Car Travel</li> <li>• Gautrain trips</li> <li>• Airport shuttles/Uber trips</li> </ul>	1000kms 8 8	R4.76/km		Travel within the country of assignment, transfer to/from airport etc.
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1			A budget of <b>ZAR 72,549.00</b> 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.

## 6. 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.

## 7. Option

In order to extend the relevance and value of the work carried out with the City of Cape Town, an optional workstream is proposed for implementation in other municipalities that express interest in developing similar gender-responsive energy data systems and practices.

### Type and Scope

#### Replication and Adaptation Support to Other Municipalities



This optional phase will enable the service provider to adapt and apply the methodologies, frameworks, tools, and lessons learned from the assignment with the City of Cape Town to other municipalities in South Africa. It will focus on supporting interested municipalities in initiating or strengthening their own gender-responsive energy data governance, aligned to their specific institutional contexts and priorities.

The optional support may include:

- a) **Adaptation of the Gender and Energy Data Framework:**  
Customising the framework developed under Work Package 1 to suit the datasets, policies, and institutional arrangements of the requesting municipality.
- b) **Baseline Assessment and Gap Identification:**  
Conducting a high-level review of relevant energy and workforce datasets in the municipality to identify opportunities for gender integration and visualisation.
- c) **Capacity Development and Awareness Raising:**  
Designing and delivering targeted workshops and engagement sessions to build internal understanding of gender-energy data linkages and promote uptake.
- d) **Technical Advisory Support:**  
Providing ad-hoc guidance on gender-sensitive data collection, analysis, and visualisation approaches, including templates, tools, and reporting formats.

### **Deliverables for Optional Services**

- Adapted Gender and Energy Data Framework tailored to the context of the requesting municipality.
- Assessment Summary Report outlining key datasets, gaps, and recommendations.
- Workshop Delivery Report and training materials for municipal officials and stakeholders.
- Short advisory memos or technical notes on relevant gender-data issues (as required).

### **Requirements / Prerequisite for Exercising the Option**

This optional workstream may be exercised only upon:

- Receipt of a formal expression of interest from a municipality other than the City of Cape Town;
- Agreement by GIZ and the requesting municipality on scope, timeline, and deliverables;
- A commitment by the municipality to provide access to relevant data sources and staff.

The option may be implemented up to **September 2026**, subject to GIZ approval. The budget for this optional component may amount to **up to 100% of the original contract value**, depending on the number of municipalities supported and the depth of the requested assistance.

This option offers a strategic opportunity to amplify the impact of the City of Cape Town assignment and contribute to broader institutional learning and gender mainstreaming in the energy sector across South Africa's municipalities.

## Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	1	20	20	
Key Expert 1 - Gender and Energy Data Specialist	1	20	20	
Key Expert 2 - Data Scientist & Energy Modelling Specialist	1	15	15	
Travel expenses	Quantity	Rate per day	Total	Comments
Per-diem allowance in country of assignment	10			Limited to experts travelling for steering project meetings, and stakeholder engagements.
Overnight allowance in country of assignment	10			Limited to experts travelling for steering project meetings, and stakeholder engagements.
Transport	Quantity	Rate per flight	Total	Comments
Domestic flights	8	undefined		Flights within the country of assignment during service delivery
CO <sub>2</sub> compensation for air travel <a href="#">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.</a>	16 (1-way)			A fixed budget of <b>ZAR 19,530.40</b> is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) <ul style="list-style-type: none"> <li>Car Travel</li> <li>Gautrain trips</li> </ul>	1000kms 8	R4.76/km		Travel within the country of assignment, transfer to/from airport etc.

• Airport shuttles/Uber trips	8			
Other costs	Number	Price	Total	Comments
<b>Flexible remuneration</b>	1			<p>A budget of <b>ZAR 72,549.00</b> is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>

## 8. 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.