

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

CONFIDENTIAL

Event management support: Organization and implementation of Green Hydrogen and Battery Value Chains Conferences and Networking Events	Project number/ cost centre: G-018088-001
	Tender number 7000019311

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0. List of abbreviations

AVB/GTCC General Terms and Conditions of Contract for supplying services and work 2022

BMZ German Federal Ministry for Economic Cooperation and Development

BVC Battery Value Chains

DC Development Cooperation

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

GH2 Green Hydrogen

GHSA Green Hydrogen South Africa

H2.SA Promoting a Green Hydrogen Economy in South Africa

IC International Cooperation

PtX Power-to-X

SAGHS South Africa Green Hydrogen Summit

ToR Terms of reference

1. Context

South Africa is positioning itself as a global leader in the development of a green hydrogen economy and battery value chain, leveraging its abundant renewable energy resources, strategic location, and existing industrial capabilities. As part of this transition, multiple stakeholders, including government, private sector, development partners, and civil society are actively engaged in advancing green hydrogen initiatives that support sustainable economic growth, industrialisation, and job creation.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), through the H2.SA II BVC Programme, supports the development of a sustainable Power-to-X (PtX) economy in South Africa. The programme works closely with public and private stakeholders to strengthen policy frameworks, build capacity, facilitate investment, and promote knowledge exchange in the green hydrogen sector.

In this context, a series of high-level events, including conferences, stakeholder engagements, and networking platforms such as the Africa Green Hydrogen Summit are organised to:

- Showcase progress and opportunities in the green hydrogen sector
- Foster partnerships and collaboration among local and international stakeholders
- Promote investment and project development
- Share knowledge, research, and best practices

These events are critical in advancing dialogue, aligning stakeholders, and positioning South Africa as a competitive green hydrogen hub on the continent and globally. To ensure the successful delivery of such events, the programme seeks to appoint a professional event management service provider to support the planning, coordination, and execution of high-quality, impactful events that meet international standards and donor requirements.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Event Management

1) Overarching

- Prepare and manage a project management plan that outlines the names of the task managers, the timeline with the number of working days, all milestones with respective responsibilities, and delivery dates. This plan should be aligned with the H2.SA operation plan, be regularly updated and made available;
- Serve as a focal point for and coordinate with all relevant suppliers (hotels, drivers, catering, decorators, printers, audio-visual and light technicians, etc.) involved in the technical, logistical and administrative arrangements of the events;
- Management of sub-contractors (where applicable): travel management company, transportation, accommodation, communication and deployment, directional signage, design and production;
- Screening, evaluation, and preselection of suitable conference venues; facilitating provision of information and documentation for tender process and contracting (tender process and contracting will be managed directly by GIZ);

- Provision and/or selection of moderators and photographer (where applicable);
- Support the project management team of H2.SA with additional tasks related to the events;
- Liaise with GIZ's appointed design/marketing agency to ensure brand consistency on all platforms and all collateral;
- Management of the feedback process after each event;
- Documentation of events according to H2.SA's event monitoring system and post-event reporting on all deliverables and targets including financials;
- The technical capabilities and infrastructure to cater for pure virtual & hybrid model conferencing (e.g. Live Stage, Breakaway rooms, Networking platforms which include capabilities to host Panel Discussions, Conferencing Press Rooms et al).
- Participate in the agreed coordination meetings with the H2.SA team, the quarterly operational planning sessions, and on a needs basis (if requested).

2) Before the event

- Secure a suitable venue, oversee venue preparation, and ensure all preparations are made before the event.
 - Observing GIZ rules and regulations, select an appropriate venue in consultation with the H2.SA team;
 - Act as a focal point for all communication and liaison with the venue;
 - Oversee the venue preparation
 - Coordinate the delivery and installation of marketing material (banners, branding, programmes, etc.);
- Participant and travel management (in close coordination with the H2.SA team)
 - If not done by GIZ, share event invitations through an electronic platform, manage invitations, and provide regular updates wrt. registration numbers, including data collection on meal preferences;
 - Ensure all personal data is collected in accordance with national data protection legislation allowing to pass data on to GIZ after each event.;
 - Issue reminders for the event within an agreed timeframe;
 - Design and produce name badges for all participants and speakers;
 - Send logistical communication including information to all participants (arrival/departure details, hotel booking, visa requirements, etc.), and offer help desk for participants (if needed);
- Airport reception and ground transport
 - Organize a minibus/van for airport transfers to pick up participants considering protocol arrangements.
- Coordinate with all relevant suppliers involved in the technical and logistical arrangements;
- Briefing of the project team (GIZ staff, suppliers, service providers, etc.). Frequency is to be determined by the magnitude of the event.

3) *At the event*

- During the event, work closely with the GIZ project management team to ensure smooth implementation of the event including participant arrival and registration (international and local), accommodation, stage set up, seating, food and beverages, lunches and dinners;
- Reception, registration, and guidance:
 - Prepare a registration list with columns for names, organization, email addresses, and signatures for all training days; a GIZ participation list template will be provided;
 - Set up and staff registration area with tables to ensure timely information of participants upon arrival;
 - Provide guidance during the reception in the morning and for all coffee and lunch breaks;
 - Distribute prepared materials and other information such as the conference kit.
- Conference venue arrangements:
 - Arrange and ensure that the meeting room is arranged according to specifications and ready as required per agenda and schedules;
 - Coordinate with the GIZ project management team for the desired setup at the venue and ensure that the venue is prepared and set up with the necessary event collateral and amenities;
 - Security: work closely with the available security personnel to ensure that the event and the guests are well secured;
 - Check seating arrangements, meeting facilities, and availability of conference equipment (flip charts, beamer, etc.);
- Meal provision/ subsistence:
 - Meal provision should be coordinated in close cooperation with the GIZ project team; in many cases, it is already included in the hotel booking or conference package;
 - As a general rule for avoiding the payment of per diems to reduce administrative effort: breakfast and lunch are to be included for 1-day events and dinner is to be included for events with overnight stay; GIZ's travel regulations apply;
 - The dietary requirements of the participants should be considered (e.g. vegetarian, vegan, pescatarian, gluten-free, halal, kosher, etc.);
 - All meals should be accompanied by a maximum of two beverages (soft drinks) per person;
 - The use of plastic should be reduced to an absolute minimum (use the GIZ Guide for Sustainable Event Management (Annexure 2) for orientation;
- Technology/equipment:

- Arrange and ensure availability of audio-visual equipment in the conference room (beamer, sound box, etc.);
- Arrange and oversee installation of lighting technology/stage production services (if needed);

4) After the event

- Follow-up on participant list (needs to be filled out completely) and hand over to H2.SA;
- Support post-event activities including circulation of satisfaction surveys to participants, and electronic files (e.g. attendance register, speaker presentations, evaluation forms).
- 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.

The contractor is responsible for providing the following services:

- Selecting, preparing, training, and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- Provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- Manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ
- Reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestone	Description	Deadline
Kick-off Meeting between GIZ and consultancy	Pretoria 2-hour meeting	Within two weeks after signing of contract
Develop project/event management plan aligned with planned H2.SA activities	Document submission	Within two weeks after signing of contract
Participate in regular coordination meetings with the H2.SA team as well as additional stakeholders if required	Virtual Teams meetings or in person as agreed	As required

3xSupport H2.SA's contribution/part (up to 10 break-out sessions, and up to 3 larger side events) to the South African Green Hydrogen Summits (SAGHS) or a similar summit in green hydrogen or battery sector	Cape Town 3-day conference (incl. 1-day build-up) Up to 1500 guests Break-out sessions between 20 – 50 participants each Larger side events with up to 100 participants each	September 2026 2027 and 2028 tba
Organise 1 exhibition of South Africa at a European GH2 conference	Plan and build an exhibition stand Organise SA representation e.g. European Hydrogen Conference	According to conference dates
Organise stakeholder engagements, 3 per year	Gauteng, stakeholder engagements, Between 5-10 guests	September 2026-May 2028
Organise strategic session 3 per year (two days event)	Gauteng, project strategic planning sessions, Between 35-45 guests	September 2026-May 2028
6 stakeholder reception	Gauteng, Northern, Western, Eastern Cape, Limpopo (and others) Different topics/themes Up to 100 guests Usually with (evening) reception and lunch or dinner	September 2026-May 2028

Period of assignment: from 1st September 2026 until 31 July 2028.

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.

Note: The numbers in parentheses 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 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

Further requirements (1.7)

In addition to the technical concept, the bidder is required to submit a business profile that details the bidder's experience in the Meetings, Incentives, Conferences, and Exhibitions (MICE) sector and evidence of previous events and contactable references of previous or existing clients with special reference to government organisations

4. 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 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): University qualification (International Diploma, Master or equivalent) in Event Management and/or Logistics Management
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the meetings, incentives, conferences, and events (MICE) sector
- Specific professional experience (2.1.4): 5 years in organizing hybrid/online events
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as a project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in Southern Africa
- Development cooperation (DC) experience (2.1.7): 3 years of experience in collaborating with government stakeholders
- Other (2.1.8): Not applicable

The below-specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Short-term expert pool with minimum 2, maximum 2 members

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

- All event management tasks as outlined in Chapter 2.

Qualifications of the short-term expert pool

- Education/training (2.2.1): University qualification (National Diploma, Bachelor or equivalent) in Event Management and/or Logistics Management
- Language (2.2.2): C2 -level language in English
- General professional experience (2.2.3): 10 years of professional experience in the meetings, incentives, conferences, and events (MICE) sector
- Specific professional experience (2.2.4): 10 years in organizing hybrid/online events
- Leadership/management experience (2.2.5): Not applicable

- Regional experience (2.2.6): 5 years of experience in projects in Southern Africa
- Development Cooperation (DC) experience (2.2.7): Not applicable
- Other (2.2.8): Not applicable

5. 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
Designation of TL	1	40	40	Against provision of a timesheet
Short-term expert pool	2	60	120	Against provision of a timesheet
Travel expenses	Quantity	Number of days per expert	Total	Comments

Per-diem allowance in country of assignment	40(National)			Per diem cannot be claimed in full if breakfast and other meals are provided e.g., at workshops or meetings. Reimbursement will be based on location and GIZ internal reimbursement rates
Overnight allowance in the country of assignment	40 (national)			Reimbursement will be based on location and GIZ internal reimbursement rates
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	20			Flights within the country of assignment during service delivery
CO₂ compensation for air travel <i>Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>				A budget of R11 000.00 is earmarked for settling carbon offsets against evidence.
International Travel Expense	1	1	R70 000.00	A fixed budget of R70000 for (flights, per diem, land transport and accommodation) in an international assignment
Fixed Ground Travel expenses (Local) • Mileage (KMs) • Car hire	1	1	R28 404.00	Travel within the country of assignment, transfer to/from the airport, etc.

Airport transfers in South Africa (Gautrain/Uber)				A fixed budget of R28 404.00 for (Milage (KM), Car hire, Airport Transfer) Reimbursement will be in line with GIZ travel regulations
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	R141, 100.00	R141, 100.00	A budget of EUR (ZAR 141 100.00) 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.
Workshops	1	R 2 000 000.00	R2 000 000.00	The budget contains the following costs: The budget contains the following costs: * Venue hire and catering costs (stakeholder reception), up to 100 participants — 12 * Venue hire and catering costs (Strategic Planning sessions), up to 2-day event, up to 25 participants — 5 * Venue hire and catering costs (general project events), up to 100 participants — 12 * Conference equipment/AV hire (general project events) — 12

				-Conference equipment/basic AV hire (networking events) — 12
Subcontracts	1	R100 000.00	R100 000.00	The budget contains the following costs: -Transportation for event participants (minibus hire) ▪ Moderation
Procurement of materials and equipment	1	R122 000.00	R122 000.00	The budget contains the following costs: ▪ promotional materials - Production cost, material costs for communication material, AV printing

Workshops, events and trainings

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

- South Africa Green Hydrogen Summit in Cape Town with national and international high-level guests. The event is organized by one of H2.SA's political partners. H2.SA contributes a series of trainings, side-events, or breakout sessions which will be organized by different Technical Experts and affiliated project partners. The technical team needs support for the overall coordination of the process and participant/travel management, logistics, venue arrangement, and supplier management.
- 12 networking events with up to 100 guests in Gauteng, Eastern Cape, Western Cape, Northern Cape (or other). Events should be business-casual and in one of the city's trendy locations (bar, restaurant, preferably with an outside area). The event should include a short input presentation from South African leaders (public, private, media, research, civil society) related to green hydrogen/just transition. Drinks, snacks, and meals should be of high quality and should include a vegetarian option.
- 8 general project events including, but not limited to training, information event, stakeholder consultation, etc. Depending on the circumstances, events may be held physically or virtually. Some events might only be webinars, while others can range from 1-2 days. The type of events will be defined at a later stage with the GIZ team.
- GIZ team and service provider should ensure that the GIZ events sustainability and hospitality rules are followed.

If an event is held in Germany or Belgium, compliance with the following minimum standards must be ensured: (Note: In the case of a negotiated procedure,

- Vegetarian/vegan catering
- Fair trade products if from overseas
- Venue is physically accessible
- Public transport to the venue is possible
- Venue uses green electricity and/or is energy-optimised

Please describe in your concept how you implement the minimum standards specified above.

Flight and accommodation costs for H2.SA staff and event participants will be booked and paid for by GIZ and must not be included in the bidder's financial proposal (only include own flight and accommodation costs).

The budget estimate for the 4 general events should be based on a scenario where 50% are organized as a hybrid model.

6. Inputs of GIZ or other actors

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

- Technical input for training, side-sessions, break-out session
- List of participants and guests H2.SA wants to be invited
- Flight bookings for guests and GIZ staff (costs covered by GIZ)
- Corporate logos and design requirements
- Content for communication material
- Logistics for workshops: South African Green Hydrogen Summit (SAGHS)

7. 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.

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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 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. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition: The exercise of the option is subject to satisfactory performance by the contractor, availability of budgetary allocations, and confirmation of continued operational need by the commissioning party, as well as compliance with applicable administrative and procurement procedures.

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.

9. Outsourced processing of personal data

The execution of the contract may be associated with the processing of personal data by the contractor on behalf of the GIZ, such as (but not limited to) names and contact information. Such data processing shall be carried out only on behalf of and in accordance with the instructions of the GIZ. Therefore, the GIZ and the contractor shall conclude a contract for commissioned processing (AuV) in accordance with Article 28 GDPR. It shall be annexed to these tender documents.

The bidder must set out the technical and organizational measures (TOM) it takes to ensure a high level of data protection and data security in an annex to its bid. This also applies if the bidder has already been audited by the contractor in the past. Details on the relevant TOM can be found at the end of the AuV (see section "Note on technical organizational measures (TOM)"). The TOM of the bidder/contractor must reflect the state of the art, the nature, scope, context, and purposes of the processing of personal data, as well as the risk to the rights and freedoms of the data subjects. The contractor should also indicate in its bid all relevant certifications it has (e.g., according to ISO 27001). After a positive review, the contract is concluded with the Annex AuV.

Additionally, the contractor must help the GIZ comply with data protection principles and formalities.

10. Annexures

1. Guide to applying the GIZ Rules on Hospitality and Company Events.pdf

