

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

[CONFIDENTIALITY]

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**Development of regional SADC Strategies, Action Plans and Policy Papers for the Fisheries and Aquaculture Sector:** **Project number/  
cost centre:  
G-012229-305**

- **Development of a SADC policy paper on WTO Fisheries Agreement and establishment of a regional working group**
- **Situation Analysis of the Domestication and Implementation of the Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the SADC Region and Development of a Regional Plan of Action**
- **Revision of the SADC Regional Aquaculture Strategy and Action Plan (2016-2026)**

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0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	4
3.	Concept.....	8
	Technical-methodological concept .....	8
4.	Personnel concept.....	9
	Team Leader .....	9
	Key expert 1 .....	9
	Key expert 2 .....	10
	Key expert 3 .....	10
	Key expert 4 .....	11
	Short-term expert pool with minimum 1, maximum 2 members .....	12
5.	Costing requirements .....	12
	Assignment of personnel and travel expenses .....	12
	Sustainability aspects for travel .....	13
	Workshops, events and trainings.....	14
6.	Inputs of GIZ or other actors.....	15
7.	Requirements on the format of the tender .....	15
8.	Outsourced processing of personal data .....	16
9.	Annexes .....	16

## 0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BCCA	Blue Benguela Current Action
BMZ	Federal Ministry of Economic Cooperation and Development
DC	Development Cooperation
EU	European Union
FANR	Food and Natural Resources
FAO	Food and Agriculture Organization
GP SAF	Global Programme Sustainable Aquatic Food
HDI	Human Development Index
IISD	International Institute for Sustainable Development
IUU	Illegal, unreported and unregulated
MCSCC	Monitoring, Control and Surveillance Coordination Center
NGO	Non-governmental Organization
SADC	Southern African Development Community
ToRs	Terms of reference
VGSSF	Voluntary Guidelines for Securing Small-Scale Fisheries
WTO	World Trade Organization
WWF	World Wildlife Fund

## 1. Context

Sustainable fisheries are a key component to support food security and provide an income to vulnerable groups. Despite the importance for nutrition and economic contribution, the role of fish and other aquatic foods are only slowly recognized as key factors in the transformation of agricultural and food systems. The global fish stocks are under high pressure and overfished in many regions. Overfishing threatens food security, particularly in the least developed countries where fish is an essential food source.

Global fisheries subsidies were estimated at USD 35 billion in 2018, of which USD 22 billion is classified as harmful. These harmful types of subsidies (especially for fuel and new ships) encourage the development of excessive fishing capacity and thus contribute to global overfishing. Countries with a low Human Development Index (HDI) and small-scale fisheries are structurally disadvantaged: 83% of subsidies come from countries with a high HDI and 80% of all subsidies go to industrial fisheries, of which 20-37% go to long-distance fleet activities. The abolition of harmful fisheries subsidies (related to marine fisheries) has been on the WTO's agenda since 2001. The [2022 WTO Fisheries Subsidy Agreement](#) entered into force on in September 2025 after ratification by two-thirds of the 166 WTO MS (currently ratified by six SADC member states). It is the first agreement with a focus on sustainability, and only the second multilateral agreement in WTO history. The agreement establishes a global framework that prohibits subsidies for illegal, unregulated and unreported (IUU) fishing, fishing for overfished stocks and fishing activities in unregulated high seas.

Additionally, many fisheries struggle to implement a sustainable and evidence-based management approach which often excludes the rights and interests of small-scale fisheries. The importance of including small-scale fisheries organisations like fishermen's groups and women's cooperatives has been recognized and further supported at a regional level, but the advocacy power and platforms for lobbying for their needs require further strengthening. SADC has policy frameworks that provide policy direction and create an enabling environment which supports inclusive fisheries management, such as the Regional Indicative Strategic Development Plan 2020–2030 and the SADC Protocol on Fisheries (2001). The FAO Voluntary Guidelines for Securing Small-Scale Fisheries (VGSSF) are the first international instrument dedicated entirely to the small-scale fisheries sector. So far five SADC countries have domesticated the VGSSF.

Sub-Saharan African countries have a much lower per capita consumption of fish (10kg in 2022) compared to the global average (20.5kg/annuum). However, aquatic products are an important source of animal protein for around 400 million people in the region. Aquaculture development is seen as a sector that can contribute to livelihoods, nutrition and economic development. The region also made progress through increasing its aquaculture production but gaps in the inclusive and sustainable growth and development of the sector remain.

In 2011 the SADC Ministers responsible for marine fisheries called for the formulation of a regional aquaculture strategy, which has been developed through a regional Aquaculture Working Group and finalized in 2016. This framework with its 8 strategic objectives provided the strategic direction for the rapid, environmentally responsible aquaculture development while safeguarding the ecological integrity and contributing to livelihoods.

The Global Programme "Sustainable Aquatic Food" is part of the German Federal Ministry for Economic Cooperation and Development (BMZ) special initiative "Transformation of Agricultural and Food Systems". The programme's objective is that small-scale producers have successfully contributed to the transformation of agricultural and food systems. The programme actively supports the aquaculture development in Malawi, Madagascar, Uganda

and Zambia. Additionally, it has a SADC component which is co-funded by the European Union (EU) as part of the “Blue Benguela Current Action” (BCCA). The program is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The SADC component supports the SADC-Secretariat (Food and Natural Resources FANR-Directorate) in the development of regional policy documents for a regional approach to fisheries and aquaculture as well as small-scale fisheries organizations in the region and the fight of illegal, unreported and unregulated fisheries through support to the SADC Monitoring, Control and Surveillance Center and other instruments and initiatives. The three outputs are

- (1) Development of regional policy documents to support the sustainable management of fisheries, including and recognizing the importance of small-scale fishermen.
- (2) 10 small-scale fisheries organisations (SSF) (or which 5 are women-led) have been capacitated to cooperate more efficiently and to establish structures on how their voices are heard on the policy level.
- (3) The SADC Monitoring, Control and Surveillance Coordination Centre (MCS-CC) has been capacitated to carry out 4 of its key functions and the importance of the centre in the region has been strengthened.

This tender focuses on output (1) and has three different but interlinked work packages: (a) Development of a SADC policy paper on WTO agreement on fisheries subsidies and establishment of a regional working group (b) Situation Analysis of the Domestication and Implementation of the Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the SADC Region and the Development of a Regional Plan of Action (c) Revision of the SADC Regional Aquaculture Strategy and Action Plan (2016-2026). The successful applicant will enter into a contract with GIZ. Only consulting companies registered in a SADC country are eligible for this tender. The tasks performed by the contractor are under the EU co-funded BCCA.

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

The contractor is responsible for providing the following services in close collaboration with the SADC Secretariat and the GIZ team which are divided into three different work packages.

### **1. Development of a regional Policy Paper on WTO Fisheries Agreement and establishment of a regional working group**

- Draft policy brief for the SADC region about the WTO Fisheries Agreement (background, current status, opportunities, lessons from other countries/regions, possible implications for small-scale fishers, policy recommendation). Take into consideration other ongoing initiatives (e.g. from WWF, IISD) and documents.
- Convene meeting between fisheries and WTO trade representatives/focal points of all SADC member states to input, consult and validate the draft policy brief
- Establishment of a regional working group: in close collaboration with SADC establish ToRs of the working group and members, it aims at regular exchange for capacity building on the topic and the use of fish fund linked to the WTO Fisheries Agreement.

- Convene first working group meeting(s) (virtual)
- The final outcome will be the Policy Brief about the WTO Fisheries Agreement for SADC as well as the ToRs for the establishment of a regional working group

## 2. **Development of the Situation Analysis Report and Regional Plan of Action for VGSSF**

- Member state consultations (small-scale fisheries organizations and national representatives, government entities, implementing partners, NGOs, FAO representatives, private sector, academia) on the current status of domestication and implementation of the VGSSF in all SADC member states through online consultations, available reports and other sources as well as physical missions to 4 countries (Angola, Madagascar, South Africa, Zambia) for gathering more detailed information.
- Situation analysis report on the status of the implementation and domestication of the VGSSF in the SADC region (all member states) highlighting challenges and opportunities including deep-dive chapters in 4 countries with more detailed information about the sector, the role of small-scale fisheries and the VGSSF in the management and policy dialogue of the resource. Give insights into how the region has used other international agreements for safeguarding livelihoods of small-scale fishers (e.g. Global Goal on Adaptation) and determine whether SSF are part of National Determined Contributions (NDSs) and National Adaptation Plans (NAPs).
- Drafting of a SADC Regional Plan of Action for VGSSF based on the findings.
- Preparation, moderation and report writing of a physical, regional gathering of stakeholders (e.g. small-scale fisheries organizations and government representatives) for the participatory consultation of the Situation Analysis Report and draft Regional Plan of Action for VGSSF
- Virtual validation of the document
- The final outcome will be the Situation Analysis Report and Regional Plan of Action for VGSSF

## 3. **Development of the Regional Aquaculture Strategy and Action Plan (2026-2036)**

- **Consultation and validation:** All SADC Member States should be involved in the revision process to ensure that the revised strategy is broadly coordinated and accepted.
- **Strategy alignment:** The strategy will be adapted to current challenges and opportunities in the aquaculture sector, including new technologies and sustainable practices. Furthermore, it will be aligned with relevant regional and global policies and frameworks and build upon existing documents (e.g. Aquaculture Value Chains in the SADC Region: Profiles, Prospects and a Roadmap for Development).
- **Operationalization:** A clear action plan is developed that sets out specific actions, responsibilities, and timeframes for the implementation of the strategy.

- Following areas are foreseen to be of specific interest for the region and have to be addressed during the entire process of consultation, strategy alignment and operationalization and, in case necessary, be addressed in separate chapters in the strategy:
  - Aquatic Animal Health – better coordination between production and aquatic organisms health and biosecurity
  - The role of strengthening tilapia genetics in the region (see documents in the Annex regarding recent work, e.g. done by the ProFishBlue Project)
  - Environmental and sustainable management of aquaculture (see relevant documents in the Annex)
  - Animal Welfare and improved husbandry practices
  - trade and infrastructure issues and existing gaps (e.g. AfCFTA, blue economy trade corridors (see ProFishBlue Project outcomes))
  - innovation and adoption of new technologies
- The final outcome will be the **SADC Regional Aquaculture Strategy and Action Plan (2026 – 2036)**.

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

<b>Milestones/process steps/partial services</b>	<b>Deadline</b>
Submit inception report to SADC Secretariat and GIZ team including approach/methodology, roadmap of activities to undertake the assignment and requirements/support needed (Deliverable: inception report)	2 weeks after contract signing
Virtual inception meeting with SADC Secretariat and the GIZ team to discuss the inception report and agree on timelines (Deliverable: presentation, updated inception report, minutes of meeting)	Within one month after contract signing
Development of questionnaires and surveys and circulate to SADC Member States and relevant stakeholders to gather relevant information; conduct interviews via email and virtual meetings with relevant resource persons for the different documents (Deliverables: questionnaires and survey forms, meeting notes)	31.08.2026
Conduct physical missions to 4 selected member states and conduct in person interviews with relevant stakeholder groups, especially small-scale fisheries organizations (challenges and opportunities, legal status, knowledge about VGSSF etc.); use missions to gather information about for the other two documents as well	31.09.2026

(Aquaculture Strategy and WTO Policy Brief) (Deliverables: meeting notes, list of interviews)	
Analysis of collected data and desk review of existing literature (Deliverable: data analysis, list of references)	15.10.2026
Drafting and submission of all documents for initial feedback from the SADC-Secretariat and the GIZ team (Deliverable: zero draft document for all 3 work packages)	21.10.2026
Incorporating of comments and development of first drafts and submission to SADC-Secretariat which will share it with Member States and call for a consultative meeting (Deliverable: First draft document for all work package)	30.10.2026
For work package 1: Preparation and Moderation of a regional, physical 2-day consultative meeting with representatives of fisheries and WTO trade focal points. For work package 2: Preparation and Moderation of a regional, physical 2-day consultative meeting with Member States including small-scale fisheries representatives (Deliverables: facilitation plan, agenda, presentations and meeting report) For work package 3: facilitation of a two 2-day physical consultative meeting with key stakeholders from the Member States to discuss outcomes of the survey and present and discuss key components of the Revised SADC Aquaculture Strategy and Action Plan (deliverables: agenda, participant list, presentation, facilitation plan, meeting report)	15.11.2026
Incorporation of comments and feedback and submission of second drafts to the SADC Secretariat and GIZ (Deliverable: Second Draft documents for all work package)	23.11.2026
Virtual Validation workshop with Directors of Fisheries and SADC Secretariat (Deliverables: presentation and minutes of meeting, for all work packages)	30.11.2026
Incorporation of comments and finalization of documents. Submit final document to the SADC Secretariat and GIZ (Deliverable: final documents for all work packages)	15.12.2026
For work package 1: First virtual working group meeting on WTO Fisheries Agreement	By end of January 2027
Making final revisions and amendments as required	Up to contract end

Period of assignment: from 01.06.2026 until 31.03.2027.

## Visibility:

The consulting firm will acknowledge the donors by using the funding statement “Funded by the German Government and co-funded by the European Union” and by displaying the logos underneath on all publications and presentations. A ppt template will be shared that will be used by the consultants for all presentations. The consulting team will be in close contact with the GIZ team for further guidance on visibility and communication and will share draft versions before publications.



## 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. This refers to the presentation and interaction between the relevant actors in your area of responsibility (1.2.1) and the for the establishment of cooperations with relevant actors (1.2.2).

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**.

#### **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): university degree Master in Politics, Social Science, International Relations or a similar field
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 15 years of professional experience in the private sector, consultancy work or in a government entity
- Specific professional experience (2.1.4): 5 years in the field of developing policy documents for regional bodies
- 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): 15 years of experience in projects in the SADC region (region)
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC projects
- Other (2.1.8): 10 years experience of delivering cross-country, multi-sector, complex work packages

##### **Key expert 1**

###### Tasks of key expert 1

- Taking care of all logistical and administrative aspects (such as workshop planning, travel logistics etc.)
- Handling finances related to the contract

### Qualifications of key expert 1

- Education/training (2.2.1): Bachelor Degree in Business Administration or similar field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 5 years work experience as Finance and Administration Officer
- Development Cooperation (DC) experience (2.2.7): 2 years experience handling contracts with DC partners

### **Key expert 2**

#### Tasks of key expert 2

- Coordination of the WTO (work package 1)
- Document development
- Moderation of consultative/validation meetings
- Development of ToRs for regional working group and establishment of regional working group

### Qualifications of key expert 2

- Education/training (2.3.1): university degree Master in Fisheries, Social Science, Politics, Trade or a similar field
- Language (2.3.2): C1-level language proficiency in English
- General professional experience (2.3.3): 10 years of professional experience in the Fisheries sector in a SADC country
- Specific professional experience (2.3.4): 7 years of professional experience with WTO
- Leadership/management experience (2.3.5): 2 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.3.6): 5 years of experience in projects in the SADC region (region)
- Development cooperation (DC) experience (2.3.7): 3 years of experience in DC projects
- Other (2.3.8): 5 years experience working with regional bodies

### **Key expert 3**

#### Tasks of key expert 3

- Coordination of the VGSSF component (work package 2)
- Development of questionnaires, conduct in country mission, interviews, data analysis
- Moderation of consultative/validation meetings
- Report writing
- Document development

### Qualifications of key expert 3

- Education/training (2.4.1): university degree Master in Fisheries, Social Science, Agriculture, Natural Resource Management, Food Security, Economy or a related relevant field
- Language (2.4.2): C1-level language proficiency in English

- General professional experience (2.4.3): 15 years of professional experience in the Fisheries sector in a SADC country
- Specific professional experience (2.4.4): 10 years in the field of small-scale fisheries
- Leadership/management experience (2.4.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.4.6): 15 years of experience in projects in the SADC region (region)
- Development cooperation (DC) experience (2.4.7): 5 years of experience in DC projects
- Other (2.4.8): Good existing networks with the SADC Secretariat and SADC country officials from Fisheries / Blue Economy Departments through 7 years working experience with the institutions

#### **Key expert 4**

##### Tasks of key expert 4

- Coordination of the regional aquaculture strategy task (work package 3)
- Development of questionnaires, conduct, interviews, data analysis
- Moderation of consultative/validation meetings
- Report writing
- Document development

##### Qualifications of key expert 4

- Education/training (2.5.1): university degree (Master) in aquaculture, agriculture, natural resource management, agribusiness or similar
- Language (2.5.2): C1-level language proficiency in English
- General professional experience (2.5.3): 15 years of professional experience in the aquaculture/fisheries sector
- Specific professional experience (2.5.4): 10 years in project related to aquaculture development (either government, private sector, NGO or similar)
- Leadership/management experience (2.5.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.5.6): 15 years of experience in projects in SADC (region)
- Development cooperation (DC) experience (2.5.7): 3 years of experience in DC projects
- Other (2.5.8): evidence of a good network and working relations in the aquaculture sector across the SADC-region through 7 years working experience with the institutions

##### 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

### **Short-term expert pool with minimum 1, maximum 2 members**

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment. In case of incomplete, missing CVs or any deviation in expert number (1-2) the bid will automatically disqualify.

#### Tasks of the short-term expert pool

- Support lead consultant and key experts where required
- Support questionnaire development, data analysis, report writing and moderation and any other task where necessary
- Support travel and interpretation/translation where necessary

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with university qualification (BsC Degree) in Natural Resource Management, Fisheries and Aquaculture, Social Science, Monitoring & Evaluation or related fields
- Language (2.6.2): 1-2 experts with C1-level language proficiency in French and/or Portuguese.
- General professional experience (2.6.3): all experts with 5 years of professional experience in the fisheries or agriculture sector
- Specific professional experience (2.6.4): all experts with 4 years of professional experience in engaging with small-scale fisheries organization, data collection
- Regional experience (2.6.5): all experts with 5 years of experience in SADC region
- Development cooperation experience (2.6.6): all experts with 3 years of experience in DC projects

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

## **5. Costing requirements**

### **Assignment of personnel and travel expenses**

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2025 \(GERMAN ONLY\)](#)).

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

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

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

## Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO<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
Team Leader	1	20	20	
Key Expert 1	1	10	10	
Key Expert 2	1	65	65	
Key Expert 3	1	50	50	
Key Expert 4	1	40	40	
short-term expert pool	Max 2		20	
Transport	Quantity	Number per expert	Total	Comments
<b>CO<sub>2</sub> compensation for air travel</b> <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>	1		EUR 1400	A fixed budget of EUR <b>1400</b> is earmarked for settling carbon offsets against evidence.
<b>Fixed travel budget</b>	1		EUR 30,000	A budget is earmarked for travel (international flights, domestic flights, local transport, per-diems, overnight accommodation, visa costs) to

				<p>the following countries: Angola, South Africa, Zambia, Madagascar.</p> <p>A fixed budget of EUR <b>30,000</b> is earmarked for settling travel expenses against evidence.</p> <p>You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.</p>
Other costs	Number	Price	Total	Comments
<b>Flexible remuneration</b>	1		EUR 14,000	<p>A budget of EUR 14,000 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>
<b>Workshops</b>	1			<p>Please calculate a budget for workshops taking the following cost items into account: venue hire, hiring of external experts, translation/interpretation (if needed), hybrid equipment, full-board accommodation participants</p>

## Workshops, events and trainings

The contractor implements the following workshops:

- It is planned to have the regional, consultative workshops for all three work packages in a week in October or November 2026 in Johannesburg, South Africa. The different meetings will be back-to-back or organized as side-events and partially have the same participants. The contractor will be responsible for the venue hire (including break-out rooms if necessary), hiring of external experts (if needed), translation/interpretation and technical equipment (including to accommodate for a hybrid meeting) and full-board accommodation for all participants/delegates (except GIZ and SADC Secretariat). For work package 1: one representative from fisheries and one representative from WTO trade focal points per SADC member state (potentially also include SSF representatives) for 2 days (total 30 delegates from Member States). For work package 2: SSF representatives from SADC member states and fisheries (government) (potentially same persons as for work package 1) for three days. For work package 3: key stakeholders from the aquaculture sector (2 per member state) for 2 days. Estimated a total of 30 participants plus consultants and representatives of GIZ (2) and SADC Secretariat (3) for each meeting. For the conference package it is advised to calculate with a slightly higher

amount of people to accommodate additional participants (e.g. self-sponsored NGOs, GIZ, SADC Sec etc.). Only hotels in Johannesburg that are approved by GIZ South Africa are eligible for the venue. It is advisable to book a hotel which offers free and regular airport transfers. Please refer to the table below as an example for more information and estimated participant numbers:

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Meetings	Work package 1	Arrival 30 delegates plus SADC, GIZ, consultants	Workshop	Workshop	Departure WTO representatives (15 PAX), Fisheries representatives will continue with workshop on work package 2			
	Work package 2			Arrival SSF representatives (15 PAX)	Workshop	Workshop	Workshop	Departure all
	Work package 3		Arrival 30 delegates	Workshop	Workshop	Departure 30 delegates		

## 6. Inputs of GIZ or other actors

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

- Logistics for workshops: GIZ is foreseen to cover the flight costs for the participants of the physical, regional consultative meeting series. The consultants will travel to the workshop using their travel budget.

## 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.

## **8. Outsourced processing of personal data**

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

## **9. Annexes**

- SADC Aquaculture Strategy and Action Plan (2016 – 2026)
- Aquaculture Value Chains in the SADC Region: Profiles, Prospects and a Roadmap for Development
- The contribution of small-scale fisheries to healthy food systems and sustainable livelihoods in the Southern African Development Community (2024)
- Regional Framework on Environmental Management for Sustainable Aquaculture Development in Africa (2016)
- Draft Harmonised Best Practice Management Guidelines for Hatchery Management, Gene Banking and Restocking in SADC Member States (2022)
- Guidelines for aquaculture management in the Southern African Development Community (2019)
- Genetic Improvement Framework for the Three Indigenous Tilapias (2023)