

Terms of reference (ToR) for the contract for works

CONFIDENTIAL

CADASTRAL AND HYDROLOGICAL STUDY IN BIDIBIDI REFUGEE SETTLEMENT, YUMBE DISTRICT	Project number/ cost centre: G-011183-01 Tender number 7000021919
--	---

0.	List of abbreviations	2
1.	Context.....	3
1.1	Background	3
1.2	General Objectives.....	4
1.3	Project Area	5
1.4	Target Audience	5
2.	Tasks to be performed by the contractor	5
3.	Eligibility Requirements	9
3.1	Commercial Eligibility Assessment	9
3.2	Technical Eligibility Assessment.....	9
4.	Concept.....	10
	Technical-methodological concept	11
	Project management of the contractor (1.6)	11
5.	Personnel concept.....	11
	Team leader.....	12
	Key expert 1: Hydraulic Engineer / Hydrologist.....	13
	Short-term expert pool with minimum 1, maximum 5 members	14
6.	Costing requirements	15
	Assignment of personnel and travel expenses	15
	Sustainability aspects for travel	15
	Workshops, events and trainings.....	18
7.	Inputs of GIZ or other actors.....	19
8.	Requirements on the format of the tender	19
9.	Option	19
	Requirements on the format of the tender for the option.....	19
10.	Outsourced processing of personal data	20
11.	Annexes	20

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	Federal Ministry of Economic Cooperation and Development
EU	European Union
FK	Expert
FKT	Expert days
JRJ	Job Record Jacket
KZFK	Short-term expert
MWE	Ministry of Water and Environment
WatSSUP	Water Supply and Sanitation for Refugee Settlements and Host Communities in Northern Uganda
UNWMZ	Upper Nile Water Management Zone
ToRs	Terms of reference

1. Context

1.1 Background

Ephemeral and intermittent streams constitute a significant proportion of the drainage network within Yumbe District's semi-arid landscape. Intermittent streams convey flow seasonally, whereas ephemeral streams flow only in direct response to rainfall events. Despite their temporary flow regimes, these watercourses perform important hydrological and ecological functions, including groundwater recharge, infiltration, sediment and nutrient retention, attenuation of peak runoff and maintenance of landscape connectivity.

Through the **Water Supply and Sanitation for Refugee Settlements and Host Communities in Northern Uganda** (WatSSUP) programme, implemented in partnership with the Ministry of Water and Environment (MWE), the German Development Cooperation has rehabilitated more than twenty-three piped water supply systems across the West Nile sub-region. Within Bidibidi Refugee Settlement, over ten high-yield motorised production boreholes have been rehabilitated to improve water supply services in Zones 1, 2 and 5, together with the surrounding host communities. Several of these strategic water supply assets are situated within the riparian corridors of four ephemeral stream systems.

Uganda's regulatory framework for riverbank protection, principally established under the Sixth and Seventh Schedules of the National Environment (Wetlands, Riverbanks and Lake Shores Management) Regulations, 3 / 2000, provides guidance for the protection of riparian zones. However, implementation has historically focused on perennial rivers and streams, with comparatively limited attention given to non-perennial drainage systems such as ephemeral and intermittent streams. Consequently, many ephemeral stream corridors remain inadequately mapped and demarcated, limiting their recognition within district land administration and physical planning processes. This has contributed to continued encroachment arising from cultivation, settlement expansion, sand mining and other land-use activities, resulting in progressive degradation of riparian environments.

These pressures have altered the geomorphological characteristics of several stream systems within the project area. Field observations indicate significant bank erosion and channel widening along sections of the Lwe Stream (appendix 2), while portions of the Kena Stream exhibit channel incision and associated bank instability. Such morphological changes have reduced channel stability, increased surface runoff and accelerated localised flooding and

erosion processes, thereby exposing nearby water supply infrastructure, including pipelines, production boreholes, pump houses and associated facilities, to elevated operational risks.

Through joint financing from the Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU), WatSSUP intends to implement targeted water source protection interventions through a selected Non-Governmental Organisation (NGO). These interventions will focus on restoring priority sections of the affected ephemeral stream corridors using nature-based and soil and water conservation measures. Given the finite resources available, intervention areas must be selected based on technical evidence of channel condition, erosion risk and restoration potential. At present, however, the absence of baseline topographic, geomorphological and hydrological data limits the ability to objectively assess channel stability, characterise stream geometry and prioritise restoration investments.

Accordingly, the proposed assignment will generate an integrated inventory of the selected ephemeral stream systems through detailed topographic, cadastral and geomorphological mapping. The assignment will establish the statutory riparian buffer boundaries, document existing land use and encroachment, characterise channel stability and identify priority restoration reaches. The resulting geospatial datasets will strengthen planning and decision-making by the Yumbe District Local Government, particularly within the Physical Planning, Survey and Natural Resources Departments, while supporting long-term protection of riparian corridors, reducing future encroachment and enhancing the sustainability of water source protection investments.

NB: The above identified stream sections have four piped water systems whose sources are adjacent to the streams. A recent topographic survey (see appendix 2) activity covering 30m of Lwe stream and a reconnaissance survey activity established that all riparian buffer zones of two streams are not demarcated.

1.2 General Objectives

The assignment is intended to generate the technical, cadastral and geospatial information required to support the protection and long-term management of selected ephemeral stream corridors within Yumbe District.

The specific objectives include:

- a. Conduct a high-precision topographic survey of selected reaches of the identified stream systems to establish stream channel geometry, longitudinal profiles, cross-sections, terrain characteristics and other topographic information.
- b. Undertake a cadastral survey to establish, verify and reopen the statutory 30-metre riparian buffer zone boundaries, including the identification, mapping and documentation of adjoining land parcels, existing boundary marks and land ownership or occupancy along the stream corridors.
- c. Develop geo-referenced maps and spatial datasets identifying erosion hotspots, channel instability, flooding-prone areas, riparian encroachment, environmentally sensitive locations and other priority areas to inform the planning and implementation of water source protection measures.
- d. Identify, assess and document technical, legal, environmental and social constraints that may affect the reopening, demarcation and long-term management of the riparian buffer zones, together with appropriate recommendations to facilitate implementation.

1.3 Project Area

The assignment will be implemented in Yumbe district local government of West Nile region. Uganda. More specifically, the assignment shall cover six piped water supply systems situated in Zone 1, Zone 2 and Zone 5 of Bidibidi refugee settlement. A detailed list of the piped water supply systems with accompanying coordinates is in appendix 1 below.

1.4 Target Audience

The assignment will primarily focus on communities currently living or currently settled along cutlines of selected buffer riparian zones of the streams next to the six water systems. The contractor will interface with other audience groups prescribed under Surveyors Registration Board Technical procedures to guide surveyors while opening land boundaries (2023) like the District Land Committee, District Surveyor, District National Resource officer etc.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

a. Delineation and Assessment of Selected Stream Corridors

The assignment shall comprise the delineation, topographic characterisation and cadastral surveying of selected ephemeral stream corridors associated with the target piped water supply systems. The purpose is to establish the statutory riparian buffer zone boundaries, generate baseline geospatial datasets and assess stream conditions to inform the design and prioritisation of water source protection interventions.

Prior to commencement of field activities, the tenderer shall undertake a reconnaissance survey in collaboration with the Yumbe District Survey Department and the Upper Nile Water Management Zone (UNWMZ). The reconnaissance shall confirm logistical arrangements, available survey control points, accessibility, security considerations and other operational requirements necessary for successful implementation.

For the identified water supply systems (refer to Appendix 1), the tenderer shall undertake a detailed topographic survey covering a minimum of five (5) kilometres of each selected stream corridor. The survey shall generate accurate horizontal and vertical positional data for the stream channels and surrounding terrain to facilitate assessment of channel gradients, longitudinal profiles, cross-sections, channel geometry, bank stability, erosion susceptibility, flood-prone areas, drainage characteristics and other geomorphological parameters relevant to restoration planning.

In parallel, the tenderer shall undertake a cadastral survey to establish, verify and demarcate the statutory 30-metre riparian buffer zones on both sides of the selected stream channels in accordance with the National Environment (Wetlands, Riverbanks and Lake Shores Management) Regulations, 3/2000, applicable surveying standards and guidance issued by the Ministry of Water and Environment.

The tenderer shall prepare a complete Job Record Jacket (JRJ) containing all survey information required by the Yumbe District Surveyor. Deliverables shall include approved survey coordinates referenced to Arc 1960 / UTM Zone 36N (EPSG: 32636), boundary descriptions, cadastral plans prepared at scales prescribed by the District Surveyor, geo-referenced topographic maps, stream longitudinal profiles, representative cross-sections, channel geometry characteristics, digital terrain datasets where applicable and associated GIS layers. The tenderer shall incorporate all comments arising from technical review meetings and any additional requirements issued by the District Surveyor prior to submission of the final deliverables.

The cadastral outputs shall further include a Boundary Demarcation Report containing photographic records of all boundary markers, documentation of encroachments and grievances encountered during implementation, together with recommendations for subsequent management of the riparian corridors. All deliverables shall be reviewed and formally approved by the Yumbe District Surveyor before acceptance.

Note: Topographic surveys shall not be undertaken for the **Iyete** and **ADRA** water supply systems, as these facilities are not located adjacent to river or stream corridors.

b. Ephemeral Stream Stability and Restoration Prioritisation Assessment

Using the information generated from the topographic survey together with available remotely sensed datasets, the tenderer shall undertake a geomorphological and hydrological assessment of the selected stream reaches to characterise channel behaviour and identify sections requiring restoration. The assessment shall utilise stream characteristics including channel slope, width, depth, sinuosity, valley confinement, drainage patterns and other relevant parameters to evaluate channel stability, erosion processes and areas susceptible to flooding or future morphological change.

Working closely with UNWMZ, Yumbe District Local Government and surrounding communities, the tenderer shall undertake a participatory assessment to identify, document and prioritise both existing and emerging pressures affecting the stream corridors and their riparian buffer zones. These shall include both observed and perceived environmental threats together with the underlying natural and anthropogenic drivers.

The tenderer shall develop a multi-criteria decision-support framework to guide the prioritisation of stream restoration interventions. The framework shall demonstrate how physical, environmental, social and implementation criteria will be integrated to support evidence-based investment decisions by UNWMZ and Yumbe District Local Government.

All encroachment identified within the statutory riparian buffer zones shall be geo-referenced using GPS/GNSS equipment, photographed and incorporated into the project's GIS database together with supporting analysis and mapping.

c. Stakeholder Consultation and Coordination

The Consultant shall engage all relevant stakeholders throughout the assignment, including the Yumbe District Surveyor, District Land Board, District Land Office, Upper Nile Water Management Zone, Area Police Command, Local Council leadership and other relevant institutions responsible for land administration, natural resource management and environmental protection.

The consultation process shall be used to verify existing boundary information, confirm riparian buffer limits, assess the current condition of the stream corridors and identify legal, institutional, technical and social factors that may influence implementation of the assignment.

Before commencement of any boundary reopening or demarcation activities, the Consultant shall formally notify the District Surveyor, relevant land administration authorities, area police representatives and Local Council leadership to facilitate field coordination, enhance stakeholder participation and minimise potential disputes during implementation.

Milestones/partial works	Deadline (weeks after contract signing)	Criteria for acceptance
Inception Report	4 weeks	Field survey & Methodology, Reconnaissance survey results, stakeholder analysis
Preliminary Job Record Jacket (JRJ)	10 weeks	Preliminary numbered coordinates, boundary plan maps, stream longitudinal profiles
Boundary Demarcation Report	13 weeks	Documentation on ownership, tenure system & issues identified
Ephemeral stream Assessment Report	18 weeks	multi-criteria decision-support framework and stream stability assessment report
Complete Job Record Jacket (JRJ)	22 weeks	List of coordinates, cross-section profiles boundary descriptions approved by UNWMZ & Yumbe DLG

Publication ready A1 sized maps (i.e., Cadastral, topography & land use / encroachment maps)	24 weeks	Geojson, CAD and pdf formats accompanied by detailed metadata
--	----------	---

Period of assignment: from **November 2026** until **April 2027**

3. Eligibility Requirements

Commented [SE1]: Please include as stated in the grid.

3.1 Commercial Eligibility Assessment

To be deemed eligible, the candidate must fulfill all the following administrative and financial criteria on a pass/fail basis:

- 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 70,000,000 over the last three financial years. Bidder to submit certified audited books of Accounts
- Must have employed as on 31.12.2025 at least 5 persons 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 Surveying & Geomatics for construction works completed within East Africa at least 60 months before publication of this tender.

3.2 Technical Eligibility Assessment

Candidates must demonstrate basic technical capability through qualifying reference projects that meet a minimum commission value of UGX 20,000,000.

Mandatory Thresholds

- **Sector Experience:** A minimum of two reference projects completed within the field of Surveying & Geomatics.

- **Geographic Experience:** At least three reference projects executed within East Africa.
- **Recency:** All qualifying project assignments must have been executed within the last 36 months (or 60 months for construction contracts) prior to the tender publication date.

Weighted Ranking Criteria

For competitive tenders where the number of candidates must be limited, qualified applicants are scored out of a maximum of 10 points per area and evaluated against the following weighted allocations:

- **Technical Core Competencies (50% Total Weight):**
 - Fluvial Geomorphology and Hydrology (15%)
 - Cadastral Surveying and Land Administration (15%)
 - Topographic Surveying and Geospatial Mapping (10%)
 - GIS, Remote Sensing, and Spatial Analysis (5%)
 - Environmental and Natural Resource Planning (5%)
- **Regional Expertise (30% Total Weight):** Specific operational experience within East Africa.
- **Development Sector Experience (20% Total Weight):** Previous engagement with Official Development Assistance (ODA-financed) projects, where the ODA component constituted at least 50% of the project financing.

4. 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.

5. Personnel concept

The tenderer is required to provide a brief overview of the personnel concept i.e., a team leader / technical main contact and enough additional qualified experts. Personnel who are suited to

filling the positions described, based on their CVs (see Chapter 7), the range of tasks involved, and the required qualifications should be included within the personnel concept.

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, 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): university degree ('Bachelor'/Master) in Land Surveying, Geomatics or photogrammetry
- Language (2.1.2): A1-level language proficiency in English
- General professional experience (2.1.3): 15 years of professional experience in the Land or infrastructure development sector
- Specific professional experience (2.1.4): 8 years in surveying work and a valid practicing licence issued by the Uganda licensing body. Absence of such a licence will lead to technical exclusion of the entire bid
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in East Africa (region), of which 2 years in projects in Uganda (region)
- Development cooperation (DC) experience (2.1.7): 1 years of experience in DC projects
- Other (2.1.8): evidence of handling two (2) contracts each of 10km or more of survey work of a similar nature, type and scope

Key expert 1: Hydraulic Engineer / Hydrologist

Tasks of key expert 1

- Analyse stream hydraulics to determine channel stream flows, flow behaviour, flood conveyance, and hydraulic constraints along surveyed reaches
- Assess channel stability to identify areas of vulnerability to erosion or collapse
- Assess risks posed by flooding and erosion to nearby water system infrastructure
- Develop multi-criteria decision support framework for site selection

Qualifications of key expert 1

- Education/training (2.2.1): university degree in civil engineering, water resources engineering, or related field with specialisation in hydrology or hydraulics.
- Language (2.2.2): A1-level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in road drainage, flood risk analysis, stormwater management, or open flow hydraulic assessments
- Specific professional experience (2.2.4): 5 years with hydrologic and hydraulic modelling tools for flood and stormwater analysis (e.g., HEC-HMZ, HEC-RAS, SWMM etc)
- Leadership/management experience (2.2.5): 1 year of management/leadership experience as project team leader or manager in a company
- Regional experience (2.2.6): 3 years of experience in projects in Uganda (country), of which 2 years in projects in Northern region
- Development Cooperation (DC) experience (2.2.7): 1 year experience in DC projects
- Other (2.2.8): Familiarity with international best practices and standards related to road drainage, water-sensitive design

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

Short-term expert pool with minimum 1, maximum 5 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 field data collection, face-to-face interviews with selected households, communities or stakeholders;
- Prepare publication ready maps showing land parcel boundaries, stream gradients, flood-risk zones, erosion hotspots and priority intervention areas;
- Conduct statistical data analysis and visualisation for hydraulic and geo-spatial computations.

Qualifications of the short-term expert pool

- Education/training (2.6.1): Two experts with university qualification (Bachelors/Master) in Data Analysis & Visualisation, Three experts with university qualification (Bachelors/Master) in Civil & Environmental Engineering
- Language (2.6.2): Five experts with A1-level language proficiency in English
- General professional experience (2.6.3): Two experts with 5 years of professional experience in the Data analytics and visualisation sector, Three experts with 10 years of professional experience in the Water Resource Management sector
- Specific professional experience (2.6.4): Two experts with two years of professional experience in Geo-spatial Visualisation, Three experts with two years of professional experience in hydrological data modelling.
- Regional experience (2.6.5): Five experts with three years of experience in East Africa (region), five experts with five years of experience in Uganda (country)
- Development cooperation (DC) experience (2.6.6): Five experts with two years of experience in DC
- Other (2.6.7): Familiarity and experience using industry tools like R, Python, HEC-HMZ, HEC-RAS etc.

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

6. 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

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Inception Report	20 days	Team Leader / Surveyor
Preliminary Job Record Jacket (JRJ)	24 days	Team Leader / Surveyor
Boundary Demarcation Report	20 days	Team Leader / Surveyor
Complete Job Record Jacket (JRJ)	15 days	Hydrologist
Ephemeral Stream Assessment Report	35 days	Hydrologist
Publication ready A1 sized maps	18 days	Data Visualisation Expert

Travel expenses	Quantity	Number per expert	Total	Comments
Transport	Quantity	Number per expert	Total	Comments
International flights	4	1	4	Travel to the place of delivery of the work Uganda

To achieve the expected results and deliverables, in country travels in the project area Yumbe district and Arua city are expected and necessary within the assignment period.

The tenderer is expected to organise their own transport for all its specified experts and shall present their concept on travel and field trips in the technical offer. Travel expenditures for all project implementation aspects shall be calculated by the tenderer and included in the financial proposal.

In addition, the calculation shall include standard travel expenditures of all experts (per diem, overnight accommodation allowances, flight costs etc) and any related costs for in country travel are to be borne by the tenderer must be included in the financial proposal. In-person meetings stipulated under chapter 2 above will require travel to West Nile (Yumbe district). It is estimated that at least one day is required for travel from Kampala to Yumbe district and one day for the round trip back to Kampala. Travel must be calculated in accordance with the following guidelines and rates:

(i) Transport cost is reimbursed against proof of actual spending and based on calculation of the distances by using <https://www.google.com/maps> and the following parameters:

Transport Cost (UGX) = Distance x Fuel Cost / Fuel Consumption with

Distance km return trip to venue

Fuel Cost Cost per liter according to Shell or Total pump station price at time of travel

Fuel Consumption 7km per liter for passenger vehicle up to 7 seats

Workshops, events and trainings

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

Task	Type Workshop	No.	Proposed Locations	Workshop Output
Inception report presentation	On-boarding workshop (20 participants)	1	Yumbe	Overall understanding of the intended activities, tools, methodology
Workshop (Cadastral, Boundary Demarcation results)	Validation session (30 participants)	1	Yumbe	Presentation of cadastral and boundary demarcation results
Workshop (MCDA framework)	Validation session (10 participants)	1	Remote	Validation of site selection MCDA framework tool
MCDA framework training for district staff	Technical Training Workshops (15 participants)	2	Yumbe	Skills attained on use of site selection MCDA framework tool
Stream Assessment Workshop	Dissemination Workshop (30 participants)	1	Yumbe	Presentation of Cadastral stream Assessment Results

The workshops and training sessions and local printing of the documents shall be organised by the contractor, assisted by the GIZ task team of this assignment.

If an event is held in Germany or Belgium, compliance with the following minimum standards must be ensured:

- Vegetarian/vegan catering
- Fair trade products if from overseas
- Venue is physically accessible
- Public transport to the venue is possible
- Venue uses green electricity and/or is energy-optimised

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

7. Inputs of GIZ or other actors

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

- Nomination a focal person(s) for steering and coordination of this project.

8. 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 20 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 (language).

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

9. Option

Requirements on the format of the tender for the option

The structure of the bid must correspond to the structure of the ToRs. 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 is drawn up in English (language).

The complete bid shall not exceed 20 pages (excluding CVs).

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. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the costing requirements. In the contract the contractor 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. Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.

10. Outsourced processing of personal data

N/a

11. Annexes

Appendix 1: List of Piped Water Supply Sites

No.	Water System Name	Northings	Eastings
01	CRS Oxfam Yangani	366396	313706
02	World Vision (Zone 1)	382943	320682

03	Swinga 2	388763	317950
04	Swinga 1 (Oxfam)	391064	320485
05	**lyete**	381271	321066
06	**ADRA (Zone 2)**	389638	315480

Coordinate Reference System: UTM 36N | **<>**: Only cadastral survey to be done

Appendix 2: Topographic Survey – Lwe Stream Cross Section

