

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

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<b>Consultancy for the Design and Implementation of an AI forcast centre: Professionals Program</b>	<b>Project number/ G-018082-001</b>
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## **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 Private Sector and Innovation Support (PSInno) programme is an innovation-driven project commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with national partners in Ghana.

PSInno aims to strengthen Ghana's private sector competitiveness and innovation capacity by supporting the development and adoption of digital and technology-driven solutions across the digital and agri-business ecosystems. The programme contributes to inclusive economic transformation by enabling startups, SMEs, public institutions, and intermediary organisations to innovate, improve productivity, and create sustainable employment opportunities, with particular attention to young people, women, and actors in northern Ghana.

The project works across three interconnected areas: strengthening innovation ecosystems and institutional capacities; supporting agric SMEs and startups to develop and test technology-based products, services, and business models; and expanding digital competencies to improve employability and economic participation. Through targeted interventions, PSInno promotes science-to-business collaboration, technology transfer, and the introduction of innovation support mechanisms that connect research institutions, industry, and markets.

### **The Digital Skills Landscape in Ghana:**

Ghana's digital skills ecosystem has seen significant investment in recent years, with various government, private sector, and development partner initiatives focused on building foundational digital competencies. While these efforts have successfully increased access to training, critical gaps persist across the skills spectrum:

**For Entry-Level Participants:** A disconnect between basic skills acquisition and actual labour market outcomes. Many possess foundational digital knowledge but lack clarity on viable career pathways, practical work experience, and linkages to employers or income opportunities.

**For Mid-Level Professionals:** Limited access to specialized training that enables career advancement. Employed professionals seeking promotions or higher-value roles lack structured pathways to acquire in-demand AI skills that would increase their market competitiveness.

**For Technical Professionals:** Few opportunities for AI specialization: software developers, designers, content creators, and other technical workers need to integrate AI tools into their workflows to remain competitive but lack targeted upskilling programmes with employment outcome focus.

### **Strategic Positioning:**

This intervention is designed to complement, not duplicate existing digital skills initiatives by serving multiple segments across the skills spectrum:

**For Entry-Level Participants:** The employment acceleration phase after foundational training, providing work experience, employer linkages, and structured pathways from skills to income.

**For Professionals:** The advancement enabler, offering specialized AI skills that translate directly to promotions, role expansion, and increased earning potential.

**For Technical Specialists:** The competitive edge, providing AI tool mastery that makes developers, designers, and creatives highly sought-after in local and global markets.

Rather than adding to the volume of basic digital training, this programme addresses critical gaps through:

**Outcome-orientation:** Measuring success by jobs created, income generated, and employment advancement, not just certifications issued.

**Specialized pathways:** Focusing on emerging AI-enabled opportunities and high-value niches rather than saturated markets

**Multi-level entry:** Serving participants from foundational digital literacy to technical expertise, with pathway-specific requirements

**Work integration:** Embedding real work experience and portfolio building during (not after) training

**Verified outcomes:** Tracking and validating employment results for minimum 6 months (new jobs, freelance income, promotions, productivity gains).

This represents a shift from traditional training models to a market-driven, outcome-oriented approach where skills development is directly and measurably linked to employment creation, career advancement, and income generation.

## 1.1 Objective of the Consultancy

The objective of this consultancy is to design and implement an AI for Professionals Programme that delivers measurable employment and income outcomes for Ghanaians across the skills spectrum: from those with foundational digital literacy to technical professionals seeking AI specialization, through strategic, AI-enabled career pathways that complement existing digital skills initiatives in Ghana's ecosystem.

The programme will:

- Assess the digital skills ecosystem to identify gaps, opportunities, and areas where this programme can add unique value without duplicating existing efforts
- Identify and validate high-potential AI-enabled employment pathways that serve multiple skill levels: entry pathways for those with basic digital literacy, and specialization pathways for technical professionals
- Design and deliver practical, short-cycle (maximum 3 months) training programmes per pathway with emphasis on employment outcomes (new jobs, promotions, income increases), not just skill acquisition
- Integrate real work experience, income-generating opportunities, and employer linkages throughout the training period
- Track and demonstrate measurable outcomes across beneficiary segments:
  - New employment: Jobs secured by unemployed/underemployed participants
  - Career advancement: Promotions, role expansion, or productivity improvements for employed professionals
  - Income generation: Freelance income or salary increases achieved
  - Specialization premium: Evidence of increased market value through AI expertise
- Position the programme strategically to serve as:
  - Employment acceleration for foundational participants
  - Career advancement enabler for employed professionals
  - Competitive edge provider for technical specialists

## 1.2 Program Components

### A. Labour Market Analysis and Pathway Identification

The consultant will conduct an analysis to identify job profiles that benefit from AI tools, and current and emerging AI-enabled job and income pathways relevant to Ghanaian youth. This must include stakeholder consultations (employers, platforms, startups, SMEs), review of global freelance platforms, and validation of demand (local and international).

The consultant must identify and justify:

1. One Mandatory Pathway (AI for Creatives): Focus on audiovisual, content creation, and digital media sectors. Consultant must identify how AI tools enhance video production, graphic design, content creation, and storytelling, and must complement PSInno's ongoing work in the audiovisual sector (the project is currently designing a program for creatives in the audiovisual sector. Hence, this component of the program must factor such beneficiaries).

2. Three Additional Pathways: Proposed and justified based on demonstrated demand, accessibility for youth, and potential for income generation within 3-6 months. Each pathway must define: types of roles, required skill levels, expected income ranges, tools and platforms used, etc.

### B. Programme Design (Per Pathway)

The consultant will design a maximum 3-month structured programme per pathway with:

- Weekly breakdown of modules with clear learning objectives
- Balance of theory (20-30%) and practical work (70-80%). Classroom learning/training sessions should not exceed 10 hours per week to allow for the participation of employed professionals
- Work integration model (real client projects, freelance opportunities, simulations)
- Portfolio development framework
- Employment pathway strategy (job placement, freelance facilitation, entrepreneurship support, etc)
- Inclusion strategy (women, Northern Ghana, accessibility considerations)

### C. Recruitment and Selection

The consultant will design and execute a national recruitment strategy to enroll a minimum of 120 participants across all pathways (minimum 30 per pathway), ensuring at least 40% female participation, Northern Ghana representation and consideration for persons with disabilities.

### D. Programme Implementation

The contractor will deliver training sessions (online and/or in-person), facilitate hands-on learning, and ensure consistent participant engagement through attendance tracking, participant progress monitoring, real-time feedback mechanisms, and retention rate.

### E. Work Experience & Job Linkages

The consultant must secure partnerships with private sector and relevant employment avenues to facilitate real client projects during training, freelance opportunities (platform onboarding and support), job placements (target 3-month post-programme support)

### F. Monitoring, Evaluation, and Outcome Tracking

The consultant must track and verify outcomes across all participant segments:

For Unemployed/Underemployed Participants: - New employment through full-time or part-time jobs - Freelance outcomes: actively generating freelance income

For Employed Professionals: - Career advancement: through promotions, role expansion, or new responsibilities, significant income or salary increase or higher freelance rates, productivity gains through documented improvements in work efficiency and output quality.

For Technical Professionals: - Specialization premium: Evidence of increased market value (higher rates, premium clients, job offers) - Portfolio enhancement: Integration of AI tools into professional work with measurable quality/speed improvements

Cross-Cutting Metrics: - Sustainability: ≥70% still actively using AI skills in their work 6 months post-programme - Skill application: ≥80% report regular use of AI tools in employment or freelance work - Employer/client satisfaction: ≥80% of employers/clients report improved performance from programme participants

### 1.3 Target Beneficiaries:

This programme serves multiple beneficiary segments across the digital skills spectrum, from those with foundational competencies to technical professionals seeking AI specialization:

Primary Target Groups:

1. Young Professionals Seeking Employment (18-35 years):
  - Those with basic-to-intermediate digital literacy seeking career entry
  - Graduates of foundational digital skills programmes needing structured employment support
  - Youth who have completed coding/tech training but struggle to translate skills into income
2. Employed Professionals Seeking Career Advancement:
  - Currently employed individuals seeking promotions or role expansion through AI skills
  - Professionals wanting to transition into higher-value, AI-enabled positions
  - Those seeking to increase their market value and income potential
  - Freelancers wanting to expand service offerings and command premium rates
3. Technical Professionals Seeking Specialization:
  - For example Graphic designers, video editors, and content creators seeking AI-augmented capabilities
  - Or Software developers wanting to integrate AI tools into their development workflow
  - Data analysts looking to leverage AI for advanced analytics
  - Digital marketers wanting to master AI-powered marketing tools
  - Any technical professional seeking to become highly sought-after through AI expertise

Beneficiary Demographics:

- Age: 18-35 years
- Foundational requirement: Functional digital literacy (can use computers, internet, basic software) OR existing professional/technical skills
- Clear career goals aligned with chosen pathway
- Commitment to programme duration and employment outcome objectives
- Available for full programme participation (in-person and/or online components)
- Geographic & Inclusion Targets: significant female and Northern Ghana (Northern, Upper East, Upper West Regions) representation, consideration for persons with disabilities - Mix of urban and peri-urban participants

Note: The programme is designed to serve participants at different skill entry points depending on pathway. Some pathways may require foundational digital skills only, while others may target those with existing technical expertise seeking AI specialization. Pathway design (Work Package 2) will specify entry requirements per pathway.

## 2. Tasks to be performed by the contractor

The consultant is expected to perform the following tasks along with associated deliverables:

### Work Package 1: Labour Market Analysis and Pathway Identification

The consultant will conduct comprehensive research to identify and validate four AI-enhanced employment pathways while assessing the existing digital skills ecosystem to ensure strategic complementarity and unique positioning.

#### A. Ecosystem Assessment (Required First Step)

Before identifying specific pathways, the consultant must conduct a thorough assessment of Ghana's the AI skills landscape to inform strategic positioning:

1. Map Existing AI Skills Initiatives:
  - Inventory current government, private sector, and development partner programmes focused on digital/tech skills training programs that could be foundational for this AI skills program.
  - Document their focus areas (e.g., coding, web development, data science, cybersecurity, AI)
  - Assess their scale, target beneficiaries, geographic coverage, and delivery models
  - Review available data on their outcomes and employment linkages (if any)
2. Identify Market Gaps and Opportunities:
  - Which skills areas are already well-served by existing programmes?
  - Which technical skills are becoming oversaturated in the Ghanaian job market?
  - Where are the underserved niches and emerging opportunities that existing programmes don't address?
  - What critical "next steps" do existing programmes NOT provide (e.g., employment support, work experience, income generation)?
3. Strategic Differentiation Analysis:
  - How can this programme add unique value to the ecosystem without duplication?
  - What beneficiary segments are underserved by current initiatives (e.g., those with foundational skills who need employment acceleration)?
  - Which pathway types would complement rather than compete with existing efforts?
  - What can PSInno offer that positions it as the "employment phase" after foundational training?

#### B. Labour Market Research (Informed by Ecosystem Analysis)

Building on the ecosystem assessment, the consultant will identify AI-enabled employment pathways that:

- Fill gaps not adequately addressed by existing programmes
- Focus on employment/income outcomes, not just skill acquisition
- Target emerging or undersaturated market opportunities
- Leverage AI as a differentiator from traditional digital skills training

Research Requirements:

- Minimum 20 stakeholder interviews with relevant actors including employers, freelance platforms, startups, SMEs , etc.
- Include consultations with representatives from other digital skills initiatives to understand their focus and identify complementary opportunities
- Minimum 3 focus group discussions with young people (6-8 participants each)
- Minimum 5 expert consultations including training providers, business associations, and sector specialists



- Review of global freelance platforms and remote work trends
- Job posting analysis with attention to market saturation vs. demand
- Identification of entry-level vs mid-level opportunities

#### Deliverables:

- Inception report with research methodology, work plan, and stakeholder engagement strategy
- Ecosystem Assessment Report documenting: Inventory of existing digital skills initiatives in Ghana, Analysis of market gaps and saturation risks, Strategic positioning recommendations for PSInno programme, Opportunities for complementarity and differentiation
- Labour Market Analysis Report covering: Overview of AI-enabled job landscape in Ghana (informed by ecosystem analysis), Demand analysis (local vs global markets), Pathway selection rationale with evidence showing how pathways complement existing initiatives, Risk assessment per pathway (including competition/saturation risks), Explicit articulation of programme's unique value proposition
- Pathway Framework Document detailing: Description of each pathway (AI for Creatives + 3 others) with differentiation rationale, Skills required and competency levels, Tools and platforms, Entry points and income potential, How each pathway fills a gap in the current ecosystem.
- Presentation to GIZ team with findings, strategic positioning recommendations, and pathway proposals
- Revised pathway document incorporating GIZ feedback

Approval from GIZ is required before proceeding to Work Package 2.

### Work Package 2: Programme Design

The consultant will design complete, implementation-ready programmes for all four validated pathways. Deliverables (per pathway):

- Programme Design Document including: Curriculum structure with weekly modules, Skills framework (beginner to intermediate competency levels), Work integration framework, Portfolio development requirements, Employment pathway strategy, Inclusion strategy for women and Northern Ghana
- Detailed Curriculum with: Learning objectives per module, Training materials outline, Assessment tools
- Training Materials: Presentation slides, Handouts and workbooks, Exercise briefs, Video tutorials,
- Employment Linkage Strategy: List of minimum 10 employer partners per employment-focused pathway, Partnership MOU templates, Freelance platform guides and onboarding materials
- M&E Framework with KPIs, data collection tools, and reporting templates

### Work Package 3: Recruitment and Selection

The consultant will execute a national recruitment campaign, in accordance with GIZ guidelines, to identify and enroll participants, with strategic outreach positioning this programme as the “employment acceleration phase” that complements foundational digital skills training.

#### Recruitment Strategy Requirements:

The consultant must develop outreach that targets young people with basic-to-intermediate digital skills seeking employment support, positions the programme as the “next step” for those who have completed foundational tech training elsewhere, establishes partnerships or



communication channels with other digital skills initiatives to identify potential participants, emphasizes the programme's unique value proposition and employment outcomes, work experience, and income generation (not just certification), reaches both urban and rural youth, with particular attention to Northern Ghana. Ideally incentives can be identified that ensure that participants have their own "skin in the game". The contractor must also develop a mechanism for ensuring retention and at least a 95% completion rate.

#### Deliverables:

- Recruitment Strategy document including outreach plan and channels, strategic positioning messaging (how programme complements ecosystem), partnership approach with other training providers (if applicable), targeted communication for different beneficiary segments
- Marketing Materials: Programme brochure clearly articulating unique value proposition, application guide, social media graphics and copy emphasizing employment outcomes promotional video (2-3 minutes), application platform
- Selection Tools: Selection criteria and rubrics, digital literacy assessment, interview guides, pathway fit assessment, applicant database with all applicants, scores, demographic data, and source (e.g., other programme graduate, direct applicant), final participant list (minimum 120 participants) with demographic breakdown: gender, geographic location, persons with disabilities, etc. Selection panel will constitute representation from GIZ and the consulting agency.
- Recruitment Report summarizing process, challenges, demographics achieved, and analysis of participant sources

All communication materials must be developed in accordance with GIZ's guidelines and with approval from the communications department of GIZ

#### **Work Package 4: Programme Implementation**

The consultant will deliver all four pathway programmes to participants.

Implementation Schedule: The consultant may propose sequential (one pathway at a time) or parallel (2+ pathways simultaneously) delivery, with adequate team capacity demonstrated. This must be done with consideration for the contract start and end date.

#### Deliverables (ongoing throughout implementation):

- Business Diagnostic Report for each participant (pre-programme assessment)
- Training Materials (finalized versions)
- Session Recordings (where required)
- Mid-Programme Review Report (at midpoint of each pathway) with attendance report, participants' progress, and feedback summaries.
- Programme Completion Report (end of each pathway) including participant demographics and retention, learning outcomes achieved, portfolio showcase, employment outcomes to date, lessons learned

#### **Work Package 5: Work Experience and Job Linkages**

The consultant will establish and manage partnerships for work integration and employment outcomes.

#### Deliverables:

- Partnership Prospectus for employer engagement
- Employer Partnership List (minimum 10 per employment-focused pathway)
- Signed MOUs with employer partners

- Freelance Platform Strategy Guide
- Client Project Database (all projects used in programme)
- Job Placement Tracker (updated weekly):
- Employment offers, Internship placements
- Salary ranges (where available)
- Freelance Income Tracker (updated weekly):
- Platform gigs secured
- Income generated
- Client ratings
- Post-Programme Support Plan (minimum 3-month support)

## Work Package 6: Monitoring, Evaluation, and Outcome Tracking

- Develop an M&E strategy plan: GIZ will provide the contractor an M&E framework, which should be considered when developing the M&E strategy plan. The plan must be approved by GIZ at the start of the project.
- Provide continuous monitoring reports: Regular reports that provide an update on the progress of the contractor's activities and the status of the events preparation.
- Submit final reports for each work package when each work package is completed.
- Develop a final evaluation report: A comprehensive report providing an overall assessment of the implementation of this contract. This report should provide evidence of the achievement of the contract objectives and indicators. The report will also include recommendations, lessons learned and a Scaling Proposal, ie how to replicate this program for a larger target e.g 1000 beneficiaries.

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

Milestones	Deadline
Technical Kick-off meeting	August 2026
Labour Market Analysis and Pathway Identification	August 2026
Programme Design for all pathways	August 2026
Recruitment and Selection	August - September
Implementation	September - December 2026
Finalization and Reporting	January – February 2027

Period of assignment: from 1<sup>st</sup> August 2026 to 28<sup>th</sup> February, 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 **Error! Reference source not found.** (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 6**), 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.

- Regular reporting in accordance with deadlines

#### Qualifications of the team leader

- Education/training (2.1.1): Advanced University degree in Digital Technology or a related field.
- Language (2.1.2): C1-level language proficiency in English.
- General professional experience (2.1.3): 7 – 10 years' experience in digital technology program design and implementation, project management, preferably in the technology policy space.
- Specific professional experience (2.1.4): 5 - 7 years of professional experience in managing Artificial Intelligence-related programs, and implementing training programs.
- Leadership/management experience (2.1.5): 6 - 7 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 7 years of experience in projects in Africa, of which 5 years in projects in Ghana.
- Development cooperation (DC) experience (2.1.7): 3 -4 years of experience in DC projects

### **Key expert 1: Labour Market and Employment Pathway Specialist**

#### Tasks of Labour Market and Employment Pathway Specialist

- Lead labour market analysis and pathway identification
- Conduct stakeholder consultations and research
- Validate pathway demand and income potential
- Develop pathway frameworks and recommendations
- Support employment linkage strategy
- Develop and manage employer partnerships
- Facilitate job placements and related linkages
- Coordinate freelance platform onboarding
- Manage work integration activities
- Track employment and income outcomes

#### Qualifications of Labour Market and Employment Pathways Specialist

- Education/training (2.2.1): Advanced degree in Business Administration, Human Resource, or a related field.
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 – 10 years' knowledge and expertise in business development, partnerships, or employment services
- Specific professional experience (2.2.4): 3-5 years in job placement or employer engagement. Demonstrated connections with Ghana's private sector and industries for employment.
- Leadership/management experience (2.2.5): 3 – 5 years' of employment management experience
- Regional experience (2.2.6): 5 years of experience in projects in Africa, of which 3 years in projects in Ghana.
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

### **Key expert 2: AI and Digital Skills Training Specialists (2)**

#### Tasks of AI and Digital Skills Training Specialists

- Design curriculum and training materials for all pathways
- Identify and validate AI tools relevant to each pathway
- Train trainers and facilitate all related sessions.

- Develop work integration frameworks
- Support portfolio development

#### Qualifications of AI and Digital Skills Training Specialists

- Education/training (2.2.1): Degree in Computer Science, Digital Media, Education Technology, or related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 - 10 years in digital skills training or education technology
- Specific professional experience (2.2.4): 5 - 7 years' experience facilitating training in AI tools or emerging technologies, specifically pathway assigned under this program.
- Regional experience (2.2.6): 5 years of experience in projects in Africa, of which 3 years in projects in Ghana.
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

## **5. Costing requirements**

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

Per-diem and overnight accommodation 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 at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport 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 would like 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.

If they cannot be avoided, CO<sub>2</sub> emissions caused by air travel should 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 Team Lead	1	30	30	

Designation of Labour market and Employment Pathway Specialist	1	20	20	
Designation of AI and Digital Skills Training Specialists	2	50	100	
<b>Transport</b>	<b>Quantity</b>	<b>Number per experts / Persons</b>	<b>Total</b>	<b>Comments</b>
Travel expenses (project staff)	4	30	120	Travel within the country of assignment for project staff
<b>Other costs</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
Training related costs:	1	€10,000	€10,000	Please calculate a budget for training related costs taking the following cost items into account: <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Internet data</li> <li>• Online platform subscription</li> <li>• Training materials</li> <li>• Other related costs</li> </ul>
Flexible remuneration	1	€8000	€8000	A budget of EUR 8000 for foreseen flexible remuneration. Please incorporate this budget into the price schedule.  <i>Use of the flexible remuneration item requires prior written approval from GIZ.</i>

## 6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. 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 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.