

Terms of reference (ToRs) for the procurement of services above the EU threshold

PUBLIC

Project title:

Career Path Development for Employment (CPD4E)

Processing**number/cost centre:**

G-011545-005

Country:

South Africa

Transaction number:

10031657

Subject of the tender procedure:

Unlocking the employment potential of the Circular Economy (LOT 1)
and Electric Micro Mobility (LOT 2) Sectors

0. List of abbreviations	3
1. Context.....	4
2. Tasks to be performed by the contractor	6
2.1 Term	6
2.2 Objectives, indicators, work packages, milestones	6
2.3 Project and knowledge management requirements	12
2.4 Data protection and information security	14
2.5 Other requirements	15
3. Technical-methodological concept.....	15
3.1 Interpretation of objectives (section 1.1 of the assessment grid).....	15
3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)	16
3.3 Strategy (section 1.3 of the assessment grid).....	16
3.4 Project management (section 1.4 of the assessment grid)	18
3.5 Further requirements (section 1.5 of the assessment grid)	19
4. Personnel.....	19
5. Costing requirements	23
5.1 Assignment of experts	23
5.2 National administrative staff	24
5.3 Travel expenses.....	24
5.4 Materials and equipment	26
5.5 Operating costs in the country of assignment.....	26
5.6 Workshops, education and training	26
5.7 Local contributions	27
5.8 Other costs.....	27
5.9 Flexible remuneration item	27

Subject of the tender procedure:

Transaction number:

6.	Requirements on the format of the tender	27
7.	Options or follow-on contract	28
7.1	Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)	28
7.2	Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)	29
7.3	Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)	29
8.	Annexes	29

Subject of the tender procedure:

Transaction number:

0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
CE	Circular Economy
CPD4E	Career Path Development for Employment
DHET	Department of Higher Education and Training
EU	European Union
GDPR	General Data Protection Regulation
GIZ	Gesellschaft für Internationale Zusammenarbeit
IPG	International Partners Group
JET IP	Just Energy Transition Implementation Plan
KOMP	Cost per output monitoring and forecast
Lol	Letter of intent
MoU	Memorandum of Understanding
MSMEs	Micro, Small, and Medium Enterprises
NDC	Nationally Determined Contributions
QCTO	Quality Council For Trades & Occupations
RMO	Risk Management Office
SDZs	Skills Development Zones
SECO	Swiss State Secretariat for Economic Affairs
SETAs	Sector Education and Training Authorities

Subject of the tender procedure:

Transaction number:

ToR Terms of Reference

TVET Technical and Vocational Education and Training

1. Context

South Africa faces significant structural challenges: economic growth has stagnated, youth unemployment is particularly high, and income inequality ranks among the highest in the world. The country's political priorities include the transformation of the economy, especially the energy sector, through a Just Transition, which is being supported by the Just Energy Transition Partnership (JETP). The success of this transformation largely depends on the inclusiveness and justness of the transition process.

The protection of the most vulnerable focused on mitigating transition impacts on working-class groups, including workers, communities, and small businesses in this process has formed the cornerstone understood as South Africa's just transition. The Just Energy Transition Investment Plan (JET IP) for the five-year period 2023-2027 sets out the scale of need and the investments required to achieve the decarbonisation commitments in the Nationally Determined Contributions (NDC). The JET gives effect to the historic JETP, which was forged at the COP26 Climate Summit in 2021 between South Africa and the European Union, France, Germany, the United Kingdom, and the United States, forming the baseline of this action. Denmark and the Netherlands joined South Africa's International Partners Group (IPG) in 2023. The JET IP provides the subsequent roadmap that enables South Africa to take targeted and aligned strides towards meeting its decarbonisation commitments. The JET IP not only charts a course for South Africa's decarbonisation but also emphasises the importance of employment promotion, skills development and meeting just targets, ensuring that economic opportunities and social equity are central to the transition.

The project "Career Path Development for Employment" (CPD4E) project is a co-financed Technical Cooperation project implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on behalf of the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Swiss State Secretariat for Economic Affairs (SECO). The project is implemented in partnership with the Department of Higher Education and Training (DHET) in South Africa and other relevant stakeholders. CPD4E aims to improve the employment prospects of young people in South Africa in low-carbon footprint economic sectors to support a Just Transition by applying an integrated approach to employment promotion. This involves integrating the following crucial dimensions through collaborative interventions with various stakeholders:

- Strengthening the **supply-side** of the labour market to improve the employability of young people in the country.
- Providing labour market **demand-side support**, specifically in the area of SMMEs business development and support.
- Enhancing the employability of young people through targeted **matching interventions** to support better transitions from learning to earning

Subject of the tender procedure:

Transaction number:

- Improving framework conditions in the labour market through **innovation and learning**.

The CPD4E project has as the overall objective of improving the employment opportunities of young South Africans within a decarbonized economy. This should be achieved through support to TVET institutions focusing on demand led skilling and employment promotion.

Intervention rational

South Africa is entering a critical phase of its Just Energy Transition (JET) as the country gradually shifts toward a more sustainable and diversified energy system. This transformation is driven by the need to modernize the energy sector and meet international climate commitments (see Just Implementation Plan – JETP). The transition has important socio-economic implications, particularly for workers and communities linked to existing energy industries. Managing this transition requires supporting workforce adaptation and enabling new economic opportunities. Reskilling and retraining programs play a key role in helping workers move into emerging sectors linked to the low-carbon economy. These efforts open opportunities in emerging sectors such as the energy, transport and the circular economy. Potential fields include renewable energy, electric vehicles, climate-smart agriculture, transport and logistics, tourism, manufacturing, waste management, and construction. Together, these sectors offer pathways to secure jobs and support a sustainable economic transition beyond coal.

The circular economy (CE), such as the transport and energy sectors are closely interlinked and offer strong potential as low-carbon growth areas. All three sectors are essential for enabling a just transition. In particular circular economy, and transport are labor-intensive fields with relatively low entry barriers, creating accessible employment opportunities. However, new skills and innovative training approaches are required to prepare professionals to actively drive this transformation.

This intervention with a duration of 20 months in total, will focus on employment-intensive target sectors and supports a specific technological approach in the fields of circular economy (biogas), and transport (electric micro mobility). The initiative follows a pilot approach and is built around a competence center model. Public Private Partnerships (PPPs) act as key enablers, supported by a lean expert team of two core specialists plus communication support.

The initiative focuses on developing and adapting training programs together with local partners and supports formalization of Medium, Small and Micro Enterprises (MSMEs). The reason being that formalization for MSMEs is creating improved access to training, finance, and participation in structured value chains. It also enables eligibility for contracts and supports sustainable business growth.

The intervention further aims to strengthen networks between education institutions, government, and industry, while training lecturers in key areas such as waste-to-energy,

Subject of the tender procedure:

Transaction number:

biogas, and clean micromobility. Through practical courses, the program enables a direct transition into green jobs.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification. **Project activities are expected to finalize 20 months after contract start, latest in August 2028.**

2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for achieving the objectives and indicators described in this document.

Module objective (BMZ) Young South Africans' employment prospects are improved in a sustainable and increasingly decarbonised economy (Just Transition). Specific Objective 2 of Multi Donor Action Enhance the effectiveness of the Technical and Vocational Education and Training (TVET) system in matching skills to just energy transition, with a particular focus on those most affected by the transition.		
Module/ Output	Indicator	Contractors Contribution
Specific objective indicator 1	3675 (70%) of a total of 5250 participants in skilling, reskilling and employment promotion measures, including 2205 (60%) women, indicate that their employment situation has improved with respect of one of three defined criteria.	LOT 1, 2: 140 participants indicate that their employment situation has improved
Specific objective indicator 2	600 supported South African micro, small and medium-sized enterprises (MSMEs) and entrepreneurs have created a total of 600 jobs in South Africa.	LOT 1, 2: 20 MSMEs create 20 Jobs
Specific objective indicator 3	210 (70%) of 300 surveyed private sector representatives, of which 105 (50%) are in SDZs (Eastern Cape, Mpumalanga and Northern Cape), confirm that the professional skills	

Subject of the tender procedure:

Transaction number:

	taught in newly developed or adapted education and training courses for a sustainable increasingly decarbonised economy (just transition) meet their needs.	
Specific objective indicator 4	Lessons learned from 10 skilling, reskilling and employment promotion pilot projects within the framework of the just transition targeting particularly vulnerable groups are presented by the DHET to relevant stakeholders.	
Specific objective indicator 5	3 actions of priority to the South African government outlined in key strategy documents have been implemented, aiming to improve the framework conditions for an effective TVET system on national, provincial or regional level.	
Output 1: The capacity of public, private, and civil society actors in South Africa, particularly in areas most affected by the green transition, aiming at improving the framework conditions to coordinate, develop and implement measures to increase employability and employment in a sustainable, increasingly decarbonised economy has been strengthened.	1.1 240 participants in capacity development measures for integrating South Africa's just transition strategy into the country's TVET and employment promotion agenda, including 120 (50%) women, provide specific examples proving the acquired skills are being applied.	
	1.2 10 skilling, reskilling or employment promotion pilot projects with-in the framework of the transition to a sustainable, increasingly decarbonised economy in South Africa (just transition) have been implemented, of which 1 is considering outcome-based funding models and 1 particularly vulnerable persons.	LOT 1, 2: 2 of the 4 Public Private Partnerships (PPP's) configure as pilot projects

Subject of the tender procedure:

Transaction number:

	1.3 2 national, provincial or regional governmental bodies or units are capacitated to manage and coordinate the skills ecosystems and demands in the framework of the just energy transition.	
	1.4 2 national skills anticipation products have been developed addressing the skills with regard to the just energy transition.	
Output 2: SMME and entrepreneurship support offerings leveraging on opportunities of the just transition and the green economy, with a focus on business locations and industries most affected by the green transition, are improved.	2.1 13 support programmes, including 5 in Skills Development Zones (SDZs), have been developed for building an entrepreneurial skills eco-system and for using the just transition in further business development of South African SMMEs in selected business locations.	
	2.2 1000 entrepreneurs or owners of SMMEs, including 500 (50%) women and 750 (75%) from SDZs, have taken part in support pro-grammes offered for using the potential of the just transition to further develop their enterprises.	
Output 3: The technical and human resource capacity of training providers, particularly TVET Colleges, to develop and implement training measures for youth and the most vulnerable, in the area of the decarbonized economy has been strengthened.	3.1 1000 vocational schoolteachers or in-company trainers, including 500 (50%) women and 500 (50%) in SDZs, have successfully concluded training regarding the design of lessons or workplace instructions within the framework of new or adapted education and training courses for a sustainable, increasingly decarbonised economy (just transition).	LOT 1, 2: 40 vocational TVET lecturers and in-company mentors – (20 women)

Subject of the tender procedure:

Transaction number:

	3.2 3600 (90%) of 4000 participants in new or adapted training measures in the area of the decarbonised economy, including 1800 (50%) women and 1800 (50%) in SDZs, have successfully completed them.	LOT 1, 2: course implementation for 200 participants, 100 women
Output 4: The support services offered by South African support organisations and TVET Colleges geared towards improving the employability of young and the most vulnerable South Africans have been expanded.	4.1 37 South African support organisations for TVET or employment promotion, of which 10 are based in SDZs, are offering measures tailored to the needs of young women and persons with disabilities for improving their transition to employment.	
	4.2 3250 South Africans, including 1625 (50%) women and 1625 (50%) in SDZs, have taken part in the support measures offered by South African support organisations for improving their transition to employment in business sectors relevant to a just transition.	LOT 1, 2: 200 work placements (100 women)

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

LOT 1 (part of Output 1, 2, 3): Circular Economy – Waste-to-Value and Biogas

For the Circular Economy the approach proposes the development of a focused skills pathway in the waste-to-value and biogas sector, with distinct training streams at entry and technician levels. The Energy and Water Sector Education and Training Authority (EWSETA) is developing (or has drafted) skills programmes that include biogas installation and related technologies like “Micro-Biogas Digester Constructor”, with plans to register them with the Quality Council for Trades and Occupations (QCTO). All activities are supposed to build up on these initiatives.

At the entry-level artisan/technician tier, with a township and rural focus, the programme would introduce learners to waste-to-value systems, specifically the conversion of organic waste into biogas and biofertilizer through anaerobic biodigesters. The aim is to equip participants with practical skills to operate small-scale systems (E), manage organic waste streams, and support local energy and nutrient recycling initiatives. This stream would promote community-

Subject of the tender procedure:**Transaction number:**

based circular economy models, improved sanitation, renewable energy generation, and sustainable agricultural inputs.

At the technician level, the concept advances toward specialised competencies in anaerobic digester operations and maintenance. This would include daily plant management, system monitoring, troubleshooting, and the resolution of technical issues to ensure safe, efficient, and continuous operation. The intention is to develop a cadre of skilled technicians capable of supporting larger or more complex biogas facilities, contributing to energy resilience, environmental sustainability, and local economic development. Together, these proposed streams form a coherent development pathway that links community-scale waste solutions with advanced technical capacity in bioenergy systems.

Milestones for Lot 1	Delivery period
2 specialized TVET trainings centres selected as Competence Centre to participate in project (opportunity driven, preferably SDZ region, also possible 1 TVET College and 1 University of Applied Science)	1 months after contract start
Regional networks initiated by a Workshop to initiate a thematic professional community of practice	2 months after contract start
Conclusion of a local position papers on local demands (10 pages)	3 months after contract start
Formalization of 2 industry development partnerships (PPP format) by a letter of interest with private sector companies to support the Competence Centres with infrastructure/equipment and/or work placements (1 of them follows CPD4E criteria for pilot projects)	4 months after contract start
Launch of 8 innovative social media PR products to promote initiative (1 webinar, 1 article / publication, 1 podcast (participation), 5 diy-videos/posts)	2, 3, 4, 6, 12 and the rest till 20 months after contract start
Development / Adaption of 2 skills program curricula (new or updated existing curricula for pilot)	6 months after contract start
Finalization of 2 Train-the-Trainer courses (24h each / 10 TVET lecturers and 10 company mentors / 50% woman)	8 months after contract start
Secure SETA (or other) funding for work placements	12 months after contract start
Support min. 10 informal SMME's to formalize their business in the space with at least 1 jobs created each (5 online training sessions on compliance, registration, writing proposals, marketing and sales, etc.)	12 months after contract start
Finalization of 4 pilot courses for learners (100 participants / 50% woman)	14 months after contract start
100 learners received a soft-skills orientation for work readiness / entrepreneurship (16h training)	16 months after contract start
100 learners placed in-company	18 months after contract start
70% of participants start new employment, self-employment or improve their working conditions	20 months after contract start

Subject of the tender procedure:

Transaction number:

LOT 2 (part of Output 1, 2, 3): Sustainable transport - Micro Electromobility

Guided by the national vision set out in the Green Transport Strategy and in the JET IP, the country has committed to building a more sustainable, resilient, and inclusive transport sector, with the ambition to halve emissions from the transport sector by mid-century amongst others by accelerated deployment of low-carbon technologies. The transport sector already employs a vast number of people across both public and private spheres, many of whom operate within informal structures. Supporting this workforce through structured up- and reskilling pathways is essential to ensure that no one is left behind in the transition.

Opportunity lies within the rapidly expanding micromobility sector. Electric two-wheelers, including e-bicycles and motorcycles, are projected to generate significant employment across assembly, maintenance, sales, and after-sales services. In parallel, the growth of battery-swapping networks and charging infrastructure will open additional roles in operations and technical support, further strengthening local job creation. Opportunities for skills programs lie within topics such as: High-Voltage Safety for Light Electric Vehicles Technicians, Battery Swapping Systems Technician, Preventative Maintenance for E-Micromobility, Bike-to-Electric Conversion Technician and/or E-Micromobility Charging Infrastructure Maintenance, besides conventional e-mobility pathways.

The approach of this working package is to develop targeted training programs that will equip learners with practical expertise in green technologies and sustainable mobility solutions, while existing technical and vocational workers - such as maintenance technicians will gain new competencies to service and manage green transport assets. To bridge theory and practice, structured work placements in government, industry, and municipal departments will immerse learners in real-world green transport projects. Industry secondment programs and public-private partnerships with transport, energy, and construction firms will accelerate on-the-job learning, foster knowledge exchange, and enhance project delivery capacity.

Milestones for Lot 2	Delivery period
2 specialized TVET trainings centres selected as Competence Centre to participate in project (opportunity driven, preferably SDZ region, also possible 1 TVET College and 1 University of Applied Science)	1 months after contract start
Regional networks initiated by a Workshop to initiate a thematic professional community of practice	2 months after contract start
Conclusion of a local position papers on local demands (10 pages)	3 months after contract start
Formalization of 2 industry development partnerships (PPP format) by a letter of interest with private sector companies to support the Competence Centres with infrastructure/equipment and/or work placements (1 of them follows CPD4E criteria for pilot projects)	4 months after contract start
Launch of 8 innovative social media PR products to promote initiative (1 webinar, 1 article / publication, 1 podcast (participation), 5 diy-videos/posts)	2, 3, 4, 6, 12 and the rest till 20 months after contract start
Development / Adaption of 2 skills program curricula (new or updated existing curricula for pilot)	6 months after contract start

Subject of the tender procedure:**Transaction number:**

Finalization of 2 Train-the-Trainer courses (24h each / 10 TVET lecturers and 10 company mentors / 50% woman)	8 months after contract start
Secure SETA (or other) funding for work placements	12 months after contract start
Support min. 10 informal SMME's to formalize their business in the space with at least 1 jobs created each (5 online training sessions on compliance, registration, writing proposals, marketing and sales, etc.)	12 months after contract start
Finalization of 4 pilot courses for learners (100 participants / 50% woman)	14 months after contract start
100 learners received a soft-skills orientation for work readiness / entrepreneurship (16h training)	16 months after contract start
100 learners placed in-company	18 months after contract start
70% of participants start new employment, self-employment or improve their working conditions	20 months after contract start

2.3 Project and knowledge management requirementsRequirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

The contractor will be expected to provide data and reports in line with the CPD4E monitoring requirements and data protection rules. The reports include a) an inception narrative report and detailed enrollment data submitted one month after the start of the contract, b) quarterly progress narrative reports and progress data per work package, and c) a close-out report submitted by the end of the contract in English. The close out report should be between 60 and 80 pages and include a detailed overview, critical analysis of implementation, and recommendations by work package as well as for the contract as a whole. A 12 to 15 slides presentation summarizing the final report should also be prepared and presented. The enrollment data will be collected using a data collection tool that will be provided by GIZ. The contractor will also be expected to coordinate site visits with the GIZ team as part of the monitoring process. A detailed M&E on-boarding meeting will be held to describe all processes in detail.

In addition to the reporting that is provided to CPD4E, the project has appointed an external service provider to conduct a tracer study/survey on all participants that have completed the intervention to confirm the success of the provided trainings and the achievement of the indicators. Ensuring the participation of all participants in the tracer study conducted by the external service provider, who qualifies as data controller of the participants' data, will be a

Subject of the tender procedure:**Transaction number:**

prerequisite for the successful completion of the training provided. Therefore, the contractor will be required to transmit participants data with the external service provider responsible for conducting the tracer study. The contractor will be required to attend an introductory meeting with the external service provider. The data to be transmitted should be ideally limited to the terms and conditions signed in the consent form with the participants. Thus, the contractor will be expected to keep an up-to-date contact list of all participants. The contact list should consist of a primary contact number, an email address, and WhatsApp number, and at least two alternative contact numbers where the participant can be reached.

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility
 - Risks

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: English

- Inception report 3 months after project start;
- Interim report(s) half-yearly after project start;
- Final report 6-8 weeks after implementation completes.

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Additionally, the contractor is required to produce:

- Brief quarterly report on the implementation status and data of the project (5-7 pages)
- Report on BMZ standard indicators every Dezember

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: Occasional participation in events (as described under 2.2)
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;

Subject of the tender procedure:

Transaction number:

- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.10 Data protection) apply.

The processing of personal data in this contract will be handled according to the demands of the different activities that could involve personal data. An overview of the expected personal data processing is presented in the table below.

Activity	Expected personal data processing	Involved partners	GIZ interface
Regional networks initiated by a Workshop to initiate a thematic professional community of practice	Participation lists / contacts	TVET colleges, consultancy	Receives aggregated data but transfer of data between controllers may be required for accounting or billing purposes
Finalization of 2 Train-the-Trainer courses (24h each / 20 lecturers / 50% woman)		TVET colleges, consultancy, tracer study supplier (non-EU)	
Finalization of 4 pilot courses for learners (100 participants / 50% woman)			
Support min. 10 informal SMME's to formalize their business in the space with at least 1 jobs created each			
100 learners received a soft-skills orientation for work readiness / entrepreneurship (16h training)			
70% of participants start new employment, self-employment or improve their working conditions			

Subject of the tender procedure:

Transaction number:

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality: Ensure that all programmes support female participation. Targets of 50% female participation is required for all programmes where student intake is required. The offer should state clearly with which strategy this target will be achieved by the contractor. The contractor's staffing profile should be balanced in terms of gender and age.
- Inclusion of persons with disabilities: Ensure that all programmes support participation of people with disabilities. Targets of 10% participation is required in some programmes where student intake is required. The offer should state clearly with which strategy this target will be achieved by the contractor.
- Environmental protection and climate action (climate change mitigation/adaptation): The contractor should demonstrate how climate change and environmental awareness is mainstreamed throughout capacity development measures and training programmes.

The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to

Subject of the tender procedure:

Transaction number:

describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept.

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

Subject of the tender procedure:

Transaction number:

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs
(section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors
(section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

3.3.3 Approaches for leverage effects and measures for scaling-up
(section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

3.3.4 Consideration of environmental and social compatibility requirements
(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Inclusion of persons with disabilities

The tenderer is required to outline in the tender how it can prevent negative impacts on the inclusion of persons with disabilities in its area of responsibility and how it can contribute to improving inclusion of persons with disabilities through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Subject of the tender procedure:

Transaction number:

Requirement: 'Gender equality':	4 points out of 10 (maximum)
Requirement: 'Inclusion of persons with disabilities':	3 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	3 points out of 10 (maximum)

3.4 Project management

(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them.

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

Subject of the tender procedure:

Transaction number:

3.5 Further requirements
(section 1.5 of the assessment grid)

- not applicable -

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Expert 1 (LOT 1): TVET and Biogas Expert (section 2.2 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 1

- Oversee and implement directly all activities related to work package 2
- Put together coherent curricula and course development, supporting course development to be accredited by QCTO
- Manage roll-out of Training-of-Trainers programs for TVET lecturers of participating TVET colleges
- Coordinate communication with private sector and all other involved stakeholders for work package 2
- Secure SETA funding of work placements
- Support regular reporting in accordance with deadlines

Qualifications of expert 1

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's) in social sciences, education, economics, engineering, agriculture related
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	4 years of professional experience in the TVET sector
Specific professional experience (section 2.2.4 of the assessment grid):	6 years professional experience with circular economy (6 out of 10 possible points) 4 years of professional experience with biogas (4 out of 10 possible points)

Subject of the tender procedure:

Transaction number:

Leadership/management experience (section 2.2.5 of the assessment grid):	2 years of management/leadership experience as project team leader or manager in a company/organisation/project with disciplinary leadership responsibility for 3 or more people
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	n/a
Professional experience in the country/region of assignment (2.2.7 of the assessment grid):	10 years of professional experience in South Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	2 years of professional experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	2 years of private sector experience

Expert 2 (LOT 2): TVET and E-mobility Expert (section 2.2 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 2

- Oversee and implement directly all activities related to work package 3
- Put together coherent curricula and course development, supporting course development to be accredited by QCTO
- Manage roll-out of Training-of-Trainers programs for TVET lecturers of participating TVET colleges
- Coordinate communication with private sector and all other involved stakeholders for work package 3
- Secure SETA funding of work placements
- Support regular reporting in accordance with deadlines

Qualifications of expert 2

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's) in social sciences, education, economics, engineering, transport and logistics related
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	4 years of professional experience in the TVET sector
Specific professional experience (section 2.2.4 of the assessment grid):	6 years professional experience in the transport sector (6 out of 10 possible points) 2 years of professional experience with micro electro mobility (4 out of 10 possible points)

Subject of the tender procedure:

Transaction number:

Leadership/management experience (section 2.2.5 of the assessment grid):	2 years of management/leadership experience as project team leader or manager in a company/organisation/project with disciplinary leadership responsibility for 3 or more people
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	n/a
Professional experience in the country/region of assignment (2.2.7 of the assessment grid):	10 years of professional experience in South Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	2 years of professional experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	2 years of private sector experience

Expert 3 (LOT 1): Circular Economy, Communication and M&E professional (section 2.2 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 3

- Responsible for all communication related measures of all 3 workpackages
- Specifically implementing activities under Launch of 8 innovative social media PR products (total of 3 webinars, 3 articles / publications, 3 podcasts (participation), 15 diy-videos/posts))
- Support all other measures that need communication efforts, such as selection of TVET colleges, support to write position papers, preparation and conduction of workshops, communication with private sector, QCTO and SETA's
- Close alignment with Key Experts regarding communication activities (timing, form and content)
- Coordinate regular reporting (reports and M&E / numbers) with Key Experts in accordance with deadlines

Qualifications of expert 3

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's) in communication related
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	5 years of professional experience with corporate or institution communications
Specific professional experience (section 2.2.4 of the assessment grid):	3 years professional experience in Just Transition and/or Environment related topics (6 out of 10 possible points)

Subject of the tender procedure:**Transaction number:**

	2 years of professional experience with M&E systems (4 out of 10 possible points)
Leadership/management experience (section 2.2.5 of the assessment grid):	n/a
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	n/a
Professional experience in the country/region of assignment (2.2.7 of the assessment grid):	10 years of professional experience in South Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	2 years of professional experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	Proven track record of social media communication

Expert 4 (LOT 2): E-mobility, Communication and M&E professional (section 2.2 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 4

- Responsible for all communication related measures of all 3 workpackages
- Specifically implementing activities under Launch of 8 innovative social media PR products (total of 3 webinars, 3 articles / publications, 3 podcasts (participation), 15 diy-videos/posts))
- Support all other measures that need communication efforts, such as selection of TVET colleges, support to write position papers, preparation and conduction of workshops, communication with private sector, QCTO and SETA's
- Close alignment with Key Experts regarding communication activities (timing, form and content)
- Coordinate regular reporting (reports and M&E / numbers) with Key Experts in accordance with deadlines

Qualifications of expert 4

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's) in communication related
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	5 years of professional experience with corporate or institution communications
Specific professional experience (section 2.2.4 of the assessment grid):	3 years professional experience in Just Transition and/or Environment related topics (6 out of 10 possible points)

Subject of the tender procedure:

Transaction number:

	2 years of professional experience with M&E systems (4 out of 10 possible points)
Leadership/management experience (section 2.2.5 of the assessment grid):	n/a
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	n/a
Professional experience in the country/region of assignment (2.2.7 of the assessment grid):	10 years of professional experience in South Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	2 years of professional experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	Proven track record of social media communication

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Subject of the tender procedure:

Transaction number:

Expert	Expert days in the country of residence / remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights	Number of national flights
Expert 1 (Lot 1): TVET and Biogas Expert	-	165	165	Yes	-	2
Expert 2 (Lot 2): TVET and E- mobility Expert	-	165	165	Yes	-	2
Expert 3 (Lot 1): Circular Economy, Communication and M&E Expert	-	92	92	Yes	-	-
Expert 4 (Lot 2): E-mobility, Communication and M&E Expert	-	92	92	Yes	-	-
Backstopping	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

5.2 National administrative staff

The following national administrative staff are needed:

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines

Subject of the tender procedure:

Transaction number:

and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/budget
Total number of international flights	-
Total number of regional/national flights	4 return flights (2 return flights for LOT 1, 2 return flights for LOT 2)
CO ₂ offsets for flights	ZAR 1,118.00 one-way flight An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, public transport)	ZAR 40,000.00 (ZAR 20,000.00 for LOT 1, ZAR 20,000.00 for LOT 2)
Per-diem allowances	20 days at ZAR 530.00 (24 hrs rate) (10 days for LOT 1, 10 days for LOT 2)
Accommodation allowances	20 nights (10 nights for LOT 1, 10 nights for LOT 2)
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	-
Travel expenses for national administrative staff	-

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 (download at <https://www.bundesfinanzministerium.de>).

Subject of the tender procedure:

Transaction number:

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs
- Transport costs
- Other travel expenses

For the country South Africa, tenderers may offer accommodation allowances up to ZAR 1,500.00. This is the maximum amount permissible on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to ZAR 566.00, the expenses will be reimbursed on a lump-sum basis in the contractually agreed amount.
- If the contractor offers accommodation allowances at between ZAR 566.00 and ZAR 1,500.00, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

All travel activities must be agreed in advance with the officer responsible for the project. Travel expenses must be kept as low as possible.

5.4 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

Workshop budget: ZAR 200,000.00 (ZAR 100,000.00 for LOT 1, ZAR 100,000.00 for LOT 2)

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Translation/interpreting services
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by

Subject of the tender procedure:

Transaction number:

the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

Communication budget: ZAR 200,000.00 (ZAR 100,000.00 for LOT 1, ZAR 100,000.00 for LOT 2)

The fixed, unalterable budget above is earmarked for communication measures and entered in the price schedule.

5.9 Flexible remuneration item

Budget for flexible remuneration: ZAR 200,000.00 (ZAR 100,000.00 for LOT 1, ZAR 100,000.00 for LOT 2)

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 20 (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project

Subject of the tender procedure:

Transaction number:

- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition: GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.2 can be considered only as an alternative to the option in 7.1.

Subject of the tender procedure:

Transaction number:



7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

– Not applicable –

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

– Not applicable –

8. Annexes

– Not applicable –