

CONSULTANCY FOR GERMAN LANGUAGE TRAINING
(A1 AND A2 LEVELS) FOR CERTIFIED LIFEGUARDS IN KUMASI
INSTITUTION/SERVICE PROVIDER REQUIRED

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, through the Promoting Sustainable Migration, Decent Work and Professional Qualifications (MiWorQ) Program, invites qualified institutions and service providers to express their interest in providing their services for the above consultancy.

The scope of work includes:

- Develop and deliver high-quality German language training content focusing on general communication skills (reading, writing, speaking, and listening), workplace and professional German for employment integration, and intercultural communication and adaptation skills for Germany.
- Conduct interactive and engaging language lessons for 8 hours per week for an average period of 6 months.
- Conduct assessments and examination preparation, including continuous evaluations, mock examinations, and support for the Goethe-Institut A2 examination

Interested experts with proven experience in this area of work are kindly requested to express their interest in the above-mentioned project.

How to apply:

Please submit an expression of interest with the **following 2 sets of documents**:

a) Commercial Documents

Service providers must meet full legal, tax, and social security compliance requirements in Ghana.

- **Company Profile** (*maximum 10 pages, A4 format*), including key services, company structure, client base, and relevant experience.
- Business Documentation
 - Official Letter expressing Interest
 - Valid Business Registration Certificate
 - Valid Certification of Commencement of Business
 - Valid Certificate of Incorporation
 - Valid Tax Clearance Certificate
 - Valid SSNIT Clearance Certificate
 - VAT Registration Certificate
 - Declaration of Business Ownership (Form A for Sole Proprietors or Form 3 for Limited Liability Companies)
 - **CV/portfolio of the expert**
 - **C1/C2 German Certificate**

b) Financial Proposal - Two (2) Copies

NOTE: Kindly visit the link for Terms of Reference and other documents to be used in preparing your Technical and Financial Proposals

Link- <https://www.giz.de/en/regions/africa/ghana/tenders>

The (Expression of Interest) and (Financial Proposals) mentioned above should be sealed in **Two (2) Separate Envelopes** and **enclosed in one Bigger Envelope**, marked as **“Expression of Interest for 7000021131 /G-018152-001 Consultancy for German Language Training (A1 and A2 levels) for Certified Lifeguards In Kumasi**

Bids should be submitted physically to the **GIZ Ghana Country Office Reception** with following address:

The Procurement Unit,
GIZ Ghana Country Office
No. 7 Volta Street, Airport Residential Area, Accra
P.O. Box KA 9698,
Accra

To All Bidders:

- The deadline for submission is **28.08.2026** at 11:59 p.m
- Documents should be submitted as early as possible before the deadline.
- Should the reception be closed, documents might exceptionally be dropped off at the guard’s booth.
- The guards need to be told by the person submitting the documents that they are submitting tender documents.
- Bidders should always bring their confirmation book.
- This book will be signed by the receptionist or a guard (in case of exceptional drop off at the guard’s booth) to provide the bidder with a proof of delivery/submission.

“Please note that participating in a tendering process of GIZ is free of charge for bidders.

At no phase of the process is the bidder required to make any payment to GIZ or to one of its employees.

Kindly Note by sending in your offer, you are agreeing to the GIZ General Terms and giving us the consent to process your company data.