

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

Coordination and Supervision of Gender Transformative Campaigns to end Discrimination and Sexual and Gender- Based Violence (SGBV) in Ghana		Project number/ cost centre: G-012031-001, Output 2
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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.
CSOs	Civil Society Organizations
DOVVSU	Domestic Violence and Victims Support Unit
FK	Expert
FKT	Expert days
KZFK	Short-term expert
LNOB	Leave No One Behind
MoGCSP	Ministry of Gender, Children and Social Protection
SDGs	Sustainable Development Goals
SGBV	Sexual and Gender-Based Violence
S(HE)	Support to Human Rights, Gender Equality and Civil Society
ToRs	Terms of reference
UN	United Nations

1. Context

“**The Support to Human Rights, Gender Equality and Civil Society**” in Ghana project cooperates with the Commission on Human Rights and Administrative Justice (**CHRAJ**) through strengthening its institutional capacities and jointly identifying citizens-oriented means to better protect and empower victims/survivors of discrimination and human rights abuses. The project also aims to strengthen the competencies of Civil Society Organizations including women and youth organizations, through improving their range of services for responding to the needs of people affected by discrimination and those at risk of experiencing sexual and gender based violence (**SGBV**). Overall, the project contributes to the quality characteristic of Gender Equality by focusing strongly on the relevant target groups and applying the tool of intersectionality in alignment with BMZ’s Feminist Development Policy Strategy (**2023**) and the United Nations (**UN**) Guiding principles of “Leave No One Behind” (**LNOB**). By employing a gender-transformative and multisectoral approach to ensure inclusion, respect for human rights and gender equality the project will contribute to the achievement of Ghana’s Medium National Term Development Policy Framework (2022-2025) through empowerment and promotion of women, girls and other marginalized groups participation in economic and social life.

Sexual and Gender-Based Violence (**SGBV**) and discrimination against particularly marginalized groups such as women and girls remain pervasive in Ghana, hindering progress towards gender equality and social justice. While there are existing legislative frameworks and support services such as the Domestic Violence and Victims Support Unit (**DOVVSU**), the phenomenon is usually underreported and unpunished due to fear, stigma, and lack of awareness on available support services for survivors. In addition, tackling discrimination and **SGBV** can be complex as it is often embedded in harmful social norms, prejudice and unequal power relations occurring in both public and domestic spheres. In addition, there is a widespread lack of knowledge in the majority population about the realities of life for the target group and a lack of understanding among stakeholders about the different needs for protection that stigmatised people have. Furthermore, the experiences of affected persons can further be exacerbated by other dimensions such as disabilities/impairment, age and social status known as multiple discrimination (**Intersectionality**).

According to a 2018 report from the Ministry of Gender, Children and Social Protection (**MoGCSP**), around 94% of children aged from one to 14 have already experienced one form of gender-based violence while more than 48% of women and girls in Ghana have been sexually abused. Violence now also often takes place on or using social media in the form of sexual exploitation, bullying, child trafficking, sextortion, and cyberstalking. In such instances, there are a lack of effective safeguards to ensure safety online and a lack of institutional knowledge about this new topic that is relevant to human rights.

Thus, in view of the aforementioned context, since 2023, the GIZ Support to Human Rights, Gender Equality and Civil Society Project in Ghana has been contributing to the achievement of Ghana’s Medium Term Development Policy Framework (2022-2025) and the realization of commitments towards the 2030 Sustainable Development Goals (SDGs 2030) specifically Goals 5, 10 and 16. This is being achieved through cooperation with the Commission on Human Rights and Administrative Justice (Justice) and the advancement of a gender transformative campaign by CSOs to prompt social reflection on the causes and effects of discrimination and SGBV by designing digital or analogue activities on the causes of gender-specific inequalities, disadvantages and/or discrimination for the general public taking particular account of intersectionality. The campaign employs a pause and reflection processes which encompasses issues on the causes and effects of stigmatising certain groups in society and their exclusion through prejudices. The campaign utilizes innovative gender transformative methods such as promoting male engagements through for instance being part of an

intergenerational dialogue or through video awareness raising for children and young people on the relevance and involvement of men and boys as agents of change in ending SGBV and discrimination. However, after a year of implementation, there is a need to take stock of progress, document lessons, strengthen approaches and identify opportunities for scale-up and sustainability particularly in preparation for the extension phase, through rendering continuous guidance, coordination and support for the 6 CSOs.

To ensure that the objectives for the project are achieved, GIZ seeks the services of a national consultant who is based in Ghana to help achieve the following:

- To review, update, and strengthen the existing gender policy of CHRAJ to ensure it is aligned with international best practices and inclusive of intersectional and rights-based approaches.
- To work closely with the project team to advice and guide the activities of a maximum of 6 selected CSOs and intervention centres spread across Ghana by providing technical support to assess, strengthen and build on gains made over the past year to strengthen scale-up activities for the extension phase while guiding and coordinating campaign activities among the CSOs. The Consultant must be creative and knowledgeable in driving gender transformative campaigns and must be familiar with the cultural context of Ghana particularly across the Northern, Upper Eastern, Upper Western, Bono, Ashanti and Western regions of Ghana.

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

- Review and assess the relevance, effectiveness and comprehensiveness of the current gender policy of CHRAJ and identify gaps and outdated provisions.
- Update and strengthen the CHRAJ gender policy based on findings from the review/assessment to ensure it is aligned with international best practices and inclusive of intersectional and rights-based approaches.
- Facilitate a 1-day validation workshop with key stakeholders.
- Incorporate feedback into final document.
- Participate in a 20-days Capacity Building Program on Gender Transformative Approaches in tackling SGBV for CSOs.
- Review program documents, campaign strategies, reports and Monitoring and Evaluation framework.
- Facilitate brainstorming/workshop sessions with CSOs and Intervention Centres to build CSOs capacities and competencies to implement evidence-based behavior and norm change, ensure reach and inclusion of the campaign and promote appropriate partnerships and stakeholder engagement.
- Assist CSOs to identify areas where approaches remain gender sensitive and move them to transformative while integrating intersectionality effectively.
- Provide guidance and expertise in campaign development including messaging, visuals and delivery channels while ensuring that they meet the standards of gender sensitive communications and intersectional principles.
- Assist in the creation of campaign materials, such as posters, videos, social media content, etc.
- Support CSOs to design and implement at least one gender transformative campaign each in the context of the observation of the 16 days Activism against Gender-Based Violence.

- Oversee the rollout of campaign activities, including community workshops, awareness-raising events, social media campaigns and advocacy initiatives.
- Compile comprehensive reports documenting the achievements, challenges and lessons learned during the consultancy.
- Support the CSOs in project and finance management in close collaboration with the GIZ project team to ensure the respect of GIZ Grant requirements.
- Develop sustainability plans to ensure the continuation of campaign efforts beyond the consultancy period.
- Support project team in operational planning and steering activities.
- Work closely with project team and respect timelines in reporting and communication.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Inception Meeting/Debriefing on project objectives and expectations. In addition, agree on detailed operational plan, timelines, and key deliverables.	1- Day for Inception Meeting and Debriefing in May with the Project team.
Conduct a review of the Gender Policy for CHRAJ and provide a gap analysis report with key findings and recommendations.	July 2026 -November 2026
Provide a draft revised gender policy and share with project team and relevant stakeholders.	July 2026 – September 2026
Conduct a 1-day Validation Workshop with relevant stakeholders and incorporate all feedback.	October 2026
Provide a final Gender Policy for CHRAJ.	October 2026
Campaign assessment and gender transformative analysis report.	July 2026
Compilation of case studies/success stories and documentation of best practices to share and replicate among the 6 CSOs with an outcome of a learning and recommendation brief.	July/August 2026
Facilitate a reflection workshop with CSOs to harvest outcomes and learning approaches to kick-start campaign activities	July/August 2026 in collaboration with Project Team
Conduct at least 3 Capacity Building Sessions for CSOs on implementation techniques, encourage shared learnings	July 2026 to March 2027 in collaboration with Project Team.

and strengthen partnerships with relevant stakeholders to amplify campaign messaging.	
Conduct mid-term evaluations to assess the impact of campaign activities and identify areas for improvement while working closely with CSOs to refine strategies based on evaluation findings and emerging challenges.	September 2026 to April 2027 together with Project Team.
Organize a marketplace exhibition during 16 days of activism to highlight CSOs works or campaigns showing best practices and promising activities.	October 2026 to November 2026
Present detailed reports documenting the achievements, challenges, lessons learned and share findings/recommendations with stakeholders. Also, develop sustainability plans to ensure continuation of campaign efforts beyond the consultancy.	April 2027

Period of assignment: from 27th July 2026 until 30th April 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.

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**.

4. Personnel concept

Key expert 1

Tasks of key expert 1

- Review and assess the relevance, effectiveness and comprehensiveness of the current gender policy of CHRAJ and identify gaps and outdated provisions.
- Update and strengthen the CHRAJ gender policy based on findings from the review/assessment to ensure it is aligned with international best practices and inclusive of intersectional and rights-based approaches.
- Facilitate a 1-day validation workshop with key stakeholders.
- Incorporate feedback into final document.
- Participate in a 20-days Capacity Building Program on Gender Transformative Approaches in tackling SGBV for CSOs.
- Review program documents, campaign strategies, reports and Monitoring and Evaluation framework.
- Facilitate brainstorming/workshop sessions with CSOs and Intervention Centres to build CSOs capacities and competencies to implement evidence-based behavior and norm change, ensure reach and inclusion of the campaign and promote appropriate partnerships and stakeholder engagement.
- Assist CSOs to identify areas where approaches remain gender sensitive and move them to transformative while integrating intersectionality effectively.
- Provide guidance and expertise in campaign development including messaging, visuals and delivery channels while ensuring that they meet the standards of gender sensitive communications and intersectional principles.
- Assist in the creation of campaign materials, such as posters, videos, social media content, etc.
- Support CSOs to design and implement at least one gender transformative campaign each in the context of the observation of the 16 days Activism against Gender-Based Violence.
- Oversee the rollout of campaign activities, including community workshops, awareness-raising events, social media campaigns and advocacy initiatives.
- Compile comprehensive reports documenting the achievements, challenges and lessons learned during the consultancy.
- Support the CSOs in project and finance management in close collaboration with the GIZ project team to ensure the respect of GIZ Grant requirements.
- Develop sustainability plans to ensure the continuation of campaign efforts beyond the consultancy period.
- Support project team in operational planning and steering activities.
- Work closely with project team and respect timelines in reporting and communication.

Qualifications of Key Expert 1

- Education/training (2.2.1): A minimum qualification of a master's degree in Gender Studies. Specialized training or certificates in Gender Sensitive Programming, Social Behavioral

Change Communication (SBCC), Human Rights and/or Sexual and Gender - Based Violence prevention.

- Language (2.2.2): C2 -level language proficiency in English.
- General professional experience (2.2.3): 25 years of proven experience in designing and delivering gender transformative programs and managing projects including planning, implementation, monitoring, and evaluation, preferably within the field of Gender Equality, SGBV, and discrimination, intersectionality, and human rights.
- Specific professional experience (2.2.4): 25 years of demonstrated experience in designing, implementing, and evaluating programs aimed at preventing and responding to Discrimination and SGBV, including community-based interventions, capacity-building interventions, capacity-building initiatives, and gender transformative campaigns, including experience with human rights institutions and the Ministry of Gender.
- 15 years' experience in applying the intersectionality tool to identify multiple forms of discrimination relating to SGBV such as those based on religion, age, disability, ethnicity and socio-economic status and the ability to integrate intersectional approaches into programmatic interventions.
- 25 years proven expertise in feminist research and analytical work including data analysis and assessment in addressing discrimination and Sexual and Gender Based Violence.
- 15 years' experience working with creative channels such as multimedia, digital marketing, storytelling, and visual arts to effectively convey campaign messages.
- Leadership/management experience (2.2.5): 15 years' experience in facilitating or leading gender transformative campaigns with diverse Stakeholders with the aim of addressing Discrimination and SGBV particularly focused on marginalized groups such as women, young people, and persons with disabilities.
- Regional experience (2.2.6): Work experience in Human Rights, Gender or Sexual and Gender Based Violence in the last 4 years in Ghana. Provide 3 reference projects undertaken in Ghana specifically in the Northern, Upper-Eastern, Upper Western, Western, Ashanti and Bono regions.
- Development Cooperation (DC) experience (2.2.7): 25 years' experience working with and maintaining effective partnerships with CSOs and other relevant stakeholders working in the field of Human Rights, Gender Equality, Sexual and Gender- Based Violence Prevention and response in Ghana.

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 (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.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of key expert 1	1	130	130	15 days allocated for working on the Gender Policy for CHRAJ and 115 days for other activities on CSOs
Travel expenses	Quantity	Number of days per expert	Total	Comments
Per-diem allowance in country of assignment for expert 1	1	90	90	1 – 2 days per months per CSO for 11 months. Per-diem allowance does not include Accra.
Overnight allowance in country of assignment for Expert 1	1	90	90	Most of the organisations are not located in Accra. The consultant will pay for overnight accommodation which will be covered by the contract.
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	15	15	15	It is safer and more economical to fly to some places in the Northern or Western part of Ghana
Travel expenses. Travel costs (public or private vehicle)	90	90	90	Travel to and from Accra or place of residents of CSOs
Other costs	Number	Price	Total	Comments
Estimated cost for communications, designs of	1	1	38,000	An amount of GHS 38, 000 has been allocated for cost of

campaign materials and support for videography				communications, designs of campaign materials and support for videography.
Flexible remuneration	1	121,100	121,000	A budget of GHS 121,100 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

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

6. Inputs of GIZ or other actors

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

- Transportation on site to the venue for the capacity building program will be catered for by GIZ.
- Logistics for workshops will be provided by GIZ.
- GIZ will coordinate and provide administrative support for the training.
- GIZ will cater for overnight accommodations and conference package including lunch and dinner on behalf of the consultant during capacity building programs.

7. 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.

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.

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, 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.

8. Data Protection

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. 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.

Upon completion of the contract and unless requested otherwise by GIZ, the contractor must delete all personal data collected and processed in the context of this assignment from its systems.