

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

CONFIDENTIAL

**Project number/
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DEVELOPMENT OF OPEN SPACE MANAGEMENT GUIDELINES.

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0. List of abbreviations

CBD	Convention on Biological Diversity
COP	Conference of the Parties
DFFE	Department of Forestry, Fisheries and the Environment
EbA	Ecosystem-based Adaptation
EMF	Environmental Management Frameworks
GBF	Global Biodiversity Framework
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTCC work 2022	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022
NBSAP	National Biodiversity Strategy and Action Plan
NCCAS	National Climate Change Adaptation Strategy
NCCRP	National Climate Change Response Policy
NDC	Nationally Determined Contribution
SANBI	South African National Biodiversity Institute
SDF	Spatial Development Frameworks
SEIAs	Socio-Economic Impact Assessment System
ToRs	Terms of Reference

1. Context

This project is commissioned by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH as part of its ongoing collaboration with the Department of Forestry, Fisheries, and the Environment (DFFE) to support South Africa's efforts in addressing climate change and achieving a just transition to a low-carbon economy. The GIZ Climate Support Programme assists DFFE in policy development and implementation to meet South Africa's Nationally Determined Contributions (NDCs) under the Paris Agreement. The work set out in these terms is a continuation of the extensive policy development and implementation process supported through the partnership covering climate change policy, specifically on adaptation policy in the biodiversity and ecosystems sector recognized as a priority sector in South African National Climate Change Response Policy (NCCRP).

The National Climate Change Adaptation Strategy (NCCAS) gave a directive to all priority sectors impacted by climate change to either revise or develop a response strategy/plan to climate change. The Biodiversity and Ecosystems sector of South Africa is one such sector. A Biodiversity Sector Climate Change Response Strategy and the Vulnerability Assessment of South Africa's nine terrestrial biomes has been completed.

The recently promulgated National Climate Change Act 22 of 2024 is central to the full implementation of climate change responses. Furthermore, the Act requires the development and implementation of a set of instruments such as climate change strategies and an implementation plan which will guide the country's adaptation to climate change impacts. All provinces and local governments must develop or review their Climate Change Response Strategies and Implementation Plans that promote an integrated approach to climate change adaptation responses. As such one area of critical importance that integrates biodiversity, climate change and disaster risk reduction is the use of open spaces in urban or municipal areas.

Urban green spaces provide important contributions to enhance climate adaptation, and therefore research in this area has increased exponentially in the last decades. Urban green spaces provide a range of regulating ecosystem services, such as urban temperature regulation, water flow regulation and runoff mitigation, and moderation of environmental extremes that contribute to climate adaptation in cities.

In addition, Open space management systems have thus been identified by many local governments as a viable tool for informing the local government-based management planning

in terms of guiding the development of key documents that inter alia, include the Environmental Management Frameworks (EMFs), Spatial Development Frameworks (SDFs) and Integrated Development Plans (IDPs), (NWU, 2016). If used smartly, open spaces can make a valuable contribution towards the reduction of greenhouse gases in the atmosphere and also assist in with adaptation to the impacts of climate change by building resilience to a changing climate.

In this regard, urban open spaces require an effective programme that takes into consideration the impacts of climate change and other drivers of biodiversity loss that inter alia include alien and invasive species. On the other hand, urban open spaces offer a range of opportunities that can assist in the attenuation of heatwaves associated with high temperatures, mitigation/attenuation of floods while increasing the resilience of the open spaces and enhancing the preservation of biodiversity

Despite their importance, open spaces have increasingly been neglected in South Africa, leading to them being exposed to a range of anthropogenic pressures that include mushrooming of informal settlements due to immigration in urban areas, and dumping of garbage due to lack of compliance to bylaws. If open space management systems are developed and implemented appropriately, they can be important support tools for land use planning. It is also important to note that approaches to open space planning vary for every geographical location. As a result, there is presently no general agreement on the desirable planning criteria as to how much open space is needed, where open spaces should be located, or how they should be used. Different practitioners have differing understanding on what should be the focus of open space functions. For instance, Planners and Geographers focus on providing a response to human demands for recreation, amenities and environmental quality, while Ecologists and conservationists focus on open space conservation as a means for protecting existing landscape and natural values

This is also supported by the Target 12 of the Kunming Montreal Biodiversity Framework, calling for the enhancement of green spaces and urban planning for human well-being and biodiversity. The target focuses on the importance of biodiversity-inclusive urban planning and making space for nature within built landscapes to improve the health and quality of life for citizens and to reduce the environmental footprint of cities and infrastructure. It also recognizes the dependency of urban communities on well-functioning ecosystems and the importance of spatial planning to reduce the negative impacts on biodiversity of urban expansion, roads and other infrastructure

The target is also calling for the mainstreaming of biodiversity in the context of green and blue spaces and biodiversity-inclusive urban planning. Biodiversity mainstreaming is generally understood as ensuring that biodiversity, and the services it provides, are appropriately and adequately factored into policies and practices that rely and have an impact on it.

In this regard, there is a need to explore the development of open space management guidelines to guide the use and management of open spaces in the country. The guidelines will also provide guidance on the management options of open spaces that could include protection and management in an integrated and coherent manner that ensures the maximisation of their benefits and enhances climate resilience. This is because open spaces are not only important for providing aesthetics, biodiversity conservation, recreation and well-being benefits in urban settings only, but also in peri-urban and rural settings, but are also key in terms of enhancing societal resilience to climate change, especially in the context of Ecosystem based Adaptation disaster risk reduction and contribution to reducing greenhouse emissions from land-based activities and concentrations in the atmosphere.

In addition, the guidelines will ensure that the use of greener technology is enhanced, land use and environmental planning decisions are strengthened through the incorporation of the alternative energy sources, biodiversity and ecosystems aspects in the local government planning processes.

The guidelines will also support the implementation of the National Biodiversity Strategy and Action Plan (NBSAP) which is a requirement of contracting parties to the Convention on Biological Diversity (CBD) and is aligned with the Kunming-Montreal Global Biodiversity Framework.

To date, the Department has been providing technical support using internal capacity in the development of Open Space Management Guidelines due to a lack of funding to appoint service providers. As such the DFFE has thus far developed a framework which is very complex and would not be easily understood and implemented by metros, rural and coastal municipalities. Given the latter, the objective of this project is to develop open space management guidelines that will make it easier to implement the open space management framework with ease of adaptation to different settings that include metros, rural and coastal municipalities in a bid to also enhance biodiversity conservation, resilience and mitigate disasters related to climate change.

2. Tasks to be performed by the contractor

This assignment will be carried out as follows:

ACTIVITY 0: Project Inception

- Participate in the project inception meeting
- Draft and finalise an inception report which includes a stakeholder engagement plan

ACTIVITY 1: Consolidate existing information on Open Space Management (gathered and provided by the DFFE (e.g. the current Open Spaces Management Framework), the South African Local Government Association (SALGA), the South African National Biodiversity Institute (SANBI) and various District and Local Municipalities in order to select one District and/or Local Municipality in each province

- Analyse information provided by DFFE, including key biodiversity, open space management and climate-related documents (guidelines, policies, strategies, action plans, programmes, projects, and activities) and institutional capacity for different District and/or Local Municipality in each province.
- Review the existing open space management framework, biodiversity and adaptation-related initiatives, if any, and their alignment with national guidelines on target setting, needs assessments, and response planning.
- Identify the information gaps regarding open space management, biodiversity and climate change adaptation as well as institutional knowledge and technical capabilities and inform the Project Steering Committee (PSC).
- Select one District and/or Local Municipality (preferably a metro, rural and coastal municipalities as representative of the different types of municipalities in South Africa), in each province as case studies for further activities.

ACTIVITY 2: Develop a Guideline document for the design and management of open spaces that clearly sets out the objectives of such a document.

- Clearly outline criteria that will assist in identifying open spaces based on international and national best practices/ or best available science.
- Define guiding principles for managing and establishing open spaces in local, district and Metros (preferably a metro, rural and coastal municipalities as representative sample).
- Clearly outline the steps that should be taken to foster resilience in open space management by incorporating adaptive management strategies that addresses uncertainties and promote ecosystem health.

- Identify practical steps for mainstreaming climate change, biodiversity conservation and disaster risk reduction (in the context of Ecosystem based Adaptation and/or Nature based Solutions) into the management of open spaces
- Practical steps for accessing funds for management open spaces management
- Encourage the involvement of communities and community organisations in the matters of local government

ACTIVITY 3: Stakeholder Consultations

- Support DFFE in planning and executing nine consultation workshops (3 regional workshops). The workshop will be used to present findings to solicit inputs. Inputs must be incorporated into the draft deliverables above and considered for the final implementation plan.
- The service provider is expected to document anonymous inputs and comments received from various stakeholders and provide a comprehensive report with the comments received, how the comments were addressed as well as the integration of comments into deliverables produced.
- The Service Provider, with the support of DFFE and GIZ, is required to plan, manage and arrange the workshops and any additional services required (i.e. facilitation, software, etc.). Please note that the service provider should include all professional fees and costs for facilitation in the budget.

The Service Provider will be required to coordinate with the DFFE and GIZ Project Management Team to ensure adequate preparation for the workshops. All processing of personal data in invitation lists, attendance registers and other formats will be managed by DFFE (this explicitly excludes the role of GIZ in personal data processing). The consultancy will be responsible for facilitating, and supporting where necessary, Stakeholder Engagements in accordance with the approved Stakeholder Engagement Plan.

ACTIVITY 4: Introduce the Open Space Management Guidelines to the selected District and/or Local Municipality in each province and identify strategic measures or programmes relating to adaptation and open space management.

- Organising workshops with the identified municipalities to introduce the guidelines and equipping municipal officials with the knowledge and necessary skill to manage open space management.
- Designing training programmes for focusing on the integration of open space consideration into MSDFs and LUF.

Furthermore:

- The contractor is responsible for selecting, preparing, training and steering the short and long-term experts assigned to perform the advisory tasks.

- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- Workshop and comment tracking report
- All reports defined as deliverables set out in Section 2

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

Milestones	Deadline
Project Inception	
Inception Meeting	1 weeks after contract signature
Final approved inception report	Within 2 weeks after inception meeting
Project Implementation	
Consolidation of existing information	Within 3 weeks after final inception report
Analysis report informing municipality selection	Within 3 weeks after final inception report
Selection of municipalities	Within 3 –8 weeks after final inception report
Development a guideline document for the design and management of open spaces that clearly sets out the objectives of such a document	Within 16 weeks after final selection of municipalities
Stakeholder consultations in the targeted provinces/ local or district municipalities and National	Within 8 weeks after the development of a guideline document for the design and management of open spaces
Introduction of Open Space Management Guidelines and identify strategic measures or programmes relating to adaptation and open space management	

	Within 12 weeks after stakeholder consultations
Project Closeout	
1. Closeout Meeting 2. Final approved Closeout Report	Within 8 weeks after the introduction of open space management guidelines to identify strategic measures or programmes

Period of assignment: from 01 January 2026 until 30 September 2026.

The Service Provider must plan a work schedule against a timeline of 10 months. Please note though, the Service Contract will extend for 11 months in total to accommodate delays, unforeseen time constraints or challenges. The table of milestones above provides an indication of the default timeline. All expert days must be planned against the above milestone timeline and tasks contained in Section 2.

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.

Team leader

Tasks of the team leader

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

Qualifications of the team leader

- Education/training (2.1.1): Post-graduate degree in Environmental Sciences/Management, Environmental Economics, Engineering, Sustainable Development, or other related qualifications
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 8 years of professional experience in climate change and response policies (5 points), compilation of GHG inventory and strategies (5 points)
- Specific professional experience (2.1.4): 5 years working with provincial government on climate change response (5 points) and 5 years in provincial government fiscal policy in South Africa (5 points)
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years' experience working on climate change related projects in South Africa (5 points), with a network of climate change practitioners who

have worked and engaged with relevant partners and information in South Africa (5 points)

- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): 3 years of professional experience in stakeholder engagement and stakeholder management in the field of climate change (5 points) with a network within the climate change field who have worked and engaged with relevant partners.(5 points)

Key expert 1 – Climate Change - Adaptation

Tasks of key expert 1

- Technical responsibility for content development of tasks described in section 2 relevant to climate adaptation
- Facilitation and planning of stakeholder consultations

Qualifications of key expert 1

- Education/training (2.2.1): Post-graduate degree in Environmental Sciences/Management, Environmental Economics, Engineering, Sustainable Development, and other related qualifications or equivalent
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 5 years' experience as consultant on climate change adaptation (5 points) and 3 years' experience in development topics (5 points)
- Specific professional experience (2.2.4): 3 years' experience in the development of climate change strategies, policies and implementation plans (5 points); stakeholder consultation and management (2.5 points), and research (2.5 points)
- Leadership/management experience (2.2.5): 2 years project management experience and skills
- Regional experience (2.2.6): 3 years' experience working on climate change related projects in South Africa (5 points), with an network of fellow climate change practitioners who have worked and engaged with relevant partners and information in South Africa (5 points),
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8):
 - 2 years' experience in climate change adaptation implementation (2 points)

- 2 years' experience in client relation understanding (2 points), stakeholder coordination (1 points), consultation and management skills for both non-governmental and governmental stakeholders (1 point).
- 2 years' experience of climate change related project set-up (2 points), networks (1 point) and activities (1 point)

Key expert 2 – Biodiversity

Tasks of key expert 2

- Technical responsibility for content development of tasks described in section 2 relevant to Biodiversity
- Facilitation and planning of stakeholder consultations

Qualifications of key expert 2

- Education/training (2.3.1): Post-graduate degree in Environmental Sciences/Management, Environmental Economics, Engineering, Sustainable Development, and other related qualifications or equivalent
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): 5 years' experience as consultant on Biodiversity (5 points) and 3 years' experience in development topics (5 points)
- Specific professional experience (2.3.4): 3 years' experience in the development of Biodiversity strategies, policies and implementation plans (5 points); stakeholder consultation and management (2.5 points), and research (2.5 points)
- Leadership/management experience (2.3.5): 2 years project management experience and skills
- Regional experience (2.3.6): 3 years' experience working on climate change related projects in South Africa (5 Points), with a network of fellow climate change practitioners who have worked with and engaged with relevant partners and information in South Africa (5 points).
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8):
 - 2 years' experience in interpreting climate models, projections (2 points),.

- 2 years' experience in client relation understanding (2 points), stakeholder coordination (1 points), consultation and management skills for both non-governmental and governmental stakeholders (1 points).
- 2 years' experience of provincial set-up (2 points), networks (1 point), activities (1 point).

Key expert 3 – Natural Resource Economics Expert

Tasks of key expert 3

- Technical responsibility for content development of tasks described in section 2
- Data management, analysis report writing
- Costing of adaptation options and activities

Qualifications of key expert 3

- Education/training (2.4.1): Relevant post-graduate degree or equivalent thereof, in resource economics or finance or development finance
- Language (2.4.2): C2 -level language proficiency in English
- General professional experience (2.4.3): 15 years' experience in natural resource economics
- Specific professional experience (2.4.4): 10 years' experience in economic modelling (5 points) and costing methodologies specific to biodiversity (5 points).
- Leadership/management experience (2.4.5): 5 years track record of project management
- 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): 5 years' experience in advising (5 points) and structuring project finance for climate change (5 points).

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 service provider 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. Below are the requirements for the project intern, in reference to this particular project:

Expert 4: Junior Project Support

Tasks of the Junior Project Support

- Participation at meetings
- Support with presentation creation
- Research, data analysis and report writing

Qualifications of expert 4

- Education/training (2.5.1): Undergraduate degree in environmental studies, economics, social science, or equivalent
- Language (2.5.2): C2 -level language proficiency in English
- General professional experience (2.5.3): Computer literacy with MS Office packages
- Specific professional experience (2.5.4): N/A
- Leadership/management experience (2.5.5): N/A
- Regional experience (2.5.6): N/A
- Development Cooperation (DC) experience (2.5.7): N/A
- Other (2.5.8): N/A

The service provider must cost for the inclusion of the junior project support person as part of this project in the financial project proposal. As part of their technical proposal the service provider must also outline the potential candidate(s) as well as the appointment process of the interns if the contract is awarded.

Soft skills of team members

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

- Team skills
- Initiative

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

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 (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Project Inception				
Team Leader	1	1	1	
Expert 1	1	1	1	
Expert 2	1	1	1	
Expert 3	1	1	1	
Expert 4	1	1	1	
Project Implementation				
Team Leader	1	53	53	
Expert 1	1	43	43	
Expert 2	1	43	43	
Expert 3	1	43	43	
Expert 4	1	38	38	
Project Closeout				
Team Leader	1	1	1	
Expert 1	1	1	1	
Expert 2	1	1	1	
Expert 3	1	1	1	
Expert 4	1	1	1	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	3	20	60	Up to 2 days per diem for 9 workshop events for 3 experts and 2 nights stay at a launch event for the team leader and 2 experts.
Overnight allowance in country of assignment	3	20	60	Overnight accommodation before and after for 3 experts at 9 workshops. 2 nights accommodation at a launch event for the team leader and 2 experts.
Other travel cost	N/A	N/A	N/A	

Transport	Quantity	Number per expert	Total	
Domestic flights (return)	3	9	27	Team leader and 2 experts at 8 workshops (1 workshop local) and Team leader and 2 experts at 1 launch
CO2 compensation for air travel	3	9	27	A budget of EUR 3240.00 (ZAR 65665.08) is earmarked for settling carbon offsets against the evidence. Please include in the price offer
Travel expenses (mileage reimbursement, e-hailing transport)	3000kms		3000 kms	Travel within country of assignment reimbursable against proof of evidence/logbook upto 3.000 KMs at 4.76 ZAR per KM A budget provision for e-hailing costs - against proof of evidence
Car hire	30		30	Up to 1 car hire per event for 3 days for 9 workshops. Up to 1 car hire for 3 days for the launch event
Flexible remuneration	1	105 471.00	105 471.00	A budget of 105 471.00 ZAR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. This can be used only for cost items specified in the original agreement. Use of the flexible remuneration item requires prior written approval from GIZ.

Workshops, events and trainings

The contractor implements the following workshops:

- 9 stakeholder consultation workshops in the targeted provinces/ local or district municipalities (50 - 100 people)

All professional fees and costs for facilitating the workshops (including travel costs) must be included in the budget. All other logistical costs for the consultations (venue and catering) will be organised and covered by GIZ.

6. Inputs of GIZ or other actors

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

- Relevant information to support the assignment, including key climate-related documents (policies, strategies, action plans, programmes, projects, and activities)
- Meeting room at the GIZ offices in Pretoria
- Venue and catering for the workshops/stakeholder consultations in the targeted provinces/ local or district municipalities

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.

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.