

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

CONFIDENTIAL

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<b>Development of South Africa's 6<sup>th</sup> Climate Change Tracking Report</b>	<b>Project number/ cost centre: 20.9087.6-001.00</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
BUR5	Biannual Updated Report 5
CBs	Company-level Carbon Budgets
CV	Curriculum Vitae
DFFE	Department of Forestry, Fisheries and the Environment
FK	Expert
FKT	Expert days
GDP	Gross Domestic Product
GHG	Greenhouse Gas(-es).
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IDPs	Integrated Development Plans
KZFK	Short-term expert
MtCO <sub>2</sub> e	Mega Tonnes of Carbon Dioxide Equivalence
NDC	Nationally Determined Contribution
SETs	Sectoral Emission Targets
ToRs	Terms of Reference
UNFCCC	United Nations Framework Convention on Climate Change

## 1. Context

South Africa is committed to economic development to address its triple challenges of poverty, unemployment, and inequality. However, climate change presents significant risks, constraining inclusive and sustainable economic growth. South Africa's climate is characterized by high variability and susceptibility to climate risks. The country's economy is heavily reliant on large-scale, energy-intensive mining and mineral beneficiation industries, along with a significant dependence on fossil fuels for electricity generation and high levels of liquid-fuel consumption. Consequently, the energy and mining (Energy) sectors, as well as industrial processes and product use (IPPU) sectors, are major contributors to South Africa's economy, GDP growth, and job creation. Approximately 93% of South Africa's electricity currently originates from coal combustion within the energy sector, contributing significantly to greenhouse gas (GHG) emissions. This heavy reliance on coal introduces substantial transition and climate-related risks.

South Africa ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1997 and subsequently the Paris Agreement on April 22, 2016. South Africa's National Development Plan (Vision 2030) and the National Climate Change Response Policy (2011) underscore combating climate change as a national priority, committing the country to contribute its "fair share" to the global mitigation effort. The national climate policy seeks to decarbonize the economy and foster a transition towards a lower-carbon, climate-resilient society. This vision is intended to be realized through sector-specific, provincial, and local-level climate change response policies and strategies, as outlined in the NCCRP, 2011. Several government departments and municipalities have already begun integrating climate change considerations into their strategies, policies, and Integrated Development Plans (IDPs).

South Africa, through its updated NDC, has committed to an emissions range between 350 and 420 Mt CO<sub>2</sub>-eq by 2030. To achieve these NDC goals, South Africa aims to regulate climate change responses through the enactment of the National Climate Change Act 22 of 2024, with mitigation elements detailed in Chapter 5 of the Act. These elements include instruments such as sectoral emissions targets, carbon budgets (CBs), and greenhouse gas mitigation plans. Carbon budgets prescribe the maximum amount of GHG emissions that companies may emit over a five-year period (assigned number of emissions). Sectoral Emission Targets (SETs), previously known as Desired Emission Reduction Outcomes in the National Climate Change Response Policy, are quantitative or qualitative GHG emission targets or aspirations assigned to an emitting sector or sub-sector over a defined period. The Climate Change Act further acknowledges the significant role of provincial and municipal spheres in achieving SETs, in line with the Intergovernmental Relations Framework Act, 2005. As highlighted in the 5<sup>th</sup> Biennial Update Report to the UNFCCC (BUR5), South Africa requires technical and financial support across all three tiers of governance—national, provincial, and local government—to enhance its NDC implementation readiness.

The services to be tendered for this project are squarely focused on developing South Africa's 6<sup>th</sup> Climate Change Tracking Report. This report is a crucial component of the National Climate Change Monitoring and Evaluation system, also known as the National Climate Change Information System, as articulated by the National Climate Response Policy (2011). Its primary

objective is to meticulously track South Africa's transition towards a lower-carbon economy and a climate-resilient society. Specifically, the assignment aims to develop, update, and finalize this report, ensuring it serves both domestic policy and decision-making processes on climate action. Furthermore, it will inform the country's reporting under the new transparency framework of the Paris Agreement. A key focus will also be on enhancing the 6<sup>th</sup> Climate Change Tracking Report to ensure high-quality reporting for its diverse target audience.

This project, a collaborative effort between the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the Department of Forestry, Fisheries, and the Environment (DFFE), aims to bolster South Africa's climate change initiatives and facilitate a just transition to a low-carbon economy. Through the GIZ Climate Support Programme, assistance is provided to the DFFE in developing and implementing policies crucial for achieving South Africa's Nationally Determined Contributions (NDCs) under the Paris Agreement.

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services. Please note that this assignment is envisioned to be a desktop only assignment.

### **2.1. Inception Phase**

This initial phase is dedicated to establishing a shared understanding and clear roadmap for the project. It culminates in an inception meeting with the Project Steering Committee, where a comprehensive work plan will be presented for review and agreement. The aim is to ensure mutual clarity on the project's scope, methodology, expected output content and quality, and delivery timelines. Following this meeting, the appointed contractor will submit a refined inception report, incorporating all feedback and adjustments to the work plan.

#### **Output and Deliverables:**

##### **Inception Report:**

This comprehensive report will be compiled following an inception meeting with the Project Steering Committee. Its purpose is to document a shared understanding among all parties regarding the project's scope of work, the methodology to be employed, the anticipated content and quality standards for all deliverables, and the agreed-upon timelines for output delivery. The report will include a revised work plan that meticulously integrates all feedback and outcomes from the inception meeting.

### **2.2. To review and update the structure of the Climate Change Tracking Report**

This activity entails a comprehensive review of previously published climate change reports. Based on this analysis, the contractor will propose an updated structure for the 6<sup>th</sup> Climate Change Tracking Report, including new additions or sections. The aim of these enhancements is to improve the report's utility for various use cases and optimize its effectiveness in reporting to its target audience.

#### **Output and Deliverables:**

**Updated Structure of the Report:**

A refined and enhanced structural framework is expected for the 6th Climate Change Tracking Report, incorporating new sections or modifications as proposed to improve its utility and effectiveness for target audiences.

**2.3. To collect data, update and enhance the report with new indicator datasets and analysis**

The contractor will be responsible for collecting and updating data, incorporating refreshed indicator datasets and conducting updated analysis to inform the report update. Additionally, the contractor will update existing data sources and their corresponding metadata files (in MS Excel document).

**Output and Deliverables:**

**Updated indicator data sources:**

This deliverable entails providing a comprehensive list and, where applicable, the actual updated sources from which the climate change indicators' data is drawn. This ensures transparency and traceability of the information used in the report.

**Data on indicator parameters:**

This involves supplying the raw and/or processed numerical data for all identified climate change indicators. The data will be presented in a structured format suitable for analysis and integration into the tracking report.

**Updated analysis for the period up to 2024:**

This deliverable comprises the analytical findings and insights derived from the newly collected and updated indicator datasets, specifically covering the period leading up to and including 2024. This analysis will form a critical part of the narrative and conclusions within the tracking report.

**New indicators incorporated into the report:**

This deliverable focuses on the successful integration of any newly identified or agreed-upon climate change indicators into the report's framework. It includes both the data for these new indicators and their contextual analysis within the report.

**Updated Indicator Metadata file in MS Excel:**

This deliverable involves providing a meticulously updated metadata file in MS Excel format. This file will contain detailed information about each indicator, including its definition, data sources, units, methodology for collection, and any relevant caveats, ensuring data consistency and interpretability.

**1<sup>st</sup> Zero Order Draft of the Report:**

This deliverable refers to the initial, complete draft of the 6th Climate Change Tracking Report. It will incorporate the updated structure, new indicator datasets, analysis up to 2024, and newly incorporated indicators, serving as a foundational document for subsequent reviews and refinements.

**2.4. To proofread and edit the 5<sup>th</sup> South Africa’s Climate Change Tracking Report to ensure that the report is technically concise and ready for publication.**

The aim is to present this guideline in a clear, concise, and user-friendly manner, ensuring it effectively communicates its messages to the intended audiences. The editing process will meticulously verify that the entire document, including text, content, page numbering, figures, captions, tables, and sources, is clearly marked, correctly numbered, and properly sequenced. The appointed contractor will also conduct thorough sentence sequencing checks, make appropriate grammatical corrections, and refine the text to ensure the document is print-ready and accurately conveys its intended messages. The final, edited text will be delivered in Microsoft Word format, with the contractor ensuring the accuracy, appropriateness, and overall quality of all editing.

**Output and Deliverables:**

**2<sup>nd</sup> Order Draft of the Report:**

This deliverable comprises a thoroughly proofread, edited, and formatted version of the 5th South Africa’s Climate Change Tracking Report. It will incorporate all necessary technical, linguistic, and stylistic refinements, ensuring the document is concise, coherent, and prepared for its final review stages prior to publication. This draft will be provided in Microsoft Word format.

**2.5. Develop the final order draft of South Africa’s Climate Change Tracking Report ready for publication in accordance with specifications and requirements as articulated in these TORs**

This activity focuses on producing the final, publication-ready draft of South Africa’s 6th Climate Change Tracking Report, ensuring full adherence to all specifications and requirements articulated in these Terms of Reference. The appointed contractor will meticulously incorporate and address all comments and inputs received from the DFFE, as well as provincial and local government entities. Furthermore, the contractor will ensure the proper layout of the Guideline document within the report, adhering to a standard A4 print format based on the DFFE’s official document template. This includes strict adherence to DFFE document colours and the prominent display of DFFE logos. A sample layout will be submitted to the DFFE for approval prior to the finalization of the report.

**Output and Deliverables:**

**Final Order Draft of South Africa’s 6th Climate Change Tracking Report:**

This deliverable represents the complete, polished, and publication-ready version of the report. It will integrate all feedback and inputs from relevant stakeholders, be meticulously laid out according to DFFE’s specified template and branding guidelines and will have received final layout approval from the DFFE.

In addition to the reports required by GIZ in accordance with the AVB, the contractor must make sure that the following activities are completed:

1. Review of previously published Climate Change Tracking Reports
2. Propose new updated structure of the report
3. Identify and update data sources to inform indicator updates
4. Collect data for indicator updates
5. Update the indicator metadata files and indicator trends with data up to 2024
6. Incorporate new indicators in the report
7. Conduct updated analysis of the indicators for the period up 2024
8. Draft and circulate the report for comments and inputs
9. Incorporate comments into the zero-order draft of the report
10. Proofread, edit, design of the zero-order draft of the report
11. Develop final zero order draft of the report ready for publication.

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

Table 1: Project Milestones

<b>Milestones</b>	<b>Deadline</b>	<b>Criteria for acceptance</b>
<b>Output A Project Inception Phase:</b> i. Inception Meeting; and ii. Inception Report	i. Within one (1) week after signing of the contract. ii. Two (2) weeks after inception meeting.	Written approval from GIZ and/or DFFE
<b>Output B: Review and update structure of the Climate Change Tracking Report</b> i. Deliver updated report structure	Six (6) weeks after inception meeting.	Written approval from GIZ and/or DFFE
<b>Output C1: Data collection and analytical updates</b> i. Update indicator data sources ii. Collect data on indicator parameters iii. Complete updated analysis up to 2023 & Incorporation new indicators	Eighteen (18) weeks after inception meeting	Written approval from GIZ and/or DFFE
<b>Output C2: Update Metadata File</b> (iv) Submit updated Indicator Metadata file in MS Excel		
<b>Output C3: Draft circulation and integration of DFFE feedback</b>		

(v) Submit 1 <sup>st</sup> Zero Order Draft of the Report		
<b>Output D: Proofreading and editing</b> (i) Submit 2 <sup>nd</sup> Order Draft of the Report	Twenty (20) weeks after inception meeting	Written approval from GIZ and/or DFFE
<b>Output E: Finalisation of Report for Publication</b> (i) Submit Final Order Draft of the 6 <sup>th</sup> Climate Change Tracking Report	Twenty-two (22) weeks after inception meeting	Written approval from GIZ and/or DFFE

Period of assignment: from 1 October 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.

#### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

### **Project management of the contractor (1.6)**

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

### **Further requirements (1.7)**

N/A

## **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. The Team must consist of:

1. Team Leader: Climate Policy & Mitigation Modelling Specialist
2. Key expert 1: Socio-Economic & Investment Impact Specialist
3. Key expert 2: Climate Mitigation & Sectoral Modelling Specialist
4. Key expert 3: Policy Coordination & Governance Specialist (Climate Policy and Environmental Governance)
5. Key expert 4: Research and Data Specialist (Climate & Economic Modelling)
6. Key expert 5: Project Intern

### **Team leader**

#### Tasks of the team leader (Climate Policy & Mitigation modelling Specialist)

- 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
- Regular reporting in accordance with deadlines

#### Qualifications of the team leader

- Education/training (2.1.1): Master's degree in engineering, environmental management, economics, or finance.
- Language (2.1.2): C2-level language proficiency in English language
- General professional experience (2.1.3): 10 years of professional experience in the climate change mitigation modelling sector
- Specific professional experience (2.1.4): 10 years of experience in working on climate change policy, especially in the Energy, Transport, Land, Agriculture, and Waste sectors.
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Southern Africa, of which 2 years in projects in South Africa.
- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

#### **Key expert 1 (Socio-Economic & Investment Impact Specialist)**

##### Tasks of key expert 1

- Assess economic and employment trends of the revised Climate Change Tracking report.
- Contribute to the socio-economic analysis within the Climate Change Tracking Report, especially regarding development policy linkages.
- Ensure that the report incorporates the most relevant indicators and takes into account the socio-economic implications for job creation and low-carbon economic growth.

##### Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in climate science, engineering, environmental economics or any other closely related qualification.
- Language (2.2.2): C2 -level language in English language and conversational in 2 additional official South African languages.
- General professional experience (2.2.3): 5 years in socio-economic modelling, impact assessment, and financing of climate initiatives.
- Specific professional experience (2.2.4): N/A
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): 5 years of experience in projects in South Africa.
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

#### **Key expert 2 (Climate Mitigation & Sectoral Modelling Specialist)**

### Tasks of key expert 2

- Lead the identification, collection, and updating of data sources for climate change indicators.
- Perform updated analysis of climate change indicators for the period up to 2023.
- Develop and integrate new indicators into the report, ensuring data accuracy and consistency.
- Provide technical input on GHG emission reduction measures and scenarios for specific sectors.

### Qualifications of key expert 2

- Education/training (2.3.1): Master's degree in climate science, engineering, environmental economics or any other closely related qualification.
- Language (2.3.2): C2 -level language in English language and conversational in 2 additional official South African languages.
- General professional experience (2.3.3): 5 years of experience in GHG inventory analysis, mitigation modelling, and scenario planning.
- Specific professional experience (2.3.4): N/A
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): 5 years of experience in projects in South Africa.
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): N/A

## **Key expert 3 (Policy Coordination & Governance Specialist)**

### Tasks of key expert 3

- Review and update the structure of the Climate Change Tracking Report to enhance its use cases and reporting effectiveness for target audiences.
- Ensure the report's alignment with South African national development and sectoral policies, plans, legislation, and strategies impacting GHG emissions.
- Ensure the report's content reflects the legislative context and mandates of the IRP and Climate Change Act.

### Qualifications of key expert 3

- Education/training (2.4.1): Master's degree in climate science, engineering, environmental economics, public policy, law, environmental governance or any other closely related qualification.
- Language (2.4.2): C2 -level language in English language and conversational in 2 additional official South African languages
- General professional experience (2.4.3): 5 years in policy consultation & analysis, stakeholder engagement, environmental governance, and regulatory processes.
- Specific professional experience (2.4.4): N/A
- Leadership/management experience (2.4.5): N/A
- Regional experience (2.4.6): 5 years of experience in projects in South Africa.
- Development Cooperation (DC) experience (2.4.7): N/A

- Other (2.4.8): N/A

#### **Key expert 4 (Research & Data Specialist)**

##### Tasks of key expert 4

- Support the collection and validation of data for all indicator updates and new indicators.
- Update and manage indicator metadata files in MS Excel, ensuring accuracy and detail.
- Assist with the analytical work and contribute to the drafting of report sections under the guidance of lead experts.
- Provide input on research design and support the overall data integrity of the project.

##### Qualifications of key expert 4

- Education/training (2.5.1): Master's degree in climate science, engineering, environmental economics, computer science, data analytics, climate modelling or any other closely related qualification.
- Language (2.5.2): C2 -level language in English language and conversational in 2 additional official South African languages
- General professional experience (2.5.3): 5 years of experience in climate change research and data analysis, climate & economic modelling platforms, and reporting tools.
- Specific professional experience (2.5.4): N/A
- Leadership/management experience (2.5.5): N/A
- Regional experience (2.5.6): 5 years of experience in projects in South Africa.
- Development Cooperation (DC) experience (2.5.7): N/A
- Other (2.5.8): N/A

The Climate Support Programme (CSP) has a project-based intervention which aims to enhance capacities within the field of climate change and related topics in South Africa. As a means of implementation, it is required that the appointed contractor takes on board an additional capacity in the form of an intern, to capacitate and expose them to various tasks during project implementation. The training should range from meeting attendance and participation, data collection, support project management and conducting research activities. To measure the involvement of the intern, DFFE/GIZ will interview the intern and their mentors/supervisors to see what skills they were exposed to during project execution. The intervention targets individuals from a previously disadvantaged background who possess an undergraduate and/or postgraduate qualification or equivalent in a similar field as the project in question. The appointment period is always recommended to be linked with the project period in question.

## **Key expert 5 (Project Intern)**

### Tasks of key expert 5

- Meeting Support: Attend project meetings, take minutes, and assist in preparing meeting materials.
- Data Collection and Research: Gather sectoral emissions data, review GHG inventory reports, research best practices for emissions target setting, and assist in preparations of the meta data file in MS Excel.
- Technical and Administrative Assistance: Track project deliverables and support report preparation
- Report Writing: Assist in report write-ups.
- Learning and Capacity Building: Engage in mentorship, attend training sessions, and prepare a reflection report on key learnings.
- Other delegated tasks

### Qualifications of key expert 5

- Education/training (2.6.1): An undergraduate degree in environmental science, geography, chemical engineering, science, or economics, or related field.
- Language (2.6.2): C2 -level language in English language and conversational in 2 additional official South African languages
- General professional experience (2.6.3): Basic computer and communication skills, reliable and available to participate full-time in the project or may be studying part-time.
- Specific professional experience (2.6.4): N/A
- Leadership/management experience (2.6.5): N/A
- Regional experience (2.6.6): N/A
- Development Cooperation (DC) experience (2.6.7): N/A
- Other (2.6.8): N/A

### 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 and client-focused working methods
- Interdisciplinary thinking

The Contractor **must** inform the GIZ **in writing** of any staff changes to the project team as set out in the technical proposal. The Contractor **must also submit the CV** of the relevant expert that will join the team in addition to the written communication after which the GIZ will approve the personal change.

## 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 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 (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.

### Contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

<b>Milestones/partial works</b>	<b>Estimated expert days for orientation</b>	<b>Deadline/person responsible</b>
Milestone 1: Output A	10	Three weeks after contract signature/ consultant and GIZ
Milestone 2: Output B	10	Six (6) weeks after inception meeting
Milestone 3: Output C	60	Eighteen (18) weeks after inception meeting
Milestone 4: Output D	10	Twenty (20) weeks after inception meeting
Milestone 5: Output E	10	Twenty-two (22) weeks after inception meeting/consultant

*Any travel linked to a contract for works should be included in the following table.*

<b>Travel expenses</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>Per-diem allowance in country of assignment</b>	N/A	N/A	N/A	
<b>Overnight allowance in country of assignment</b>	N/A	N/A	N/A	
<b>Transport</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>Flights</b>	N/A	N/A	N/A	

## **Workshops, events and trainings**

N/A

## **6. Inputs of GIZ or other actors**

DFFE will make the following available:

- The latest version of the DFFE Integrated Model in Lumina Analytica.
- Official project letters for the purposes of stakeholder consultations.

## **7. Requirements on the format of the tender**

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

The complete tender must not exceed 15 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.

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.