

Establishment of Cooperatives in the plastic waste management value chain.

PUBLIC

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I. General information

1. Brief information on 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

Cooperatives in the plastic waste sector enable waste pickers and collectors to pool collected volumes, thereby strengthening their negotiating power with aggregators and recycling companies. This collective approach often results in improved prices, more reliable market access, and reduced exploitation by intermediaries. It is therefore essential to establish and strengthen cooperatives within the plastic waste industry, build their technical and organizational capacity, and support effective collaboration among members to ensure long-term sustainability.

The project seeks to establish and/or revamp five (5) cooperatives to enhance sustainable livelihoods, institutional capacity, and formal integration into municipal systems. The cooperatives will operate within a structured legal, financial, and governance framework and be supported to access finance, markets, and policy platforms, particularly within municipal waste management systems where applicable. To achieve this, a qualified consultant/firm will be engaged to undertake a comprehensive process including needs assessment, feasibility studies, cooperative formation, legal registration, capacity building, infrastructure and equipment support facilitation, market linkages, and advocacy for formal recognition.

3. Objective

To establish or revamp five (5) functional, legally registered, and financially viable cooperatives that are institutionally strengthened, market-linked, and formally recognized by relevant municipal authorities and other stakeholders in the plastic waste management sector. The consultant will seek to conduct needs assessments and feasibility studies for the five cooperatives, support the formation and operationalization of cooperative working committees, develop cooperative governance frameworks, including by-laws. Facilitate legal registration and financial formalization and help build institutional and technical capacity of cooperative members. The consultant is also expected to strengthen access to finance and market opportunities while supporting advocacy and policy engagement for municipal inclusion and recognition.

3.1 Specific Objectives

- To assess the operational, institutional, and market needs of the five cooperatives through structured needs assessments and feasibility studies.
- To support the establishment and effective functioning of cooperative working committees to ensure inclusive participation and sound internal management.
- To develop and operationalize cooperative governance frameworks, including the drafting and adoption of by-laws and internal management procedures.
- To facilitate the legal registration and financial formalization of the cooperatives in line with applicable national regulations.

- To strengthen the institutional, technical, and managerial capacities of cooperative members to enable sustainable operations.
 - To improve cooperatives' access to finance and viable market opportunities through targeted support and linkage development.
 - To enhance advocacy and policy engagement capacities of the cooperatives to promote municipal inclusion, recognition, and long-term sustainability
4. GIZ shall hire the contractor for the anticipated contract term, from 04.03.2026 to 27.08.2026.
5. The consultant/firm will be responsible for the following tasks:
- **Needs Assessment and Feasibility Studies.** Conduct participatory needs assessments for each cooperative. Undertake feasibility studies covering technical, financial, environmental, and social viability. Identify risks, opportunities, and sustainability pathways.
 - **Cooperative Formation and Governance.** Facilitate the formation or revitalization of cooperative working committees. Support democratic leadership selection processes. Draft cooperative constitutions and by-laws in line with national cooperative laws. Validate governance documents with members
 - **Legal and Financial Formalization.** Support legal registration of cooperatives with relevant authorities. Facilitate the opening of cooperative bank accounts. Support development of basic financial management systems.
 - **Infrastructure and Equipment Support.** Identify infrastructure and equipment needs. Support procurement planning and utilization frameworks. Provide guidance on maintenance and asset management
 - **Capacity Building.** Design and deliver capacity-building trainings covering, Cooperative governance and leadership. Financial management and record keeping. Business development and entrepreneurship. Occupational health and safety. Environmental and social compliance
 - **Access to Finance.** Support cooperatives to identify and engage potential financing mechanisms. Facilitate linkages to microfinance institutions, banks, and relevant funding schemes. Build capacity on loan management and financial sustainability.

6. Deliverables

The consultant or consulting firm will deliver but not limited to the following deliverables.

The consultant/firm shall deliver the following:

- Inception report with detailed workplan and methodology.
- Needs assessment and feasibility study reports for each cooperative.
- Draft and finalized cooperative by-laws.
- Legal registration documentation for all cooperatives.
- Access-to-finance and market linkage strategy.
- The consultant will produce a final report documenting outcomes, lessons learned, and recommendations.

1. Logical Framework (Logframe)

Overall Goal (Impact)

Improved livelihoods, formalization, and sustainability of plastic waste cooperatives through strengthened governance, market access, and institutional recognition.

Project Outcome

Five plastic waste cooperatives are legally registered, operationally functional, financially viable, and integrated into municipal waste management and recycling systems.

Outputs, Indicators, and Assumptions

Intervention Logic	Indicators	Means of Verification	Assumptions/Risks
Output 1: Needs Assessment and feasibility conducted for five cooperatives.	Needs Assessment reports completed with feasibility studies validated for five cooperatives.	<ul style="list-style-type: none"> Assessment and feasibility reports. Validation meeting minutes. 	Cooperative members are available and willing to participate.
Output 2: Cooperative working committees established and operational	Functional working committees established in all 5 cooperatives• At least 40% female and 60% youth representation	<ul style="list-style-type: none"> Committee constitutions. Attendance lists. Meeting records 	Members agree on leadership structures
Output 3: Cooperative governance frameworks developed and adopted	By-laws developed and formally adopted by all cooperatives	<ul style="list-style-type: none"> Signed by-laws. Cooperative resolutions 	Internal consensus is achieved
Output 4: Cooperatives legally registered and financially formalized	5 cooperatives legally registered• Bank accounts opened and basic financial systems established	Registration certificates• Bank documents• Financial records	Regulatory processes remain accessible
Output 5: Institutional and technical capacities of members strengthened	At least 70% of members trained in governance, operations, and safety• PPE and tools introduced where relevant	Training reports• Attendance sheets• post-training assessments	Members apply acquired skills
Output 6: Access to finance and market linkages improved	At least 3 market or buyer linkages per cooperative established• Financing options identified or accessed	MOUs/contracts• Financing agreements	Market demand remains stable
Output 7: Advocacy and policy	Cooperatives recognized by	Municipal letters• Meeting records	Local authorities remain supportive

engagement strengthened	municipal authorities• Participation in municipal waste planning forums		
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II. Tender requirements

2. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications based on relevant CVs. The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Profile of Consultant

The assignment shall be carried out by an individual expert with the following qualifications:

1.1 Expert 1:

1.1.1 General qualifications

- | | |
|--------------------------|--|
| Education: | <ul style="list-style-type: none">• Advanced degree in cooperative development, economics, business administration, development studies, or related field |
| Professional experience: | <ul style="list-style-type: none">• Minimum of ten (10) years experience in cooperative development or community-based enterprise support.• Strong facilitation, stakeholder engagement, and reporting skills |
| | <ul style="list-style-type: none">• Specific experience: Proven experience in legal registration and governance of cooperatives, Experience in capacity building, market linkages, and access to finance. |

1.1.2 Experience in the region/knowledge of the country

Experience working with development partners, NGOs, government agencies, or environmental projects in Ghana or any africa country

1.1.3 Language skills:

Excellent facilitation, writing, and communication skills in English and at least one major local language spoken in targeted communities

1.2 Expert 2

1.2.1 General qualifications

- Education: • Degree in cooperative development, economics, business administration, development studies, or related field
- Professional experience: • Minimum of five (5) years experience in cooperative development or community-based enterprise support.
• Strong facilitation, stakeholder engagement, and reporting skills
- Specific experience: Proven experience in legal registration and governance of cooperatives, Experience in capacity building, market linkages, and access to finance.

1.2.2 Experience in the region/knowledge of the country

Experience working with development partners, NGOs, government agencies, or environmental projects in Ghana or any africa country

1.2.3 Language skills:

Excellent facilitation, writing, and communication skills in English and at least one major local language spoken in targeted communities

3. Quantitative requirements

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 (German only).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Sustainability aspects for travel

GIZ is required 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 are settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The Development and Climate Alliance have published a list of standards. GIZ recommends using the standards specified there.

Fee days	Number of experts	Number of days per expert	Comments
Preparation/debriefing	2	3	3 days each for both experts
Implementation	2	27/17	27 and 17 days for expert 1 and expert 2 respectively.
Travel expenses	Number of experts	Number of days/nights per experts	Comments
Per-diem allowance in country of assignment			
Overnight allowance in country of assignment			
Travel costs (vehicle rental and fuel)	2	10	Cost of car rental and fuel for internal travels.
Other travel costs			
Flights	Number of experts	Number of flights per experts	Comments
International flights			
Domestic flights			
CO ₂ compensation for air travel <i>Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)</i>			A budget of EUR XXX (please complete) is earmarked for settling carbon offsets against evidence.
Other costs	Number of experts	Amount per experts	Comments
Communication	2	150	40 euros per expert throughout the duration of the assignment.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as maximum amounts. The regulations on pricing are contained in the price schedule.

4. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

- 1.1 Strategy: interpretation of the objectives in the TOR, critical examination of outlined tasks and presentation of implementation strategy
- 1.3 Steering Structure: Approach and procedure for steering the measures with the project Partners
- 1.4 Processes: Presentation of implementation plan (activities, milestones and schedule)
- 1.6 Project management: i) How to coordination with key partners, ii) presentation of personnel assignment plan and iii) Monitoring & Evaluation (collection of data and reporting)
- 2.1 Cooperation: Presentation and interaction between the relevant actors in the contractor's area of responsibility.

III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept (if required) should not exceed ten pages. 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).

1. Quantitative requirements for the optional services

(please complete in full!)

Fee days	Number of experts	Number of days per expert	Comments
Preparation/debriefing			
Implementation			
Travel expenses	Number of experts	Number of days/nights per experts	Comments
Per-diem allowance in country of assignment			
Overnight allowance in country of assignment			Overnight stays outside Germany: NB: Against evidence, overnight accommodation allowances can be settled for up to 100% of the lump-sum amounts specified in the BMF travel expense regulations. On a lump-sum basis, up to 75% of the maximum amounts specified in the travel expense regulations can be settled.

			<p>Please state in the price schedule whether your travel costings are based on lump-sum settlement or settlement against evidence.</p> <p>Overnight stays in Germany (deviation from the travel expense regulations):</p> <p>NB: Overnight accommodation expenses can be settled against evidence up to EUR 130 and on a lump-sum basis up to EUR 80.</p> <p>Please state in the price schedule whether your travel costings are based on lump-sum settlement or settlement against evidence.</p>
Travel costs (train, private vehicle)			
<i>Alternative:</i> Fixed travel cost budget			<p>A budget is provided for travel to the following countries: .</p> <p>A fixed travel cost budget of EUR is provided. This amount will be settled on receipt of evidence.</p> <p>For more information on the travel cost budget, see the document entitled 'Price schedule'. Please use the column headed 'Explanatory notes' in the price schedule to itemise travel costs. Travel costs can be invoiced up to the budget limit.</p>
Flights	Number of experts	Number of flights per experts	Comments
International flights			
Domestic flights			
CO ₂ compensation for air travel <i>Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)</i>			A budget of EUR XXX (please complete) is earmarked for settling carbon offsets against evidence
Other costs	Number of experts	Amount per experts	Comments

<ul style="list-style-type: none"> Flexible remuneration <p><i>Please calculate (bearing in mind the threshold values of EUR 7,999.99 and EUR 20,000) a figure that corresponds to roughly 10% of the contract value and enter this amount in the specification of inputs.</i></p> <p><i>In accordance with Section 3.3.5.7 AVB, when the flexible remuneration item is used, the contractually agreed amounts may be exceeded up to the amount of this budget item. This can be used only for cost items specified in the original agreement.</i></p> <p><i>The contractually agreed individual rates (e.g. amount of air travel expenses) and type of settlement (against evidence or flat rate) may not be changed</i></p>			<p>A budget of EUR XXX is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.</p>
<p>Sub-contracts</p> <p>If provided for, please specify and describe a fixed budget with itemised costs (e.g. interpreting services)</p>			<p>The budget covers the following costs .</p>

2. Requirements on the format of the tender for the option

Please fill in both spreadsheets in the price schedule both for the main services and the optional services.

IV. Outsourced processing of personal data

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.

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.

