

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

CONFIDENTIAL

<u>To Provide GAP and Group Dynamics Training for Farmers under the Special Initiative "Decent Work for a Just Transition", Spices for Green Jobs (SGJ) Project.</u>	Project number/ cost centre: G-011454-005
	Tender number

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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.
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a provider of international cooperation services for sustainable development and international education work, dedicated to building a future worth living around the world. As part of the Ghana-German cooperation, GIZ has been involved in supporting a wide range of sectors for over 30 years. As agreed between the Governments of Germany and Ghana, GIZ is boosting Ghana's potential by focusing its projects on three priority areas: Responsibility for our planet - climate and energy, Training and sustainable growth for decent jobs as well as Peaceful and inclusive societies. In addition, nearly all the projects in Ghana involve the private sector.

GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the Special Initiative "Decent Work for a Just Transition", which operates under the brand 'Invest for Jobs'. The objective is to promote job creation and growth of enterprises in Ghana. Invest for Jobs works in three areas of intervention: 'Business & Invest', 'Cluster approach' and 'Ghanaian SME (African Mittelstand)'. Under the 'Business & Invest', it promotes sustainable investments from German and European companies and investors; the 'Cluster approach' aims to increase the economic attractiveness of business locations and industries; intervenes to support industrial parks, improves export opportunities and addresses various obstacles to investment. The 'Ghanaian SME (African Mittelstand)' promotes the SME sector, by improving the business environment and enhancing competitiveness, by promoting advisory and (innovative) financial services for SME and boosting cooperation between German and African companies.

Under its second component, Ghanaian SME (African Mittelstand), GIZ is collaborating with Asutifi Processing and Services Centre (APSC), to implement the Spices for Green Jobs (SGJ) Project.

Spices for Green Jobs (SGJ) Project The project aims to improve the livelihoods of 600 chilli pepper and ginger farmers in the Ahafo Region of Ghana by strengthening income-generating opportunities along the chilli pepper and ginger value chain.

Specifically, the project will create 100 new jobs, with 30% targeted at women and 30% targeted at youth aged 15–24. It will also improve the employment situation of 600 individuals, applying the same inclusion targets for women and youth.

Rationale for the Assignment

With this assignment, GIZ and its partner aim to strengthen farmers in the chilli pepper and ginger value chain by organizing them into cooperatives. This approach fosters the exchange of experience and knowledge, enhances their bargaining power, and empowers them to manage their own enterprises. Among other objectives, the project focuses on training farmers through the Farmer Business School. This training helps farmers maintain accurate financial records, calculate gross margins, and gain insights into their revenue and profits.

Additionally, the project aims to train and certify these farmers in organic farming, quality control practices, traceability, post-harvest handling, occupational health and safety, and good agronomic practices. These efforts are designed to create employment opportunities and increase farmers' incomes.

Therefore, GIZ Ghana seeks to engage a consultancy firm with the necessary professional expertise and experience

2. Tasks to be performed by the contractor

The Contractor shall be responsible for providing the following services:

2.1.1 Baseline Survey of Beneficiaries

- a. Conduct baseline data collection for 1000 (600 new and 400 existing) chilli pepper and ginger farmers associated with the project.
- b. Establish a comprehensive database to facilitate future reference, evaluation, and measurement of Key Performance Indicators (KPIs) for the project.

2.1.2 Good Agricultural Practices and Climate-Smart Agriculture

- a. Provide training in Good Agricultural Practices (GAP) for chilli pepper and ginger production to 1000 (600 new, 400 existing) farmers.
- b. Provide training in Climate-Smart Agriculture (CSA) practices to enhance the resilience and productivity of chilli pepper and ginger production for 1000 (600 new, 400 existing) farmers.
- c. Provide capacity-building training on circular economy approaches, including compost production and the utilization of agricultural residues, for 1000 (600 new, 400 existing) farmers.
- d. Provide training on efficient irrigation management practices, including water-use efficiency, irrigation scheduling, and maintenance of irrigation systems, for 1000 (600 new, 400 existing) farmers.
- e. Provide training on soil fertility management and sustainable land-use practices for chilli pepper and ginger production to 1000 (600 new, 400 existing) farmers.
- f. Conduct demonstration sessions on improved agronomic practices, irrigation techniques, and climate-smart technologies for chilli pepper and ginger production.
- g. Provide extension support and field coaching to facilitate the adoption of Good Agricultural Practices, climate-smart agriculture, and efficient irrigation management by farmers.

2.1.3 Group Dynamics Training and Farmer Business School

- a. Provide Group Dynamics Training for 1000 (600 new, 400 existing) farmers to facilitate the formation of vibrant farmer cooperatives with effective governance and leadership structures based on their respective value chain activities.
- b. Facilitate the development of communication and engagement plans for the newly formed cooperatives to strengthen internal coordination and information sharing.
- c. Support the implementation of action plans developed by the newly formed cooperatives to enhance their organizational effectiveness and sustainability.
- d. Facilitate the development of sustainability plans for the newly formed cooperatives to ensure their long-term viability and growth.
- e. Facilitate the registration and formalization of all newly formed farmer groups as cooperatives through the Department of Cooperatives and relevant District Assemblies.

- f. Provide Farmer Business School (FBS) training on chilli pepper and ginger production, farm enterprise management, record keeping, and marketing to 1000 (600 new, 400 existing) farmers .
- g. Provide training on cooperative governance, financial management, leadership, and conflict resolution for cooperative executives and members.
- h. Facilitate market linkage and business networking opportunities for the newly formed cooperatives to strengthen their access to input and output markets.
- i. Provide coaching and mentoring support to cooperative leaders to enhance organizational management and decision-making capacities.

2.1.4 Post-Harvest Handling and Food Quality Control Training

- a. Provide extension support and training on post-harvest handling and harvesting practices for chilli pepper and ginger to 1000 (600 new, 400 existing) farmers.
- b. Conduct Training of Trainers (ToT) on post-harvest handling techniques for at least 50 members of Producer Associations.
- c. Adapt and develop relevant post-harvest training manuals and curricula for chilli pepper and ginger from recognized institutions and technical resources for use under the project.
- d. Provide training on food quality control and quality assurance measures for chilli pepper and ginger harvesting, handling, and collection to 1000 (600 new, 400 existing) farmers.
- e. Conduct Training of Trainers (ToT) on food quality control and quality assurance measures for at least 150 members of Producer Associations.
- f. Provide training on the safe use, handling, application, and storage of pesticides for 1000 (600 new, 400 existing) farmers.
- g. Provide training on personal hygiene, sanitation, and food safety protocols during chilli pepper and ginger harvesting, handling, and collection for 500 farmers.
- h. Conduct regular field monitoring, coaching, and advisory visits to support farmers in the adoption of improved post-harvest handling, quality assurance, and food safety practices.
- i. Facilitate demonstration sessions on proper harvesting, sorting, grading, drying, packaging, and storage techniques for chilli pepper and ginger.

2.1.5 Social Protection and Occupational Health and Safety

- a. Conduct awareness-raising and sensitization sessions on social protection schemes, including the National Health Insurance Scheme (NHIS), pension schemes, and other relevant social security programmes for 1000 (600 new, 400 existing) farmers.
- b. Facilitate the enrolment and registration of interested farmers onto relevant social protection schemes, including health insurance and pension schemes.
- c. Provide Occupational Safety and Health (OSH) training for 1000 (600 new, 400 existing) farmers and employees of APSC to promote safe working practices and reduce workplace-related risks.
- d. Support the development and implementation of workplace health and safety procedures, including the proper use of personal protective equipment (PPE), during farming and processing activities.
- e. Conduct awareness sessions on labour rights, workers' welfare, and gender-sensitive workplace practices for farmers and employees.

- f. Facilitate periodic OSH monitoring and coaching visits to ensure compliance with recommended health and safety standards.

2.1.6 Organic Training and Certification

- a. Provide training on organic farming principles and standards for chilli pepper and ginger production to 1000 (600 new, 400 existing) farmers.
- b. Conduct awareness creation and sensitization sessions on the benefits, requirements, and market opportunities associated with organic certification for farmers and producer groups.
- c. Provide technical training on organic soil fertility management, including compost production and the use of approved organic inputs.
- d. Train farmers on organic pest and disease management practices, including the use of biological and non-chemical control methods.
- e. Support the establishment and implementation of Internal Control Systems (ICS) for producer groups to facilitate compliance with organic certification requirements.
- f. Develop and distribute training materials, manuals, and record-keeping templates aligned with organic certification standards.
- g. Provide training on farm record-keeping, traceability, and documentation requirements for organic certification.
- h. Conduct periodic compliance monitoring and technical coaching visits to support farmers in meeting organic certification standards.
- i. Facilitate pre-audit assessments and corrective action implementation to prepare farmers and producer groups for organic certification audits.
- j. Support the certification process, including engagement with accredited certification bodies and coordination of certification audits for eligible farmer groups.
- k. Facilitate market linkages for certified organic chilli pepper and ginger producers to access premium domestic and export markets.

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

Milestone	Deadline/place/person responsible
Brief Inception Meeting	09.11.2026, Accra
Present detailed time schedule(s) for the implementation of the trainings	16.11.2026, Accra
Undertake main activities of the consultancy	11.12.2026 – 30.10.2027, Project Locations
Submit Progress Reports	30.09.2027, Accra
Submit Final Report including participants lists, monitoring tables, group and individual pictures, as well as consent forms	30.10.2027, Accra

Duration of Assignment	26.10.2026 – 30.11.2027
Geographic coverage	Ahafo Region

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter **Error! Reference source not found.** are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter **Error! Reference source not found.**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.**).

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

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

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter **Error! Reference source not found.** are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter **Error! Reference source not found.**

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

The bidder shall clearly indicate:

- 1) Geographic area, where training will take place / where contractor is located.
- 2) Trade area(s)
- 3) Number of trainers available
- 4) Preliminary indication when the training is supposed to happen (morning/midday/evening and number of training days per week/month).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform training.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- 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 AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports/outputs as evidence of work:

- Detailed time schedule(s) for the implementation of the tasks i. e. timeline required.
- Participants Lists of the trainees (validated via signatures/thumbprints): Monitoring / data selection and storage must adhere to the Data Protection Policy and discussed with GIZ.
- Monthly progress reports/updates within the training period, in close collaboration with GIZ and project partners
- Group and individual pictures of the workshops / beneficiaries with signed consent forms by each person for which data or pictures are taken. A template will be provided by GIZ.
- Final training report

Beyond the aspects mentioned above, the technical proposal shall include:

- Institutional profile
- Registration certificate
- Understanding of assignment, proposed methodology and work plan to approach the assignment.
- Details must include among others.
 - Duration of training per person/group
 - Training plan / content incorporating all stated modules.
 - Capacity to offer training (trainers, list of tools and equipment)
 - Modalities to ensure job/order matching of at least 50% of trained beneficiaries.
- In case the contractor has capacities to train more than the assigned persons, this should be indicated (although the financial proposal shall be based on assigned number)

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; 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.

4. Personnel concept

The bidder is required to provide personnel/trainers who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

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

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, in particular 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): At least a Postgraduate (Master's) degree in Agronomy, Agricultural Economics, Agribusiness, Agricultural Extension, Postharvest Technology, Agricultural Engineering, Crop Science, Agricultural Technology, or a related field
- Language (2.1.2): A2 proficiency in English
- General professional experience (2.1.3): At least 7 years of professional experience in at least 2 of the following critical areas; the Occupational Health and Safety (OHS) training, Good Agronomic Practices (GAP) training, post-harvest handling, organic farming and certification, and agricultural extension services. and having worked in similar assignments.
- Specific professional experience (2.1.4): At Least 7 years in conducting Group Dynamics trainings and Enterprise Development support to farmers and having worked in similar assignments.
- Specific professional experience (2.1.5): At least 7 years' experience of carrying out community-based assignments or programme in Farmer business school training and Gross Margin analysis.
- Specific professional experience (2.1.6): At least 7 years of experience working with a diverse range of stakeholders, including local communities, farmer groups, cooperatives, government institutions, private sector actors, and non-governmental organizations (NGOs)
- Other Language (2.1.7): Fluent in another local language in Ghana (particularly Ashanti Twi)

Key experts (4)

Tasks of institutional staff / trainers

- Support the Team Leader in the implementation of the service contract
- in charge of training farmers in the stated training topics

Qualifications of institutional staff / trainers

- Education/training (2.2.1): The key experts assigned to the consultancy team should possess, at a minimum, a Bachelor's degree in Agricultural Science, Agricultural Business, Agricultural Extension, Post-Harvest Technology, Crop Science, Agronomy, Horticulture, or a related field
- Language (2.2.2): select an element Proficiency *in* English
- General professional experience (2.2.3): At least 5 years' experience of carrying out community-based assignments or programme in Farmer business school training and Extension support to farmers
- Specific professional experience (2.2.4): At least 5 years' experience of carrying out community-based assignments or programme in Group Dynamics Training and Enterprise Development support to farmers.
- Specific Professional Experience (2.2.5): At Least 5 years' professional experience in conducting PostHarvest, Good Agronomic Practices, Occupational Health Safety, Food Safety, Organic farming and certification training support to farmers and having worked in similar assignments
- Other Language (2.2.6): Fluent in another local language in Ghana (particularly Ashanti Twi)
-

Institution/Company

- Strong project management capabilities, including planning, coordinating, and monitoring project activities, as well as mobilizing and selecting target beneficiary groups.
- Demonstrated experience in delivering training on Group Dynamics, Post-Harvest Handling, Food Quality Control and Assurance, Good Agricultural Practices (GAP), Organic Agriculture and Certification, Irrigation Management, and Climate-Smart Agriculture under similar agricultural development projects or initiatives.
- Demonstrated experience in providing training on Social Protection and Occupational Health and Safety (OSH) within comparable projects or initiatives.
- Proven experience in the design, establishment, and management of cooperatives and farmer-based organizations.
- Key expert(s) assigned to the Farmer Business School training must possess relevant certification or accreditation from a reputable institution, such as the Food and Agriculture Organization, Deutsche Gesellschaft für Internationale Zusammenarbeit, or a similarly recognized organization, to demonstrate their qualifications for undertaking the assignment.
- Key expert(s) assigned to deliver the Organic Agriculture and Certification training must possess relevant certification or accreditation from a reputable institution or accredited certification body with expertise in organic production systems and certification standards, demonstrating their competence and qualifications to undertake the assignment.

5. Costing requirements

Assignment of personnel and travel expenses

Team leader as well as trainers / institutional staff (approximately 5 in total) for 12 expert months

Assignment of personnel

Assignment of personnel and travel expenses

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport 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 would like 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.

If they cannot be avoided, CO₂ emissions caused by air travel should 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	1	240	240	
Designation of key expert	4	240	960	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	40	5	200	

Overnight accommodation allowance	40	5	200	
Transport	Quantity	Number per expert	Total	Comments
CO ₂ compensation for air travel				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
<i>Transportation and Other Costs</i>	40	5	200	Cost of Travel within the country and city of assignment
Other costs	Number	Price	Total	Comments
Workshops	10		10	Number of workshops to be held
Other expenses: [Training Materials]	10		10	Training materials to be provided per each workshop

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Inception and Document Preparation	10	Consultant
Implementation and Training	210	Consultant
Reporting and Closing	20	Accra/ Consultant

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter **Error! Reference source not found.** and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training

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

- Workshops/trainings to 1000 persons over a period of 12 months constitutes the main task of the assignment, as described above.

Other costs

Apart from the professional stated above, the financial proposal shall include all costs required in a detailed breakdown, such as

- Cost and list of any tools and materials/consumables required to aid training.
- Travel costs, if applicable
- Costs for Coordination / Contacting beneficiaries etc.

6. Requirements on the format of the tender

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 **30 pages** (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 0 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. The CVs can also be submitted in English (language).

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 aforementioned 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.

7. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment, e.g. in terms of type and scope. The option is exercised in the form of an extension to the contract based on the already offered individual rates.

8. Annexes

not applicable