

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

I. CONFIDENTIAL

BUSINESS MANAGEMENT AND FINANCIAL WELLBEING TRAINING FOR PLASTIC WASTE VALUE CHAIN ACTORS.	Project number/ cost centre: G-012232-415
	Tender number

0.	List of abbreviations	2
I.	General information.....	3
1.	Brief Information on the developPP Programmes	3
2.	Context.....	3
3.	Objective	3
4.	Duration of Assignment	3
5.	Tasks to be performed by the contractor	3
6.	Deliverables	4
II.	Tender requirements	4
	1. Qualifications of proposed Staff.....	5
	Technical-methodological concept	Error! Bookmark not defined.
	Project management of the contractor (1.6)	4
	Further requirements (1.7).....	5
7.	Personnel concept.....	5
	Team leader	5
	Short-term expert pool with minimum 3, maximum 4 members	6
8.	Costing requirements	6
	Assignment of personnel and travel expenses	6
	Sustainability aspects for travel	7
9.	Inputs of GIZ or other actors.....	7
10.	Requirements on the format of the tender	8

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
ToR	Terms of reference

II. General information

1. Brief Information on the 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

The project seeks to strengthen the operational and financial capacity of 1022 actors in the plastic waste management value chain. These include tricyclists, hand-drawn cart operators, aggregators, and farmers, who play a critical role in collection, aggregation, and recycling of plastic waste.

Despite their importance, many of these actors have limited knowledge in business management and financial planning, which affects their profitability, sustainability, and ability to scale operations. This training aims to address these gaps by equipping them with practical business and financial management skills.

3. Objective

The overall objective of this assignment is to build the capacity of 1,022 cooperative members to improve their business operations and financial wellbeing.

Specific Objectives:

- Enhance participants' understanding of basic business management principles in the plastic waste value chain.
- Improve financial literacy, including savings, budgeting, and record-keeping
- Strengthen participants' ability to manage income and expenses effectively
- Promote entrepreneurial thinking and business growth strategies

Duration of Assignment

GIZ shall hire the consulting firm for the anticipated contract term, from **September 2, 2026, to July 14, 2027**.

4. Tasks to be performed by the contractor

The consultant/firm will be responsible for the following:

- Conducting a brief training needs assessment.
- Developing tailored training materials suitable for varying literacy levels.
- Designing practical and participatory training models.
- Delivering training sessions across designated locations (likely Eastern and Greater Accra regions)
- Providing training aids and simplified tools like record books, budgeting templates for participants.

- Conducting pre- and post-training assessments.
- Preparing and submitting a comprehensive training report.

5. Deliverables

The consulting firm will be expected to deliver, but not limited to:

- Inception report and training plan
- Training curriculum and materials
- Attendance records
- Pre- and post-training assessment report.
- Final training report, including outcomes, challenges, and recommendations.

III. Tender requirements

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**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) 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; 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.

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

6. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, based on 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.

Qualifications of proposed Staff

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, 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 Lead

- Education/training (2.1.1): Master's degree Business Management, Finance or Related field
- Language (2.1.2): C2-level language proficiency in English and Akan language
- General professional experience (2.1.3): 15 years minimum of professional experience in delivering business and financial literacy training with strong facilitation and communication skills.
- Specific professional experience (2.1.4): 10 years working experience working with informal sector workers, farmers or cooperatives and experience with developmental organisations.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or similar role

Short-term expert pool with maximum 2 persons

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Support with monitoring and evaluation of the activities
- Support with logistics for the activities
- Manage communication between GIZ, the consultancy firm and the community

Qualifications of the short-term expert 1

- Degree in Entrepreneurship, Social Science or related field
- Language (2.2.2): up to 2 experts with C2-level language proficiency in English with a good command of the Akan languages.
- General professional experience (2.2.3): At least 5 years of professional experience in organizing and delivering training for informal plastic waste workers
- Specific professional experience (2.2.4): At least 5 years of working experience with developmental organisations and a proven understanding of the dynamics of the plastic waste value chain actors in the eastern and greater Accra region.

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 short-term experts and their individual qualifications.

7. Costing requirements

Assignment of personnel and travel expenses

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

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount 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 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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Short-term expert pool	1	40	40	40 days for support expert
Designation of TL	1	50	50	50 days for the lead expert
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	2	10 days	20	Per diem for 2 experts for 10 days each
Accommodation	2	10 days	20	Accommodation for 2 experts for 10 days
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car)				
• Fuel and Vehicle Rental	9	2	18	Fuel or car rental for travels within the country of assignment.
Workshop	1022	2	2044	Venue, water and drinks for 1022 people for 2 days

8. Inputs of GIZ or other actors

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

- Copies of all training materials to be used.

9. 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 (language).

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 (language).

Please calculate your financial tender based exactly on the parameters specified in the costing requirements. **Venue and cost of lunch for the participants should be incorporated in your financial tender.** The contractor is not contractually entitled to use up the days, trips, workshops 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.