

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

CONFIDENTIAL

Customary Land Registration and Capacity building on Responsible Agriculture Investment for 12 Forest owners and neighbouring communities in Omoro and Nwoya

**Project number/
cost centre:
G-011488-97**

**Tender number:
7000025636**

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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
EU	European Union
SAFE	Sustainable Agriculture for Forest Ecosystems
GIZ	Gesellschaft für Internationale Zusammenarbeit
ALC	Area Land Committee
ToRs	Terms of reference
RAI	Responsible Agriculture Investment
VGGT	Responsible Governance of Tenure of Land, Fisheries and Forests
EUDR	European Union Deforestation Regulation
ToT	Trainers of Trainer
CSO	Civil Society Organisations
CCO	Certificate of Customary Ownership
PPC	Physical Planning Committee
DLB	District Land Board
ADR	Alternative Dispute Resolution

1. Context

1.1 Project “Sustainable Agriculture for Forest Ecosystems (SAFE)”

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in international cooperation for sustainable development, working on behalf of the German Government, in particular the BMZ. The project "Sustainable Agriculture for Forest Ecosystems (SAFE)" is commissioned by the European Commission, the Netherlands' Ministry of Foreign Affairs, and BMZ and implemented by GIZ under the BMZ-funded "Fund for the Promotion of Innovation in Agriculture (I4Ag)". SAFE operates in ten partner countries (Brazil, Burundi, Cameroon, DR Congo, Ecuador, Peru, Indonesia, Uganda, Vietnam, Zambia). The specific objective (outcome) of the Action is: Contributions to an inclusive transition towards deforestation-free, sustainable, and legal supply chains for selected commodities to the EU have been made. In Uganda, the SAFE project runs from 01.10.2024 to 31.12.2027.

The German government commissioned GIZ to implement Sustainable Agriculture for eRForest Ecosystems (SAFE) in Uganda with co-funding from the EU and the Government of Netherlands. The project's overall objective is to contribute to an inclusive transition towards deforestation-free, sustainable, and legal supply chains for selected commodities to the EU. The project supports coffee value chain producers and other actors in meeting the requirements of the EU regulation by providing relevant information, support in transparency, coffee traceability as well as forest monitoring approaches.

1.2 Country and landscape context (Uganda)

The project is implemented in 8 district (Omoro, Nwoya, Kyotera, Bukomasimbi, Kassanda, Mityana, Mubende and Nakaseke). The project is implemented in selected landscapes where agricultural activities, forest resources, land ownership and community livelihoods are closely interconnected. However, this particular task will be done in Omoro and Nwoya. In Omoro and Nwoya Districts, forest owners and surrounding communities face challenges including: limited awareness of land rights and responsibilities; inadequate documentation of land ownership; barriers to land registration; potential land and boundary disputes; and limited access to appropriate mechanisms for resolving grievances. Secure and recognized land rights are essential for responsible agricultural investment and sustainable forest management. Compliance with applicable labour, environmental and social legislation, and inclusive participation of women, youth and other potentially marginalized groups, are integral.

1.3 Intervention areas and target groups

Intervention areas: Two Sub counties in Omoro and Nwoya Districts in Uganda

Target groups: Selected private Natural forests in Nwoya and Omoro district and one central forest reserve in Central Uganda

Overall Objective: The consultancy aims to strengthen land and forest tenure security, promote responsible investment, address land-related grievances, and improve compliance with labour and environmental requirements among forest owners and other relevant stakeholders in Omoro and Nwoya Districts.

Eligibility Requirements

1.4.1 Commercial eligibility assessment

- URSB Registered powers of attorney authorizing signatory/representative of the firm to sign bids/tenders on behalf of the firm.
- Current and valid Income Tax Clearance Certificate addressed to GIZ, or its equivalent. GIZ TIN:1000030986
- Valid current Trading License.
- Registered URSB certificate of filing most recent Company Annual Returns, or its equivalent
- URSB certificate of Incorporation
- Signed Outsourcing of data processing form.
- Signed Bid validity Document Confirming that bid is valid for 120 working days. Vendor to write up and sign.
- Summary of certified audited accounts for (e.g.- last 3 FY, 2025, 2024 and 2023).
- The bidding organizations require an average annual turnover of UGX 400,000,000 over the last three financial years equivalent to 100,000 Euro)
- Must have employed as on 31.12.2025 at least 6 persons full time.
- The technical assessment is only based on reference projects with a minimum commission value of equivalent UGX 160,000,000/40,000 EUROS per project. At least 3 reference projects on customary Land Registration and Capacity building on Responsible Agriculture Investment in Uganda

Note: In case of a consortium, all partners must comply to the above requirements and the lead agency should have the Power of Attorney registered by URSB with also the verified MoU/ Partnership agreement.

1.4.2 Technical eligibility assessment

- Demonstrated experience of five years in land awareness
- Demonstrated experience of five years in Land Registration of customary land and at least 2 technical reference projects with a value of not less than EURO 30,000
- Demonstrated experience of five years in Alternative Dispute resolution among customary land ownership tenure
- Demonstrated experience of five years in capacity building on Responsible Agriculture Investment and at least 1 technical reference projects with a value of not less than EURO 20,000

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

The contractor is expected to provide technical assistance and capacity building to forest owners and relevant stakeholders in Omoro and Nwoya to ensure responsible investment on land and forest owners receive to CCOs. The consultancy will focus on land rights awareness, customary land registration and certification, support to forest owners in obtaining Certificates of Customary ownership, CCOs where applicable, grievance identification and resolution through dialogues, and build capacities on relevant labour and environmental requirements and RAI. The consultancy will support forest owners and communities to better understand and exercise their land rights, obtain appropriate documentation of their tenure, resolve

grievances, and manage agricultural and forestry activities in accordance with applicable laws and safeguards.

The registration of the land will involve small matching grants, with the forest owner contributing towards registration form fee and final document fee.

Through publishing these Terms of Reference (ToR), GIZ is seeking a consulting company with expertise on land management, Forest governance and social science. The consulting company must have the necessary fit for purpose equipment and software for this task

The contractor is responsible for providing the following services:

A. Land rights awareness and capacity development

- Design and deliver tailored awareness sessions for forest owners, households, communities and area land committees on land rights, land registration procedures, responsibilities and relevant legal frameworks.
- Integrate Gender Equity and Social Inclusion (GESI) to ensure meaningful participation of women, youth and marginalized groups.
- Build capacities of DLG staff, local leaders and land administration institutions ie District Land Board, committees etc on tenure governance, roles and responsibilities, and dispute prevention and resolution.

B. Land registration, certification and documentation support

- Support due diligence approaches to verify ownership
- Support fit-for-purpose approaches for land registration consistent with Ugandan legal frameworks.
- Assist forest owners to prepare and submit documentation for land registration/certification.
- Facilitate engagement with relevant land administration authorities for issuance of CCOs
- Support boundary verification processes where required
- Provide targeted support and follow up application for issuance Certificates of customary (CCOs).
- Facilitate a small matching grant mechanism from forest owners for land registration costs limited to registration form and final document fees, ensuring clear owner contributions and transparent record-keeping in line with government and DLG procedures.

C. Grievance identification and resolution

- Establish and/or strengthen accessible grievance identification, resolution and referral pathways.
- Train relevant stakeholders on grievance management
- Facilitate inclusive dialogues and Alternative Dispute Resolution (ADR) processes to address land and boundary disputes identified among the forest owners and neighbouring communities.
- Support the maintenance of a grievance case log, document outcomes and lessons learned, and escalate unresolved cases to competent authorities in accordance with legal procedures. The consultant should ensure that the grievance mechanism is sustainable beyond the consultancy and does not replace formal judicial or statutory mechanisms

D. Responsible Agriculture investment

- Build the capacities of government authorities, area land committees, CSO as TOT to administer and guide investments in land in accordance with established legislation and recognised principles such as the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests (VGGT) and the Principles for Responsible Agricultural Investments. Existing GIZ capacity building manuals and materials will be used/modified
- Support TOTs to build capacities of forest owners and communities in Principles for Responsible Agricultural Investments
- Redesign, print and distribute GIZ capacity building manuals and awareness raising materials

D. Compliance with labour and environmental requirements

- Build capacity of forest owners, neighbouring communities and relevant actors on applicable labour, environmental and social legislation and safeguards.
- Provide practical guidance and tools to integrate compliance into day-to-day forestry and agricultural operations.

F. Inception and coordination

- Conduct an inception phase to refine methodology, stakeholder mapping, risk assessment/mitigation and workplan.

Coordinate closely with SAFE Uganda, district authorities, land administration bodies, conflict resolution bodies and community structures to ensure alignment with national frameworks and project safeguards.

The contractor is expected to

- Manage costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- Reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
- Operates under the guidance of SAFE Uganda and aligns with national legal frameworks and GIZ/SAFE safeguards and compliance standards.
- Agree on any changes to the workplan with SAFE Uganda.
- Do-no-harm, be conflict sensitive, safeguard and data protection principles must be upheld throughout.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly or half-yearly reports on the implementation status of the project (5-7 pages)
- Training reports with knowledge change assessments
- Final report with results, evidence and recommendations.
- Ad hoc information as required, including submissions for newsletters, success stories, etc.
- A follow up meeting will be held after submission of each report to discuss it and biweekly progress meetings will be held

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception report; methodology, detailed workplan and timeline, stakeholder map, risk/mitigation plan, matching grant procedures.	10 th January 2027
Redesigning and Printing of GIZ manuals	15 th January 2027
Build the capacities of government authorities and CSO as ToTs to administer and guide investments in land in accordance with established legislation and recognised principles such as the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests (VGGT) and the Principles for Responsible Agricultural Investments. Build capacity of forest owners and relevant actors on applicable labour, environmental and social legislation and safeguards. 40 trained	25 th March 2027
Together with ToTs build capacities of Forest Owners and communities on the Principles for Responsible Agricultural Investments, how to practically apply them and develop action plans. 50 forest owners trained.	20 th February 2027
Land Rights and forest registration Awareness: session agendas, participant lists, and reports with GESI integration. Building the capacities of local land users, especially forest owners and vulnerable groups to defend their legitimate rights to land and advocate for their needs in land investment processes are strengthened. 100 forest owners trained. 4 area land committees trained	1 st March 2027
Registration and CCO Support: mapping, documentation, application trackers, submission evidence, status updates per forest owners and ensure that Forest owners receive the CCO before end of the project. 11 CCO titles	10 th April 2027
Grievance Mechanism Note and Case Log: Grievance Resolution Mechanism design, ADR session reports, decisions and escalations. Conflict Monitoring	30 th April 2027

Final Report: results against objectives, evidence, challenges, mitigation, good practices and recommendations.	15 th May 2026
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Period of assignment: from 10th January until 15th July 2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored

into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

The bidder needs to demonstrate working experience with gender-sensitive approaches in project implementation (refer to 1.7 in technical assessment grid)

A gender-sensitive/intersectional approach will be relevant for participant selection, training schedules and venues since gender-sensitivity/intersectionality is integrated in the project concept and project implementation. Gender-sensitivity means that all gender identities and realities are considered into the project programming and implementation. This can also include looking at root causes of inequalities and supporting a shift in gender relations, interpersonally and/or on a structural level.

Gender-responsive ideally involves being aware of gender-related power dynamics and limitations and taking into account and addressing gender data gaps and biases.

Intersectionality refers to ways in which different and overlapping aspects of a person's identity reinforce each other mutually and lead to greater marginalisation and discrimination of a person. Such inequality can be based on gender, race, ethnicity, sexual orientation, disability, class, age which together create a unique dynamic.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments
- Regular reporting in accordance with deadlines
- Conduct an inception phase to refine methodology, stakeholder mapping, risk assessment/mitigation and workplan.
- Land rights and forest registration awareness and capacity development
- Surveying of the land

- Land registration, certification and documentation support
- Conduct an inception phase to refine methodology, stakeholder mapping, risk assessment/mitigation and workplan.
- Coordinate closely with SAFE Uganda, district authorities, land administration bodies, conflict resolution bodies and community structures to ensure alignment with national frameworks and project safeguards.
- Personnel management identifying the ToT that will co-facilitate the training on RAI to the forest owners and committees within the available budget, as well as planning and steering assignments and supporting team experts
- Identify and Mobilise district officers, CSO, forest owners and community members for the RAIs and investment compliance trainings in conjunction with the districts

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Bachelor level) in Land surveying or geomatics
- Language (2.1.2): Proficiency in English (C2 level) will attract up to 5 points out of a total of 10. Proficiency in Acholi (at C1 level) will attract the remaining 5 points.
- General professional experience (2.1.3): Seven years demonstrated professional experience in land surveying, physical planning land governance, land rights, land registration, natural-resource management, safeguards or related fields (attract the 5 points). Demonstrated knowledge of Uganda's land tenure and land administration system (attract the remaining 5 points)
- Specific professional experience (2.1.4): Seven years' Experience in supporting land registration and/or land documentation processes to completion including experience in grievance management, mediation or conflict resolution attract (one reference project).
- Leadership/management experience (2.1.5): Seven years of management/leadership experience as project team leader in a recognised institution
- Regional experience (2.1.6): Seven years of professional experience working with MLHUD, rural communities and local government in northern Uganda (one reference project)
- Development Cooperation (DC) experience (2.1.7): Seven years of experience in DC projects
- Other (2.1.8): Registration under Institution of Surveyors Uganda

Key expert 1: Forestry governance

Tasks of key expert 1

- Compliance with labour and environmental requirements
- Build capacity of forest owners and relevant actors on applicable labour, environmental and social legislation and safeguards.
- Provide practical guidance and tools to integrate compliance into day-to-day forestry and agricultural operations.
- Build capacities of Forest Owners on the Principles for Responsible Agricultural Investments and how to practically apply them

- Build the capacities of government authorities to administer and guide investments in land in accordance with established legislation and recognised principles such as the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests (VGGT) and the Principles for Responsible Agricultural Investments
- Collecting knowledge change data because of the trainings
- Drafting reports

Qualifications of key expert 1

- Education/training (2.2.1): University qualifications (Bachelors) in forestry with a bias in forest governance or land governance.
- Language (2.2.2): Proficiency in English (C2 level) will attract up to 5 points out of a total of 10. Proficiency in Acholi (at C1 level) will attract the remaining 5 points out of a total of 10.
- General professional experience (2.2.3): Seven (7) years' experience in forest governance laws/regulations will attract up to 5 points out of a total of 10. Five (5) years' experience in social safeguards will attract the remaining 5 points out of a total of 10.
- Specific professional experience (2.2.4): Seven (7) years of experience in building capacities on Responsible Agricultural Investments (one reference needed) and experience in environmental management (one reference needed).
- Leadership/management experience (2.2.5): Five years of working with diverse teams
- Regional experience (2.2.6): 5 years of professional experience in Northern Uganda
- Development Cooperation (DC) experience (2.2.7): Five years of experience in DC projects

Key expert 2 – Social Scientist

Tasks of Key expert 2:

- Train relevant stakeholders on grievance management
- Facilitate inclusive dialogues and Alternative Dispute Resolution (ADR) processes to address land and boundary disputes identified among the forest owners and neighbouring communities.
- Maintain a grievance case log, document outcomes and lessons learned, and escalate unresolved cases to competent authorities in accordance with legal procedures. The consultant should ensure that the grievance mechanism does not replace formal judicial or statutory mechanisms
- Land conflict monitoring and work with the Alternative Dispute Resolution committee/traditional authorities to resolve these conflicts
- Drafting reports

Qualifications of Key expert 2

- Education/training (2.3.1): University qualifications (Bachelors) in Social science or law or development studies or social works and social administration
- Language (2.3.2): Proficiency in English (C2 level) will attract up to 5 points out of a total of 10. Proficiency in Acholi (at C1 level) will attract the remaining 5 points out of a total of 10.
- General professional experience (2.3.3): Five years' experience in facilitating inclusive dialogues and Alternative Dispute Resolution processes to address land and boundary disputes (one reference needed)
- Specific professional experience (2.3.4): Five years of experience in handling and monitoring land conflicts
- Leadership/management experience (2.3.5): Five years of managing conflicts for diverse teams
- Regional experience (2.3.6): 5 years of professional experience in Northern Uganda
- Development Cooperation (DC) experience (2.3.7): Five years of experience in DC projects

Driver (1)

The driver is not a technical expert therefore will not be assessed technically; neither is their CV expected to be attached.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Team Leader	1	68		It includes all the fee days of the contract. 20 days of desk work and 48 days of field work
Designation of key expert 1 – Forest Conservation expert	1	28		It includes all the fee days of the contract. 4 days of desk work and 24 days of field work
Designation of key expert 2 –Socio scientist expert	1	25		It includes all the fee days of the contract. 25 days of field work
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	171			Per diem for team leader, Expert 1, 2 and driver (1)
Overnight allowance in country of assignment	171			Per diem for team leader, Expert 1, 2 and driver (1)
Per-diem allowance in country for partners	50			For District surveyor, District land officer, District Natural Resources officer, District Forest Officer, District Environment officer, CDO, land officers, area committee, LC3, cultural leaders and district physical planner
Transport	Quantity/Number	Price	Total	Comments
Car Mileage for consultants	8750km			Cover mileage for the whole contract period for experts. Consultant to use own vehicle Re-imbursed upon evidence

Car Mileage for partners	400km			Cover mileage for the whole contract period for partners. partners to use own vehicle. Re-imbursed upon evidence
Workshops on land rights	6			Covers all the required training for 25 people (including the area land committee members in the 4 sub counties) in the 4 sub counties. The budget contains the following costs Venue hire, chairs, Refreshments, lunch, and transport refunds. Re-imbursed upon evidence
Workshops on RAI for both TOTs and Communities	17			Covers all the trainings costs related RAI for 25 people in 4 subounties. The budget contains the following costs Venue hire, chairs, breakfast, Lunch, and transport refund. Re-imbursed upon evidence
ADR meetings	8 meetings			Covers all the trainings costs related ADR meetings for 25 people. The budget contains the following costs Venue hire, chairs, snack, and transport refund. Re-imbursed upon evidence
ALC and PPC Meetings	6 meetings			Covers breakfasts and lunch for 5 members. Perdiem covered under perdiem allowance for partners. Re-imbursed upon evidence
DLB meetings	2 meetings			Covers breakfasts and lunch for 5 memebbers. One meeting per district. Perdiem covered under perdiem allowance for partners. Re-imbursed upon evidence
Printing and redesigning/modifying of RAI Books	40 Pcs			Printing of high-quality booklets To be distributed to RAI attendees. Redesigning will involve change of the cover pages and logos. Re-imbursed upon evidence

CLIN Books, Abstract and CCO Register package	4 packages			For 4 sub counties, 2 in Omoro and Two in Nwoya. The package includes CLIN books, Abstract Register and CCO register. One package per subcounty
Stumps	4 pcs			For 4 sub counties ALCs, 2 in Omoro and 2 in Nwoya.

Workshops, events and trainings

Workshops will be conducted in addition to field visits. The tenderer will be required to conduct training organized physically and as such, the following should be taken into consideration.

- Location of the training most preferably near a forest
- Number of participants for the training
- Workshop/training duration
- Feeding costs
- Transport reimbursement.
- Stationery

The contractor implements training courses as stated in section 2

6. Inputs of GIZ or other actors

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

- Workstations on GIZ premises (only for ad hoc meetings and planning with the GIZ team)
- Transportation on site with own project vehicle. This is only for GIZ team while providing technical and backstopping support

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.'

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Outsourced processing of personal data

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. Due care should be taken to avoid the sharing of participant details without prior consent.

9. Annexes

- Outsourcing of data processing
- Eligibility assessment
- Grid for technical assessment