

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

CONFIDENTIAL

Terms of reference (ToR) for the procurement of services for event Management for the DEF, REF & REF and DEF Interfaces	Project number/ cost centre: 11183040000
	Tender number 7000021946

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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
BMZ	German Federal Ministry for Economic Cooperation and Development
CAO	Chief Administrative Officer
CRRF	Comprehensive Refugee Response Framework
DEF	District Engagement Forum
EU	European Union
FK	Expert
FKT	Expert days
GIZ	Geutsche Gesellschaft für Internationale Zusammenarbeit
KZFK	Short-term expert
LCV	District Chairperson
MOLG	Ministry of Local Government
MWE	Ministry of Water and Environment
NUWS	Northern Umbrella for Water and Supply and Sanitation
NWSC	National Water and Sewerage Cooperation
OPM	Officer of The Prime Minister
RDC	Resident District Commissioner
RDO	Refugee Desk Officer
REF	Refugee Engagement Forum
RWC	Refugee Welfare Chairperson
ToRs	Terms of reference
UNCHR	United Nations High Commission for Refugees

1. Context

The project “Water Supply and Sanitation for refugee settlements and host communities in Northern Uganda” is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU). The aim of the project is to ensure sustainable water and sanitation services in selected refugee settlements and host communities through supporting the transition from humanitarian-led water supply to government-owned utilities (Utility Model). Key implementing partner is the Ministry of Water and Environment (MWE), together with its decentralized agencies, including water utilities such as Northern Umbrella of Water and Sanitation (NUWS) and National Water and Sewerage Corporation (NWSC). The geographical implementation areas are the districts Yumbe, Madi Okollo and Terego with a focus on the three refugee settlements (Imvepi, Rhino and Bidibidi). Additionally, limited activities are implemented in Kiryandongo District and settlement.

One of the outputs of the project additionally looks at supporting the capacity of the Comprehensive Refugee Response Framework (CRRF) Secretariat in the Office of the Prime Minister (OPM) at national and sub-national levels to improve coordination between relevant actors in the field of water supply and sanitation in refugee settlements and host communities. This includes the targeted strengthening of exchange formats such as the District Engagement Forum (DEF), Refugee Engagement Forum (REF) and REF/DEF interface format ensures the systematic involvement of the target group (refugees and residents of the host communities) in the national dialogue process. This networking helps to ensure that needs from the districts are incorporated into national planning processes at an early stage and can be considered across sectors.

To support the organization and delivery of up to six (6) engagements at both national and regional levels, the GIZ WatSSUP Programme seeks to engage a consultancy firm to provide end-to-end support in the planning, coordination, management, and documentation of the Refugee Engagement Forum (REF) and District Engagement Forum (DEF) meetings and regional interfaces between the REF and DEF. This shall be done in collaboration with the Ministry of Local Government, the Office of the Prime Minister, Department of Refugees, the CRRF Secretariat and the UNHCR.

2. Tasks to be performed by the contractor

The Refugee Engagement Forum (REF) The Refugee Engagement Forum (REF) and District Engagement Forum (DEF) are structured coordination platforms within Uganda’s refugee response framework, aimed at promoting inclusive governance, accountability, and coordinated service delivery.

The REF brings together approximately 60 participants, including about 45 refugee leaders (such as Refugee Welfare Chairpersons III, Youth Representatives, and Women Representatives) drawn from 13 refugee settlements, alongside humanitarian actors and development partners. The forum provides a platform to discuss priorities, challenges, and service delivery gaps affecting refugee communities. The REF is co-

chaired by the Office of the Prime Minister (Department of Refugees) and Co-Chaired by the UNHCR.

The DEF is a district-level coordination platform that brings together over 24 representatives from Local Government technical and political leadership, including Chief Administrative Officers, District Chairpersons, selected Resident District Commissioners. In addition, five OPM Regional Desk Officers participate as ex-officio members, while relevant Ministries, Departments, and Agencies (MDAs) are invited as necessary. The DEF focuses on aligning planning, budgeting, and implementation of development interventions and addressing priority issues affecting refugee-hosting districts. It is chaired by the OPM Department of Refugees (OPM) and the Ministry of Local Government.

Both the REF and DEF are supported by dedicated task forces responsible for the organization and coordination of the meetings. The consultant will therefore be required to work closely with the forum co-chairs and their respective task forces to ensure effective preparation, facilitation, documentation, and follow-up of the engagements.

The REF–DEF interface refers to the structured regional meetings between the two platforms, it gathers members of both forums and its leadership, a fraction the district heads of departments, development and humanitarian partners operating in the local governments hosting the interface. The REF and DEF Interfaces are conducted at regional level in two selected refugee hosting local governments, it involves joint field excursions, about 90 stakeholders participate in the event. The Platform ensures that issues raised by the refugee and host communities are systematically transmitted, discussed, and integrated into district planning and forwarded to national level for discussions.

The key objective of the contract is **to prepare, manage and follow-up the District Engagement Forum and the Refugee Engagement Forum on national level and the REF and DEF interfaces in Northern Uganda**, with the following objectives:

- a) To support the preparation of the events, including procurement of venue, designing and collecting participants' details for reimbursement and providing any other logistical support needed.
- b) To manage any event-related aspects during the meetings of the District Engagement Forum, Refugee Engagement Forum in Kampala and REF and DEF regional interfaces and support the organization team and participants
- c) To organize reimbursements for participants (allowances and fuel reimbursement) by mobile money and in accordance with GIZ Travel Regulations (see Annex).

The team will work closely with GIZ WatSSUP, the CRRF Secretariat and the Ministry of Local Government.

Project Area

The District Engagement Forum and the Refugee Engagement Forum will take place in Kampala, while Regional Interface between the REF and DEF will take place in one of the 6 refugee hosting districts in northern Uganda, i.e., Madi-Okollo, Terego, Obongi, Adjumani, Lamwo, and Yumbe. Support to the regional interfaces can be delivered remotely – travel for the assignment is not required.

Duration of the assignments

The total estimated duration of the assignment is up to 14 months from signing of the contract until December 2027. The required personnel and time input outlined under Section must be delivered during this period. The start of the assignment begins with the signing of the contract.

Meetings of the District Engagement Forum and Refugee Engagement Forum shall take place during the following times (planned, but may be subject to change):

- The REF and DEF meetings are planned to take place in November 2026 and early April 2027.
- The REF and DEF regional interfaces are planned to take place in October 2026 and October 2027.

The required personnel and time input outlined under Section 5.1 must be delivered during this period. The start of the assignment begins with the signing of the contract.

The contractor's assignment will be carried out in three phases:

- i. Preparation; (REF, DEF and the Interface)
- ii. Conference Management; (REF and DEF)
- iii. Follow-Up (REF and DEF)

For each of these **meetings**, the scope of work is the following:

Preparation Phase (Refugee Engagement Forum and District Engagement Forum and the REF and DEF interface).

This phase of the assignment shall consist of the following tasks:

- **Secure and book venue** for a conference for participants with lunch and two tea breaks, including conference equipment (projector, presentation laptop, pinboards and flipcharts, and stationary) in consultation with GIZ
- **Follow up with participants** to ensure all contact and bank/mobile phone details are in place to reimburse at and after conference and payments to be made on conference days (invitation to be sent by MoLG)

Conference Management (Refugee Engagement Forum, the District Engagement Forum and Regional Interface)

The conference management phase shall consist of the following tasks:

- In cooperation with the conference venue, ensure that the room is set up and all audio and presentation equipment is working.
- Ensure that service maintenance/technicians are promptly available as would be required for all equipment/services and facilities in and around the meeting room
- Organize **registration** and ensure that participants' lists are signed by all attendees
- At end of conference day, pay **allowances** to participants and drivers using mobile money (Airtel and MTN) in line with GIZ Travel Regulations

Follow-up of Conference (the District Engagement Forum, Refugee Engagement Forum and the regional interfaces)

- Hand-in complete participants' list to GIZ, including names, gender, telephone contacts, email addresses, signatures, and account details for payments, payment details shall be processed separately.
- Reimburse participants for fuel following hand-in of receipts in line with GIZ Travel Regulations.
- Present accounting for all costs incurred for conference venue and reimbursements

Eligibility Criteria.

The documents below will be required for eligibility assessment.

- Registered powers of attorney authorizing signatory/representative of the firm to sign bids/tenders on behalf of the firm.
- Current and valid Income Tax Clearance Certificate addressed to GIZ, or its equivalent. (GIZ TIN: 1000030986).
- Valid current Trading License.
- URSB Certificate of Incorporation
- Registered URSB certificate of filing most recent Company Annual Returns, or its equivalent.
- Signed Bid validity Document Confirming that bid is valid for 120 working days. Vendor to write up and sign.
- Summary of certified audited accounts for (e.g.- last 3 FY, 2025/24, 2024/23 and 2023/22).

- The bidding organizations require an average annual turnover of UGX 850,000,000 over the last three financial years OR equivalent to 200,000 Euro). Bidder to submit certified audited books of Accounts.
- Must have employed as on 31.12.2025 at least 3 person's full time.
- The technical assessment is only based on reference projects with a minimum commission value of equivalent 50,000 EUROS
- At least 3 reference projects in organizing even management services for NGOs within East Africa.

Activities and Deliverables

i. Preparation Phase

No.	Key Activity	Deliverable
1.	Introductory Meetings: - Kick-Off Meeting of Consultants and Contractor with GIZ WatSSUP - Meetings between consultants and CRRF Secretariat and MoLG	- Attendance of Start-up meeting by Consultants and Contractor - Minutes of first meetings
2.	Request for Quotations for Conference Facilities - Conference facility within Kampala for 45 DEF participants - Conference facility within Kampala for 55 REF participants - Lunch and tea breaks and session water for both the REF and DEF sessions. - Accommodation for 45 REF members within the UN approved list of hotels in Kampala and within the GIZ accommodation rates. Service provider for meals and conference venue during the REF and DEF Interfaces with 140 participants.	- Set of three quotations for each conference venue in Kampala
3.	Booking and Securing of Venue	- Confirmation of booking
4.	Prepare overview of payments to be made to participants and support staff in line with GIZ travel regulations - Overnight and safari day allowances schedule for the REF and DEF members (45 REF members, 2 CAOs, 12 District Chairpersons, 1 RDC and 5 RDOs), and 30 drivers. No payments to Kampala authorities. - Fuel reimbursement schedule (most likely for 30 cars), depending on actual distance to be traveled by the DEF members, calculated based on GIZ travel regulations.	- Overview to be shared for approval by GIZ

No.	Key Activity	Deliverable
	- Preparing mobile money payment to be made on day of conference to both the REF and DEF members during the Forum meetings and regional interfaces.	
5.	Follow Up with participants on attendance and update CRRF Secretariat and MoLG	- List of confirmations
6.	Preparation Meeting with OPM, MoLG and GIZ - Meeting to discuss dry-run of event and identify any issues that need to be addressed before the start of the event	- Minutes of meeting and list of open items to address

ii. Conference Phase

No.	Key Activity	Deliverable
7.	Management of Event - Set up of Room: placards and name badges in place, equipment functional, coordination with venue team - The GIZ provided participants' list signed by all participants on all days of the event. - Update contact list of participants if needed	- Participants' list signed - Contact list
8.	Transfer of allowances - Payment to participants and drivers in line with GIZ travel regulations by mobile money and in accordance with overview agreed with GIZ	- Proof of payment

iii. Follow-Up Phase

No.	Key Activity	Deliverable
9.	Debriefing Meeting with MoLG, CRRF Secretariat and GIZ - Identify any open issue that needs to be addressed following the event - Hand over balance(s) any materials from the conference to GIZ	- Minutes of meeting and list of open items - List of materials/items handed over
10.	Fuel Reimbursement for participants Payment to participants and drivers in line with GIZ travel regulations by mobile money and in accordance to actual distance travelled (payments to be approved by GIZ). Fuel reimbursement shall be made to the responsible officers only. The drivers shall not receive fuel reimbursement.	- Proof of payment

No.	Key Activity	Deliverable
11.	Provide Final Accounting for Expenses - Payment of conference venue - Overnight allowances - Fuel reimbursement against provision of evidence.	- Overview as part of invoice

Milestones

As shown in the following table specific milestones related to implementation of the measures described above should be determined by the Consultants. Some of the milestones including timing are suggested in the table below. The Consultants are required to verify the suggestions and to determine additional milestones related to key activities of the technical proposal. Milestones shall be integrated into the preliminary work schedule according to Section 3.4 below.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Introductory Meetings	Starting date + 1 week / Kampala	Meeting Minutes
For first Refugee Engagement Forum and the District Engagement Forum		
Preparation Phase for the first REF and DEF meetings.	Starting date + 4 weeks / Kampala	Procurement documents for securing meeting venues.
Management Phase	Starting date + 6 weeks	Participant list for the REF and DEF meetings.
Follow Up Phase	Starting date + 7 weeks	
For the REF and DEF interface.		
Preparation Phase	4 weeks ahead of date set	Procurement venue through GIZ procedures
Management Phase	Date of Event	Participant list
Follow-Up Phase	Date of event + 1 week	

The contractor is responsible for providing the following services:

- The contractor is responsible for selecting, preparing, training and steering the national, short and long-term experts assigned to perform the advisory tasks.

- 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 derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.
- 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
REF, DEF and Interface meeting venues procured through the GIZ procedures.	Consultant/Kampala for the DEF and REF and Interfaces Northern Uganda/2 weeks before the event.
REF, DEF and Interface meetings managed – participants list generated, and reimbursement schedule prepared.	Consultant/Kampala for the REF and DEF and Interfaces Northern Uganda.
REF, DEF and Interface participants reimbursed with fuel, accommodation and travel allowances for events attended.	Consultant, Kampala Payment to participant made on the last day of each event through mobile money
Complete financial accountability for the events submitted to GIZ FM 1 week after the event	The events manager submits 14 days after the event.

The intended consultant is to organise this event. the anticipated contract term, from 1st October 2026 to 30th October 2027. The consultancy shall have 80 working days shared between the 3 consultants.

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:

- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Securing the administrative conclusion of the project

Personnel concept

Team leader

Tasks

- 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, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local short-term experts
- Regular reporting in accordance with deadlines.
- Lead the procurement of venues for the events.

Qualifications of the team leader

- Education/training (2.1.1): university degree in Business / Economics, Organizational Development, Event Management, Social Science or any other relevant.
- Language (2.1.2): A1-level language proficiency in English.
- General professional experience (2.1.3): 10 years of professional experience in the in high-level event management and support sector
- Specific professional experience (2.1.4): 5 reference projects of comparable scale for government and/or international organisations
- 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): 10 years of experience in projects in managing projects of similar nature in the East African (region), of which 5 years in projects in Uganda (country)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1: Finance and Administration Officer

Tasks of key expert 1

- Procuring the event venue based on the GIZ procurement procedures and standards.
- Attend meetings with partner organisation to further understand the requirements of the events.
- Manage the event, ensuring setup of the workshop venue, administering attendance lists and
- Processing payments the conference venue, overnight allowances and fuel reimbursement for participants.
- Provide final accounting for expenses, of payment for the conference venue, overnight allowances and fuel reimbursement.
- Conduct follow-up with the participants for bounce payments
- Administer and maintain the participant attendance list provided by GIZ.
- Update and maintain the participant contact list, where necessary

- Develop concise event management notes documenting key logistical arrangements, observations, challenges, and recommendations for future events.
- Provide general on-site logistical and coordination support to ensure the smooth implementation of the events.

Qualifications of key expert 1

- Education/training (2.2.1): University qualification (BA) in Business / Economics,
- Language (2.2.2): A2 -level language proficiency in English language
- General professional experience (2.2.3): University qualification (BA) in Business / Economics, Organizational Development, Event Management, Social Science or any other relevant.
- Specific professional experience (2.2.4): 5 years of professional experience in high-level event management and support.
- Regional experience (2.2.6): 5 years of experience in Uganda

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

Expert 2: Events Manager

Tasks of Expert 2

- In collaboration with the hotel/venue management team, ensure that the event venue is appropriately organised and set up in accordance with the agreed requirements.
- Ensure that participant placards and name tags are prepared and correctly positioned/distributed.
- Set up the meeting room, including placement of placards and name badges, ensuring that all required equipment is functional, and coordinating with the venue team on logistical arrangements.
- Set up and ensure appropriate visibility of GIZ and partner organisations' branding and visibility materials in accordance with GIZ guidelines.
- Take high-quality photographs and short video clips throughout the event and submit the soft copies to GIZ.
- Select, edit, and provide high-resolution photographs to GIZ and relevant partner organisations.

Qualifications of Expert 2

- Education/training (2.3.1): University qualification (Diploma) in Business / Economics, Organizational Development, Event Management, Social Science or any other relevant.
- Language (2.3.2): experts with C2-level language proficiency English in language
- General professional experience (2.3.3): Minimum of **5 years of professional experience** in event management, communications, conference organisation, or a related field.
- Specific professional experience (2.3.4): Demonstrated professional experience in event photography and photo editing. Production of high-quality photographs and short video clips, setting up and managing event visibility and branding materials in accordance with institutional guidelines.
- Regional experience (2.3.6): 2 years of experience working within the East African region and in the refugee space.

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 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

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	1	30	30	
Designation of TL/key expert/short-term expert pool	1	30	30	
<i>Expert 2</i>	1	20	20	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	1	4	4	To facilitate the movement during the field interfaces
Overnight allowance in country of assignment	1	4	4	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.

				Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence. Overnight stays in Germany (deviation from the travel expense regulations): Note: Overnight allowances of up to EUR 130 can be submitted for reimbursement against evidence. Up to EUR 80 can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car).	1	1	1	Travel within the country of assignment, transfer to/from airport etc.

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

The DEF, REF and the regional REF and DEF Interface Workshops

The contractor shall provide logistical and event management support for the preparation, organisation, implementation, documentation, and follow-up of up to 5 meetings under the following three engagement formats: District Engagement Forum (DEF), Refugee Engagement Forum (REF), and REF–DEF Regional Interface Meetings.

The consultant shall also be responsible for reimbursing eligible participants for their approved travel and related expenses in accordance with the agreed GIZ guidelines

and applicable rates. GIZ shall reimburse the consultant for the eligible costs actually incurred and paid out, based on appropriate supporting documentation and proof of payment, and in accordance with the agreed GIZ procurement and budget procedures.

I. District Engagement Forum (DEF) Workshops;

The District Engagement Forum (DEF) is a two-day meeting convened on a quarterly basis and brings together approximately 40-45 participants. Participants include 24 representees (the CAOs and LCVs) from refugee-hosting districts, the CRRF Secretariat, the Department of Refugees, and other relevant government institutions, development partners, and stakeholders.

The DEF provides a platform for district-level stakeholders to discuss and address issues related to the refugee response and refugee-hosting communities. Key areas of discussion typically include coordination of the refugee response at district level, implementation of Refugee Response Plans, service delivery challenges, district priorities, resource mobilisation and funding, stakeholder coordination, and follow-up on decisions and recommendations from the CRRF Steering Group and other relevant coordination platforms.

Approximately 30 participants travel to Kampala from the 12 refugee-hosting districts and therefore require support to facilitate their participation. GIZ WatSSUP shall be responsible for reimbursing eligible participants for fuel and providing accommodation allowances, in accordance with applicable GIZ rules, policies, and guidelines.

The DEF is conducted over two meeting days, excluding travel days for participants travelling from outside Kampala. To facilitate the participation of DEF representatives in the CRRF Steering Group (SG) meetings, the DEF meetings are normally organised at the same venue as the SG meeting or at a venue in proximity. This arrangement enables DEF representatives to participate effectively in both coordination platforms.

II. Refugee Engagement Forum (REF) workshops;

The Refugee Engagement Forum (REF) is a three-day meeting that brings together more than 55 participants, including members of the REF Task Force, representatives of implementing and development partners, and Refugee Welfare Council Chairpersons, RWC youth and Women representatives from the 12 refugee settlements in Uganda, including Kampala.

The REF provides a platform for refugees to directly engage with government, development, and humanitarian partners on matters affecting refugees and host communities. Discussions typically cover refugee priorities and concerns, access to basic services, protection and livelihoods, accountability to affected populations, refugee participation in decision-making, implementation of the Comprehensive Refugee Response Framework, progress of Refugee Response Plans, funding and sustainability of the refugee response, and follow-up on commitments and agreed actions.

REF members travelling from the settlements to Kampala generally use public transport. Their eligible transport costs shall be reimbursed by the consultant based on the applicable public transport rates and against proof of payment, such as a valid receipt, in accordance with GIZ guidelines.

III. REF–DEF Regional Interface Meetings

The REF–DEF Regional Interface Meetings bring together representatives of the Refugee Engagement Forum and District Engagement Forum, as well as district heads of department, Settlement Commandants, representatives of the Department of Refugees, Refugee Response Plan Leads, the CRRF Secretariat, UNHCR, and relevant implementing and development partners.

The interface meetings provide an opportunity to strengthen coordination and dialogue between refugees and refugee-hosting districts. Key areas of discussion typically include linking refugee priorities with district development and response planning, sharing information between refugee and district coordination structures, addressing challenges affecting refugees and host communities, reviewing progress in the implementation of Refugee Response Plans, strengthening accountability and stakeholder coordination, and identifying joint actions and follow-up measures.

The REF–DEF Regional Interface Meetings typically bring together more than 148 participants. The meetings are held in the field/regions, rather than in Kampala, to facilitate direct engagement with refugee-hosting districts and settlements.

DEF Meetings	Indicative Planning Cost
<i>Conference Services for the DEF meetings, 45 Participants, 2 days.</i>	A budget of maximum EUR 3.500,00 per meeting should be planned for hall hire and conference package (against receipt).
<i>Daily allowances (reduced and full rate) and overnight allowances for the DEF members and their drivers.</i>	A budget of up to EURO 11.500,00 per meeting should be planned for administering overnight and meal allowances for the participants. The allowances need to be paid by mobile money in accordance with the GIZ travel regulations. Final overview of payments (amounts per persons) is to be agreed with GIZ.
<i>Fuel Reimbursement for the DEF meetings.</i>	Participants will arrange their transport (fuel their vehicles) and get reimbursed for actual millage travelled upon submission and proof of receipts. A budget of maximum EUR 5,500.00 per meeting should be planned for this.
REF meetings	
<i>Conference Services for the REF meetings</i>	A budget of maximum EUR 5.000,00 per meeting should be planned for hall hire and conference package (against receipt).

<i>Daily allowances (reduced and full rate) and overnight allowances for the REF members and their drivers.</i>	A budget of up to EURO 11.000,00 per meeting should be planned for administering overnight and meal allowances for the participants. The allowances need to be paid by mobile money in accordance with the GIZ travel regulations. Final overview of payments (amounts per persons) is to be agreed with GIZ.
<i>Transport Refund for the REF members based public transport cost.</i>	A budget of up to EURO 2.300 per event paid to the REF members on mobile money based on the public transport fare against receipt of receipt from the REF members.
Regional REF and DEF Interface Meetings	
<i>Conference Services for the regional REF and DEF interface meetings in West Nile</i>	A budget of maximum EUR 3.500,00 per meeting should be planned for hall hire and conference package (against receipt).
<i>Daily allowances (reduced and full rate) and overnight allowances for the DEF and REF members and their drivers, during the regional meetings.</i>	A budget of upto EURO 18.700,00 per meeting should be planned for administering overnight and meal allowances for the participants. The allowances need to be paid by mobile money in accordance with the GIZ travel regulations. Final overview of payments (amounts per persons) is to be agreed with GIZ.
<i>Fuel Reimbursement for the DEF and REF Members during the regional interface meetings.</i>	Participants will arrange their transport (fuel their vehicles) and get reimbursed for actual millage travelled upon submission and proof of receipts. A budget of maximum EUR 6,400.00 per meeting should be planned for this
<i>Procurement</i>	For all procurement processes, GIZ procurement policy and Public Procurement and Disposal of Asset (PPDA) regulations on procurement and disposal of public asset shall apply.

Please note that:

1. Bidders shall competitively quote professional or management fees, and any other items expressly identified as competitive.
2. Conference services, allowances and transport reimbursements are fixed, non-competitive budget ceilings and should be presented separately in the price schedule.
3. The service provider shall be reimbursed only for actual eligible expenditure supported by the required documentation. The contractor is not entitled to utilise the full budget ceilings.

Please describe in your concept how you implement the minimum standards specified above.

5. Inputs of GIZ or other actors

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

- GIZ shall provide all the visibility materials for the
- Transportation on site with own project vehicle
- Logistics for workshops:

6. 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 (language).

The complete tender must not exceed 10 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. 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. The specifications for pricing are defined in the price schedule.

7. Outsourced processing of personal data

Compliance with Data Protection Legislation

- The contractor must comply with all relevant data protection laws and regulations, including the EU General Data Protection Regulation (GDPR).
- The contractor must implement appropriate technical and organizational measures to ensure the security of personal data and protect against unauthorized or unlawful processing, accidental loss, destruction, or damage.

Data Processing Agreement (DPA);

- If the service involves the outsourcing of data processing, a Data Processing Agreement (DPA) must be completed and attached as an annex to the contract.

- The DPA must outline the scope, nature, and purpose of the processing, as well as the types of personal data and categories of data subjects involved.

8. Annexes

- The GIZ travel guidelines
- General Terms and Condition of contracts
- Technical assessment grid
- Eligibility assessment grid
- Bid sheet
- Outsourcing of data processing.