

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

CONFIDENTIAL

**Project number/
cost centre:
G-011982-004**

**Tender number
10018102**

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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 and who would alone define the nature of such data and how such processing would be carried out. 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.15

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller. In such cases, the contractor shall comply with the laws and standards applicable to the partner.15

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.15

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government. We work to shape a future worth living in over 120 countries around the world.

The project “Solutions for Land- and Seascape Management in Indonesia (SOLUSI)” aims at developing and deploying an ecosystem approach for land and seascapes in three regions in Indonesia. As such, its focus lies on biodiversity conservation and ecological restoration, including efforts to strengthen the sustained provision of eco-system services, strengthen blue and green economies as pathways to sustainable development, including agroforestry, aquaculture, and the promotion of ecotourism. SOLUSI promotes enhanced climate-resilient livelihoods through public-private-community partnership (PPCP), policies, and investments and facilitates learning among partner provinces and scaling-up to others using an inter-provincial knowledge sharing platform. This project is a partnership between the Government of Germany (BMUV) and the Government of Indonesia (BAPPENAS) and will be implemented by a consortium consist of GIZ, ICRAF, SNV, and Yayasan KEHATI Indonesia.

One of the project outputs is support for the establishment of a Land- and Seascape (LaS) Planning Laboratory at the subnational level, integrating climate resilience, biodiversity, and development objectives. In this context, SOLUSI foresees activities related to the inventory and mapping of plantations and the strengthening of farmer institutions at the field level.

The assignment will be implemented in selected intervention areas in Central Sulawesi Province and will focus on three commodity clusters: cocoa associated with Tomado Village (Lindu Sub-District, Sigi District), coffee associated with Puroo Village (Lindu Sub-District, Sigi District), and coconut associated with Tolongano Village (Banawa Selatan Sub-District, Donggala District). While the primary reference points are the above-mentioned villages, the scope of data collection shall not be limited strictly to administrative village boundaries. Smallholders residing in the target villages whose plantation plots are located in surrounding villages shall also be included in the survey and spatial mapping activities. To enhance income opportunities for farming communities while supporting forest protection efforts, there is a need for systematic and reliable baseline data on plantation-based commodities and associated farmer institutions at site level. Currently, such data is limited or unavailable, and local stakeholders lack the capacity to independently collect and manage this information. The services to be procured under these Terms of Reference aim to generate comprehensive baseline data through the assessment and mapping of plantations and the farmer institutions, and to support increased participation of smallholders in market-oriented and sustainable value chains. The assignment is expected to contribute to more efficient, inclusive, and sustainable business models aligned with the objectives of the SOLUSI project.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Inception and Methodological Preparation

- Review the Terms of Reference, relevant project documents, and applicable national guidelines and standards.
- Develop an inception report outlining the proposed methodology, work plan, team roles, data collection approach, quality assurance measures, and risk mitigation strategy.

- Design integrated data collection tools, ensuring clear separation between socio-economic farmer data and spatial farm-level data, while maintaining a common identification system.
- Ensure that all tools and methods comply with applicable Ministry of Agriculture data requirements, spatial data standards, and ethical principles, including informed consent and data protection.

2. Farmer and Household Baseline Survey

- Identify and register potential smallholder participants in coordination with village authorities and relevant local stakeholders in the selected commodity clusters, including the farmers residing in the target villages and those functionally linked through plantation plots located in surrounding villages within the same sub-district. For cocoa commodities, smallholders living in Tomado but whose farmland in Olu Village and other adjacent areas within the same sub-district shall be included. For coffee commodities, smallholders living and farming in Puroo village shall be included. For the coconut commodity, smallholders residing in and cultivating coconut plantations within surrounding villages connected to the Tolongano area shall be included, where relevant to understanding production linkages and local supply chains.
- The inclusion of surrounding areas shall be limited to plantation plots that are functionally linked to the identified commodity clusters and shall be defined and agreed upon during the inception phase.
- Conduct a farmer and household baseline survey covering demographic, socio-economic, livelihood, institutional, and land access information, based on approved data collection tools.
- Obtain and document informed consent from all participants prior to data collection, in accordance with applicable data protection requirements.
- Assign a unique identification code to each participant to ensure traceability and linkage across datasets.
- Compile, clean, and validate the baseline farmer dataset and prepare a descriptive summary of key socio-economic characteristics and institutional conditions.

3. Plantation Spatial Survey and Mapping

- Conduct field-based spatial surveys of plantation plots associated with the identified participants, including ground verification of land use and boundaries.
- Collect geospatial data and delineate plantation polygons using appropriate GPS and GIS tools.
- Verify plantation locations in relation to land-use classifications, including indicative screening of plots located inside or outside forest and conservation areas, in accordance with prevailing regulations.
- Produce GIS-based outputs, including polygon shapefiles and attribute tables, ensuring linkage to the corresponding farmer identification codes.
- Organize and segregate spatial, socio-economic, and institutional datasets to facilitate analysis, reporting, and future use.

4. Data Quality Assurance and Compliance

- Conduct internal data quality checks to ensure completeness, consistency, and accuracy of both survey and spatial datasets.

- The contractor shall be responsible for managing the enumerators engaged in the assignment.
- Ensure that agricultural and plantation-related variables meet the minimum data standards and information requirements of the Ministry of Agriculture and are compatible with national spatial data systems.
- Address identified data gaps or inconsistencies in coordination with the SOLUSI consortium prior to finalization.

5. Baseline Analysis and Institutional Assessment

- Analyze and synthesize the validated datasets to develop a baseline overview of plantation characteristics, socio-economic conditions, and the status of farmer institutions in the intervention areas.
- Identify key constraints, opportunities, and priority areas relevant to strengthening farmer institutions and improving participation in sustainable value chains.
- Ensure that gender equality and social inclusion considerations, also Indigenous People and Local Community are integrated into the analysis and recommendations.

6. Program-level risk and impact analysis (Safeguards, GEDSI, and Indigenous Peoples)

- Identification of potential different risks and impacts on women, men, marginalized groups, and Indigenous Peoples and Local Communities
- Initial screening of risks relevant to safeguard requirements

7. Conduct consultations with relevant stakeholders at village and district levels to validate findings and collect inputs and recommendations for the formulation of the management plan and overall documentation.

8. Prepare and submit the final technical document on inventory and mapping of plantation commodities and strengthening of farmer institutions, including digital and printed outputs.

9. Coordination, Reporting, and Progress Updates

- Prepare and submit bi-weekly progress reports outlining activities undertaken, challenges encountered and planned next steps.
- Participate in bi-weekly coordination and progress update meetings with the SOLUSI consortium.

10. The contractor provides all necessary equipment and supplies (consumables) and assumes the associated operating and administrative costs.

11. The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

12. Ensure that all activities and outputs are designed and implemented in a manner that does not result in adverse impacts on gender equality and social inclusion, and that relevant considerations are reflected in the analysis and documentation.

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance	Estimated Payment
<u>OUTPUT 1: Inception Report</u> <ul style="list-style-type: none"> • Methodology and work plan • Review and analyse the materials, policies, and studies relevant to the assignment • Data collection tools (survey questionnaires and spatial mapping approach). Compliance with national agricultural data standards and spatial data requirements. • Data management, quality assurance, and risk mitigation measures • Bi-weekly progress update to consortium in PPT or Word format 	06 July 2026	Presented and approved by GIZ	Interim payment 1, after approved of output 1
<u>OUTPUT 2: Validated Baseline Farmer Dataset and Plantation Spatial Data</u> Draft of identified result of Assessment and Mapping of Commodities Plantation and Farmer Institutions <ul style="list-style-type: none"> • Chapter on background • Chapter on Farmer and Household Baseline Survey • Chapter on Plantation Spatial Survey and Mapping • Chapter on institutional assessment, GEDSI analysis, planning strategy and recommendations • Bi-weekly progress update to consortium in PPT or Word format 	21 August 2026	Presented and approved by GIZ	Interim payment 2, after approved of output 2
<u>OUTPUT 3: Final Analysis, Documentation, and Reporting</u> Submission of final technical document and complete set of deliverables, including: <ul style="list-style-type: none"> • Final report (digital and hard copy) • GIS datasets (shapefiles, maps) • Databases and metadata • Summary presentation of findings 	11 September 2026	Presented and approved by GIZ	Final payment, after approved of final report.

Bi-weekly final progress update to consortium in PPT or Word format			
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Period of assignment: from **24 June** until **09 November 2026**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

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

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

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

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

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

Project management of the contractor (1.6)

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

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

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

- Provide overall technical and managerial leadership for the assignment, including planning, coordination, and supervision of all experts and field staff.
- Lead the development of the inception report, methodology, work plan, and data collection framework, ensuring compliance with the Terms of Reference, national guidelines, and GIZ standards.
- Oversee implementation of both the farmer baseline survey and plantation spatial mapping stages, ensuring quality, coherence, and timely delivery of outputs.
- Coordinate with the SOLUSI consortium, relevant stakeholders, and local authorities, and represent the contractor in technical and coordination meetings.
- Lead the analysis and synthesis of survey, spatial, and institutional data and ensure integration of gender equality and social inclusion considerations.
- Lead the preparation and finalization of all technical reports, deliverables, and presentations under the assignment.
- Personnel management, identifying the need for assignments within the available budget, as well as planning and steering the implementation of the activities.
- Regular reporting in accordance with deadlines.
Support administrative, financial, and logistical processes related to the assignment.

Qualifications of the team leader

- Education/training (2.1.1): master's degree in forestry, agriculture, biology, natural resources.
- Language (2.1.2): B2-level language proficiency in English
- General professional experience (2.1.3): 5 years of professional experience in the forestry, agriculture extension, rural development sector, smallholders mapping, land management, spatial planning.
- Specific professional experience (2.1.4): 5 years in policy development, institutional strengthening, multi-stakeholder coordination, or integrated land use planning.
- Leadership/management experience (2.1.5): 7 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 Sulawesi Island, of which 2 years in projects in Central Sulawesi Province.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in development cooperation projects
- Other (2.1.8): *not applicable*

Key expert 1: GIS specialist (1 person)

Tasks of key expert 1

- Design and implement the spatial data collection methodology for plantation mapping, including GPS-based polygon delineation and field verification procedures.
- Train and technically supervise enumerators and field staff in the collection of accurate geospatial data and proper use of GPS and mapping tools.
- Conduct quality control and validation of spatial datasets, ensuring accuracy, consistency, and compliance with national spatial data standards.
- Produce GIS-based outputs, including cleaned polygon shapefiles, attribute tables, maps, and spatial analyses linked to farmer identification codes.
- Support spatial analysis related to land use, plantation distribution, and indicative screening of plots in relation to forest and conservation areas.
- Contribute technical inputs to baseline analysis, reporting, and visualization of results for the final documentation.
- Support the Team Leader in preparing progress updates, baseline analysis sections, and relevant inputs for the final technical report.
- Support administrative, financial, and logistical processes related to the assignment.

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's degree in in the field of geography, agriculture, forestry/biology.
- Language (2.2.2): A2-level language proficiency in English
- General professional experience (2.2.3): 5 years of professional experience in the forestry, agriculture extension, rural development sector, smallholders mapping, land management, spatial planning
- Specific professional experience (2.2.4): 5 years of professional experience in field-based technical assistance to smallholders, participatory land use planning, spatial mapping, and GIS tools processing.
- Leadership/management experience (2.2.5): *not applicable*
- Regional experience (2.2.6): 3 years of experience in projects in Sulawesi Island and/or Central Sulawesi Province.
- Development Cooperation (DC) experience (2.2.7): *not applicable*
- Other (2.2.8): Demonstrated ability to engage with farmers and local institutions in a participatory manner and familiar with working alongside stakeholders such as village community, local governments, or private sector.

Key expert 2: Socio-Economic Specialist (1 person)

Tasks of key expert 2

- Design, adapt, and support the implementation of socio-economic and institutional data collection tools for the farmer and household baseline survey, in coordination with the Team Leader.
- Train enumerators and field staff on survey objectives, questionnaire content, interview techniques, ethical considerations (including informed consent), and data quality standards.
- Supervise socio-economic interviews with selected smallholders, ensuring accurate data collection, proper explanation of questionnaires, and completeness and consistency of responses.

- Collect and validate data related to household livelihoods, farming practices, land access arrangements, institutional membership, and key socio-economic challenges and opportunities.
- Support participatory engagement with farmers, farmer groups, village authorities, and other relevant local stakeholders during data collection and consultation processes.
- Contribute to the analysis and interpretation of baseline socio-economic data and institutional conditions to inform recommendations for strengthening farmer institutions and a simple risk and impact analysis considering gender and social inclusion (with specific concern on Indigenous People).
- Ensure that gender equality and social inclusion considerations are adequately integrated into data collection, analysis, and reporting.
- Support the Team Leader in preparing progress updates, baseline analysis sections, and relevant inputs for the final technical report.
- Support administrative, financial, and logistical processes related to the assignment.

Qualifications of key expert 2

- Education/Training (2.3.1): Bachelor's degree in socio-economics, rural development, agriculture, sociology, development studies.
- Language (2.3.2): A2-level language proficiency in English
- General Professional Experience (2.3.3): 5 years of professional experience in rural development, agriculture and plantation-based livelihoods, community development, or smallholder-focused programs.
- Specific Professional Experience (2.3.4): 5 years of experience in conducting field-based socio-economic surveys, household assessments, participatory rural appraisal, and analysis related to farmer institutions or producer organizations.
- Leadership/Management Experience (2.3.5): *not applicable*
- Regional Experience (2.3.6): 3 years of experience working on projects in Sulawesi Island and/or Central Sulawesi Province.
- Development Cooperation (DC) Experience (2.3.7): *not applicable*
- Other (2.3.8): Demonstrated ability to engage effectively with smallholder farmers and local institutions using participatory approaches, and familiarity with working alongside village communities, local government authorities, and/or private sector actors.

Key Expert 3: Project Officer for Administration (1 person)

Tasks of key expert 3

- Arrange all gatherings, meetings, interviews, FGDs, workshops, including ensuring the attendance and participation of key stakeholders and logistics arrangement
- Manage all administrative aspects of conducting all activities from end to end
- Manage other administrative tasks including constructing all documentations and evidence documents as well as reports for GIZ and other stakeholders as needed

Qualifications of key expert 3

- Education/training (2.4.1): Bachelor's degree in the field of environment, administration.
- Language (2.4.2): A2-level language proficiency in English
- General professional experience (2.4.3): 2 years in the development sector
- Specific professional experience (2.4.4): 2 years' experience in supporting project management
- Leadership/management experience (2.4.5): *not applicable*

- Regional experience (2.4.6): 2 years of experience working on projects in Sulawesi Island and/or Central Sulawesi Province.
- Development Cooperation (DC) experience (2.4.7): *not applicable*
- Other (2.4.8): strong communication skills, coordination skills, administrative skills, and interpersonal skills

Soft skills of team members

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

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

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country.

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
Designation of TL/key expert:				Output/Deliverable based
Team Leader	1	30	30	
Key Expert 1	1	30	30	
Key Expert 2	1	30	30	
Key Expert 3	1	25	25	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				
Travel Days	Up to 8 days	4	32 days	Lumpsum 2 trips to Sigi (each trip: 2 travel days) 2 trips to Donggala (each trip: 2 travel days)
Full Days	Up to 10 days	4	40 days	Lumpsum 2 trips to Sigi (each trip: 3 full days, 2 nights) 2 trips to Donggala (each trip: 2 full days, 1 night)
Overnight allowance in country of assignment	Up to 14 nights	4	56 days	Subject to production of evidence 2 trips, @4 nights 2 trips, @3 nights GIZ travel regulation
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	2	4	8	2 round-trips economy flight to and from Palu City, 4 persons, if applicable
CO₂ compensation for air travel	1	-	1 package	A fixed budget of IDR3.000.000,00 is earmarked for settling carbon offsets against evidence .

Travel expenses (train, car) <ul style="list-style-type: none"> • Car rental <ul style="list-style-type: none"> - at Sigi - at Donggala 	Up to 18 days	1	18 days	Subject to production of evidence 1 unit car for 2 trips @ 5 days, for 4 Persons 1 unit car for 2 trips @ 4 days, for 4 Persons
Other costs	Quantity	Unit	Total	Comments
Workshops <ul style="list-style-type: none"> - at Puroo village, Sigi - at Tomado village, Sigi - at Tolongano village, Donggala 	2 2 2	1 1 1	2 2 2	The budget contains the following cost items: - two workshops per village (total 6 workshops for 3 villages) - meeting package and venue for up to 60 participants for each workshop (@100.000) - transportation for 60 participants (@100.000) - venue & service fee (@500.000) Lumpsum based on performance
Subcontracts Enumerator services	Up to 600	1	600 completed questionnaires	The budget contains the following cost items: Enumerator services: payment per completed and validated questionnaire, inclusive of enumerator fees, transportation, accommodation, and all related costs. Subject to approval of completed questionnaire. Minimum 60% (360 completed questionnaire within the timeframe), up to 600 questionnaires. Subjected to evidence
Other Costs: Printing and Stationary	1 package	1 package	1 package	Lumpsum
Flexible remuneration	1	1	1	A budget of IDR30.000.000,00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written

				approval from GIZ and subjected to evidence.
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Workshops, events and trainings

The contractor implements the following workshops:

Item	Description
Number of villages	3 villages (Tomado, Puroo, Tolongano)
Workshops per village	2 workshops
Total number of workshops	6 village-level workshops
Workshop types	(Workshop 1) Introductory & Orientation Workshop (Workshop 2) Results Dissemination & Validation Workshop
Format	In-person, village-level
Duration	Full day
Location	Village-level venue
Participant	Up to 60 participants per village

- The contractor shall be responsible for organizing the workshop, including booking the venue, distributing invitations, arranging basic catering (2 times snacks and 1 time lunch), preparing materials, and facilitating the sessions.
- The workshop budget shall include all associated costs (venue, catering, materials, facilitation, travel expenses of participants). Travel expenses of participants shall be reimbursed following GIZ regulation.

Please describe in your concept how you implement the minimum standards specified above.

6. 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 10 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 to 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.

7. Data Protection

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 and who would alone define the nature of such data and how such processing would be carried out. 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.

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