

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

CONFIDENTIAL

<b>Training of Small-Scale Farmers on Compost Production Using Waterweed</b>	<b>Project number/ cost centre: G-012232-409</b>
	<b>Tender number</b>

0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	4
3.	Concept..... <b>Error! Bookmark not defined.</b>	
	Technical-methodological concept .....	5
	Project management of the contractor (1.6) .....	6
	Further requirements (1.7).....	6
4.	Personnel concept.....	6
	Team leader .....	6
	Key expert 1 .....	<b>Error! Bookmark not defined.</b>
	Short-term expert pool with minimum, maximum .....	7
5.	Costing requirements .....	7
	Assignment of personnel and travel expenses .....	7
	Sustainability aspects for travel .....	8
	<i>Alternative for</i> contracts for works: .....	<b>Error! Bookmark not defined.</b>
	Workshops, events and trainings.....	<b>Error! Bookmark not defined.</b>
6.	Inputs of GIZ or other actors.....	9
7.	Requirements on the format of the tender .....	9
8.	Option .....	<b>Error! Bookmark not defined.</b>
	Type and scope.....	<b>Error! Bookmark not defined.</b>
	Requirements.....	<b>Error! Bookmark not defined.</b>
	Quantitative requirements for the optional services .....	<b>Error! Bookmark not defined.</b>
	Requirements on the format of the tender for the option .....	<b>Error! Bookmark not defined.</b>
9.	Outsourced processing of personal data .....	<b>Error! Bookmark not defined.</b>
10.	Annexes .....	<b>Error! Bookmark not defined.</b>

## **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
ToR	Terms of reference

## **I. General information**

### **1. Brief Information on the develoPPP Programme**

develoPPP is a funding initiative by the German Federal Ministry for Economic Cooperation and Development (BMZ), implemented jointly with GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) and DEG Impulse GmbH. The programme bridges development goals with private-sector activity, fostering partnerships where companies contribute business alignment and expertise, while GIZ brings development-policy knowledge, field experience, and a global network.

### **2. Context**

Ghana's agricultural sector remains highly dependent on imported chemical fertilizers, with local organic fertilizer production being minimal. Between 2020 and 2022, fertilizer prices increased significantly due to global market disruptions and currency depreciation, placing a heavy financial burden on farmers. Additionally, the prolonged use of chemical fertilizers has contributed to soil degradation, reduced water retention capacity, and increased greenhouse gas emissions.

At the same time, the Volta Basin is experiencing widespread infestation of invasive waterweeds such as water hyacinth. These weeds negatively affect aquatic ecosystems, obstruct water transport, and impact livelihoods, particularly in the fishing sector. They also create breeding environments for disease vectors, contributing to public health challenges such as bilharzia.

The Waterweed to Value initiative addresses these challenges by transforming invasive waterweeds into organic compost. The project establishes a composting and training hub to promote sustainable agricultural practices while restoring the ecological health of the Volta Basin. This initiative contributes to climate-smart agriculture, circular economy development, and improved livelihoods.

To promote sustainable agriculture, the project has developed a training manual

### **3. Objective**

The overall objective of this assignment is to build the capacity of 250 smallholder farmers to produce and utilize high-quality compost using waterweed as a key raw material for sustainable agriculture in the Asuogyaman District of the Eastern Region, and the Northern region.

#### **3.1 Specific Objectives**

- Strengthen understanding of composting and co-composting principles
- Enable identification of green (nitrogen-rich) and brown (carbon-rich) materials
- Build skills in site selection and compost preparation techniques
- Facilitate practical knowledge on windrow composting methods
- Equip participants with skills to assess compost maturity

- Promote occupational health and safety practices in compost production

#### 4.0 Duration of Assignment

The anticipated contract period is 01 August 2026 – 30 July 2027

### 5. Tasks to be performed by the contractor

#### 5.3. Technical capacity building

- Deliver Modules on
  - Compost biology
  - Material classification (green/brown)
  - Site preparation
  - Windrow composting techniques
  - Compost maturity assessment
  - Occupational health and safety

#### 5.2. Practical demonstration

- Establish at least 5 functional compost demonstration sites
- Guide participants through practical composting processes

#### 5.4 Reporting and Documentation

- Submit a comprehensive training report including:
  - Attendance records
  - Photos (with consent)
  - Evaluation results (pre & post evaluation)
- Develop a **community action plan** for sustained compost production

#### Milestones

Milestones	Date/location/responsibility	Criteria for acceptance
inception meeting	August 2026 / Consultant & GIZ	Approved inception report
Training implementation	Aug–June 2027 / Consultant	Training conducted, attendance verified
Demonstration sites established	June 2027 / Consultant	Functional compost piles
Final reporting	July 2027 / Consultant	Approved final report in Word and PDF format

### 6. Deliverables

The consultant/firm will deliver, but not limited to:

- Inception Report (methodology, workplan)
- Training delivery for 250 smallholder farmers
- Final Dissemination Report (including analytics and lessons learned)

## II. Tender requirements

### 1. Qualifications of proposed Staff

#### Profile of Contractor

- **10 years' experience** in agricultural training or organic farming
- Proven expertise in compost production and sustainable agriculture
- Experience working with rural communities and development projects
- Strong facilitation and participatory training skills
- Familiarity with Ghanaian agricultural systems

#### Team Composition

##### 1.1.1 General Qualifications

##### 1.1.2 Regional Experience

##### 1.1.3 Language Skills

- Fluency in English and at least one major Ghanaian language

#### Technical-methodological concept

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

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

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

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

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

## **Project management of the contractor (1.6)**

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

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

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

## **Further requirements (1.7)**

### **7. Personnel concept**

The tenderer is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

#### **Team leader**

##### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

##### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Environmental Science
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in delivering training on compost production and sustainable agriculture

- Specific professional experience (2.1.4): 5 years' experience working with rural communities and development projects
- Leadership/management experience (2.1.5): Familiarity with Ghanaian agricultural systems

### **Short-term expert pool with minimum 2, maximum 3 members**

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

#### Tasks of the short-term expert pool

- Support team leader in conducting training
- Support with report writing for the activities
- Arrange logistics for the training activities
- Serve as a liaison between the team lead and participants
- Support with monitoring and evaluation activities
- Support with photo documentation of activities ensuring there is consent for all photos taken for the activities

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): up to 3 experts with university qualification (German 'Diplom'/Master) in Waste management or related field (environmental or agricultural science)
- Language (2.6.2): Up to 3 experts with C2-level language proficiency in English
- General professional experience (2.6.3): up to 3 experts with 5 years of professional experience in waste management or related sectors
- Specific professional experience (2.6.4): up to 3 experts with 3 years of professional experience in conducting training in waste management (compost production)
- Regional experience (2.6.5): Up to 3 experts with 2 years of experience in Ghana

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

## **8. Costing requirements**

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

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

### Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (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.

CO<sub>2</sub> 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 key expert	1	20	20	
Expert Pool	3	30	90	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	4	30	120	
Overnight allowance in country of assignment	4	30	120	
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car) • Fuel	4	10	40	
Travel Expense ○ Vehicle Rental				
Other costs	Number	Price	Total	Comments



<b>Workshops</b> <ul style="list-style-type: none"> <li>○ <b>Stationery</b></li> <li>○ <b>Lunch</b></li> <li>○ <b>Snack</b></li> <li>○ <b>Water</b></li> </ul>				The budget contains the following costs . : Please calculate a budget for workshops taking the following cost items into account:
<b>Other costs</b>				The budget contains the following costs .

## 9. Inputs of GIZ or other actors

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

- Hard Bound Copies
  - Training Manual Co-composting Organic Waste: Solutions for Managing Waterweeds and Other Agricultural Residues
  - Co-composting Organic Waste: Solutions for Managing Waterweeds and Other Agricultural Residues Training of Trainers (ToT) Manual

## 10. 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 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.