

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

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		Tender number
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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

1. Brief information on the project

The technical cooperation module “Health Systems Strengthening and Epidemic Prevention in Sierra Leone” (HSSEP) is implemented by GIZ from January 2024 to December 2026 in close collaboration with the Government of Sierra Leone.

The project supports the strengthening of the health system with a focus on maternal and newborn health, epidemic prevention and response, and the operationalisation of the One Health approach. The module objective therefore aims for the Sierra Leonean health system to be better aligned with the gender-specific health needs of the population in selected areas in Kailahun, Kambia and Pujehun.

The project works in the districts of Kailahun, Kambia, and Pujehun and supports actors from the human health, animal health, and environmental health sectors to strengthen collaboration, surveillance, preparedness, and response capacities. One core focus of the project is the strengthening of district-level implementation of national One Health policies, guidelines, and surveillance systems through improved cross-sectoral coordination and operational readiness.

2. Context

Sierra Leone remains highly vulnerable to zoonotic disease outbreaks due to close human-animal-environment interaction, weak surveillance systems, and limited operational capacities at district and community levels. Recent outbreaks and epidemic threats, including Mpox and other zoonotic diseases, have highlighted the importance of strengthening integrated surveillance and response systems in line with the One Health approach.

The Government of Sierra Leone, through the National Public Health Agency and the national One Health Platform, has developed several key policy and operational documents, including:

- The One Health Policy;
- The One Health Strategic Plan;
- The One Health Governance Manual;
- Technical Guidelines for Event-Based Surveillance;
- Standard Operating Procedures for Surveillance and Data Sharing for Priority Zoonotic Diseases.

These tools are designed to enhance early detection of zoonotic disease threats and reduce epidemic risks. However, their impact depends significantly on effective implementation by district-level actors. The guidelines and SOPs require functional operational capacities at district and community level, including adequate cold chain systems, infection prevention and control materials, safe sample handling and transport equipment, and personal protective equipment for frontline actors in both the human and animal health sectors.

It is within this context that the HSSEP project seeks to support its partners through the procurement and delivery of prioritized One Health relevant supplies

required for the implementation of the above-mentioned national guidelines and SOPs in the districts of Kailahun, Kambia, and Pujehun.

2. Tasks to be performed by the contractor

The contractor is responsible for the procurement, quality assurance, delivery, and documentation of prioritized One Health relevant supplies for the human and animal health sectors.

The contractor shall provide the following services: **Procurement of supplies**

The contractor shall procure and deliver prioritized supplies:

Cold chain and sample transport equipment

- Vaccine/sample cold boxes / Cooler boxes and transport coolers;

Infection prevention and control (IPC) and PPE supplies

- Gloves;
- Masks;
- Face shields;
- Protective gowns and coveralls;
- Rubber boots;
- Disinfectants and decontamination materials.

Surveillance and outbreak response supplies

- Biohazard bags;

Animal health and One Health operational materials

- PPE for veterinary and livestock officers;

The exact items are listed in the attached list of required products. The final quantities and specifications will be agreed with GIZ prior to procurement.

Technical and quality requirements

The contractor shall:

- Ensure that all supplied items meet internationally accepted quality standards;
- Ensure that cold chain equipment is suitable for tropical operating conditions;
- Ensure that all equipment complies with applicable safety and technical standards;
- Provide manufacturer warranties where applicable;
- Ensure that all supplied items are new and unused.

Delivery and logistics

The contractor shall:

- Transport and deliver all supplies to designated delivery locations in Sierra Leone;
- Ensure safe handling and transport of equipment and materials;
- Coordinate deliveries with GIZ and relevant district authorities;
- Provide delivery notes and inventory documentation.

Delivery locations include:

- Kailahun District;
- Kambia District;
- Pujehun District;
- Freetown.

Documentation and reporting

The contractor shall submit:

- Technical specifications of all proposed items;
- Product catalogues and manufacturer information;
- Delivery documentation;
- Warranty documentation where applicable;
- Final delivery and handover report.

Milestones

Milestones/process steps/partial services	Deadline/place/person responsible
Submission of inception and procurement plan	Within 2 weeks after contract signature
Submission of technical specifications and product catalogue	Prior to procurement approval
Procurement and shipment of supplies	According to agreed timeline
Delivery and handover of supplies	To designated delivery sites in Sierra Leone
Submission of final report and documentation	• Within 2 weeks after final delivery

Period of assignment: from 30.06.2026 until 30.10.2026.

3. Costing requirements

• General requirements

The financial offer shall include all costs related to:

- Procurement of supplies;
- Packaging and shipment;
- Customs clearance where applicable;
- Transport and delivery;
- Insurance;
- Quality assurance;
- Reporting and documentation.

• Procurement of materials and equipment

The budget shall include procurement and delivery of the following indicative items:

Category	Indicative items
• Cold chain equipment	• cold boxes, ice packs
• PPE	• Gloves, masks, gowns, boots, face shields
• IPC materials	• Disinfectants, waste management supplies
• Animal health supplies	• Veterinary PPE and operational materials

The final bill of quantities and technical specifications will be agreed during implementation.

- **Delivery requirements**

The contractor shall:

- Deliver all items to designated sites in Sierra Leone;
- Ensure proper packaging and protection during transport;
- Replace damaged items at no additional cost.

- **Sustainability considerations**

Where feasible, the contractor shall:

- Prioritize durable and energy-efficient equipment;
- Minimize unnecessary packaging waste;
- Consider environmentally sustainable procurement approaches.