

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

CONFIDENTIAL

DEVELOPMENT OF ALIEN INVASIVE SPECIES MODELLING	Project number/ cost centre: G-011724-001
	Tender number 7000020801

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0. List of abbreviations

AG	Commissioning party
A&IS	Alien and Invasive Species
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

This work is commissioned by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. It forms part of the ongoing collaboration with the South African Department of Forestry, Fisheries, and the Environment (DFFE) in the areas of climate change, sustainable development and a just transition to a climate-resilient and low carbon economy and society.

The recent Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) global report indicated that Africa appears to have the lowest level of impact in tackling invasive species problems or *Biological Invasions* as defined by IPBES. However, this assessment was largely informed by data from only one African country—South Africa—which creates the impression that other countries are not taking action at all. The latter might not be the case, but possible challenges could be linked to funding for various activities, capacity, record keeping, data management, monitoring and reporting.

Currently, the South African approach to alien and invasive species (AIS is the known term in South Africa as per AIS regulations, whereas the Convention on Biological Diversity refers to IAS – Invasive Alien Species) is government-driven and implemented collaboratively by all stakeholders. However, the challenge is significant, and current efforts are not yet achieving the desired outcomes. Approximately 2 billion ZAR have been invested annually, which is still insufficient as an estimated 12 billion ZAR annually would be required to cause a significant impact on the problem. This illustrates the scale of the issue and the fact that currently there are limited national awareness-raising programme, underlining the need for action. The South African government also aims to cover AIS within the upcoming National Biodiversity Strategy and Action Plan (NBSAP). The Department of Forestry, Fisheries and the Environment (DFFE) is working to improve coordination across government through the National Invasive Species Strategy and Action Plan (NISSAP), currently being finalized. Invasive alien species are arguably the second most important driver of biodiversity loss after land-use change and as a result a multistakeholder approach is a priority. There are significant knowledge gaps regarding the interaction between AIS and climate change, particularly how alien species that become invasive influence climate processes and how climate change impacts the establishment and spread of invasive species; and need to be addressed. Notably, this gap exists globally, not only in South Africa.

A species-level model has been developed through collaboration between German and South African universities. Climate variables such as changing temperatures and water availability

can be incorporated. The model can now be applied specifically to alien and invasive species. DFFE has approximately 564 species listed as AIS of which approximately 379 are listed as highly aggressive invaders. These species shall be incorporated into the species-level model to analyse their potential spread and impacts. As described above, despite substantial financial investments by the South African government, progress remains limited in most aspects. This modelling seeks to demonstrate the actual impacts and project future risks, strengthening arguments for increased investment that will result in effective management and control of AIS under future novel climatic conditions. It should also provide a list for DFFE to prioritize species regarding clearing efforts that cause the greatest ecological damage and have the strongest interactions with climate change.

Objectives of the Project:

- Predict the future spread and movement of invasive species under changing climate conditions, this will include assessing effects on different functional types e.g. woody species and herbaceous species across South African biomes
- Assess the ecological effects of these changes and potential measures to enhance control and management of AIS favored by climate change.
- Analyse and consolidate existing research on biomes and species distribution patterns. Consultation with key specialist institutions and experts such as the South African National Biodiversity Institute (SANBI), Agricultural Research Council, relevant research centers at universities and institutions responsible for compliance. Important policies include the National Invasive Species Strategy and Action Plan (NISSAP), required under the Convention on Biological Diversity (CBD), currently under revision and Species classification systems (e.g., categories based on ecological risk and economic viability) are part of the policy framework.
- Explore connections between AIS management and potential business models linked to those species – tradeoffs of “conflict species”. This includes identifying priority species, determining appropriate management approaches, and understanding how these species spread and move across landscapes. Their pathways of movement and expansion need to be analyzed in order to develop effective intervention strategies.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

ACTIVITY 0: Project Inception

- Participate in the project inception meeting
- Draft and finalise an inception report which includes a stakeholder engagement plan

ACTIVITY 1: Scoping Phase

- Review approximately 350 invasive species and identify priorities.
- Engage with policymakers to ensure relevance for policy and implementation.
- Develop a list of priority species within this broader group (to be determined during the scoping phase).

ACTIVITY 2: Modelling and Analysis

- Run models to analyze spread and impacts (current and potential) of priority species.
- Generate multiple scenarios of spread and impacts based on different management or environmental conditions.
- Produce maps showing the top ranked species in terms of priority or impact across the different biomes.
- Develop a distribution index list—with values closer to 1 indicating species that should be considered top targets for intensive management efforts across the different biomes.

ACTIVITY 3: Prepare the AIS Recommendations Report

- The project must consist of three main recommendations:
- Part 1: The scientific analysis, including modelling the distribution, spread, and impacts of priority alien invasive species.
- Part 2: Restoration, control and management recommendations based on scientific findings.
- Part 3: Financing and support mechanisms for alien invasive species clearing.
- Organising an online workshop with the Project Management Team to introduce the AIS Recommendations Report.

ACTIVITY 4: Communication and Advocacy

- Prepare a policy brief or guideline document that provides recommendations for: management and control plans; suggested changes in policy and implementation frameworks related to invasive alien species management.
- Prepare a presentation for dissemination across provincial-level platforms to inform updates to regulations and revisions of Alien and Invasive Species (A&IS) lists.

- A short two-page document should be developed to build the case (e.g., business) for invasive alien species (A&IS) clearing.

Furthermore:

- The contractor is responsible for selecting, preparing, training and steering the 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.
- In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:
 - Inception report
 - Workshop and comment tracking report
 - All reports defined as deliverables set out in Section 2

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

Milestones	Deadline
Project Inception	
Inception Meeting	1 week after contract signature
Final approved inception report	Within 2 weeks after inception meeting
Project Implementation	
Scoping Phase	Within 3 weeks after final inception report
Modelling and Analysis	Within 3-8 weeks after final inception report
Prepare the AIS Recommendations Report and Workshop	Within 3 –8 weeks after final inception report
Communication and Advocacy resources (policy brief, 2-page document presentation)	Within 14 weeks after final inception report
Project Closeout	
1. Closeout Meeting 2. Final approved Closeout Report	Within 4 weeks after the final Communication and Advocacy resources

Period of assignment: from 30 September 2026 until 31 December 2026.

The Service Provider must plan a work schedule against a timeline of 3 months. The table of milestones above provides an indication of the default timeline. All expert days must be planned against the above milestone timeline and tasks contained in Section 2.

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)

N/A

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): Post graduate degree in Environmental Sciences/Management, Environmental Economics, Engineering, Sustainable Development
- Language (2.1.2): C2 -level language proficiency in English
- General professional experience (2.1.3): 8 years of professional experience in climate change and response policies (5 points), compilation of GHG inventory and strategies (5 points)

- Specific professional experience (2.1.4): 5 years working with provincial government on climate change response (5 points) and 5 years in provincial government fiscal policy in South Africa (5 points)
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years' experience working on climate change related projects in South Africa (5 points), with a network of climate change practitioners who have worked and engaged with relevant partners and information in South Africa (5 points)
- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): 3 years of professional experience in stakeholder engagement and stakeholder management in the field of climate change (5 points) with a network within the climate change field who have worked and engaged with relevant partners (5 points)

Key expert 1 – Ecosystem-based Adaptation

Tasks of key expert 1

- Technical responsibility for content development of tasks described in section 2 relevant to Ecosystem-based adaptation
- Facilitation and planning of stakeholder consultations

Qualifications of key expert 1

- Education/training (2.2.1): Post-graduate degree in Environmental Sciences/Management, Environmental Economics, Engineering, Sustainable Development
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 5 years' experience as consultant on ecosystem-based adaptation (5 points) and 3 years' experience in development topics (5 points)
- Specific professional experience (2.2.4): 3 years' experience in the development of climate change strategies, policies and implementation plans (5 points); stakeholder consultation and management (2.5 points), and research (2.5 points)
- Leadership/management experience (2.2.5): 2 years project management experience and skills
- Regional experience (2.2.6): 3 years' experience working on climate change related projects in South Africa (5 points), with a network of fellow climate change practitioners

who have worked and engaged with relevant partners and information in South Africa (5 points),

- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8):
 - 2 years' experience in climate change adaptation implementation (2 points)
 - 2 years' experience in client relation understanding (2 points), stakeholder coordination (1 points), consultation and management skills for both non-governmental and governmental stakeholders (1 point).
 - 2 years' experience of climate change related project set-up (2 points), networks (1 point) and activities (1 point)

Key expert 2 – Biodiversity and AIS

Tasks of key expert 2

- Technical responsibility for content development of tasks described in section 2 relevant to Biodiversity
- Facilitation and planning of stakeholder consultations

Qualifications of key expert 2

- Education/training (2.3.1): Post-graduate degree in Environmental Sciences/Management, Environmental Economics, Engineering, Sustainable Development
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): 5 years' experience as consultant on Biodiversity (5 points) and 3 years' experience in development topics (5 points)
- Specific professional experience (2.3.4): 3 years' experience in the development of Biodiversity strategies, policies and implementation plans (5 points); stakeholder consultation and management (2.5 points), and research (2.5 points)
- Leadership/management experience (2.3.5): 2 years project management experience and skills
- Regional experience (2.3.6): 3 years' experience working on climate change related projects in South Africa (5 Points), with a network of fellow climate change practitioners who have worked with and engaged with relevant partners and information in South Africa (5 points).

- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8):
 - 2 years' experience in interpreting climate models, projections (2 points),.
 - 2 years' experience in client relation understanding (2 points), stakeholder coordination (1 points), consultation and management skills for both non-governmental and governmental stakeholders (1 points).
 - 2 years' experience of provincial set-up (2 points), networks (1 point), activities (1 point).

Expert 3: Junior Project Support

- Tasks of the Junior Project Support
- Participation at meetings
- Support with presentation creation
- Research, data analysis and report writing
- Qualifications of expert 4
- Education/training (2.4.1): Undergraduate degree in environmental studies, economics, social science.
- Language (2.4.2): C2 -level language proficiency in English
- General professional experience (2.4.3): Computer literacy with MS Office packages
- Specific professional experience (2.4.4): N/A
- Leadership/management experience (2.4.5): N/A
- Regional experience (2.4.6): N/A
- Development Cooperation (DC) experience (2.4.7): N/A
- Other (2.4.8): N/A
- The service provider must cost for the inclusion of the junior project support person as part of this project in the financial project proposal. As part of their technical proposal the service provider must also outline the potential candidate(s) as well as the appointment process of the interns if the contract is awarded.

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

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

Travel costs are not foreseen

Fee days	Number of experts	Number of days per expert	Total	Comments

Project Inception				
Team Leader	1	1	1	
Expert 1	1	1	1	
Expert 2	1	1	1	
Expert 3	1	1	1	
Project Implementation				
Team Leader	1	53		
Expert 1	1	43		
Expert 2	1	43		
Expert 3	1	43		
Project Closeout				
Team Leader	1	1	1	
Expert 1	1	1	1	
Expert 2	1	1	1	
Expert 3	1	1	1	
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	ZAR		A budget of approximately R105 471.00 of the original budget by the bidder is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. This can be used only for cost items specified in the original agreement. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops				Online workshops

Workshops, events and trainings

The contractor implements the following workshop:

1 online workshop with the Project Management Team to introduce the recommendations.

All professional fees and costs for facilitating the workshops must be included in the budget. All other logistical costs for the consultations (venue and catering) will be organised and covered by GIZ.

6. Inputs of GIZ or other actors

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

Relevant information to support the assignment, including key AIS and climate-related documents (policies, strategies, action plans, programmes, projects, and activities)

Meeting room at the GIZ offices in Pretoria for online workshops.

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 15 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.

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.