

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

PUBLIC

	Project number/
Consultancy Services: Enhancing the economic resilience of cost centre: smallholder households through basic business and digital literacy skilling in Northern Uganda	G-012072-001
0. List of abbreviations	2
1. Context	3
2. Tasks to be performed by the contractor	3
3. Concept	5
Technical-methodological concept	6
Project management of the contractor (1.6)	6
Further requirements (1.7)	6
4. Personnel concept.....	7
Team leader	7
Key expert 1	8
Short-term expert pool with minimum, maximum.....	9
5. Costing requirements	11
Assignment of personnel and travel expenses	11
Sustainability aspects for travel.....	11
<i>Alternative for</i> contracts for works:.....	13
Workshops, events and trainings	13
6. Inputs of GIZ or other actors	14
7. Requirements on the format of the tender	14
8. Option.....	14
Type and scope.....	14
Requirements	14
Quantitative requirements for the optional services	14
Requirements on the format of the tender for the option	16
9. Outsourced processing of personal data	16
10. Annexes	16

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BES	Basic Economic Skills
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
FET	Farm Enterprise Trainer
FO	Farmer Organization
ToT	Training of Trainers
PRUDEV	Promoting Rural Development Programme in Northern Uganda
DLG	District Local Government
CBT	Community Based Trainers
BDS	Business Development Service
MSMEs	Micro, Small, and Medium Enterprises
LED	Local Economic Development

1. Context

The Promotion of Rural Development II (PRUDEV II) Project is part of the core area "Sustainable Agri-Food Systems A World without Hunger " of the BMZ 2030 reform concept. The central concern of PRUDEV II is to strengthen the resilience of agro-ecosystems and people within the framework of the field of action Rural Development (RD). Closely linked to this are the measures in the field of action Agriculture aiming at an ecologically, socially, and economically sustainable use of natural resources and an increase in value creation along domestic and regional value chains. The Technical Cooperation (TC) module also contributes to the field of action of food security. The project thus contributes towards an ecologically sustainable, resilient, and socially equitable economic transformation of the agricultural and food systems in northern Uganda and is thereby also in line with the approach of just transition formulated in the BMZ's Africa Strategy.

In Northern Uganda, 90 per cent of the population engages in agriculture. However, the region's agricultural and food system struggles to drive local economic development (LED) due to climate change, limited market access, and inadequate financial and non-financial services for smallholder farmers and agro-based Micro, Small, and Medium Enterprises (MSMEs), and policy gaps. Smallholder farmers in the region, including the refugees host population, have inadequate technical knowledge of basic business skills such as seasonal planning, record keeping, markets and marketing which is a prerequisite for enhancing their economic resilience

PRUDEV II promotes anchored models and approaches such as structured BDS for MSMEs, basic economic skills, climate-smart agriculture by enabling adoption of economically and technically resilient farming practices and technologies that enhances productivity and sustainability in smallholder farming households. This also included the inclusion of lower-level business development services providers (community-based trainers, farm enterprises trainers, mentors and coaches) and public structures (commercial officers and agriculture officers at district and Sub County levels).

With entrepreneurial capacities of smallholder farmers in Northern Uganda and refugees hosting areas remaining low, market-oriented production is still in its infancy. Farmers and farmer groups often lack the fundamental business skills to assess the profitability of different crops and production systems. Decisions on what to grow are often made without considering market demand or accessibility. With the support of Farm Enterprises Trainers (FETs), addressing these challenges, GIZ PRUDEV already commissioned Training of Trainers (ToT) on Basic Economic Skills including selection of local trainers through other activities and development of training materials.

Objective: This assignment will target the ToT, coaching and mentorship of 30 FETs on already developed and tested basic economic/ business skills modules and new modules on basic digital literacy enabling them to train and coach over 6,000 additional smallholder farmers from selected farmer organizations and districts of Kole, Lira, Amuru, Nwoya, Gulu, and Adjumani.

2. Tasks to be performed by the contractor

The contractor will report to the GIZ PRUDEV Head of Components and coordinates very closely with designated Programme Technical Specialists and other implementing partners.

In implementing the activities, the contractor will consider the varying educational backgrounds and understanding of the FETs, the different groups of beneficiaries that they must train and coach, e.g. small holder farmers, progressive farmers, lead farmers, leaders of cooperatives, amongst others.

The contractor is responsible for providing the following services:

- i. Review the existing training approach on basic economic/ business skills and basic digital literacy in close alliance with GIZ PRUDEV technical programme staff. The special needs and requirements of smallholder farmers in different locations need to be considered such as in refugees hosting areas.

- ii. Adjust the training content and sequence of sessions to ensure the training is matched with the application season / time. Consider that all gender can equally participate in the trainings.
- iii. Ensure the trainings are conducted in close collaboration with other PRUDEV II implementing partners, especially GOPA AFC.
- iv. Collaborate with PRUDEV II implementing partners, such as GOPA AFC during implementation
- v. Develop training content on basic digital literacy modules, in close collaboration with PRUDEV II technical staff
- vi. Onboarding of Farmer Organizations leadership/ training review meetings/ steering committee meetings with representatives of DLGs and other stakeholders.
- vii. Conduct at least three ToT sessions for FETs, FOs and DLG representatives, including practical application in the field, for selected FETs on the following key modules:
 - Planning for a successful farming business
 - Topic 1: Basic Understanding of Farming as a Business*
 - Topic 2: Understanding Entrepreneurship and the Farm Business Cycle*
 - Topic 3: Understanding Farm Business/Enterprise Profitability*
 - Topic 4: Developing an Enterprise Budget*
 - Topic 5: Selecting a Profitable Enterprise*
 - Topic 6: Measuring and Dealing with Farm Business Risks*
 - Topic 7: Developing a Business Plan*
 - Records and record keeping for farming businesses
 - Topic 1: Understanding the Importance of Records and Record Keeping including Digital Record Keeping*
 - Topic 2: Basic Records for Farming Business*
 - Basic financial management
 - Topic 1: Family Financial Management*
 - Topic 2: Family Financial Budgeting*
 - Topic 3: Savings and Investment*
 - Topic 4: Sources of Money to Pay for the Farming Enterprises*
 - Markets and marketing
 - Topic 1: Introduction to Markets and Marketing including online market information and digital marketing*
 - Topic 2: Understanding Supply and Demand*
 - Topic 3: The 5 Ps of Marketing*
 - Topic 4: Group Marketing*
- viii. Providing training on facilitation skills and guiding the FETs in developing training implementation plans and designing and conducting training and coaching sessions.
- ix. Provide coaching session for each FETs during training of farmer groups after each ToT session, including one-on-one sessions with the farmers.
- x. Facilitate FETs to conduct training and coaching for up to ten months based on monthly training reports (alignment with other PRUDEV II implementing partners).

Digital capacity training will be integrated across all modules to strengthen the ability of FETs and FOs

to use digital tools for record keeping, market access, and business management. Practical sessions will include hands-on use of relevant applications and tools suited to local conditions (including refugee-hosting areas).

- The contractor is responsible for selecting, preparing, training and steering the national, 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
- Contributions to reports to GIZ's commissioning party
- Quarterly reports on the implementation status of the project (5-7 pages)

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

Milestones/process steps/partial services/Deliverables	Deadline/place/person responsible	Renumeration %
An inception meeting with the GIZ PRUDEV II team	2 weeks after start of contract	40% Interim Payment
Inception Report, and consultation with key partners (FOs, FETs, DLGs, other PRUDEV implementing partners).	1 month after start of contract	
Detailed activity plans including ToT with key milestones.	1 month after start of contract	
Developed training content on basic digital literacy modules. Approved Draft Training Content Report (on basic digital literacy modules)	3 months after start of contract	
ToT and on field trainings sessions conducted for all modules	12 months after start of contract	60% Balance Payment
FETs, FOs and farmer groups are mentored on all modules		
Approved Final Report after completion of 100% deliverables with accountabilities.		

Period of assignment: from June 15th, 2026, until June 30th, 2027.

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 3.1 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)

The trainings and coaching of smallholder farmers and groups will be delivered through the FETs using the already developed manuals in preferred languages in the region. The participants will be selected through GIZ PRUDEV implementing partners (GOPA/AFC) from partner FOs on a competitive basis in close collaboration with the cooperative /association leaders and DLGs. The task of customizing the trainings and conducting the ToT sessions will be the contractor's responsibility in close consultations with GIZ Technical Specialists and relevant stakeholders. The special needs and requirements of smallholder farmers in different location need to be considered (e.g. the refugees host population, key enterprises/crops and other income generating businesses).

Inclusion is an integral part of GIZ's values. GIZ is committed to advancing gender equality and inclusion across all programmes and partnerships.

All assignments under this ToR must:

- Apply a human-rights-based, gender-transformative approach that identifies and addresses structural barriers faced by women, men, and gender-diverse persons, considering intersecting factors such as age, disability, socio-economic status, ethnicity, migration status, sexual orientation, and location (rural/urban).
- The consultant shall ensure that all personal data collected, processed, stored, or shared in the course of this assignment is handled in full compliance with applicable national and international data protection legislation and GIZ data protection standards.
- Ensure meaningful participation and safe engagement of diverse stakeholders, especially those at risk of marginalization, throughout design, implementation, monitoring, and learning.
- Integrate sex, age and refugee status, qualitative insights, and context-sensitive indicators; propose corrective actions where data gaps exist.
- Conduct risk and safeguard analyses to prevent, mitigate, and monitor unintended negative impacts (including gender-based violence and digital harms), with clear referral pathways and do-no-harm measures.
- Ensure accessible communication (language, formats, and channels) and universal design principles in digital and physical outputs.
- Consideration on environmental protection while delivering the different tasks.

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): Masters University Degree in Agribusiness, Rural development, Agriculture economics or related subjects.
- Language (2.1.2): C1 Excellent business language skills with proficiency English language. Good knowledge of languages spoken in Northern Uganda
 - General professional experience (2.1.3): 10 years of professional and practical experience in the rural development sector
 - Specific professional experience (2.1.4): 10 years in implementing adult education/training for smallholder farmers, agribusinesses with extensive knowledge on business skilling and, or related fields.
 - 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 of experience in projects in Northern Uganda
- Development cooperation (DC) experience (2.1.7): 3 years of experience with development cooperation
 - Other (2.1.8): NA

Key expert 1- Business Development Expert

Tasks of key experts 1

- Training of Trainers for FETs and FOs on basic economic and business skills for smallholder farmers and agribusinesses
- Backstopping and supervision of FETs and FOs in the designated districts
- Support the Team Leader in reporting milestones and collection of relevant field data
- Implementation of tasks described under chapter 2

Qualifications of key expert 1

- Education/training (2.2.1): Degree in Agribusiness, Rural development, Business development, Agriculture economics or related subjects.
- Language (2.2.2): C1 Excellent business language skills with proficiency English language. Knowledge of languages spoken in Northern Uganda.
- General professional experience (2.2.3): 5 years of professional and practical experience in the rural development sector
- Specific professional experience (2.2.4): 5 years in implementing adult education/training for smallholder farmers, agribusinesses with extensive knowledge on agriculture marketing and working through community extension structures.
- Leadership/management experience (2.2.5): 5 years of experience in managing similar tasks and projects in the field of agriculture, agribusiness, farmer training through community extension structures
- Regional experience (2.2.6): 5 years of experience in projects in Northern Uganda
- Development cooperation (DC) experience (2.2.7): 2 years of experience in Development cooperation
- Other (2.2.8): NA

Key expert 2 - Digital Literacy Expert

Tasks of key experts 2

- Training of Trainers for FETs and FOs on basic digital literacy
- Backstopping and supervision of FETs and FOs in the designated districts
- Support the Team Leader in reporting milestones and collection of relevant field data
- Implementation of tasks described under chapter 2

Qualifications of key expert 2

- Education/training (2.3.1): University degree in communication, ICT, or a related field
- Language (2.3.2): C1 - Excellent business language skills in English language. Good knowledge of languages spoken in Northern Uganda
- General professional experience (2.3.3): At least 5 years of proven experience in ICT, AI, Digital Literacy Trainings
- Specific professional experience (2.3.4): 5 years of experience in implementing adult education/training for farmers, agribusinesses with extensive knowledge on digitalization, AI and related fields.
- Leadership/management experience (2.3.5): 5 years of experience in managing similar tasks and projects in the field of digitalization for farmers and in agriculture
- Regional experience (2.3.6): 3 years of experience in projects in Northern Uganda
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in Development Cooperation
- Other (2.2.8): NA

Key expert 3 – Agribusiness Expert

Tasks of key experts 3

- Training of Trainers for FETs and FOs on basic economic and business skills for smallholder farmers and agribusinesses
- Backstopping and supervision of FETs and FOs in the designated districts
- Support the Team Leader in reporting milestones and collection of relevant field data
- Implementation of tasks described under chapter 2

Qualifications of key expert 3

- Education/training (2.3.1): Degree in Agribusiness, Rural development, Agriculture economics or related subjects.
- Language (2.3.2): C1 Excellent business language skills with proficiency English language. Knowledge of languages spoken in Northern Uganda.
- General professional experience (2.3.3): 5 years of professional and practical experience in the rural development sector and agribusiness
- Specific professional experience (2.3.4): 5 years in implementing adult education/ training for farmers, agribusinesses with extensive knowledge on agriculture marketing, and related fields. Previous working experience with the GIZ BES approach will be of added value
- Leadership/management experience (2.3.5): 5 years of experience in managing similar tasks and projects in the field of agriculture, agribusiness, farmer training through community extension structures
- Regional experience (2.3.6): 5 years of experience in projects in Northern Uganda
- Development cooperation (DC) experience (2.3.7): 2 years of experiences in development cooperation.
- Other (2.3.8): NA

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

N/A Short-term expert pool with minimum , maximum 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.

Tasks of the short-term expert pool

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Qualifications of the short-term expert pool

- Education/training (2.6.1): experts with university qualification (German 'Diplom'/Master)
- in , experts with university qualification in German 'Diplom'/Master)

- Language (2.6.2): experts with select an element-level language proficiency (*please use the A1-C2 proficiency levels defined in the CEFR*) in language
- General professional experience (2.6.3): experts with years of professional experience in the sector, experts with years of professional experience in the sector
- Specific professional experience (2.6.4): experts with years of professional experience in , experts with years of professional experience in
- Regional experience (2.6.5): experts with years of experience in (region), experts with years of experience in (country)
- Development cooperation (DC) experience (2.6.6): experts with years of experience in DC
- Other (2.6.7):

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

5. Bidder Commercial / Legal Eligibility Requirements. To be assessed on Pass/ Fail Basis

Eligibility Criteria for firm

A technical proposal (shall include methodology, your understanding of TOR, workplan, proposed team & their credentials, previous similar contracts/ orders with details of client, contacts, brief scope, value, etc) as per terms of reference. Ensure that there is no mention of your financial proposal details in your technical proposal.

- Current and valid Tax Clearance Certificate addressed to GIZ Uganda (TIN: 1000030986), or its equivalent. Should relate to current tax period, and reference number should be visible for verification.
- Current valid Trading License or its equivalent.
- Be a legally registered entity. Copy of a URSB Certificate of Incorporation/ Registration, or its equivalent.
- Share evidence of a physical presence (registered permanent office).
- Registered URSB certificate of filing most recent Company Annual Returns, or its equivalent.
- Registered powers of attorney authorizing signatory/representative of the firm to sign agreements / documents on behalf of the firm.
- Average annual turnover for the last three years. Bidder to share audited books of accounts for the last 3 financial years.

- Share company organograms and profile showing average number of employees and managers for the last three years.
- Signed Bid validity Document Confirming that bid is valid for 120 working days. Vendor to write up, sign, submit with technical proposal.
- Signed Self-Declaration on EU Russia War sanctions. Attached in bid documents.

6. 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 (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
Team Leader	1	65	65	
Business Development Expert	1	110	110	

Digital Expert	1	80	80	
Agribusiness Expert	1	110	110	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	50	4	200	Experts 1-3 will work predominantly out of office, so daily lumpsum allowances and accommodation allowances will apply for most of the stipulated days.
Overnight allowance in country of assignment	47.5	4	190	Experts 1-3 will work predominantly out of office, so daily lumpsum allowances and accommodation allowances will apply for most of the stipulated days.
Transport	Quantity	Number per expert	Total	Comments
International flights	NA	NA	NA	Travel to the place of service delivery
Domestic flights	NA	NA	NA	Flights within the country of assignment during service delivery
CO ₂ compensation for air travel	NA	NA	NA	A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Vehicle hire • Fuel	70days	NA,	70 Days	Travel within the geographical area of assignment, vehicle hire, fuel
Other travel expenses	NA	NA	NA	e.g. visa costs
Fixed budget travel	NA	NA	NA	A budget is earmarked for travel to the following countries: .
Other costs	Number	Price	Total	Comments
Flexible remuneration.	NA	NA	NA	A budget of EUR 0 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.
Workshops.	4			The budget contains the following costs. - Cost for 4 separate workshops with up to 45 participants each - Hall hire for 4 workshops

				<ul style="list-style-type: none"> - Meals (break tea, lunch, dinner) for 45 trainers and trainees - Accommodation for participants 40 participants - Transport refunds for participants 40 participants
Subcontracts	NA	NA	NA	The budget contains the following costs 0.
Procurement of Training materials and equipment	1			The budget contains the following costs <ul style="list-style-type: none"> - Printing of 50 copies of 100pages basic economic skills and other digital literacy material - Purchase of other training stationeries that may be required
Local contributions	NA	NA	NA	The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB: 0.
Other costs: Monthly stipends for FETs	30 * 6 months			The budget contains the following costs. <ul style="list-style-type: none"> - Monthly stipends for 30 Farm enterprises trainers (FETs) for 6 months who will deliver onsite trainings for the smallholder farmers

Alternative for 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.

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Inception meeting with stakeholders: up to 300 participants
- ToT and on field trainings sessions conducted for all modules for FETs and FOs
- The consultant shall be responsible for mobilizations, booking venues, full day meals and refreshments, travel expenses and accommodation as per budgeted rates.
- Attendance list and payments sheets template shall be availed to the consultant by GIZ and must be strictly adhered to.
- The consultant MUST ensure that venue is physically accessible, public transport to the venue is possible, and a balanced participation.

7. N/A Inputs of GIZ or other actors

8. Requirements on the format of the tender

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

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 (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

9. Option- NA

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

Requirements

Exercising the option will depend on . The decision on continuation is expected to be made in the period . If the option is exercised, it is anticipated that the contract term will be extended to .

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Designation of TL/key expert/short-term expert pool				
Designation of TL/key expert/short-term expert pool				
Travel expenses	Quantity	Number of days per expert	Total	Comments

Per-diem allowance in country of assignment				
Overnight allowance in country of assignment				Overnight stays abroad:
Transport	Quantity	Number of days per expert	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights				Flights within the country of assignment during service delivery
Carbon offsets for flights				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • •				Travel within the country of assignment, shuttle to/from airport etc.
Other travel expenses				e.g. visa costs
Alternatively: Fixed travel budget				A budget is earmarked for travel to the following countries: .
Other costs	Quantity	Price	Total	Comments
Flexible remuneration				A budget of EUR is earmarked for flexible remuneration. Please incorporate this budget into the price schedule.
Workshops				The budget contains the following costs: • Alternatively: Please calculate a budget for workshops taking the following cost items into account: .
Subcontracts				The budget contains the following costs: •
Procurement of materials and equipment				The budget contains the following costs: •
Local contributions				The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB: .

Other costs				The budget contains the following costs: .
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Alternatives for contracts for works:

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.

10. 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. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to 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.

11. Annexes

- Technical Assessment Grid
- Eligibility Grid
- Prize Schedule
- List of participants for tenders (shortlist)