

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

CONFIDENTIAL

Development of the National JET Integrated Skills Research Agenda	Project number/ cost centre: G-011545-005
	Tender number 7000013174

0.	List of abbreviations	2
1.	Brief information on the Project	3
1.1	Context.....	4
1.2	Project steering committee	5
2.	Tasks to be performed by the contractor	5
3.	Project Management Requirements	8
4.	Concept.....	9
	Technical-methodological concept	10
	Project management of the contractor (1.6)	10
5.	Personnel concept.....	11
	Team Leader.....	11
	Key expert pool with minimum 1, maximum 2 members.....	12
6.	Costing requirements	12
	6.1 Assignment of personnel	12
	Sustainability aspects for travel	13
7.	Inputs of GIZ or other actors.....	15
8.	Requirements on the format of the tender	15
9.	Payment.....	15
10.	Outsourced processing of personal data	15

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. Brief information on the Project

South Africa faces significant structural challenges: economic growth has stagnated, youth unemployment is particularly high, and income inequality ranks among the highest in the world. The country's political priorities include the transformation of the economy, especially the energy sector, through a Just Transition, which is being supported by the Just Energy Transition Partnership (JETP). The success of this transformation largely depends on the inclusiveness and justness of the transition process.

The protection of the most vulnerable focused on mitigating transition impacts on working-class groups, including workers, communities, and small businesses in this process has formed the cornerstone understood as South Africa's just transition. The Just Energy Transition Investment Plan (JET IP) for the five-year period 2023-2027 sets out the scale of need and the investments required to achieve the decarbonisation commitments in the Nationally Determined Contributions (NDC). The JET gives effect to the historic JETP, which was forged at the COP26 Climate Summit in 2021 between South Africa and the European Union, France, Germany, the United Kingdom, and the United States, forming the baseline of this action. Denmark and the Netherlands joined South Africa's International Partners Group (IPG) in 2023. The JET IP provides the subsequent roadmap that enables South Africa to take targeted and aligned strides towards meeting its decarbonisation commitments. The JET IP not only charts a course for South Africa's decarbonisation but also emphasises the importance of employment promotion, skills development and meeting just targets, ensuring that economic opportunities and social equity are central to the transition.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is an enterprise owned by the Government of the Federal Republic of Germany and provides services worldwide in the field of international cooperation for sustainable development and international education. The project Career Path for Employment (CPD4E) is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-funded by the European Union (EU) and the Swiss State Secretariat for Economic Affairs (SECO). The CPD4E project started in June 2022 and will conclude in August 2028. The GIZ is implementing the CPD4E project in close cooperation with the political partner of the CPD4E, the Department of Higher Education and Training (DHET) of South Africa and other relevant stakeholders. CPD4E aims to improve the employment prospects of young people in South Africa in low-carbon footprint economic sectors to support a Just Transition by applying an integrated approach to employment promotion. This involves integrating the following crucial dimensions through collaborative interventions with various stakeholders:

- Strengthening the **supply-side** of the labour market to improve the employability of young people in the country.
- Providing labour market **demand-side support**, specifically in the area of SMMEs business development and support.
- Enhancing the employability of young people through targeted **matching interventions** to support better transitions from learning to earning
- Improving framework conditions in the labour market through **innovation and learning**.

The CPD4E project has as the overall objective of improving the employment opportunities of young South Africans within a decarbonised economy. This should be achieved through support to TVET institutions focusing on demand led skilling and employment promotion.

As part of the support to DHET to provide capacity development measures for integrating South Africa's Just Transition framework into the country's TVET and employment promotion agenda, CPD4E seeks to strengthen the capacities of key public, civil society, and private sector skills development and employment promotion actors. Included in output indicators are specifically that two national, provincial, or regional governmental bodies or units are capacitated to manage and coordinate the skills ecosystems and demands in the framework of the Just Energy Transition. As a key multi-level governmental unit, CPD4E is committed to supporting the establishment of the JET Skills Desk, recently launched as a national coordination hub that drives strategic planning, policy coherence, and labour market intelligence for JET-related skills.

It is against this backdrop that the project is inviting relevant service providers to submit a proposal for **development of the JET–Integrated Skills Research Agenda** as a national coordination instrument to consolidate, assess and direct research on skilling for the Just Energy Transition, structured across national, sectoral and regional dimensions.

By disaggregating research priorities across national, sectoral and regional levels, and by embedding both applied and theoretical dimensions, the Agenda will provide the analytical foundation required to support coordinated workforce transformation, institutional reform and socially just economic restructuring.

The JET–Integrated Skills Research Agenda will be coordinated through the JET Skills Desk within DHET and embedded within the governance architecture of the JET–Integrated Skills Ecosystem.

1.1 Context

South Africa's Just Energy Transition (JET) represents a structural transformation of the national economy with differentiated implications across sectors and regions. The transition affects:

- National labour market structures and occupational demand patterns.
- Sector-specific production systems and technological configurations.
- Regional economies concentrated around carbon-intensive activities.
- The institutional architecture of the Post-School Education and Training (PSET) system.

At national level, the transition requires alignment between energy policy, industrial policy, labour market strategy and skills development planning. At sectoral level, emerging technologies are reshaping occupational categories, qualification requirements and workplace-based training models. At regional level, provinces and local economies face uneven exposure to transition risks and opportunities, necessitating spatially differentiated skills interventions. Although research exists on energy transition and industrial decarbonisation, research specifically focused on skills formation, workforce restructuring and

institutional readiness for the JET remains fragmented and insufficiently consolidated within formal planning instruments. Furthermore:

- The role of business in shaping skills demand, training investment and innovation systems requires systematic analysis.
- The role of organised labour in worker transition pathways, collective bargaining, social dialogue and protection mechanisms must be embedded within the research framework.
- Theoretical and comparative research on skills formation systems, socio-technical transitions and institutional governance has not yet been systematically integrated into South Africa's JET skills planning processes.

The JET–Integrated Skills Research Agenda is therefore proposed as a strategic governance instrument designed to consolidate, prioritise and integrate research related to skilling for South Africa's Just Energy Transition. The JET–Integrated Skills Research Agenda will serve as the research backbone of the:

- JET Integrated Skills Plan,
- JET Sectoral Skills Plans, and
- JET Regional Skills Plans.

1.2 Project steering committee

The project will be steered by a team consisting of GIZ, the JET Skills Desk, the Skills Research Advisory Mechanism, and the Department of Higher Education and Training. The steering committee will have final approval of all reports developed during the project.

2. Tasks to be performed by the contractor

The contractor will be responsible for developing the National JET Skills Research Agenda. This work will include a structured mapping exercise focused specifically on research related to skilling for the JET, accompanied by a prioritised research gap analysis.

The contractor is therefore, responsible for providing the following work packages:

2.1 Inception: At the commencement of the project, the contractor will be responsible for providing a detailed work plan and inception report based on the inception meeting with the project steering committee. The inception report must include the methodological approach and timelines agreed upon in the inception meeting.

2.2 Work package 1*: Conducting a Comprehensive Situational Analysis of Research Related to Skilling for the JET Across National, Sectoral and Regional Levels (for South Africa and selected countries), and

*** Note that a research repository is currently being conceptualised and a list of available research is currently being collated. This resource will be made available as a point of departure for this work package.**

2.3 Work package 2: Research Gap Analysis and Prioritisation for New Research Commissions

- Mapping existing research by:
 - Thematic focus
 - Institutional actor
 - Sectoral coverage
 - Regional distribution
 - Degree of policy uptake
- Identifying strategic knowledge gaps in line with the JET Investment Plan, and Skills Development Zones):
 - Labour market intelligence and occupational foresight
 - Sector-specific skills demand modelling
 - Regional and spatial skills planning
 - Institutional capacity within the PSET system
 - Business participation in skills development
 - Labour transition mechanisms and social protection systems

in order to:

- Strengthen the integration of theoretical and comparative research, including skills formation systems and socio-technical transition theory, into policy design,
- Guide structured local and international knowledge exchange initiatives based on clearly defined research and policy priorities, and
- Embed research outputs within DHET's planning, funding and coordination processes.

National Research Mapping

This will assess:

- National labour market forecasting studies
- Occupational restructuring analysis
- Research on national skills formation systems
- Governance models for integrated skills ecosystems
- Financing frameworks for large-scale reskilling
- National social dialogue mechanisms involving business and labour

Sectoral Research Mapping

Aligned to priority JET value chains, this will identify:

- Sector-specific occupational transition research

- Technical skills demand studies
- Industry–training alignment mechanisms
- Business-led training investment research
- Labour redeployment and retraining models within specific sectors

Regional Research Mapping

This component will assess:

- Provincial exposure to transition-related labour market shifts
- Spatial skills demand and supply analysis
- Institutional readiness of TVET colleges and universities
- Regional social and employment impacts
- Community-level workforce transition research

2.4 Work package 3: Validation Workshop, Reporting and Closeout

Draft reports, presentations and feedback processes for validation workshop: The contractor will prepare initial, draft reports. Upon completion of the draft reports, the contractor will be responsible for circulating the reports and organizing a workshop to discuss key findings and recommendations. The draft reports should be no more than 50 pages each, excluding the cover page, contents and references. The workshop will take place in person and participants will include the project steering committee, and members of the various stakeholder groups.

Final reports: The contractor will be responsible for compiling the final reports which will incorporate the feedback from the validation workshop and supplementary channels.

Closeout report: When the final reports have been prepared for publication and approved by the steering group, the contractor will provide a project closeout report. The closeout report will detail important project aspects, record variances around the timelines, scope, and reporting timelines.

The outcome will be a consolidated National Skills Transition Research Inventory, disaggregated by national, sectoral and regional dimensions, accompanied by a prioritised research gap analysis in as much detail as enables the formulation of specific and effective calls for research.

2.5 Theoretical and Academic Foundations

The JET–Integrated Skills Research Agenda will incorporate rigorous academic and theoretical dimensions to strengthen policy design. Key analytical frameworks will include:

- Skills Formation Systems (comparative models of vocational education and training governance)
- Socio-Technical Transition Theory (interaction between technological change and institutional adaptation)
- Varieties of Capitalism and Institutional Governance Models
- Labour Market Segmentation and Occupational Mobility Frameworks
- Just Transition and Industrial Relations Theory

This theoretical grounding will:

- Inform comparative benchmarking
- Guide the design of integrated skills ecosystems
- Support structured international engagement

- Strengthen academic–policy collaboration.

The Research Agenda will therefore operate at both applied policy and academic levels.

2.6 Priority Research Domains

Across national, sectoral and regional levels, priority domains will include:

- Occupational restructuring and emerging skills demand
- Curriculum reform and qualification alignment
- Institutional capacity within the PSET system
- Financing and governance of reskilling systems
- Business investment patterns in training and innovation
- Labour transition pathways and worker protection mechanisms
- Spatial equity and regional development implications
- Social dialogue and collaborative governance models

2.7 Strategic Outcomes

The JET–Integrated Skills Research Agenda will:

- Consolidate fragmented research efforts
- Strengthen evidence-based national skills planning
- Improve sectoral responsiveness to technological change
- Enhance regional targeting of skills interventions
- Clarify the roles of business and labour within the transition
- Strengthen theoretical and comparative foundations for institutional reform
- Support coordinated workforce transformation in the context of the Just Energy Transition

3. Project Management Requirements

- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly reports on the implementation status of the project (5 - 7 pages)

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
Initial Inception Report	2 weeks after contract start date

Work package 1: Comprehensive Situational Analysis and Research Mapping Conduct a comprehensive (meta) analysis specified themes and levels Consolidate national, sectoral and regional research inventories, tagged by theme Draft a comprehensive literature review specified themes and levels Draft a structured research mapping report	Within 2 months/contractor Within 2 months/contractor Within 3 months/contractor Within 3 months/contractor
Work package 2: Research Gap Analysis and Prioritisation for New Research Commissions Identify and detail strategic knowledge and research gaps Define priority research themes Draft a structured gap analysis and priority research themes report	Within 4 months/contractor Within 4 months/contractor Within 5 months/contractor
Work package 3: Reporting and Closeout including Presentation, Validation and Preparation for Publication Prepare draft reports for dissemination, and prepare PowerPoint presentations and feedback processes for validation workshop Host in-person validation Workshop for approximately 80 stakeholders Finalise reports for publication, taking into account all stakeholder feedback	Within 6 months/contractor Within 6 months/Gauteng/contractor Within 8 months/contractor

Period of assignment: from **14th September 2026** until **31st May 2027**.

4. 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.

The numbers in parentheses below correspond to the lines of the technical assessment grid.

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 1.1 Context) (*criteria 1.1.1 in the technical assessment grid*). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible and which are described above (see Chapter 2 Tasks to be performed) (*criteria 1.1.2 in the technical assessment grid*). The tenderer is expected to provide information on the analytical approach and data collection methodology as part of this strategy. The bidder must also demonstrate an understanding of the Just Energy Transition (JET) and Skills Formation. The bidder must also demonstrate experience in contributing to establishing and managing a dynamic knowledge asset repository. (Max. 6 pages)

Cooperation: The tenderer is required to present the actors relevant for the services for which it is responsible and describe the cooperation (*criteria 1.2.1 & 1.2.2 in the technical assessment grid*) with them.

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

Processes: The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (*criteria 1.4.1 in technical assessment grid*) 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) (*criteria 1.4.2 in technical assessment grid*).

The tenderer is required to describe its contribution to knowledge management for the partner (*criteria 1.5.1 in technical assessment grid*) and GIZ and to promote scaling-up effects (*criteria 1.5.2 in technical assessment grid*) 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. is required to describe the approach for coordination with the project steering committee. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) (*criteria 1.6.1 in technical assessment grid*) 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 to understand clearly who in the presented team will perform what role. 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 (*criteria 1.6.2 in technical assessment grid*).

Backstopping Details:

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

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of 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 work packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular 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): Doctoral university degree (PhD) in Monitoring and Evaluation, Development Studies, Economics or Social Sciences
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in research and analysis: experience in document review, knowledge of creating document repositories in electronic formats, academic writings, report writing (Conferences, Workshops, Speeches) and synthesis of research reports and other documents
- Specific professional experience (2.1.4): 10 years in skills development, environmental sustainability and renewable energy sector/business planning, and policy development
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Other (2.1.6): Knowledge of Universities, TVET Colleges, SETAs, Associations, NGOs, and private industry within the renewable energy ecosystem, within the New Electric Vehicles (NEV) and Clean Energy (inclusive of Green Hydrogen GH2) space

Key expert pool with minimum 1, maximum 2 members

Tasks of key expert pool 1

- The pool of key experts will assist the team lead with the overall project design and implementation, e.g. by development of data collection tools, data collection, analysis and report writing, ensuring data quality and ensuring data is managed in line with data protection guidelines and ethical research standards.

Qualifications of key expert pool 1

- Education/training (2.2.1): University qualification Masters in Monitoring and Evaluation, Development Studies, Economics or Social Sciences
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 5 years of professional experience in research and analysis: experience in document review, knowledge of creating document repositories in electronic formats, academic writings, report writing (Conferences, Workshops, Speeches) and synthesis of research reports and other documents
- Specific professional experience (2.2.4): 3 years in skills development, environmental sustainability and renewable energy sector/business planning, and policy development

Final tasks of key experts may be distributed across the team in line with their strengths, experience, and qualifications. The allocation of responsibilities across the team should be clearly described, e.g. in the personal assignment plan.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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

6. Costing requirements

6.1 Assignment of personnel

This contract makes provision for a total of 90 working days to be delivered by the experts listed above. This includes:

- Team Lead: Assignment for 50 expert days
- Key Expert Pool: Assignment for 60 expert days

In your tender, please do not deviate from the specification of the number of experts and expert days, because this is part of the competitive tender and is used to ensure that the tenders can be compared objectively. There is no entitlement to use the total number of expert days.

6.2 Travel

The travel expenses must be costed as follows by the contractor:

National flights	3
Compensation of CO2 emissions	3
Transportation	1

As the number and duration of the business trips is not yet clear, the above-mentioned fixed, unalterable travel-expenses budget for all trips for all experts is specified in the price schedule. The final number and destination of trips will be determined at the time of the inception meeting. The budget contains the following travel expenses:

- Per-diem allowances
- Domestic Flights and other transport costs
- Ancillary travel costs (visa etc.)

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 \(GERMAN ONLY\)](#)).

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 (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 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.

6.3 Workshops

The tenderer will implement the following workshops:

- Workshop on findings to be validated

The tenderer will implement one workshop to present the findings of the evaluation. After the workshop, the bidder will consolidate the suggestions and recommendations into the final report.

The workshop will take place at a suitable venue in Pretoria. The maximum anticipated number of participants will be 80 people.

A workshop budget of ZAR 49,337.00 should be included in the costing.

The fixed, unalterable budget given above is specified in the price schedule for workshops. The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting
- Catering
- Workshop materials
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the tenderer and or the tenderer's experts incurred in connection with the planning and running of the workshops. These are covered under 5.2.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Team Lead	1	50	50	
Designation Key Expert Pool	1, max. 2	30	60	
Travel: National flights Compensation of CO2 emissions Transportation		3 3 1		A budget is earmarked for domestic travel as necessary. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items.
Other costs	Number	Price	Total	Comments
Workshops			R49 337.00	A fixed budget of ZAR49,337.00 is earmarked for settling workshop expenses against evidence.

				Please calculate a budget for workshops taking qualifying cost items detailed in 6.3 above into account.
--	--	--	--	--

P+R Rule 566 Ensuring standards for sustainable event management must be observed.

7. Inputs of GIZ or other actors

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

Relevant data sources which include but are not limited to:

- Existing DHET LMI outputs
- Other relevant outputs made available from other government departments and academic institutions
- Reports from similar assessments/reviews already or currently being conducted
- Connection to relevant stakeholders
- Regular consultations and clarification of questions as needed.

8. 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.

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.

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 any other 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.

9. Payment

The contractor will be paid as work packages are completed, with the initial payment scheduled after the acceptance of the inception report and evaluation plan and the final payment due after acceptance of the closeout report. Payments are linked to the submission of relevant invoicing documents, including those required to document expert days worked.

10. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, 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 (e.g. the Protection of Personal Information Act, POPIA).

The contractor must 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 European Union's General Data Protection Regulation's (GDPR) data transfer rules must be considered whenever personal data leaves the EU for a third country. In case the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the laws and standards to which the partner is subject. The GIZ is not in any way responsible for such processing.

Where 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) could be helpful. The GIZ is available to support the contractor whenever need arises.