

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

CONFIDENTIAL

Consultancy for the services of a German Language Instructor	Project number/ cost centre: G-012342-135.01
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0.	List of abbreviations	2
1.	Context.....	3
2.	Task to be performed by the service provider	3
3.	Place of Assignment.....	5
4.	Responsibilities of Partners (GIZ).....	6
5.	Concept.....	6
	Technical-methodological concept	6
6.	Personal Concept.....	7
7.	Costing requirements	8
8.	Requirements on the format of the tender	8

0. List of abbreviations

AVB – General Terms and Conditions of Contract (AVB) for Supplying Services and Work 2024

ToRs – Terms of Reference

GIZ – Deutsche Gesellschaft für Internationale Zusammenarbeit (German Development Agency)

GEC – Ghanaian-European Centre for Jobs, Migration and Development

TVET – Technical and Vocational Education and Training

ZME – Programme "Centres for Migration and Development"

CEFR – Common European Framework of Reference for Languages

TELC – The European Language Certificates

TestDaF – Test Deutsch als Fremdsprache (Test of German as a Foreign Language)

MELR – Ministry of Employment and Labour Relations

1. Context

Under the Global Programme “Centres for Migration and Development”, GIZ is working to support regular labor and educational Migration to Germany and Europe. As part of this, the programme is supporting the establishment and enhancement of trainings and certificates that are beneficial on the international job market. As part of its capacity-building initiatives, the program intends to contribute to the establishment of additional German-language-training capacities, especially outside of Accra.

The training will be targeting TVET students at four different locations (Kumasi, Sunyani, Kukurantumi and Tamale) which would be segmented into four different lots. The course shall be designed to equip participants with the necessary communication skills for professional and academic integration in German-speaking environments. The training is to accommodate 15-20 students per class.

Objectives of the assignment

The objective of this assignment is to engage a qualified German Language Instructor for each lot to deliver structured German language training to students to enhance the German Language proficiency. The instructor will be responsible for implementing an interactive and engaging training curriculum that aligns with the Common European Framework of Reference for Languages (CEFR), focusing on reading, writing, speaking, and listening skills at level **A1 and A2**.

2. Task to be performed by the service provider for each lot

The service provider is expected to undertake the following tasks:

- 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 on average for 6 months.

- Utilize interactive and immersive teaching methods to enhance language acquisition, including role-playing, audiovisual materials, and real-life scenarios
- Prepare students for certification exams (e.g., Goethe-Zertifikat, TestDaF).
- Ensure training is customized to address the linguistic needs of students, including those seeking employment or educational opportunities in Germany.
- Integrate relevant case studies and practical exercises to enhance understanding and application of the language in real-world situations.
- Conduct assessments and evaluations to track progress, identify challenges, and refine the training approach.
- Provide regular assessments and feedback to students to monitor progress.

Milestones, as laid out in the table below represent each lot, are to be achieved during the contract term:

Milestone	Date
Kick-off Meeting Don Bosco Youth Network and local GIZ Advisor	After conclusion of the contract
Preparation and familiarizing with material and learning environment	1 weeks after conclusion of contract
Start of German Language Training Sessions	2 weeks after conclusion of contract
Submission of Interim Time Sheets, Mid Term Report and Progress Review up to 25 days. Needs Assessment & Curriculum Development – 5 days Execution of A1 German Training Sessions- 18 days (1.5 days by 12 weeks- see breakdown below under Chapter 7) Mid Term Report on & Progress Review- 2 Days Interim payment to be made	Three months after conclusion of contract

Completion of Training & Final Assessment	6 months after conclusion of contact
Submission of Final Time Sheets, Final Report & Recommendations – Final Payment of 20 days Execution of A2 German Training Sessions- 18 days (1.5 days by 12 weeks- see breakdown below under Chapter 7) Submission of Final Report & Recommendations- 2 days	8 months after conclusion of the contract

The duration of the assignment would be 8 months.

3. Place of Assignment

The assignment would be carried out at the as per the respective lots stated below.

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

4. Responsibilities of Partners (GIZ)

- Act as the primary point of contact for the German Language Instructor, providing guidance and support throughout the training program.
- Facilitate communication and coordination between GIZ/GEC, the instructor, and relevant stakeholders, including training venues and institutional partners.
- Provide the instructor with access to relevant learning materials and data on participant backgrounds, language proficiency levels
- Review and approve training content and methodology to ensure alignment with international language learning standards and the professional aspirations of participants.
- Monitor and evaluate training sessions by gathering participant feedback and assessing progress, ensuring continuous program improvement.
- Oversee project budget and logistical arrangements to ensure smooth implementation of the training program.
- Arrange with the local TVET institutions the classroom facilities

5. 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 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.).

6. Personal Concept

Expert 1

Tasks of the expert

Refer to chapter 2 above.

Qualifications of Expert 1

- 2.1.1. Education/training: A Bachelor's degree in Education or German Language, Linguistics, or a related field or proven proficiency in the German language with relevant teaching experience. Certification in Teaching German as a Foreign Language (e.g., Goethe-Institut, TELC, TestDaF, or equivalent) is preferred.
- 2.1.2. Language / Reporting: Proficiency in German (C1/C2 level) and a good command of English (B2 or higher) for instructional purposes
- 2.1.3. General professional experience: At least 5 years tutoring german language with familiarity with the Goethe Institute's A1 proficiency requirements and exam format together with experience with digital tools for language learning (e.g., Zoom, Moodle, or Duolingo for Schools).
- 2.1.4. Specific professional experience: At least 3 years' experience with the Common European Framework of Reference for Languages (CEFR) and professional experience in mobilising and training youth and professionals in the TVET sector. Strong interpersonal and communication skills, ability to develop interactive and learner-centred teaching approaches.
- 2.1.7 Others: Experience with TVET systems & certifications, such as the Ghana National TVET Qualifications Framework and/or the German Vocational Training Systems and the DIHK Certifications is an added advantage.

7. Costing requirements

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

****Kindly note that GIZ would not cover any travel cost (transportation, accommodation and per diem). Therefore, the expert must reside within the location specified for the delivery of services.**

Interim and final payment against the submission of deliverables are scheduled for December 2026 and May 2027 respectively.

Time sheets are to be filled with reference to the GIZ website:

<https://www.giz.de/en/downloads/proof-of-time-en.xltx>.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above.

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 5) 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 bid shall not exceed 10 pages (excluding CVs).

In the bid, the bidder is required to demonstrate how he or she meets the requirements in terms of language proficiency and teaching experience via CV and supporting documentation (such as certificates, references etc.)

The bidder must submit his or her CV in an **English** and a **German version** that has a maximum of 4 pages per CV. 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.

Please calculate your financial offer based exactly on the parameters specified in Chapter 6 (Costing Requirements). In the contract the service provider has no claim to fully exhaust the number of working days budgets. The number of working days and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the specification of inputs.