

Implementation of Inclusive Business Contract Farming Module in Northern Ghana

CONFIDENTIAL

Project title:	Processing number/cost centre:
Implementation of Inclusive Contract Farming Module in Northern Ghana	G-018082-001
Country:	Internal order:
Ghana	1808202000
Subject of the tender procedure:	Tender number:
	7.....

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- 7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB) ... **Error! Bookmark not defined.**
- 7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB) **Error! Bookmark not defined.**
- 7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV) (*This option is not available if the service is being tendered using the negotiated procedure without a call for competitive tender.*) **Error! Bookmark not defined.**
- 8. **Annexes (optional)** **Error! Bookmark not defined.**

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0. List of abbreviations

PSInno	Private Sector and Innovation Promotion in Ghana
SMEs	Small and Medium Enterprises
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
BMZ	German Federal Ministry for Economic Cooperation and Development
MoTAI	Ministry of Trade, Agribusiness and Industry

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1. Context

The Private Sector and Innovation Promotion in Ghana (PSInno) project is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), and is jointly implemented with the Ministry of Trade, Agribusiness and Industry (MoTAI). The project makes small and medium-sized enterprises more competitive, primarily in the agricultural sector and digital economy. By doing so, it fosters innovation and creates new jobs.

Output 2 of PSInno focuses on the technical and entrepreneurial capacities of private-sector actors in the agri-food sector in northern Ghana, especially women and young people. This leads to the strengthening of the competitive and employment-creating economic development of companies in the agricultural sector in northern Ghana. In this regard, the project intends to support SMEs with capacity development around contract farming aimed at linking the processors with producers and to developing and implementing sustainable and mutually beneficial contract farming systems in northern Ghana.

2. Tasks to be performed by the contractor

2.1 Term

The assignment period is from 01.10.2026 until 30.11.2028.

2.2 Objectives, indicators, task and milestones

The objective of this assignment is to engage a firm to strengthen the supply chain management of SMEs in the agri-food sector in northern Ghana through facilitation of inclusive contract farming systems.

Module objective:

A competitive and employment-promoting economic development in selected sectors in Ghana has been strengthened, particularly in the northern part of the country.

Module objective indicator 1:

Number of Ghanaian companies in selected sectors that have demonstrated an improvement in their competitive position.

Module objective indicator 2:

Number of successfully introduced product and process innovations by supported SMEs in selected sectors.

Module objective indicator 3:

Number of newly created jobs.

Module objective indicator 4:

Number of people with improved employment situation in companies in selected sectors.

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Output 2:

The technical and entrepreneurial capacities of private sector actors in the agricultural and food sector in northern Ghana, particularly women and youth, are strengthened.

Output indicators 2.1

Number of private sector actors in the agricultural and food sector in northern Ghana that implemented operational measures for business optimization.

The contractor is responsible for implementing the following activities and for achieving the corresponding milestones:

a. Preparation for an individual assessment of the business relationship of selected SMEs and their producer groups

This is preparatory activity between the Master trainer and the coaches/facilitators to prepare for the individual assessment of the business relationship of selected SMEs and their producer groups

b. Conduct an individual assessment of the business relationship of selected SMEs and their producer groups.

The assessment is to ascertain the existing relationship between the two parties (processors and producers) and the strategy to enhance the relationship through contract farming intervention.

c. Preparation of training materials

The outcome of the assessment shall be the basis for the preparation of all necessary training materials. Based on the findings, tailored training materials will be developed for each SME and its producers to address their specific needs, challenges, and capacity gaps. The objective is to ensure that the training is relevant, practical, and responsive to the unique circumstances of each SME and its producer network. Where possible, training on digital supply chain management should be embedded in the training materials development.

d. Organize iCF sensitization and group dynamics/Producer group strengthening.

This will enhance the understanding of contract farming principles among producers and strengthen the organizational, leadership, and group dynamics capacities of groups to enable their effective participation in contract farming arrangements.

e. Conduct a three-day basic training on Inclusive CF for selected SMEs and their producer groups.

The consultant, after the initial assessment, shall facilitate a basic and sensitization workshop for the parties (all the processors and their producers) with the aim of providing the feedback from the initial assessment, understanding the individual gaps that exist and developing a customised contract farming intervention to address these gaps.

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f. iCF management training for all selected SMEs.

This will enhance the capacity of the SMEs in contract farming and increase productivity as well as ensure that the leadership of the SMEs are adequately prepared for this CF approach. This will further help develop an implementation strategy to actualise the overall objectives of this intervention. All the SMEs location. This will be communicated to the consultant when the time is right.

g. Facilitate contract negotiation, drafting and signing between selected SMEs and producers.

This will ensure mutually beneficial contract negotiation, drafting, and signing processes between SMEs and producers ensuring that all parties clearly understand their roles, responsibilities, rights, and obligations within the contract farming arrangement.

h. Organize and facilitate a two-day B2B session on Contract farming involving producer organizations, processors, inputs suppliers, financial institutions, and other Agro service providers.

This is to ensure that all parties and partners (stakeholders) in the value chain get insight into the contract farming approach, identify, and discuss challenges, and prepare them for this initiative. Additionally, the assignment seeks to strengthen relationships between and within the value chain through business-to-business engagement sessions.

i. Conduct follow-up/backstopping/monitoring of partners implementation of contract farming activities

This task will include backstopping activities during the consulting period. The consultant shall work in collaboration with PSInno in supporting the backstopping and monitoring activities. The aim is for the consultant to monitor contract farming activities during these visits and provide advisory services to stakeholders for the smooth implementation of the iCF approach.

The consultant is responsible for collecting baseline, midline and endline data, in line with the needs of the standard iCF methodology and the PSInno monitoring system requirements. Data collection tools will be made available by the PSInno team for this process. The collection should align with the EU GDPR and Ghana's Data Protection Act (2012).

j. Peer to Peer Learning event among SMEs and Producers

The Peer-to-Peer Learning Event among SMEs and producers is designed to provide a platform for experience sharing, mutual learning, and the exchange of best practices among participating businesses and producer groups

k. Data collection

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

Table 1. Milestones

1. A. First Cohort of 30

Milestones	Deadline
Inception meeting and report	October 15 th 2026
Preparation for an individual assessment of the business relationship of selected SMEs and their producer groups	30 th October 2026
Conduct an individual assessment of the business relationship of selected SMEs and their producer groups.	19 th November 2026
Preparation of training materials	9 th December, 2026
Organize CF sensitization and group dynamics/Producer group strengthening	31 st December, 2026
Conduct a three-day basic training on Inclusive CF for selected SMEs and their producer groups.	28 th February, 2027
CF management training for all selected SMEs.	31 st March 2027
Facilitate contract negotiation, drafting and signing between selected SMEs and producers.	30 th April 2027
Organize and facilitate a two-day B2B session on Contract farming involving producer organizations, processors, inputs	31 st May 2027

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suppliers, financial institutions, and other Agro service providers.	
Conduct follow-up/backstopping/monitoring of partners implementation of contract farming activities	31st July 2027
Peer to Peer Learning event among SMEs and Producers	31st July 2027
Submission of Draft report (First Cohort)	31st August 2027
Submission of interim report (First Cohort)	31st August 2027

1. B. Table: Second Cohort of 30

Milestones	Deadline
Preparation for an individual assessment of the business relationship of selected SMEs and their producer groups	October 15 -31, 2027
Conduct an individual assessment of the business relationship of selected SMEs and their producer groups.	November 2027 (1-20)
Preparation of training materials	Nov 2027 (22-30)/ Dec. (1-12)
Organize CF sensitization and group dynamics/Producer group strengthening	Dec. 2027 (12-31)
Conduct a three-day basic training on Inclusive CF for selected SMEs and their producer groups.	Jan-Feb 2028
CF management training for all selected SMEs.	Marc. 2028

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Facilitate contract negotiation, drafting and signing between selected SMEs and producers.	April. 2028
Organize and facilitate a two-day B2B session on Contract farming involving producer organizations, processors, inputs suppliers, financial institutions, and other Agro service providers.	May 2028
Conduct follow-up/backstopping/monitoring of partners implementation of contract farming activities	June – July 2028
Peer to Peer Learning event among SMEs and Producers	July 2028
Submission of Draft Final report	August 2028
Submission of final report	September 30, 2028

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the assignment. Regular monitoring activities must cover at least the following areas

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- Degree to which activities are implemented
- Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
- Results that have occurred in the contractor's sphere of responsibility
- Results that have occurred outside the contractor's direct sphere of responsibility

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: English

The following reports must be produced:

- **Inception report** will be submitted one week after the inception meeting.
- **First report after the first cohort** will be submitted not later the 3 weeks after the training of the first cohort.
- **Final report** will be submitted at the end of the implementation and include recommendations that contributes to the improvement of the programme.
- All report should use the following structure. If more detailed information should be shared, please make use of an annex for which no page limit exists.
 - Not exceeding 16 pages, font: Arial, single-spaced, font size: 11.
 - Title page (1 Page)
 - Table of content (1 Page)
 - Abbreviations (1 Page)
 - Executive summary (1 Page)
 - Introduction and context (2 Pages)
 - Methods (3 Pages)
 - Results and discussion (focus on impacts) (5 Pages)
 - Conclusion and recommendations (2 Pages)

The reports should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Requirements for company-wide learning, knowledge and innovation:

Inclusive contract farming facilitation is a standard product of GIZ. As such, all materials developed, data obtained and lessons learned are relevant for company-wide learning and knowledge-sharing within the community of practice. The consultant therefore is expected to contribute to this process through coherent documentation and possible participation in workshops or webinars organised by GIZ.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

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- *The* contractor's responsibility for its own staff;
- *Ensuring* the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality:
Yes
- Environmental protection and climate action (climate change mitigation/adaptation):
Yes
- Conflict and context sensitivity:
Yes
- Human rights:
Yes

The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the

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contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

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3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs

(section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors

(section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

3.3.3 Approaches for leverage effects and measures for scaling-up

(section 1.3.3 of the assessment grid)

Not applicable

3.3.4 Consideration of environmental and social compatibility requirements

(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Conflict and context sensitivity

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	3 points out of 10 (maximum)
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Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	3 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	2 points out of 10 (maximum)
Requirement: 'Human rights':	2 points out of 10 (maximum)

3.4 Project management

(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order.

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

To ensure the effective delivery of the assignment, a coordination and steering structure will be established, involving a representative from the PSInno project and the contractor. Each party shall designate a focal person(s) for exchange and discussion on pertinent issues related to the assignment. These may include tracking of tasks and delivery deadlines, monitoring of deliverables and any other discussion relevant to the assignment.

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3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

3.5 Further requirements

(section 1.5 of the assessment grid)

Not applicable

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.** When selecting personnel, the contractor must ensure that as much as possible the team is well-balanced with respect to gender, age etc.'

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Expert 1: Team leader - Certified Master Trainer (section 2.1 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 1: (Team Leader)

- Overall responsibility for the advisory packages of the contractor
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ

Qualifications of expert 1: (Team Leader)

Education/training (section 2.1.1 of the assessment grid):	University qualification (Master) in business administration, economics, agribusiness management or equivalent,
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	certifications in international trade, strategic planning, adult literacy, and in related fields
Language (section 2.1.2 of the assessment grid):	Excellent analytical, writing, and communication skills in English
General professional experience (section 2.1.3 of the assessment grid):	At least Twelve (12) years' experience in the development of marketing plans, financial literacy education programmes, feasibility studies, business advisory, business coaching, business management support, adult education, and business plan development for both corporate and SMEs to access facilities from both financial banks and non-financial institutions in West Africa Specific
Specific professional experience (section 2.1.4 of the assessment grid):	The expert is expected to have worked at least five (5) years in inclusive contract farming experience and trained by GIZ with a master's training certification in contract farming. This should be indicated and demonstrated in the CV
Leadership/management experience (section 2.1.5 of the assessment grid):	At least six (6) years of management/leadership experience as a project team leader or manager in a company
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	Not Applicable
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	Not Applicable
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	Not Applicable
Other - Regional experience (section 2.1.9 of the assessment grid):	At least five (5) years of experience in contract farming facilitation in Ghana

Expert 2: (section 2.2 of the assessment grid)

Not Applicable

Expert 3: Pool 1 ' Coaches/Facilitators ' with 10 experts (section 2.3 of the assessment grid)

In derogation from the number of experts mentioned above, **4** CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

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- In close collaboration with Team Leader conduct various tasks required to complete the assignment outlined under Chapters 2.

Qualifications of the expert pool

Education/training (section 2.3.1 of the assessment grid):	First degree (BSc) in Agribusiness, Business Administration, Economics, Agriculture or equivalent certifications in international trade, marketing, strategic planning, adult literacy, and in related fields
Language (section 2.3.2 of the assessment grid):	Excellent analytical, writing, and communication skills in English
General professional experience (section 2.3.3 of the assessment grid):	At least six (6) years' experience in the development of marketing plans, financial literacy education programmes, feasibility studies, business advisory, business coaching, business management support, adult education, and business plan development for both corporate and SMEs to access facilities from both financial banks and non-financial institutions in West Africa Specific
Specific professional experience (section 2.3.4 of the assessment grid):	The expert is expected to have worked at least three (3) years in inclusive contract farming coaching and facilitation experience and certified by a contract farming master trainer. This should be indicated and demonstrated in the CV
Leadership/management experience (section 2.3.5 of the assessment grid):	Not Applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not Applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	Not Applicable
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Not Applicable
Other - Regional experience (section 2.3.9 of the assessment grid):	At least Three (3) years of experience contract farming implementation in Ghana

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

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Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Strong facilitation skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking
- Capacity to initiate and sustain trust-building and conflict resolution

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Table 2. Assignment of expert and travel days (core activities)

Activity	Expert Days		Travel days		Over Night Accommodation	Place of assignment
	Team Leader (1 person)	Coaches/Facilitators (10 persons)	Half Travel Days	Full Travel Days		
Inception meeting and reporting	1	5				Home/Office based
Prepare for an individual assessment of the business relationship of selected SMEs and their	2	10				Home/Office based

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producer groups						
Conduct an individual assessment of the business relationship of selected SMEs and their producer groups.	30	180	44	210	232	Designated regions
Preparation of training materials	60	60				Home/Office based
Organize CF sensitization and group dynamics/Producer group strengthening.	30	120	44	150	172	Designated regions
Conduct a three-day basic training on Inclusive CF for selected SMEs and their producer groups.	30	180	44	210	232	Designated regions
CF management training for all selected SMEs.	12	36	44	48	70	Designated regions
Facilitate contract negotiation, drafting and signing between selected SMEs and producers.	120	300	44	420	442	Designated regions
Organize and facilitate a two-day B2B session on Contract farming involving producer	8	24	44	32	54	Designated regions

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organizations, processors, inputs suppliers, financial institutions, and other Agro service providers.						
Conduct follow- up/backstoppin g/monitoring of MF partners implementatio n of contract farming activities	34	224	44	258	280	Designated regions
Peer to Peer Learning event among SMEs and Producers	4	12	44	16	38	Designated regions
Submission of interim report (First Cohort)	3	10				Home/Office based
Submission of final report	3	10				Home/Office based
Total	337	1171	352	1344	1520	

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The firm shall take care of their travel cost and arrangements, calculate and invoice it to GIZ. This would include vehicle operation (including fuel), per diem and accommodation for travels from place of work (office) to the designated regions. Staff accommodation can only be invoiced for field trips to designated regions that necessitate an overnight stay at the destination.

Please base your bid on the following information and GIZ rates in line with the total number of days in table 2:

- **Accommodation:** GHS 550 (Regional Capital) or GHS 500 (others)
- **Per diem half travel day:** GHS 225
- **Per diem full travel day:** GHS 450

Transportation

- This assignment involves travel to designated regions (Northern, Upper East, Upper West, Northeast and Savannah Regions). It is assumed that consultants will use their own vehicles (cars or motorbikes) for these trips. A maximum of up to GHS 704,000 (core activities, Chapter 2), may be included in the bid and can be reimbursed upon submission of supporting evidence.
- Cost of round-trip flight tickets to designated regions (Northern, Upper East, Upper West, North East and Savannah Regions) would be reimbursed upon submission of evidence by the consultant. A maximum of up to 84 round trips (core activities, Chapter 2), may be included in the bid and can be reimbursed upon submission of supporting evidence. Specifically, a maximum of 14 round trips (7 per cohort) will be allocated to the Lead Trainer, while up to 70 round trips (35 per cohort) may be undertaken by the coaches or facilitators, as required and when necessary for the implementation of the core activities.

5.4 Materials and equipment

– Not applicable –

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5.5 Operating costs in the country of assignment

The financial offer will also include provisions for operating costs to support the implementation of the activities and to ensure smooth coordination and implementation like Communication (calls and data for online search), support for monitoring, finance, stationery, utility, etc. Estimated unit cost is approximately 3% of total cost to be budgeted as a lump sum.

5.6 Workshops, education and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified.

5.7 Local contributions

– Not applicable –

5.8 Other costs

- Ghana tax law applies (7.5% withholding tax).

5.9 Flexible remuneration item

A budget of up to 10% of the contract sum can be specified for flexible remuneration, with the use contingent on being clearly applicable to a certain budget line after discussion with the PSInno team.

5.10 Contributions of GIZ or other actors

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

- GIZ/PSInno
 - Workshops logistics
 - List of SMEs and their producers' groups
 - Provision of designated contact person for the contractor.
 - Liaison between other stakeholders and contractor.
- SMEs and their Producer
 - Support of the various activities by making themselves, their executives and members available

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the

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positively weighted criteria in the assessment grid (not with zero). The tender must be legible (Arial, font size 11 or larger), drawn up in English and clearly formulated.

The complete tender must not exceed 10 pages (excluding CVs). If 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 should be submitted in English and structured according to assessment grid criteria, clearly highlight the “general professional experience” and “specific professional experience” of the proposed personnel.

Please calculate your financial tender based exactly on the parameters specified in Chapters 5 “Costing requirements”. The contractor is not contractually entitled to use up all the budgets in full. The budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

7. Options or follow-on contract

– Not applicable –