

CONFIDENTIAL

<u>Good Agronomic Practices Training under the Special Initiative</u>	Project number/
<u>“Decent Work for Just Transition” ‘Almonds for Green</u>	cost centre:
<u>Regenerative Employment and Ecosystems” AGREE Project.</u>	G-011454-007
	Tender number

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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

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a provider of international cooperation services for sustainable development and international education work, dedicated to building a future worth living around the world. As part of the Ghana-German cooperation, GIZ has been involved in supporting a wide range of sectors for over 30 years. As agreed between the Governments of Germany and Ghana, GIZ is boosting Ghana's potential by focusing its projects on three priority areas: Responsibility for our planet - climate and energy, Training and sustainable growth for decent jobs as well as Peaceful and inclusive societies. In addition, nearly all the projects in Ghana involve the private sector.

GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the Special Initiative on Training and Job Creation, which operates under the brand 'Invest for Jobs'. The objective is to promote job-creation and growth of enterprises in Ghana. Invest for Jobs works in three areas of intervention: 'Business & Invest', 'Cluster approach' and 'Ghanaian SME (Mittelstand)'. Under the 'Business & Invest', it promotes sustainable investments from German and European companies and investors; the 'Cluster approach' aims to increase the economic attractiveness of business locations and industries; intervenes to support industrial parks, improves export opportunities and addresses various obstacles to investment. The 'Ghanaian SME (Mittelstand)' promotes the SME sector, by improving the business environment and enhancing competitiveness, by promoting advisory and (innovative) financial services for SME and boosting cooperation between German and African companies.

Under its first component, Business and Invest, The Almonds for Green Regenerative Employment and Ecosystems project is under implementation.

Almonds for Green Regenerative Employment and Ecosystems

The kernels of the tropical almond can be processed into useful food products to enhance food and nutrition security especially in developing countries. The products can also be traded to generate income. Integration of tropical almond into production systems especially in rural areas could help improve livelihoods of farmers, women and children. Despite the importance of tropical almond in relation to nutrition, good health, income and job creation and enhancement of general livelihood especially of the rural poor, the crop is neglected or regarded as an orphan crop or minor crop in Ghana. No plantations exist with majority of trees spatially distributed in the backyard of households. No improved variety is commercially available. Talmond established 23 elite varieties in the field which it is providing to tropical almond growers under its Tropical Almond Agroforestry Program.

Main Problems Being Addressed

- **Low Supply** of tropical almonds in the system due to growing industry
- **Poor Tree and Soil Health** due to poor soil health, inadequate soil preparation and poor soil nutrient management.
- **Drought Management and Water Stress** from poor irrigation practices and unpredictable weather patterns.

Expected Output

- Increased tropical almond productivity and quality. Increased supply of tropical almond seeds for processing from a high-yielding agroforestry system.
- Reduced seedling and tree losses due to farm mismanagement.
- Improved knowledge and skills among growers.
- Economic benefits for farmers.
- Sustainable farming practices leading to long-term profitability.

Rationale for Assignment

- **Economic Importance:** Tropical almonds have high nutritional and commercial value, making them a potential cash crop.
- **Environmental Benefits:** The species contributes to soil stabilization and reforestation efforts.
- **Farmer Livelihoods:** Supporting growers enhances income opportunities, especially in the neglected Volta Region.
- **Sustainability:** Proper cultivation practices will help restore the extremely degraded soils of the farms, reduce deforestation, promote sustainable land use and further diversify the incomes of the farmers through food agroforestry systems.

Therefore, GIZ-Ghana seeks to engage a consultancy firm with the required professional knowledge and experience.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- a. Develop training manuals for Good Agricultural Practices for the new almond value chain in Ghana.
- b. Provide Good Agronomical Practices trainings in almond production for 600 almond farmers under this Project in the Volta and Brong Ahafo regions of Ghana.
- c. Conduct a Training of Trainers in Good Agronomic Practices for at least 100 members of the almond value chain.
- d. Adopt almond production manuals and curriculum from relevant documents/organizations for the project.

- e. Adopt Gross Margin Analysis of almond production under improved and indigenous methods of productions for use.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

Milestone	Deadline/place/person responsible
Inception Meeting held	5 th August 2026
Almond production manuals and curriculum developed or reviewed	10 th August 2026
Word version of training guidelines/materials submitted prior to training start	20 th August 2026
Good Agronomic Practices Training conducted	30 th November 2026
Post-harvest handling training conducted	30 th December 2026
Mid-term report	15 th January 2027
Pesticide Usage and Disposal Training Conducted	30 th March 2027
Final Report submitted	15 th April 2027

Period of assignment: This specific assignment is expected to take place for a period of 6 months between 5th August 2026 to 15th April 2027. The contractor shall adapt his/her schedule to this requirement.

Training's location:

This assignment will take place in the Volta and Brong Ahafo regions with farmer groups that shall be identified by the partner or their agents thereof, for the purposes of this training.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter **Error! Reference source not found.** are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.**).

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

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter **Error! Reference source not found.** are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter **Error! Reference source not found.**

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

The bidder shall clearly indicate:

- 1) Geographic area, where training will take place / where contractor is located.
- 2) Trade area(s)
- 3) Number of trainers available
- 4) Preliminary indication when the training is supposed to happen (morning/midday/evening and number of training days per week/month).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform training.
- The contractor makes available 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 AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports/outputs as evidence of work:

- Detailed time schedule(s) for the implementation of the tasks i. e. timeline required.
- Participants Lists of the trainees (validated via signatures/thumbprints): Monitoring / data selection and storage must adhere to the Data Protection Policy and discussed with GIZ.
- Monthly progress reports/updates within the training period, in close collaboration with GIZ and project partners
- Group and individual pictures of the workshops / beneficiaries with signed consent forms by each person for which data or pictures are taken. A template will be provided by GIZ.
- Final training report

Beyond the aspects mentioned above, the technical proposal shall include:

- Institutional profile
- Registration certificate
- Understanding of assignment, proposed methodology and work plan to approach the assignment.
- Details must include among others.
 - o Duration of training per person/group
 - o Training plan / content incorporating all stated modules.
 - o Capacity to offer training (trainers, list of tools and equipment)
 - o Modalities to ensure job/order matching of at least 50% of trained beneficiaries.
- In case the contractor has capacities to train more than the assigned persons, this should be indicated (although the financial proposal shall be based on assigned number)

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; 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.

4. Personnel concept

The bidder is required to provide personnel/trainers who are suited to filling the positions described, on the basis of their CVs (see Chapter 0), the range of tasks involved and the required qualifications.

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

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, 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): (Master's) degree in Business Administration, Social Science, Marketing, Development management or related fields.
- Language (2.1.2): Good business language skills in report writing and communication skills in English and good knowledge of local languages (Twi, Fante, Bono etc.)
- General professional experience (2.1.3): At least 12 years' experience in community work and enterprise development or any group activities.
- Language: Fluent in English language

Key experts (4)

Tasks of institutional staff / trainers

- **Delivery of training as described above.**

Qualifications of institutional staff / trainers

- **Education/training (2.2.1): At least bachelor's degree in business administration, Marketing, community development or related fields**
- **Language (2.2.2): Good skills in English and good knowledge of local languages (Twi, Fante, Ga, Bono etc.)**
- **General professional experience (2.2.3): At least 6 years of post-graduate professional experience in Business Administration, Marketing, Occupational Health and Safety, Enterprise/community development or related fields, SME development**

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Costing requirements

Assignment of personnel and travel expenses

Assignment of personnel

Team leader as well as trainers / institutional staff (approximately 6 in total) for 6 expert months

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter **Error! Reference source not found.** and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

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.

Aspect of sustainability 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.

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 TL	1	35	35	
Designation of key expert	4	35	140	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	5	30	150	
Overnight Accommodation	5	30	150	
Transport	Quantity	Number per expert	Total	Comments
CO ₂ compensation for air travel				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) Car Rental	1	5	5	Travel within the country and city of assignment for 20 days
Fuel for Car	1	5	5	Fuel for car within the period of transport.
Other costs	Number	Price	Total	Comments
Workshop (Food, Tnt)	300	25	7500	Food for participants.
Hall Rental	15	50	750	For trainings

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Inception and Document Preparation	5	Consultant
Implementation and Training	25	Consultant
Reporting and Closing	5	Accra/ Consultant

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter **Error! Reference source not found.** and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training

The contractor implements the following workshops/study trips/training courses:

- Workshops/trainings to 300 persons over a period of 6 months constitutes the main task of the assignment, as described above.

Other costs

Apart from the professional stated above, the financial proposal shall include all costs required in a detailed breakdown, such as

- Cost and list of any tools and materials/consumables required to aid training.
- Travel costs, if applicable
- Costs for Coordination / Contacting beneficiaries etc.

Requirements on the format of the tender

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall

not exceed 4 pages. The CVs 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).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment, e.g. in terms of type and scope. The option is exercised in the form of an extension to the contract based on the already offered individual rates.

Annexes

not applicable