

Statement of Work (ToR) for the procurement of services below the EU -threshold

CONFIDENTIAL

Consultancy Assignment: To conduct endline and tracer study of Project
ILO Sustaining Competitive and Responsible Enterprises
(SCORE), SME Product Certification Project, Livelihood
Enhancement with NAELP and Piggery for Jobs

number/cost center:
G-011454-005

Tender no.

Under the Special Initiative “Decent Work for a Just Transition”

0.	List of abbreviations	2
1.	Context ³	
2.	Task	Error! Bookmark not defined.
3.	Concept.....	9
	Technical-methodological conception.....	9
	Project Management of the Contractor (1.6).....	10
	Other Requirements (1.7).....	10
4.	Personnel concept.....	10
	Team Leader.....	11
	Key Specialist 1.....	Error! Bookmark not defined.
	KZFK pool with at least , maximum KZFK	Error! Bookmark not defined.
5.	Calculative requirements	12
	Personnel deployment and travel expenses	12
	Sustainability aspects for travel	13
	<i>Alternative for</i> Contracts for work:	Error! Bookmark not defined.
	Workshops and events, education and training	Error! Bookmark not defined.
6.	Contributions from the AG or other stakeholders	Error! Bookmark not defined.
7.	Specifications on the format of the offer	15
8.	Option	15
	Type and scope.....	Error! Bookmark not defined.
	Prerequisites	Error! Bookmark not defined.
	Calculative specifications for the optional services	Error! Bookmark not defined.
	Specifications for the format of the option's offer	Error! Bookmark not defined.
9.	Order processing of personal data	15
10.	Facilities	15

0. List of abbreviations

AG	Client
BMZ	Federal Ministry for Economic Cooperation and Development
CV	Curriculum Vitae
EU	European Union
FK	Specialist
FKT	Skilled Worker Days
GDPR	General Data Protection Regulation
GHS	Ghana Cedis
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GTC	General Terms and Conditions of Contract for the Provision of Services and Works
KZFK	Short-term specialist
MSMEs	Micro, Small and Medium Enterprises
ON	Contractors
SCORE	Sustaining Competitive and Responsible Enterprises

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development and international education. The organisation is committed to building a future worth living around the world by working with partners to develop effective solutions that improve people's living conditions and future prospects in a sustainable manner. GIZ is a public-benefit federal enterprise that supports the German Government and a range of public and private sector clients in diverse areas, including economic development, employment promotion, energy and environment, as well as peace and security.

To promote employment-related investments with companies, the Special Initiative "Decent Work for a Just Transition" (brand name: Invest for Jobs), commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ), partners with reform-oriented African countries and supports efforts to create more, better, and inclusive jobs, thereby improving economic opportunities and future prospects for local populations.

In Ghana, the Special Initiative operates through three key components: Business & Invest, Cluster Approach, and Ghanaian SME (Mittelstand). Under the Business & Invest component, the programme promotes sustainable investments from German and European companies and investors. The Cluster Approach seeks to enhance the economic attractiveness of business locations and industries by supporting industrial parks, improving export opportunities, and addressing investment barriers. The Ghanaian SME (Mittelstand) component focuses on strengthening the SME sector through improvements in the business environment, enhancement of enterprise competitiveness, promotion of advisory and innovative financial services, and increased cooperation between German and Ghanaian companies. Through these pillars, the Initiative contributes to improved economic conditions within targeted clusters, supports sustainable investment, and promotes the creation of decent jobs.

As part of its commitment to promoting development through the creation of sustainable and decent employment opportunities, the programme conducts annual surveys to assess both the quality and quantity of decent jobs created under supported interventions. Specifically, the evaluation will be conducted for the following projects:

- ILO Sustaining Competitive and Responsible Enterprises (SCORE Phase 4)
- SME Product Certification Project
- Livelihood Enhancement with NAELP
- Piggery for Jobs

A. ILO Sustaining Competitive and Responsible Enterprises (SCORE Phase 4)

Micro, Small and Medium-sized enterprises (MSMEs) are essential for job creation and economic development in Ghana. The Registrar General's Department reports that MSMEs constitute 92% of all registered firms. They provide 85% of manufacturing employment and contribute as high as 70% to the country's GDP. Despite their important role, MSMEs have remained less competitive due to a number of reasons. Constraints in the business environment such as poor infrastructure, restrictive regulations and insufficient business support services have limited their growth and transformation. Besides, MSMEs in Ghana operate with high levels of inefficiencies including high cost of production, weak inventory management, and poor workplace safety practices.

It is in this regard that GIZ / Invest for Jobs collaborated with Management Development and Productivity Institute (MDPI) and International Labour Organization to offer support to increase productivity and strengthen competitiveness of SMEs in Ghana through the SCORE methodologies. SCORE training is a practical training and in-factory consulting programme that improves productivity and working conditions of SMEs. SCORE training demonstrates best international practice in the manufacturing and service sectors and helps SMEs to participate in global supply chains. Specifically, the SCORE Training consists of the following five core modules:

- Workplace Cooperation
- Quality Improvement
- Resource Efficiency
- Safety & Health at Work
- Workforce Management

With support from the Special Initiative “Decent Work for a Just Transition” (Invest for Jobs), Deutsche Gesellschaft für Internationale Zusammenarbeit implemented the programme in partnership with MDPI under a grant agreement.

In the first 3 phases of the cooperation between MDPI and GIZ, the SCORE programme in Ghana has trained 404 participating enterprises. In Phase 4, around 110 enterprises were trained, with an estimated additional 109 decent jobs expected to be created and 436 people with improvements in working conditions anticipated. Beyond these indicators, the evaluation will also assess additional outcomes such as productivity improvements, labour turnover, and other enterprise-level performance indicators.

The project will be measured against the following success indicators (Key Performance Indicators), among others:

KPI 1: 109 new jobs (44 women, 11 youth)

KPI 2: 436 people with improved working conditions (174 women, 44 youth)

B. SME Product Certification Project

Under its second component, Ghanaian SME (African Mittelstand), Deutsche Gesellschaft für Internationale Zusammenarbeit / Invest for Jobs implemented the “SME Product Certification Project”. The intervention supported beneficiary SMEs to obtain product certification from the Food and Drugs Authority (FDA) and the Ghana Standards Authority (GSA), while strengthening their readiness for additional certifications such as HACCP and ISO standards.

The project also provided targeted training and advisory services in quality management, standardization, packaging, branding, marketing, Occupational Safety and Health (OSH), and social protection.

The objective of the intervention was to improve market access for participating SMEs and to enhance consumer and buyer confidence in product quality and safety. In doing so, the project

sought to contribute to the creation of decent employment and the improvement of working conditions within beneficiary enterprises.

The project will be measured against the following success indicators (Key Performance Indicators), among others:

KPI 1: 60 new jobs (24 women, 6 youth)

KPI 2: 120 people with improved working conditions (48 women, 12 youth)

C. Livelihood Enhancement with NAELP

The National Alternative Employment and Livelihood Programme (NAELP), under the Ministry of Lands and Natural Resources (MLNR), seeks to provide sustainable employment opportunities for youth and women in mining communities. In line with this mandate, NAELP partnered with AngloGold Ashanti Obuasi Mine (AGAG) to implement a livelihood enhancement initiative in Obuasi focused on skills development and enterprise support for young people.

Through this collaboration, young men and women have been trained in artisanal trades, including welding and fabrication, leatherworks, fashion design, electronics, and electrical installations. In addition, six micro, small, and medium enterprises (MSMEs) in Obuasi have received business development support to strengthen their operations. Beneficiaries have expressed the need for further technical training and start-up equipment, while the MSMEs require additional equipment support to enhance productivity.

A key challenge in Obuasi remains the high youth unemployment rate, driven largely by limited alternative livelihood opportunities outside the mining sector.

Against this background, Deutsche Gesellschaft für Internationale Zusammenarbeit / Invest for Jobs has partnered with NAELP to implement the “Essential Technical Training and Equipment Support for NAELP Livelihood Enhancement Programme”. The initiative targets around 130 artisans previously trained in welding, fabrication, electronics, electricals, leatherwork, and fashion design. It provides advanced business skills training in areas such as digitalization, e-commerce, digital marketing, sales, cooperative formalization, financial literacy, business planning, occupational safety and health (OSH), and social protection.

The programme also includes in-factory coaching and tailored support services for five selected MSMEs, whose representatives participated alongside the artisans in the business skills training. This intervention is designed to enable beneficiaries to establish and grow their enterprises, enhance employability, create decent jobs, and improve working conditions, thereby promoting sustainable livelihoods and economic resilience in Obuasi.

The project will be measured against the following success indicators (Key Performance Indicators):

KPI 1: 130 new jobs (30 women, 20 youth)

KPI 2: 10 people with improved working conditions (2 women, 2 youth)

KPI 3: 130 trained (30 women, 20 youth)

D. Piggery for Jobs

The piggery industry in Ghana plays a significant role in the country's agricultural sector and economy. Piggery, also known as pig farming, involves the rearing and breeding of pigs for various purposes, including meat production, as well as the production of by-products such as manure and biogas. The piggery industry in Ghana has experienced significant growth and development in recent years. It has become an important source of income and livelihood for many individuals and households, particularly in rural areas. The demand for pork and pork products has been steadily increasing, driven by population growth, urbanization, and changing dietary preferences.

Pig farming in the Ashanti Region is characterized by a mix of large-scale commercial farms and small-scale backyard operations. Commercial pig farms employ modern farming practices, including improved breeds, specialized housing, and proper waste management systems.

The Ashanti Region benefits from a robust pig market, with high demand for pork products from consumers, restaurants, hotels, and other food establishments. In addition, the region has well-developed distribution networks that facilitate the timely supply of pork to various markets.

Despite the growth and potential of the piggery industry, several challenges still need to be addressed. Disease control, particularly African swine fever, remains a major concern for pig farmers in Ghana. Adequate biosecurity measures, vaccination programmes, and disease surveillance systems are essential for preventing and managing disease outbreaks. Access to quality breeding stock and affordable feed sources also remains critical for sustainable pig production.

Nevertheless, the piggery industry in Ghana is a vital sector that contributes significantly to agricultural development and economic growth. With supportive government policies, investment in infrastructure, and the adoption of best practices, the industry has strong potential to expand further and contribute to food security, employment creation, and income generation for farmers and other stakeholders along the value chain.

It is against this backdrop that Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), through Invest for Jobs, partnered with Piper Pretty Limited to implement this project. The objective of this project is to improve the livelihoods of 600 people in the operational districts of Piper Pretty in the Ashanti Region, which includes to create 150 jobs (40 women, 30 youth), to improve the employment situation of 300 people (75 women, 90 youth), and to support the set up and improvement of existing small and medium sized enterprises in the piggery value chain.

The project will be measured against the following success indicators (Key Performance Indicators):

- (a) At least 150 people (40 women, 30 youth) came into employment along the piggery value chain as a result of project activities (this includes direct employees of the firm, independent farmers and actors along the value chain whose working situation can now be characterized as 'decent' job)
- (b) At least 300 people (75 women, 90 youth) have improved their income or benefitted from improved working conditions in at least two categories (in terms of e.g. increased income, improved safety at the workplace, improved social protection (e.g. pension or health insurance), access to HR administration services or human resources development programmes).
- (c) At least 300 people (75 women, 90 youth) have participated/are participating in (agricultural) qualification measures along the piggery value chain.

Objective of the consultancy

The assignment is to conduct tracer study of Invest for Jobs projects such as of ILO Sustaining Competitive and Responsible Enterprises (SCORE Phase 4), SME Product Certification Project, Livelihood Enhancement with NAELP and Piggery for Jobs projects to assess the employment effect of these measures on the beneficiaries six months after completion for the following reasons:

- a) Evaluate the results of the intervention and its autonomous sustainability.
- b) Support management decisions on the future design of similar development measures.
- c) Well-documented lessons learnt about the factors that have fostered results and the reasons for deficient performance also support the further development of concepts, strategies and instruments that are relevant to the organization.

1. Tasks to be performed by the contractor

GIZ Ghana seeks to engage a consultancy firm with the required professional knowledge and experience to carry out this assignment.

The contractor is responsible for providing the following services:

- a. Establish a comprehensive database to enable future references, lessons, and measure Key Performance Indicators (KPIs) of ILO Sustaining Competitive and Responsible Enterprises (SCORE Phase 4), SME Product Certification Project, Livelihood Enhancement with NAELP and Piggery for Jobs projects.
- b. Determine the number of beneficiaries in employment disaggregated by gender and age using the ILO standards for ILO Sustaining Competitive and Responsible Enterprises (SCORE Phase 4), SME Product Certification Project, Livelihood Enhancement with NAELP and Piggery for Jobs projects.

The key question and guiding notes to direct the assessments is:

- a. What have been the significant changes at the local levels that can be plausibly associated with the projects?

The assessment will determine the following:

- 1. The effect of the intervention on beneficiary's employment situation using the Key Performance Indicators.

2. To explore the development benefits of the projects for the relevant stakeholders at the local level.
3. Determine the intended and unintended effects as well as positive and negative consequences that can be plausibly attributed or linked to the project's interventions.
4. Find out about the challenges inhibiting achievement of desired results, the underlying reasons as well as what can be done to overcome or address them.
5. The number of people benefiting from social and economic safeguards program such as Personal Protective Equipment (PPEs) and loans from financial institutions (If applicable).

The impact of these projects should be evaluated towards the objectives of the GIZ's Invest for Jobs programme as specified below;

1. Additional number of jobs / people in jobs (measured by the additional jobs created by the project interventions, data disaggregated by gender and youth (age 15-24).
2. Number of employees or entrepreneurs with an income increase, data disaggregated by gender and youth (age 15-24).
3. Number of people with improved working conditions (health and safety, training and proper use of PPEs etc).
4. Submit a comprehensive database of beneficiaries (name of employee, details of employment criteria and minimum requirement for good employment).
5. Prepare a qualitative and quantitative report for each project.
6. Submit an Inception report.

During the term of the contract, certain milestones are to be achieved, as shown in the table below:

Milestones	Deadline/place/person responsible
Milestones- Project Inception	
• Inception Meeting With GIZ	02.07.2026 / Contractor Accra
• Submission of Inception Report outlining methodology and implementation plan for the assignment	05.07.2026 / Contractor
• Desk review of project background documents (project concept, baseline report, logframe etc)	05.07.2026/ Contractor
• Prepare desk review summary report	15.07.2026 / Contractor
Milestones – Design Data Collection Instrument	
• Draft evaluation questions in line with project indicators	07.08.2026 / Contractor
• Submit and validate data instruments (questionnaire, Focus Group Discussion guide and Interview guide) with GIZ.	18.08.2026 / Contractor
• Finalize questionnaire based on GIZ feedback and configure digital data collection platform	28.08.2026 / Contractor

Milestones – Data collection at Greater Accra, Northeast, Eastern, Bono, Bono East, Savannah and Northern Regions of Ghana.	
• Training of enumerators	01.09.2026 / Contractor
• Pretesting of data collection instruments and developing of field schedule	03.09.2026 / Contractor
• Deploy teams to various study locations (Greater Accra, Northeast, Eastern, Bono, Bono East, Savannah and Northern Regions of Ghana)	05.09.2026- 30.11.2026 / Contractor
• Data quality assurance and data cleaning and analysis	02.12.2026 / Contractor
Milestones – Draft Report submitted	
• Preparation and submission of draft evaluation report	15.12.2026 / Contractor/Accra
Milestones – Presentation of Findings	
• Debriefing session • Presentation of key findings and results	11.01.2027 / Contractor/ Accra
Milestones – Final Report submitted	
• Final report submitted to GIZ/Invest for Jobs	31.01 .2027 Contractor /Accra

Period of assignment: From 2nd July 2026 until 31st January 2027.

Area of Assignment: Greater Accra, Ashanti, Northeast, Eastern, Bono, Bono East, Savannah and Northern Regions of Ghana.

2. Concept

In its bid, the bidder should explain *how* the services specified in Chapter 2 (Task) are to be provided, possibly taking into account further methodological requirements (technical-methodological concept). In addition, he must describe the design of the project management for the provision of services.

Technical-methodological conception

Strategy (1.1): The bidder should deal with the task against the background of the objectives of the services tendered (see Chapter 1 Context) (1.1.1). The bidder should then present and justify the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Task) (1.1.2).

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

The bidder should present and explain its approach and approach to **managing** the measures with the project partners (1.3.1) and its contribution to **impact monitoring** (1.3.2).

The bidder should describe the central **processes** of the services under its responsibility and draw up an **operational plan** or schedule (1.4.1) that clarifies how the services are to be provided in accordance with Chapter 2 (Tasks for the Contractor). In particular, it should describe the necessary work steps and, if necessary, take into account milestones and **contributions** from other actors (partner contributions) in accordance with Chapter 2 Task (1.4.2).

The bidder should describe its contribution to the knowledge management of the partner (1.5.1) and GIZ as well as to the promotion of scaling-up effects (1.5.2) under **Learning and Innovation**.

Project Management of the Contractor (1.6)

The bidder should explain the approach and procedure for coordination with the GIZ project. In particular, the project management requirements mentioned in Chapter 2 Task for Contractors must be addressed.

The bidder is to draw up and explain a **personnel deployment plan** for the entirety of the specialist staff it offers, which maps the deployment times (period and specialist days) and locations of the individual team members and assigns them the work steps specified in the schedule.

The bidder is to describe its Backstopping concept. The following services are part of the standard package for backstopping, which, in accordance with Section 3.1 of the GIZ General Terms and Conditions of Employment, are to be included in the fee rates of the staff offered in the same way as ancillary personnel costs:

- Performance Monitoring
- Control to adapt to changing conditions
- Ensuring the flow of information between the contractor and the client
- Personnel responsibility of the Contractor for its specialists
- Process-oriented control of order execution
- Ensuring administrative Project execution

Other Requirements (1.7)

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports/outputs as evidence of work:

- Develop and submit a detailed implementation timeline aligned with the project milestones.
- Provide signed consent forms by each person for which data or pictures are taken. A template will be provided by GIZ.

3. Personnel concept

The bidder is to offer personnel for the positions mentioned here and described in terms of tasks and qualifications on the basis of corresponding CVs (see Chapter 7).

The qualifications listed below meet the requirements for achieving the maximum score in the professional evaluation.

Team Leader

Tasks of the team leader

- Overall responsibility for the implementation of the consultancy assignment, ensuring the quality and timely delivery of all outputs under the contract.
- Lead the planning, coordination, and supervision of all consultancy activities related to the data collection exercise and management of data.
- Provide strategic oversight for the development of governance structures, administrative systems, and operational processes for the Task.
- Supervise the work of the expert team, including planning assignments, managing resources within the available budget, and ensuring the delivery of agreed outputs.
- Monitor progress of the assignment and ensure that milestones and deliverables are met within the agreed timelines.
- Lead the preparation and submission of required reports, including inception, progress, and final reports.
- Ensure that documentation of key activities and milestones is undertaken in line with reporting and data protection requirements.

Qualifications of Team leader (in accordance with ToR provisions/criteria)

- Qualifications (2.1.1): Advanced degree (Master's) degree in Project Management, Statistics, Economics, Monitoring and Evaluation or related fields,
- Qualifications 2: Bachelor of Science degree in Statistics, Economic, Development Studies or relevant fields
- Specific professional experience 1: 6 years' professional experience in conducting evaluations and sound understanding of qualitative and quantitative data collection and management and have worked in similar assignment.
- Leadership experience/management (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in the region.
- Specific professional experience 2: 6 years' experience of carrying out impact and process evaluation, Monitoring and Evaluation, Data Management, Statistics and data analysis.
- Specific professional experience (2.1.4): 6 years' experience in working with wide range of stakeholders including local communities and non-governmental organizations.
- Language (2.1.2): Fluent in English language and the local language.

The tenderer is required to provide personnel who are suited to filling

Tasks of key Experts

- Support the team leader in coordinating and implementing the consultancy activities related to the evaluation of the projects.

- Support the design and organization of the hub workspace, including reception area, showcase space, dressing/fitting area, and production workspace.
- Support the establishment of administrative and operational systems required for the day-to-day management of the evaluation.
- Support the development and implementation of the data collection process in the various project sites.
- Monitor progress of implementation activities and contribute to reporting and documentation of the assignment.

Qualifications of Key Experts

- Education (2.2.1): University degree or advanced certificate in Business Administration, in Monitoring and Evaluation, Economic Studies, Statistics, Development Studies, Project Management.
- Language (2.2.2): C1 - level language proficiency in English
- Specific work experience (2.2.3): 4 years of experience in Specific professional experience: 4 years' experience of carrying out process and impact evaluations, development of data collection instruments community-based assignments or programme in data collection and management, process and impact evaluation
- Leadership experience/management (2.2.5): 3 years management experience or coordination experience.
- Regional experience (2.2.6): 2 years of experience in projects in the region.
- EZ Experience (2.2.7): 2 years working experience in development cooperation.
- Miscellaneous (2.2.8): Fluent in other local languages particularly Twi, Fante, Ga etc.

Soft skills of team members

In addition to their professional qualifications, team members should also have the following qualifications:

- Ability to work in a team
- Initiative
- Communication skills
- Socio-cultural competence
- Partner- and customer-oriented, efficient action
- Interdisciplinary thinking

4. Calculative requirements

Personnel deployment and travel expenses

The reimbursement of accommodation allowances will be made in accordance with the information in the quantity structure below.

With special justification, additional accommodation costs can be reimbursed in an appropriate amount upon proof.

All travel activities must be coordinated in advance with the person responsible for the project.

Sustainability aspects for travel

The AG is obliged to reduce greenhouse gas emissions (CO₂-emissions) caused by travel. When preparing your offer, please include options for reducing emissions, e.g. choosing the lowest emission booking class (economy), using means of transport, airlines and flight routes with better CO₂-efficiency. For short distances, it is preferable to use the train (2nd class) or e-mobility.

CO₂ emissions caused by air travel must be compensated. For this purpose, the AG specifies a budget according to which the CO₂-compensation can be billed against proof.

There are a large number of providers on the market for emission certificates with different demands on climate impact. The [Alliance for Development and Climate Foundation](#) has published a [list of standards](#). The AG recommends the use of the standards mentioned.

Quantity structure

Honorartage	Number of skilled workers	Number of days per skilled worker	Total	Remarks
Designation TL	1	60	60	Management, coordination, and implementation
Designation Key Expert 1	1	50	50	Support with management, coordination and implementation, etc
Designation Key Expert 2	1	40	40	Support with management of the field team in the Southern part of Ghana etc
Travel expenses	Qty	Number of days per skilled worker	Total	Remarks
Daily allowance country of assignment	3	20	60	
Accommodation allowance for the country of assignment	3	20	60	
Transport	Qty	Number of days per	Total	Remarks

		skilled worker		
Travel costs Car rental	2 cars			It is anticipated the team will rent two cars for the field assignment, however the days for the usage is not determined.
Fuel	2 cars			It is anticipated that team will buy fuel for the two vehicles, however, the number of times they will buy the fuel cannot be determined.
Other Costs	Frequency	Price	Total	Remarks
Workshops Hall Rental	One-day for 20 enumerators			It is anticipated one day training will be held for the enumerators; however, the cost cannot be determined.
Subcontracts Food for Workshop Participants				
Fee for enumerators	20 enumerators	20 days each		
Administration costs				It is anticipated that team will incur administrative cost, however, this cannot be determined.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Data instrument training	2	Accra/ Consultant
Pretesting of data instrument	1	Accra/ Consultant

Workshops and training

The training will include but not limited to Data collection tools and pretesting.

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

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

- Data collection tools
- Data cleaning and management.

- Pretesting of data instruments

1. Inputs of GIZ or other actors

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

- Pay per diem and accommodation for experts.

5. Specifications on the format of the offer

The structure of the bidder's bid must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should correspond to the structure of the weighted (and not zeroed) criteria of the evaluation scheme. The offer must be legible (font size 11 and larger) and written in an understandable way. The language of the offer is English.

The entire offer may not exceed 10 pages (excl. CVs). If one of the given maximum page numbers is exceeded, the content of the surplus pages will not be taken into account in the evaluation. External content (e.g. links to websites) is also not taken into account.

The CVs of personnel offered under Chapter 4 of the ToR must be written in the format indicated in the application conditions. Each CV must be limited to 4 pages each. The CVs must indicate the position and function of the proposed person in the relevant projects named and how long he or she has worked there.

Please calculate your price offer exactly on the basis of the parameters mentioned under 5. There is no contractual entitlement to exhaust the full days, trips, workshops or budgets. The number of days, trips, workshops and the amount of the budgets are contractually agreed as a "up to" regulation. The specifications for pricing are stored in the price sheet.

Since the contract to be concluded is a contract for work, we ask you to offer your services at a fixed flat rate, which includes all relevant costs (fee, travel expenses, etc.). The evaluation of the price offer is based on the package price offered. In addition, we ask you to show the daily rate on which it is based. A breakdown of the days is not necessary.

6. Option

There is the option that after completion of the tendered services, the task will be continued or expanded in its essential elements. Specifically, within the framework of a follow-on assignment, e.g. in terms of type and scope. The option will be exercised on the basis of the individual approaches already offered as part of a contractual extension.

7. Order processing of personal data

The contractor agrees to and cooperates on the following: Personal data will be processed on behalf of the client, represented by GIZ. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with the General Data Protection Regulation (GDPR) of the European Union (EU). For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be

outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment. The AuV is attached as part of these tender documents. The bidder is required to submit the TOM along with the technical proposal. The TOM that must be outlined are specified in the document "Outsourcing of data processing" on page 8 and 9. The TOM will not be assessed during the evaluation of the technical proposal; however, it is mandatory to submit them. Failure to do so can result in your bid being excluded from the tender procedure.

8. Facilities

Not Applicable