

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

Community Works: An Economic Livelihood Support Programme for Returned and Potential Migrants in Ghana.

**Project number/
cost centre:**

G-012342-135.02.

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An Economic Livelihood Support Programme for Returned Migrants and Vulnerable Local Population



0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2024
ToRs	Terms of Reference

1. Context

Migration has been a significant aspect of human history, driven by various factors such as economic opportunities, political instability, conflicts, and environmental challenges. In recent times, the global migration trend has witnessed an increasing number of people leaving their home countries in search of better prospects and safety. However, not all migrants find the promised land they envisioned, as they often encounter hardships, exploitation, and a lack of support in their host countries.

Consequently, many migrants return to their home countries sometimes voluntarily but often forced (against their wish). Returning home, in whatever form it takes, also present many migrants with a multitude of challenges necessitating an integrated reintegration process. The process of returning can be both emotionally and economically draining, especially for migrants who spent many years abroad, started assimilating into the new culture and suddenly see their dreams shattered. The GEC's reintegration efforts, therefore, focus on addressing the specific needs and vulnerabilities of these returned migrants. The efforts also take into consideration other vulnerable and marginalized individuals and communities and internally displaced persons who face economic and social hardships. The Economic Livelihood Support Programme for Returned Migrants and Vulnerable Local Population is a comprehensive initiative aimed at reintegrating and empowering the target populations mentioned above, towards fostering inclusive and sustainable development.

The GEC recognizes that successful reintegration and empowerment of these individuals are vital not only for their personal well-being but the overall social and economic stability of their communities. The project is thus hinged on the objective to enable **130** beneficiaries from selected regions of Ghana to engage in self-sustained business that will persist at least one year after the end of the intervention. Through this, returned migrants and vulnerable groups may either receive skill training and/or start-up equipment towards improved and secure livelihoods. This seeks to equip them, to contribute to the local economy and improve their overall quality of life. Central to the program's mission, are gender equity and social inclusion, with special attention to empowering women and marginalized communities, providing them with equal opportunities and a platform to participate in decision-making processes.

The assignment would be carried out in selected communities (regions) with the support of labour officers towards identifying vulnerable persons who qualify for support. Potential beneficiaries include returnees and disadvantaged local population located mostly in regions outside Greater Accra, Ashanti, Western, Bono and Northern regions – this form of decentralized support seeks to ensure that other regions in Ghana also get to benefit from the GEC's support.

Overall Objective: To enhance sustainable employment, entrepreneurship, and socio-economic reintegration for youth and returned migrants across five regions in Ghana

The project is targeted at the both Returned Migrants and Potential Migrants(vulnerable). The GEC/GIZ reserves the sole responsibility to refer beneficiaries to the service provider

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2. Task(s) to be performed by the service provider.

The programme involves a consultancy involving a consultation and cooperation with the GEC/GIZ team. In accordance with the following Terms of Reference, the service provider shall:

- Place beneficiaries in vocational apprenticeships with seasoned master trainers – in the selected regions.
- Provide business booster support for existing SMEs in the form of stock, equipment, or tools – in selected regions (i.e., Greater Accra, Ashanti, Western, Bono and Northern regions).
- To liaise with the GEC officer/ Labour officer for routine supervision to ensure that apprentices adhere to the code of conduct guiding their training.
- Train beneficiaries on available support services, vocational training opportunities, and general entrepreneurship and/or business sustainability and basic financial literacy training.
- Provide referral services to complement support deficits
- Deliver an interim and final reports.

The Ghanaian European Centre (GEC) is looking for a service provider (firm) to execute the tasks of this project.

The service provider should meet the following conditions.

- Be a duly registered company or NGO at the time of application.
- Have at least Five (5) years' experience supporting vulnerable local populations and providing reintegration support to returned migrants and/or refugees.
- Have working experience with projects of GIZ or other International Development Organisations
- Have experience working with people of diverse cultural backgrounds, demonstrating an ability to see issues from different perspectives.

Milestone	Date
Inception Meeting	After conclusion of contract
Beneficiary Identification & Intake	1 week after conclusion of contract
30 beneficiaries — apprenticeship placement + accessories	4 months after conclusion of contract
25 beneficiaries with workplace equipment/tools/stock to boost their operations	
10 beneficiaries with their businesses registered.	
Interim Payment with report	

30 beneficiaries — apprenticeship placement + accessories	8 months after conclusion of contract
25 beneficiaries with workplace equipment/tools/stock to boost their operations	
10 beneficiaries with their businesses registered.	
Final Payment with report	

The project time frame is **8 months**.

3. Concept

In the bid, the service provider is required to demonstrate how the objectives defined in Chapter 0 would be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the service provider must describe the project management system for service provision.

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 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.

Other specific requirements

The project must be implemented with reference to greater equity in the delivery of the assistance and promote “do-no-harm” service delivery.

Project management of the service provider

The service provider must explain the approach for engagement and coordination with the GIZ/GEC project.

- The service provider manages costs and expenditures, accounting processes and invoicing in line with requirements of GIZ.
- The service provider reports regularly to GEC/GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2024.
- The service provider must provide a detailed personal assignment plan (specifying who, when, what work steps).

In addition to the reports required by GEC/GIZ in accordance with AVB, the service provider must adhere to the following reporting requirements:

The final report is to be submitted in English, by e-mail and hard copy (with photographs and diagrams if possible). The service provider shall maintain proper documentation process of all interns and assess their evaluation and quality through a standard template. Reports should project the relevant targets and indicators and focus on the impact/results achieved. GEC shall monitor and supervise the work and review progress of the work, provide regular technical support and feedback and provide support for engaging stakeholders/actors as and when required. As a result, the selected training service provider will be required to keep close and constant touch with the GEC through the focal person.

The service provider is required to draw up a **personnel assignment plan** with explanatory notes that lists the two experts proposed in the bid. The plan includes information on assignment dates (duration and expert days), locations of the individual members of the team, together with the allocation of work steps as set out in the schedule.

4. Personnel concept

The service provider is required to provide a team lead who is suited for his position in order to perform the range of tasks involved.

Team leader

Tasks of the team leader

- Overall responsibility for the quality of work and meeting deadlines
- Coordinating and ensuring communication with GEC/GIZ and beneficiaries.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Minimum bachelor's degree from an accredited university
- Language (2.1.2): Proficient in 2 or more local languages (Twi and Ewe and/or Northern dialect is a must)
- General professional experience (2.1.3): Good understanding of migration and reintegration issues
- Specific professional experience (2.1.4): Minimum 5 years of experience working with migrants, refugees, and other vulnerable groups.
- Leadership/management experience (2.1.5): Minimum five (5) years management/leadership experience as project team leader or manager in an organisation
- Regional experience within Ghana. (2.1.6): Good knowledge of the geographical distribution of Ghana especially migration hotspots
- Development Cooperation (DC) experience (2.1.7): Proven track record of professional, timely and high-quality consultancy assignments for GIZ or other International Development Organizations
- Other (2.1.8): Cultural sensitivity and gender awareness

Expert 1

Tasks of expert 1

- Assist the team leader in the execution of the management plan and work schedule of the project.
- Regular communication with beneficiaries and service providers
- Track and directly report project status updates to project team lead.

Qualifications of expert 1

- Education/training (2.6.1): Tertiary level qualification
- Language (2.6.2): Proficient in 2 or more local languages.
- General professional experience (2.6.3): 1 – 5 years of experience as an administrative assistant or office manager
- Specific professional experience (2.6.4): Good writing and written communication skills
- Regional experience (2.6.5):
- Development Cooperation (DC) experience (2.6.6):
- Other (2.6.7): Proficient in Microsoft Office Suite

Expert 2

Tasks of expert 2

- Assist the team leader in the execution of the management plan and work schedule of the project.
- Regular communication with beneficiaries and service providers
- Track and directly report project status updates to project team lead.

Qualifications of expert 2

- Education/training (2.6.1): Tertiary level qualification
- Language (2.6.2): Proficient in 2 or more local languages (Twi and Ewe and/or a Northern dialect is a must)
- General professional experience (2.6.3): 1 – 5 years of experience as an administrative assistant or office manager
- Specific professional experience (2.6.4): Good writing and written communication skills
- Regional experience (2.6.5):
- Development Cooperation (DC) experience (2.6.6):
- Other (2.6.7): Proficient in Microsoft Office Suite

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5. Costing Requirements

Fees	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	40	40	
Key Expert 1	1	30	30	
Key Expert 2	1	30	30	
Travel Costs	Quantity	Number of Expert	Total	Comments
Transportation Cost of Items	1	1	1	Transportation of items purchased for beneficiaries however, consideration should be given to purchasing items locally ie where the beneficiary is located to minimize/ exclude transportation costs
Other Cost	Quantity	Frequency	Total	Comments
Business Registration	20	1	20	Business formalization support for 20 returned migrants and local population (Office of the Registrar of Companies registration, TIN, SSNIT, etc.
Apprenticeship/ Vocational Training together with accessories	60	1	60	apprenticeship or vocational training together with accessories for 60 returned migrants and local population (up to 7, 050 GHC each) to cover the cost of training fees together with items required for the apprenticeship or vocational training.
Training Tools and Stock	50	1	50	training tools and stock for 50 returned migrants and local population (a non-cash package of up to 7,050 GHC each) to cover the cost of basic equipment/tools for the training and cost of equipment and stock purchase. This support extends to workplace equipment, tools or stock for already running SMEs, towards boosting their businesses.

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

- The GEC reserves the sole responsibility to refer beneficiaries who meet this criterion to the service provider. Referrals will be done as and when available and will span the period of the consultancy. Regional labour officer may assist with referrals in the regions.
- An established protocol for delivery will be jointly established with the service provider.

6. Requirements on the format of the bid

The structure of the bid and that of the ToR must correspond with each other. 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 should be drawn up in the English language.

The complete bid (excluding CVs) shall not exceed 5 pages.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed four (4) pages; must clearly show the position and job held by the proposed person in the reference project and should reflect the duration of position held. The CVs must also be submitted in the English language.

The page limits should be carefully considered since, pages with content appearing after the maximum page lengths will not be included in the assessment.

Please calculate your price bid based on the exact costing requirements. In the contract the service provider 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.