

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

CONFIDENTIAL

Website development for the Southern Africa Alliance on Carbon Markets and Climate Finance	Project number/ cost centre: G-018159-004
	Tender number

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0. List of abbreviations

BMZ	The German Federal Ministry for Economic Cooperation and Development
CMS	Content Management System
GTCC	General Terms and Conditions of Contract for supplying services and work
IT	Information Technology
LT-LEDS	Long-Term Low Emission Development Strategies
NDCs	National Determined Contributions
SAA	Southern Africa Alliance on Carbon Markets and Climate Finance
SSL	Secure Socket Layer
ToRs	Terms of reference
WCAG	Web Content Accessibility Guidelines

1. Project Background

The Article 6 Connect: Sustainable Development through Carbon Markets in Africa project is a global project commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The project aims to enable the development of high-integrity and sustainable carbon markets in line with Article 6 of the Paris Agreement, at both the international political-strategic level, and within partner countries and regions. It does so through two core components while facilitating exchange of experiences and knowledge across all components:

- Component 1: providing BMZ advisory on carbon markets, supporting European coordination and international cooperation (Team Europe approach),
- Component 2: delivering capacity development on Article 6 in partner countries; namely South Africa and Ethiopia, as well as at regional level

The project focuses on capacity building, establishing enabling frameworks for Article 6 implementation, and piloting.

2. Context

The establishment of the SAA responds to the growing need to strengthen technical capacity, regional coordination, and collaboration on Article 6 and participation in global carbon markets across Southern Africa. Carbon markets are increasingly recognised as a potential tool to support the achievement of Nationally Determined Contributions (NDCs), Long-Term Low Emission Development Strategies (LT-LEDS), and broader sustainable development objectives. However, Article 6 introduces significant technical, regulatory, and governance complexities that participating countries must navigate. These include ensuring environmental integrity and avoiding double counting; aligning carbon market participation with NDC targets; managing corresponding adjustments; securing long-term emission reduction sustainability; and ensuring that mitigation activities deliver tangible social and economic co-benefits. Strengthened regional cooperation can support countries in addressing these challenges in a coordinated and effective manner.

Drawing inspiration from the West African and Eastern Africa Alliances on Carbon Markets and Climate Finance, some countries in Southern Africa have joined hands to establish the Southern African Alliance on Carbon Markets and Climate Finance (SAA) in response to the need to enhance technical capacity as well as regional and international collaboration on Article 6 of the Paris Agreement and global carbon markets. Botswana, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Zambia, and Zimbabwe and have officially joined the Alliance as founding members and further countries within the region are still in the process of potentially joining the alliance.

As the SAA progresses toward operationalisation, there is a critical need to develop a professional, secure, and user-friendly digital presence that reflects the Alliance's mandate, values, and mission. A dedicated website and a branding concept will serve as the primary platform for disseminating information, hosting resources, facilitating collaboration among

member states, and engaging external partners. A well-designed website will serve as essential instruments for:

- Promoting transparency and credibility in regional carbon market initiatives.
- Sharing policy updates, technical resources, and knowledge products.
- Facilitating information exchange among member states, partners and external stakeholders.
- Showcasing regional progress under Article 6 of the Paris Agreement and other carbon market initiatives.

Therefore, GIZ, in partnership with the secretariat of the Southern Africa Alliance on Carbon Markets and Climate Finance, is seeking to contract the services of an IT consultancy based in Southern Africa to support the development of a website for the SAA.

3. Tasks to be performed by the contractor

The service provider is responsible for providing IT services to support the development of a website. The website should be built using a common content management system (CMS), such as Typo3, WordPress or similar, enabling the project team to efficiently manage and update the content. The website must incorporate a Secure Socket Layer (SSL) protocol to ensure secure interactions and protect sensitive information. The contractor is responsible for providing the following services:

3.1 Project Inception

- Virtual inception meeting
- Inception report

3.2 Website design and content development

The service provider will be responsible for a website design that is modern and professional. Using a secure and sustainable content management system (CMS) The website must ensure standards such as compliance (WCAG recommended), data protection and cybersecurity. The design and technical proposal must include the following features:

- Core functionalities: the website must include a home page that has overview of SAA, news and updates. The following webpages should be included, amongst others to be confirmed:
 - Webpage about SAA: vision, mission and objectives, governance structure and secretariat information.
 - Webpage for country profiles
 - Carbon Markets knowledge hub: Article 6 Paris agreement resource, policy brief and reports, events and webinars, toolkits and guidelines.
 - Document repository: searchable document library.
 - News and Events: event calendar, press releases and announcements.
 - Contract and stakeholder engagement: newsletter subscription functionality, social media integration.

- Build, test, and deploy the website (including hosting and domain configuration support), ensuring security, performance, and multilingual functionality if required.
- Implement SSL certification, data protection measures, firewall and security plugins, backup system.

Furthermore, the service provider is expected to also provide content and the structure of the website, and support with the development of custom email addresses for the Alliance. The service provider is encouraged to reference the websites of the East African and West African Alliances on Carbon Markets and Climate Finance, and any other related websites.

3.3 Website Maintenance and Training

The service provider is expected to:

- Provide training to the interim secretariat IT team on how to update content, operate the website, technical documentation and content management autonomy to ensure long-term operability
- Conduct regular technical maintenance and security management, including CMS and system updates, backups, vulnerability monitoring, performance optimization, functionality checks, and timely troubleshooting support.

Additional responsibilities

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

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

- Inception report
- Capacity building strategy and post-implementation report
- Project close-out report

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

Milestones/process steps/partial services	Deadline/place/person responsible
M1: Approved Inception report	One (1) month after contract signature by the IT expert and approved by GIZ project team
M2: Website design and content development	Three (3) months after contract signature by the IT expert and approved by GIZ project team.

M3: Website Maintenance and Trainings	Ongoing up to thirteen (13) months after contract signature by the IT expert and approved by GIZ project team
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Period of assignment: from 7 July 2026 until 30 June 2027.

4. 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 GTCC:

- 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

5. 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: Website developer

Tasks of 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
- Regular reporting in accordance with deadlines
- Website and content development support
- Facilitate and implement trainings and workshops

Qualifications of Team leader

- Education/training (2.1.1): Undergraduate university degree in Information technology, web design or similar.
- Language (2.1.2): C2-level language proficiency in English

- General professional experience (2.1.3): 8 years of professional experience in the IT sector
- Specific professional experience (2.1.4): 8 years of professional experience in web development
- Leadership/management experience (2.1.5): 8 years of experience independently leading/managing the development of a website or similar
- Regional experience (2.1.6): 3 years in Southern Africa
- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

Expert 1: Junior/Assistant Website Developer

Tasks of expert 1

- Support website development and content development processes
- Provide administrative and logistical support

Qualifications of expert 1

- Education/training (2.2.1): Undergraduate university degree in Information technology, web design or similar.
- Language (2.2.2): C2-level language proficiency in English
- General professional experience (2.2.3): 4 years of professional experience in website development and website content creation
- Specific professional experience (2.2.4): N/A
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): N/A
- Development cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

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 2026 \(GERMAN ONLY\)](#)).

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
Preparation Team Lead Expert 1	2	3 2	5	Estimated days for inception meeting and drafting of the inception report. Total for both experts 5 days
Implementation Team Lead Expert 1	2	16 19	35	Estimated days to develop the website, support with content development and implement trainings. Total for both experts 35 days
Project conclusion Team Lead Expert 1	2	3 2	5	Estimated days for project closeout meeting and closeout report. Total for both experts 5 days.
Travel expenses	Number of experts	Number of days/nights per expert	Total	Comments
Fixed travel budget	2		EUR 2573.34	A budget is earmarked for travel within SADC region to Zimbabwe. A fixed budget of EURO 2573.34 is earmarked for settling travel expenses against evidence.

				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.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1		EURO 1740.42	A budget equivalent to 10% of your overall budget is foreseen for flexible remuneration. This is earmarked for any unforeseen expenses and for any backstopping expenses incurred and unexpected additional activities that need to be implemented. Use of the flexible remuneration item requires prior written approval from GIZ
Website hosting, domain and any website related costs	1		EURO 772.00	A budget is earmarked for website hosting, domain and any related costs. A fixed budget of EURO 772.00 is earmarked for settling website hosting, domain and website related costs against evidence.

Workshops, events and training

The following trainings/workshops/meetings are envisioned:

- A virtual inception meeting to align on the assignment.
- One in-person training session will be conducted prior to the launch of the website to orient the Secretariat on its functionality and use.
- One virtual training session will take place four months after the website launch to address any updates, enhancements, or additional learning needs.
- One in-person session will take place before contract ends, to hand over the website and domain to the Secretariat.

The sessions will be organised by GIZ.

Furthermore, the consultant will be required to backstop and support the SAA secretariat IT team regularly upon request. These engagements will be virtual.

[P+R Rule 566 Ensuring standards for sustainable event management](#)

7. Inputs of GIZ or other actors

GIZ and/ SAA interim secretariat are expected to make the following available:

- SAA interim secretariat to provide content for the website

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 5 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.