

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

INTERNAL

	Project cost	number/ centre:
GERMAN LANGUAGE TRAINING FOR CERTIFIED LIFEGUARDS IN KUMASI	G-018152-001.00-	

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	• A recognized qualification in Teaching German as a Foreign Language (DaF) or Teaching German as a Second Language (DaZ), such as the Goethe-Institut's teacher training programmes.....	7
	• General professional experience (prior teaching experience) : 10 years of professional experience in language education or academic programme management.	7
	• Specific professional experience: Minimum 5 years of experience coordinating German language training programmes, preferably including CEFR-based instruction (A1–C2).	7
	• Leadership/Management experience: At least 5 years of experience managing language training programmes or educational institutions.	7
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
AHK	The Delegation of German Industry and Commerce in Ghana
CEFR	Common European Framework of Reference for Languages
DC	Development cooperation
EU	European Union
FK	Expert
FKT	Expert days
KZFK	Short-term expert
MiWorQ	Promoting Sustainable Migration, Decent Work and Professional Qualifications
ToRs	Terms of reference
TVET	Technical and Vocational Education and Training
KNUST	Kwame Nkrumah University of Science and Technology
IOM	International Organization for Migration

1. Context

The GIZ programme “Promoting Sustainable Migration, Decent Work and Professional Qualifications (MiWorQ)”, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) aims at promoting employment opportunities for Ghanaian youth, enhancing workforce skills and improving labour market outcomes in support of inclusive and sustainable economic growth.

As part of its objectives, the MiWorQ programme seeks to enhance employability through targeted capacity development interventions that align with labour market needs and international employment opportunities. In line with this objective, support is being provided to strengthen the preparedness of certified Lifeguards that were trained by the project by equipping them with complementary competencies that improve their competitiveness and readiness for both local and international labour markets, particularly in Germany.

Recognising the importance of language proficiency in labour mobility and workplace integration, this intervention focuses on providing German language training for certified lifeguards in Kumasi. The training is intended to build participants’ foundational communication skills in German and strengthen their ability to effectively engage in professional, educational, and social environments. In addition to language acquisition, the intervention seeks to facilitate better cultural understanding and improve participants’ preparedness for integration into German-speaking work environments.

The primary objective of this Terms of Reference (ToR) is to engage a recognized institution or qualified service provider to deliver structured German language training at Level A1 and A2 to selected certified lifeguards in Kumasi. The training shall be delivered in a manner that equips participants with relevant language competencies and supports their preparation for employment opportunities and professional integration into the German labour market.

2. Tasks to be performed by the contractor

The Contractor shall be responsible for the design, delivery, and quality assurance of structured German language training for certified lifeguards in Kumasi under the MiWorQ programme.

The contractor will undertake the following key tasks:

1. Curriculum Design and Alignment

- Develop and/or adapt a structured German language training curriculum tailored to the specific needs of certified lifeguards targeted for employment opportunities in Germany.
- Ensure that the curriculum is fully aligned with internationally recognized German language proficiency standards, particularly the **Common European Framework of Reference for Languages (CEFR)** (A1 and A2)
- Integrate sector-relevant vocabulary and communication contexts, including workplace instructions, safety communication, emergency-related terminology, and daily life interactions in Germany.
- Incorporate intercultural competence and cultural orientation content to support participants’ adaptation to German social and professional environments.

2. Training Delivery

- Deliver in-person German language instruction to facilitate learners' progression through levels A1 and A2. The training will take place in two modules, one for A1 and one A2, each including 96 hours of tuition over 3 months. (8 hours per week).
- Ensure the use qualified and experienced instructors with proven competence in teaching German as a foreign language and structured classroom-based and interactive sessions covering speaking, listening, reading, and writing skills. The teacher is expected to apply learner-centred, competency-based, and communicative teaching methodologies to ensure practical language acquisition and workplace relevance. The training delivery is expected to be consistent with CEFR learning outcomes and international best practices in foreign language teaching.
- Provide learners with all required learning material to facilitate the training.
- Provide an adequate venue for language training for up to 15 students, equipped with required learning materials and sanitary requirements.

3. Assessment and Certification

- Design and administer continuous formative and summative assessments to monitor participants' language development.
- Conduct an internal A1 proficiency assessment and evaluation against CEFR A1 standards after completion of the A1 language module.
- Administer a mock examination stimulating the Goethe-Institut A2 examination at the completion of the A2 training module.
- Prepare and support participants to sit the externally administered German language examinations at A2 level (e.g. Goethe-Institut or equivalent certification bodies).

4. Reporting and Documentation

- Maintain accurate records of participant attendance, assessment results, and progress tracking.
- Submit an interim report after completion of the A1 module to the MiWorQ programme implementation team.
- Provide final report detailing training outcomes, completion rates, challenges encountered, and recommendations for future improvements.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Inception Meeting	One week after contract signing
German Language curriculum aligned with CEFR standards (A1-A2) finalized	Two weeks after inception meeting
96 hours of A1 delivered to 15 selected certified Lifeguards (at least 8 hours training a week over 12 weeks)	Four months after contract signing
Conduct internal A1 proficiency assessment and evaluation against CEFR A1 standards	One week after completion of A1 training module

Submission of 1 st interim report	One (1) week after completion of A1 assessment
96 hours of A2 training delivered to 15 selected certified Lifeguards (at least 8 hours training per week over 12 weeks)	Four Months after A1 assessment
Mock examinations stimulating Goethe-Institut A2 examination	One week after completion of A2 module
Submission of Final Training Completion Report	Two weeks after completion of A2 module

Period of assignment: **A period of up to 8 months for completion of work**

Deliverables:

- German language training curriculum and assessment tools aligned with Common European Framework of Reference for Languages (CEFR), level A1 and A2 and requirements relevant for Goethe-Institut A2 examination preparation.
- Provision of all teaching and learning materials necessary for the German language training programme in accordance with internationally accepted German language teaching standards, including learner manuals, workbooks, audio-visual materials, practice exercises and examination preparation resources. The learners' manual and workbooks should remain with the students after the course for reference.
- 96 hours of A1 and 96 hours of A2 German language training covering speaking, listening, reading and writing competencies at the A1 level including supplementary intercultural orientation and workplace communication sessions relevant to lifeguards living and working in Germany.
- internal A1 proficiency assessment for trainees in line with CEFR standards.
- Interim report after completion of A1 training module.
- Final training report

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: 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). 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)

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the **results-based monitoring system**

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule 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).

The tenderer is required to describe its contribution to knowledge management for the partner and GIZ and to promote scaling-up effects under **learning and innovation**.

Project management of the contractor

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.

3. Personnel concept

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

Short-term expert pool up to 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

- Conduct German language training sessions covering speaking, listening, reading and writing competencies at the A1 and A2 level for selected participants.
- Conduct supplementary intercultural orientation and workplace communication sessions to improve participants' readiness for living and working in Germany.
- Conduct continuous assessments and an internal A1 proficiency assessment for trainees in line with CEFR standards.
- Conduct preparatory sessions, mock examinations and examination coaching for participants intended to sit for the Goethe-Institut A2 examination.
- Provide supplementary training and assessment support for participants requiring additional coaching to improve performance and examination readiness.
- Support the coordination and registration processes for participants taking the Goethe-Institut A2 examination where applicable.

Qualifications of the short-term expert pool

- Education/training: Each expert must have one of the following qualifications or its equivalent;

- Education/Training: Master's degree (or equivalent) in German Language, Applied Linguistics, Language Education or Translation, or another relevant discipline.
- Language: Recognized German language proficiency of at least C1, with C2 preferred, according to the Common European Framework of Reference for Languages (CEFR)
- A recognized qualification in Teaching German as a Foreign Language (DaF) or Teaching German as a Second Language (DaZ), such as the Goethe-Institut's teacher training programmes
- General professional experience (prior teaching experience) : 10 years of professional experience in language education or academic programme management.
- Specific professional experience: Minimum 5 years of experience coordinating German language training programmes, preferably including CEFR-based instruction (A1–C2).
- Leadership/Management experience: At least 5 years of experience managing language training programmes or educational institutions.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Excellent communication and presentation skills.
- Effective classroom facilitation and learner engagement techniques.
- Cross-cultural awareness and sensitivity
- Commitment to quality assurance and continuous improvement.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

4. 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 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 days
Needs Assessment & Curriculum Development	5
Execution of German Language Training Sessions Calculation: 8 hours a week (4 days a week for 2 hours each day relates to 1.5 working days a week including travel time of .5 1.5 days for 24 weeks is 36 days	36
Mid-Term Report on & Progress Review	2
Submission of Final Report & Recommendations	2
TOTAL NUMBER OF DAYS	45 Days

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

Short Term Expert Pool	2	22.5	45 days	Duration for A1 and A2 training for Lifeguards
Other costs	Quantity	Amount	Total	Comments
Training material and other logistics	15 Participants	80.00 €	1,200.00 € (or equivalent amount in local currency)	Total estimated cost is 1,200.00 € with up to 80.00 € per participant. The contains cost for learning materials and other logistics for A1 and A2 levels.

5. Requirements on the format of the tender

The complete tender must not exceed 16 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 it took. The CVs can also be submitted in English (language).

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.