

EXPRESSION OF INTEREST

CONSULTANCY FOR THE SERVICES OF A GERMAN
LANGUAGE INSTRUCTOR

INDIVIDUAL EXPERT REQUIRED

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through the Ghanaian-European Centre for Jobs, Migration and Development (GEC) invites qualified individuals (experts) to express their interest in the consultancy services based on the lots below.

The scope of works includes:

- Develop and deliver high-quality German language training content focusing on general communication skills (reading, writing, speaking, and listening), workplace and professional German for employment integration and intercultural communication and adaptation skills for Germany.
- Conduct interactive and engaging language lessons for 8 hours per week in average for 6 months.
- Utilize interactive and immersive teaching methods to enhance language acquisition, including role-playing, audiovisual materials, and real-life scenarios

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

NB: Kindly note that the Tender is in 4 lots.

Lots	Location	Name of School
Lot I	Kumasi	Catholic Technical Institute Senior High School
Lot II	Sunyani	Don Bosco Technical Institute
Lot III	Kukurantumi	St Paul Technical Institute
Lot IV	Tamale	St Mary’s Technical Institute

The instructor must reside in the location where the services will be delivered as there will be no payments for travel costs (accommodation, transportation and per diems).

Consequently, an instructor may apply for **only one lot**.

Please send a Letter of Interest (LoI) with the following documents:

- Official letter expressing interest
- CV/portfolio of the expert
- C1/C2 German Certificate

How to apply

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

a. Official letter expressing interest, including the following.

- ❖ C1/C2 German Certificate
- ❖ Technical Proposal & CV/Portfolio-Two (2) Copies

b. Financial Proposal – Two (2) Copies

NOTE: NOTE:

ALL PROSPECTIVE BIDDERS ARE REQUIRED TO PERFORM THEIR TAX OBLIGATIONS IN GHANA.

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

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

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

The (a. technical proposal, C1/C2 German Certificate + CV) (b. Financial Proposals) mentioned above should be sealed in Two (2) Separate Envelopes and enclosed in one Bigger envelop, marked as:

“7000019141-LOT 1 / G-012342-135 / Consultancy for the Services of a German Language Instructor”

“7000019150-LOT 2 / G-012342-135 / Consultancy for the Services of a German Language Instructor”

7000019151-LOT 3 / G-012342-135 / Consultancy for the Services of a German Language Instructor”

7000019153-LOT 4 / G-012342-135 / Consultancy for the Services of a German Language Instructor”

Submit to the following address:

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

To All Bidders:

- ❖ Bids must be submitted at the GIZ Ghana Country Office Reception.
- ❖ The deadline for submission is **28th August, 2026** until **11:59 PM**.
- ❖ Documents should be submitted as early as possible before the deadline.
- ❖ Should the reception be closed, documents might exceptionally be dropped off at the guard’s booth.
- ❖ The guards need to be told by the person submitting the documents that they are submitting tender documents.
- ❖ Always send a receipt with your documents stating the **Tender Number**.

This receipt will be signed by the receptionist or a guard (in case of exceptional drop-off at the guard’s booth) to provide the bidder with proof of submission.

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

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

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

ONLY SHORTLISTED FIRMS WILL BE CONTACTED