

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

Annual Survey for “Sustainable Agriculture for Forest Ecosystems (SAFE)” Uganda	Project number/ cost centre: G-011488-097
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1. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2020
BMZ	Federal Ministry for Economic Cooperation and Development
EU	European Union
EUDR	European Union Deforestation Regulation
GESI	Gender Equality and Social Inclusion
GIS	Geographic Information System
GIZ	Gesellschaft für Internationale Zusammenarbeit
SAFE	Sustainable Agriculture for Forest Ecosystems Project
SMEs	Small and Medium Enterprises
ToRs	Terms of reference

2. ABOUT GIZ-SAFE PROJECT

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. As a not-for-profit organisation and fully owned by the German government, GIZ supports the German government, particularly the German Federal Ministry of Economic Cooperation and Development (BMZ) in reaching its objectives in international cooperation.

The project “Sustainable Agriculture for Forest Ecosystems (SAFE)” was commissioned by the EU Commission, the Netherlands Ministry of Foreign Affairs and BMZ. The Action is being implemented by GIZ under the BMZ funded “Fund for the Promotion of Innovation in Agriculture (I4Ag)” in ten partner countries: Brazil, Burundi, Cameroon, Democratic Republic of Congo, Ecuador, Peru, Indonesia, Uganda, Vietnam and Zambia. The specific objective (outcome) of the Action is “to contribute to inclusive transition towards deforestation-free, sustainable, and legal supply chains for selected commodities to the EU.”

The project includes five main outputs:

1. Coffee supply chains are strengthened to meet the market requirements for production that is in line with the EUDR.
2. Stakeholder capacities to adapt the enabling conditions and to access finance for transition towards sustainable and deforestation-free production are strengthened.
3. Capacities of smallholder producers to sustainably manage selected production systems are improved.
4. Experiences and knowledge on supply chains in line with EUDR are shared regionally.
5. Coordination structures for the dissemination of knowledge needed for the global implementation of the EUDR objectives by the private sector and public institutions, have been established.

SAFE Uganda Intervention scope

In Uganda, the Action is supporting coffee producers in meeting the requirements of the EU Deforestation Regulation (EUDR) while promoting sustainable coffee production and forest conservation. The project is being implemented from **01.10.2024 to 30.03.2028**. It is focusing on raising awareness of EUDR requirements, strengthening traceability systems and data management, and promoting sustainable agricultural practices to improve coffee productivity and protect forest resources. The project is also strengthening the capacities of producer organisations, cooperatives and SMEs through business development services, facilitating business linkages and access to finance, and supporting the development of sustainable policies through multi-stakeholder partnerships and platforms. Knowledge exchange and collaboration with other GIZ projects are further being undertaken to promote synergies and the uptake of good practices.

SAFE Uganda is being implemented across eight coffee-producing districts in Central and Northern Uganda: Mityana, Nakaseke, Kassanda, Mubende, Bukomansimbi, Kyotera, Omoro, and Nwoya. The project is working closely with approximately 9,000 smallholder coffee farmers, cooperatives, Small and Medium Enterprises (SMEs), exporters, traders and Forest owners, the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF), and other relevant government ministries, departments and agencies.

3. Context

Agriculture is Uganda's main economic activity, covering 71.8% of the land area and employing 70% of the population. The sector is dominated by smallholder subsistence farmers who are highly dependent on the natural environment. Despite its importance, the sector operates at less than 40% of its achievable potential for key staple crops. Coffee is Uganda's second largest foreign exchange earner employing an estimated 3.5million people. However, the value chain faces numerous constraints. Uganda ranks among the top ten most biodiverse countries, with 18,783 species of fauna and flora. It is home to 53.9% of the world's mountain gorillas, 11% of recorded bird species, and 7.8% of global mammal diversity. Uganda is also home to seven of Africa's eighteen plant kingdoms and has been party to the Convention on Biological Diversity (CBD) since 1931. Forests and woodlands cover approximately 24% of the total land area in Uganda². Since 2000, Uganda has registered a 14% decrease in tree cover due to agricultural production, timber and solid biomass for fuel, population growth, and rural poverty that restricts ability to invest in sustainable land use practices.

As a major economy and consumer of agricultural commodities linked to deforestation and forest degradation, the EU contributes to global demand for such commodities and has sought to address the problem through regulatory measures. In 2023, the EU adopted the EU Deforestation-Free Regulation (EUDR) to help reduce the EU's contribution to global deforestation and forest degradation. The regulation aims to reduce greenhouse gas emissions and biodiversity loss by boosting the consumption of 'deforestation-free' products and by reducing the EU's impact on global deforestation and forest degradation.

The EUDR covers 7 commodities associated with deforestation including cattle, cocoa, coffee, palm oil, rubber, soy and wood (and products derived from these commodities). It requires operators placing relevant products on the EU market or exporting them from the EU to demonstrate that the products are deforestation-free and have been produced in accordance with the relevant legislation of the country of production. Although the Regulation is already legally in force, its substantive obligations will apply from 30.12.2026 for large and medium-sized operators and from 30.06.2027 for most micro and small operators. Micro and small operators already covered by the former EU Timber Regulation will be subject to the EUDR from 30.12.2026.

The SAFE Uganda project is therefore supporting producers and other supply chain actors in meeting the requirements of the EU regulation. It is providing support for the implementation of the regulation, sharing information on the technical requirements, and strengthening transparency, traceability, and forest monitoring approaches.

4. Objective of the assignment

The annual survey aims to assess progress towards the SAFE project's specific and output objectives, the achievement of project indicators and the contribution of project interventions to observed results. The survey is also intended to gather data on relevant GIZ standard indicators and intersectionality criteria, including gender equality and social inclusion (GESI)-related indicators; and to generate evidence to inform adaptive management.

¹ CBD – Uganda country profile

² NFA Biomass Study 2024

5. Data collection

4.1 Data on the following information is required to be collected by the contractor::

- i. Level of compliance of coffee production and supply chains with EUDR requirements including any legality violations in production of coffee in the intervention area (in line with EUDR requirements for legal production)
- ii. Changes in smallholder farmers' socio-economic conditions through inclusive business partnerships and participation in EU-related supply chains (disaggregated by gender, and age).
- iii. Status of forest preservation on farms and beyond farms within project intervention areas.
- iv. Extent to which business partnerships between producer organisations and EU-supply chain actors have become more inclusive.
- v. Extent of inclusion of smallholder farmers, particularly women, in tools and systems for meeting EUDR requirements.
- vi. Inclusivity of the business relationship between company and the supplying farmer/farmers' cooperatives using the LINK methodology
- vii. Policy tools and or proposals for multi-stakeholder processes to strengthen the enabling environment for sustainable production.
- viii. Investment proposals to mobilise additional financing for producers transitioning to sustainable supply chains.
- ix. Knowledge of farmers concerning sustainable production practices attributed to SAFE training measures, disaggregated by gender.
- x. Knowledge and understanding of smallholder farmers regarding land-use rights attributed to SAFE training and awareness-raising measures, disaggregated by gender.

4.2 In addition the contractor is expected to collect data pertaining standard indicators:

- i. Number of cooperatives that have benefited from access to financial services, inputs or agricultural extension
- ii. Agricultural land [in ha] being farmed more sustainably (Land under sustainable production)
- iii. Agricultural land [in ha] being farmed more sustainably (Land under agroecological farming)
- iv. Number of people in the project area with a higher income disaggregated by age bracket (16-35 and 36+ years) and gender (male/female)
- v. Number of people directly supported in coping with the impacts of climate change, disaggregated by gender
- vi. Forest area [in ha] under protection
- vii. Forest area [in ha] under restoration
- viii. Forest area [in ha] under sustainable management

4.3 The contractor is expected to collect on Intersectionality criteria related to direct beneficiaries

a) Indicators regarding implementation of EUDR-readiness

- Percentage of women included in traceability systems and other tools for meeting EUDR requirements

- Percentage of women participants demonstrating an improvement in their knowledge of sustainable production practices.
- Percentage of women participants confirming an improvement in their knowledge of land use rights.
- Percentage of women regularly accessing and contributing to knowledge sharing platforms with a focus on EUDR
- Percentage of women participating in the value chain activities

b) Indicators regarding resources

- Percentage increase in the number of women participating in agricultural markets and value chains compared to the baseline over intervention period
- Percentage increase in women farmers accessing higher paying markets or value addition opportunities compared to the baseline over intervention period
- % increase in women's income or earnings compared to the baseline over intervention period
- Percentage of women accessing land for coffee production
- Percentage of women farmers receiving extension services
- Percentage of women reporting increased access to or use of improved technology

c) Indicators of Women's Representation

- Percentage of women in positions of trainers, focal points, EUDR experts etc.
- Percentage of women/minorities elected to leadership roles in producer organizations

6. Tasks to be performed by the contractor

Through publishing these Terms of Reference (ToR), GIZ is seeking a consulting company with expertise on survey design and implementation in rural households, expertise concerning information collection through focus group discussions and interviews from stakeholders relevant to the value chain(s) in the specific context, and solid expert knowledge concerning desk research, different research and survey methodologies to obtain all information required, as well as prior experience and knowledge working with spatial monitoring, particularly insights on the accessing and usage of appropriate national (forestry) maps.

A team including a project team leader, and an expert pool including (at least) one expert on rural household survey design and survey methodology. Furthermore, expertise and prior experience with spatial monitoring technologies and forest-map evaluation, as well as gender sensitive and intersectional survey design and survey implementation are considered a strong asset.

The contractor is responsible for providing the following services:

a) Inception and Review Planning

- Kick-off meetings with the SAFE project team to clarify the review scope, methodology, timelines, and expectations. At the same time, a meeting between the finance and administration personnel from both sides should take place to clarify need, expectations, and obligatory steps.
- Prepare and submit an inception report outlining the evaluation framework, methodology, data collection tools, and detailed implementation schedule.

b) Desk Review and Secondary Data Analysis

- The evaluation will consult national statistics and or the World Bank's data to quantitatively frame where appropriate the project activities and results. The evaluation will only use national level statistics that are credible.
- Review relevant programme documents and literature, including progress Annual project progress reports, activity reports, operation plans, baseline assessment report, and other assessments.
- Analyse programme performance data against planned outputs, outcomes, indicators, and targets.
- Assess the alignment of programme interventions with national policies, district development priorities.

c) Development of Data Collection Tools and Methodology

- Develop structured questionnaires for households/farmers
- Develop key informant interview (KII) and focus group discussion (FGD) guides.
- Convert approved questionnaires into digital data collection platforms such as KoboToolbox.
- Conduct pilot testing of the tools with a small group of respondents.
- Prepare detailed inception report including measurement framework and questionnaire

d) Field data collection and analysis

- Contract the local enumerators in consultation with the program's M&E specialist
- Train the locally recruited enumerators to ensure that they can conduct the surveys in a satisfactory manner.
- Pilot and refine the data collection tools to ensure reliability, validity, and contextual appropriateness.
- Carry out interviews to assess performance against the indicators and targets.
- Analyse collected qualitative and quantitative data using appropriate analytical methods and tools and compare achievements against planned targets, and indicators

e) Reporting

- Prepare and submit a draft annual survey report presenting findings, analysis, conclusions, lessons learned, and practical recommendations.
- Present findings and recommendations to the SAFE project team
- Gather feedback and incorporate relevant feedback received from SAFE project team into the final report
- Submit a final report together with supporting annexes, including data collection tools, stakeholder lists, field visit summaries, and any relevant datasets.

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
Kick-off to decide on detailed planning	02, Nov.2026
Detailed inception report including measurement framework and questionnaire for feedback	13, Nov. 2026
Selecting and training enumerators	20, Nov. 2026
Data collection (through interviews, focus group discussions or individual survey) and analysis	11, Dec. 2026
Presentation of findings and options for continuous monitoring for feedback	12, Jan. 2027
Receiving feedback from GIZ team on the report	21, Jan 2026
Integrating comments from GIZ team and delivery of final report	29, Jan. 2027
Close contract	12, Feb. 2027

A non-binding distribution of work blocks, as laid out, is proposed for the experts (one of them team leader and Research Assistants/enumerators for household data collection and information on multi-stakeholder initiatives, policy tools) working from **02 November 2026 to 12, February 2027**:

The contract is set up to last until 12 Feb 2027, to ensure that potential deviations from the timeline will not require extensions of the contract in the future. However, we would still ask you to provide the services by **21 Jan 2027** at the latest and to invoice promptly, if possible.

The following should be noted and carefully considered:

- The contractor is requested to identify existing data sources, tools and service providers or methodologies to compile, store and analyse data in a practical way and make use of them to the extent possible for a successful and thorough annual survey study to be conducted.
- Data sources, roles and responsibilities in the survey should be defined, to the extent possible in cooperation with partners on the ground.

7. Reports:

The contractor is required to represent the information in a cohesive written report, according to Indicators. A structure for an easy overview will be given too. The report (excluding the overview) should not be longer than 25 pages (excluding tables, pictures, diagrams, etc)

8. Recommendations for a measurement framework for continuous data collection

The report should contain the commented maps elaborated in this mission.

- o Store and provide the checked and cleaned anonymous data in a sharable, easy to manage format or data base, which can be used by project staff. Provide transcripts of anonymous interviews where applicable.
- o Recommendations shall include a reflection on possible roles and responsibilities of local institutions, based on an assessment of locally available resources
- o Based on the analytical framework and the annual survey measurement, the consultants make recommendations for tools and approaches to be used for a continuous monitoring of progress towards sustainable supply chains and sustainable production practices

9. Data Protection

The performance of the contract may be associated with the processing of personal data by the contractor, 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 must 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. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.

Where the contractor is not subject to the GDPR and national laws are silent on the meaning of the data protection principles and rights mentioned here, such meaning shall be construed in accordance with the GDPR (Regulation (EU) 2016/679). The GIZ is available to support the contractor whenever need arises.

10. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 3 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

11. Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 2). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 0).

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

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

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 0 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 0.

12. Other specific requirements

The bidder needs to demonstrate working experience with gender-sensitive approaches in data collection and project development (at least two reference projects).

A gender-sensitive/intersectional approach will be relevant for data collection, analysis and reporting, since gender-sensitivity/intersectionality is integrated in the project concept and project implementation. Intersectionality is mentioned in specific objective 4 and output indicator 2.1 with regard to policy tools. 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 data collection ideally involves the use of participatory methods to collect primary data - being aware of gender-related power dynamics and limitations, as well as identifying adequate secondary data sources to strengthen the validity of the evidence - taking into account and addressing gender data gaps and biases.

Gender-sensitive data collection starts with an appropriate sample when interviewing individuals and the right methods of data collection. The gender relations shall also be captured with the help of the right method and setting. The information is relevant in the future project implementation in terms of access to trainings, use of digital tools or distribution of benefits of increased incomes. The gender-sensitive approach shall be addressed in trainings of enumerators.

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.

12. Evaluation criteria & scoring (procurement-ready

matrix)

Technical Evaluation (70%)

- Approach and Methodology: Clarity, practicality, innovation, understanding of the requirements, proposed implementation approach, and measures for identifying and mitigating potential risks.
- Team and Key Personnel: Qualifications, relevant professional experience, technical expertise, roles and responsibilities, and level of commitment/time allocation of proposed personnel.
- Relevant Experience and References: Demonstrated experience in successfully

delivering similar assignments, including relevant projects, client references, and evidence of satisfactory performance.

- Monitoring, Evaluation and Sustainability: Quality and feasibility of the monitoring and evaluation approach, performance measurement mechanisms, reporting arrangements, and measures to promote sustainability and long-term value.

Financial (30%)

- Price and Cost Reasonableness (30 pts): realism, value for money, clarity of budget. Total = 100 points

Bidders must score at least 70/100 to be considered for award (adjust threshold as appropriate).

Eligibility requirements (assessment of eligibility)

The evaluation of the proposals will involve an eligibility assessment. The consultancy firm shall have the following minimum requirements to be eligible for this assignment:

Eligibility Criteria for firms

1. A technical proposal (shall include methodology, your understanding of TOR, workplan, proposed team & their credentials, previous similar orders handled with links, details of client, contacts, brief scope, value, etc) as per terms of reference. Any mention of bidder's financial offer details in the technical proposal shall result in automatic disqualification. At least 3 reference projects in Uganda
2. Current and valid Tax Clearance Certificate addressed to GIZ Uganda (TIN: 1000030986), or its equivalent. Should relate to current tax period, and reference number should be visible for verification.
3. Current valid Trading License or its equivalent.
4. Be a legally registered entity. Copy of a URSB Certificate of Incorporation/Registration, or its equivalent.
5. Share evidence of a physical presence (registered permanent office).
6. Registered URSB certificate of filing most recent Company Annual Returns, or its equivalent.
7. Registered powers of attorney authorizing signatory/representative of the firm to sign agreements / documents on behalf of the firm.
8. Bidder to share audited books of accounts for the last 3 financial years indicating average annual turnover.
The bidding organizations require an average annual turnover of UGX 100,000,000 over the last three financial years equivalent to 25,000 Euro). The technical assessment is only based on reference projects with a minimum commission value of equivalent UGX 100,000,000/25,000 EURs.
9. Share company organogram and profile showing average number of employees and managers for the last three years.
10. Signed Bid validity Document Confirming that bid is valid for 120 working days.
Vendor to write up, sign, submit with technical proposal.

11. Signed Self-Declaration on EU Russia War sanctions. Attached in bid documents
12. Signed Outsourcing of data processing form. (Attached in bidding documents). Vendor to read, fill in necessary information in annex 2 & 3, sign, scan, submit with Technical Proposal

13. Project management of the contractor

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

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2020

In derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

The bidder 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 bid in accordance with section 3.3.1 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

14. Personnel concept

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

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

15. Personnel assignment

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

(duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

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 and an overall coordinator contracted by GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments
- Regular reporting in accordance with deadlines
- Preparation of work, survey development
- Data collection on including key informant interviews
- Support analysis of Land use and forest conservation data
- Drafting report, including a methodology for continuous monitoring

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master level) in agricultural economics, forestry, natural resource management or Development Studies with additional postgraduate diploma in Monitoring and Evaluation
- Language (2.1.2): Good business language skills in English (C1)
- General professional experience (2.1.3): More than seven years of professional experience in the sustainable value chains and/or natural resource management sector
- Specific professional experience (2.1.4): More than seven years in research, data collection and analysis
- Leadership/management experience (2.1.5): More than seven years of management/leadership experience as project team leader in a reputable company or organization
- Development Cooperation (DC) experience (2.1.7): More than seven years of experience in DC projects
- Other (2.1.8): experience in conducting gender and intersectionality sensitive data and knowledge on land-use methodologies.

Short-term expert pool with minimum 2 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 18 Requirements on the format of the bid) for the assessment.

The expert including team lead will support the development of the survey and prepare the arrangements of interviews (select locations, set appointments, organise interviews and focus group discussions). Furthermore, the experts are required to possess expertise in gender sensitive evaluation with prior knowledge on land-use methodologies.

Specification of gender ratio for contractor team: We support Gender Equity and prefer a team with all genders represented (at least 1/3 of the team composition should be female). We also want to encourage people who have historically been minorities (because of their identity, religion, ethnicity, social class, etc) to apply.

Tasks of expert pool:

- Preparation of work
- Identification of data sources and interview partners, establishing a monitoring and sampling plan
- Preparing meetings at the local level (e. g. interviews of rural households, key informant interviews and focused group discussions)
- Identification and contracting of enumerators, training enumerators
- Analysis of data provided by the enumerators
- Recommendations for a continuous monitoring system
- Drafting report and integrating feedback in the report
- Identification of land-use types and of forests according to FAO forest definition on forest maps
- Inclusion of Gender-Sensitive and Intersectional methodological approaches

Qualifications of expert pool

- Education/training (2.2.1): university qualifications (Master) in Monitoring and Evaluation, geography, Development, forestry and / or natural resource management.
- Language (2.2.2): Very good language skills in English (C1) and one of the following languages: Luganda, Runyankole, or Acholi at B2 level
- General professional experience (2.2.3): Five years of experience in the rural development, agriculture value chains sectors, smallholder farmer agriculture
- Specific professional experience (2.2.4): Five years of experience in household surveys, in research, data collection and analysis.
- Other (2.2.8): Familiarity with policies and guidelines with linkages to forest protection and sustainable agricultural value chains (demonstrated by one reference project)

Local land-use expert Subcontract: Interview services

The bidder shall select, sub-contract and train local enumerators for interview services. The local enumerators/interviewers should demonstrate a bachelors University degree and experiences conducting surveys and interviewing persons in the rural context. The enumerators can be identified and contracted after the conclusion of a contract and are not evaluated in the technical assessment of this bid. The recruitment of local research enumerators must be done in collaboration with the project M&E Specialist.

16. Costing requirements

Assignment of personnel

Expert	Place of assignment	Expert days
Team leader	Remote and in field locations (Bukomansimbi, Kyotera, Kassanda, Mityana, Mubende, Nakaseke, Omoro and Nwoya)	25
Expert 1	Remote and in field locations (Bukomansimbi, Kyotera, Kassanda, Mityana, Mubende, Nakaseke, Omoro and Nwoya)	25

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 15. The amount should include travel costs (car hires) to project locations in (Bukomansimbi, Kyotera, Kassanda, Mityana, Mubende, Nakaseke district in central Uganda and Nwoya and Omoro district in northern Uganda) based on sampled district, daily allowances, and overnight accommodation allowances based on the places of performance stipulated. The travel expenses will be reimbursed **against evidence**.

Subcontracts A

Additionally, a sub-contract for interview services (local enumerators): including remuneration for the local enumerators, daily allowances, accommodation, travel expenditures to the project regions, and accommodation. The cost will be reimbursed **against evidence**.

Other cost

- The contractor implements one workshop for training local enumerators. The costs for the workshop including venue hire and meals/refreshment will be reimbursed **against evidence**.
- Mobilisation and communication costs such as Airtime will be reimbursed **against evidence**.

17. Flexible remuneration item

The contractor shall be permitted to exceed the contractually agreed quantities up to the amount of the flexible remuneration item of **EUR 7.00**, taking into account the contractually agreed individual rates and bases for invoicing. The flexible remuneration item covers costs only for items listed and are contractually agreed. Use of the flexible remuneration item **must be approved by GIZ** in writing before the costs in question are incurred. The costs will be reimbursed **against evidence**.

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments

Team Leader	1	25 days	25	
Expert 1	1	25 days	25	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	18 days	2 experts	36	
Overnight accommodation allowance in country of assignment	17 Nights	2 experts	34	Reimbursement of overnight accommodation allowance is against evidence.
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (car) • Car hires	Max 2 cars	14 days	28	Travel within the district of assignment & data collection
Fuel reimbursement.				
Other travel expenses Transport refund for enumerators	2 days	14 enumerators	28	Transport refund for enumerators during reporting day and at the end of the data collection activity
Other costs	Number	Price	Total	Comments
Workshops • Workshop facilitation, venue and participant costs	1 workshop	17 people	N/A	Please calculate a budget for workshops taking the following cost items into account: Break tea/coffee, lunch & hall hire
Subcontracts Local Field Enumerators professional fees	14 enumerators	8days	N/A	The budget contains the following costs: professional fees.
Enumerators Accommodation	14 people	7days		Please note that reimbursement of accommodation allowance is based on evidence/hotel receipt
Enumerators and perdiem allowance	14 people	8days		The budget contains the following costs: professional fees.
Other costs • Mobilisation and communication costs	N/A	N/A	N/A	The budget contains the following costs: Airtime.

Operational / Implementation Costs are to be reimbursed on presentation of approval of their consumption and evidence of actual verified consumption.				

Remuneration	Output	Timeline
Interim Payment – 40 % of the contract amount.	Approved Inception Report with updated workplan and timelines.	At least 30 working days after contract signing.
Final Payment – 60% of the total contract sum	Completion of the entire remaining scope / assignment including:	At least 30 working days after submission and approval of the Final Report.

18. Inputs of GIZ or other actors

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

- Support with the identification of interview partners, covering certain logistics (preparing village meetings, setting dates, etc.)
- Where necessary, identification of possible partners for local interview services

19. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 9) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in **English**

The CVs of the personnel proposed in accordance with Chapter 114 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

20. Annex

Results matrix

Outsourcing of data processing / toms form.

SAFE Uganda Logframe

This logframe only reflects the target values of the DGIS grant contribution. Indicators will be monitored with regard to data availability. The baseline and target values will be determined based on the baseline study. In the course of implementation, Outputs, Indicators and their related targets, baselines and sources of verification may change. Changes shall be agreed in writing (exchange of letters or emails). The project will also highlight the respective changes in the next report.

Project title:	Implementation period
Sustainable Agriculture for Forest Ecosystems (SAFE)	07/2024 bis 03/2028
Country/Region/Global	Logframe version of
Uganda	13.08.2024

Intervention logic	Indicators	Baseline (incl. 2023 and 2024)	Targets (incl. provisionally 2025 and 2026)	Sources and means of verification	Assumptions
Specific objective (Outcome) Contributions to an inclusive transition towards deforestation-free, sustainable, and legal supply chains for selected commodities to the European Union (EU) have been made	Specific objective indicator 1 Selected commodities on 700 hectares of land in partner countries supported by SAFE interventions are produced in line with the European Union Regulation on deforestation-free products (EUDR)	0 ha <i>The precise starting or current value of the indicator will be determined with the aid of baseline studies</i>	Uganda: 700 ha	At the start and end of the project an analysis of the available information from smallholder farmer surveys regarding their (known) inclusion in traceability systems will be conducted. If used tools also collect data referencing geographical information of the production area, and if after cross-referencing with current and Dec 2020 geo-observations of forest cover, production is still in line with EUDR, cross-referencing with country-specific databases on EUDR-relevant law violations will be conducted. Production in line with EUDR is given if traceability is ensured up to geolocation of the plot of land where production takes place, and if no deforestation or forest degradation has occurred after the cut-off date of December 2020. Additionally, for compliance with the EUDR no record of violations of human and labour rights, and other country-specific legal requirements on farm level can exist.	National institutions improve their digital database on forests, deforestation, related agriculture commodities and aspects Information on violations of EUDR-related laws for production units in the target regions is available through several sources.

	Specific objective indicator 2 2,000 targeted smallholder farmers (of which 40 % are women) from selected commodities confirm improved (socio-)economic conditions of working together in inclusive business partnerships, including in EU-related supply chains.	0 <i>The precise starting or current value of the indicator will be determined with the aid of baseline studies</i>	Uganda: 2.000 farmers	At the beginning and end of the project, representative surveys of farmer groups or individual farmers supported by SAFE are evaluated using standardised questionnaires with a scale from 0 - 3 (0 = "very poor conditions", 1 = poor conditions, 2 = good conditions, 3 = very good conditions"). A confirmation of the improvement is achieved if representative respondents score higher at the endline than at the baseline.	
	Specific objective indicator 3	700 ha	Uganda: 700 ha	At the beginning and at the end of the project, a measurement of the status of forest coverage in the intervention area will be taken. At the end of	

	700 hectares of existing forest (on farm and beyond) in project intervention areas are preserved	<i>The precise starting or current value of the indicator will be determined with the aid of baseline studies</i>		the project, the satellite-based end and baseline values of forest preservation will be compared. The indicator is considered to be achieved if the forested area determined in the baseline is completely, or with no more than 100 hectares of forest loss, intact at the end of the project. The goal is to achieve the smallest possible deviation between the two measurements.	
	Specific objective indicator 4 For selected commodities, 2 proposals for policy tools with an intersectional perspective for the promotion of sustainable supply chains have been submitted to relevant key stakeholders	0 <i>The precise starting or current value of the indicator will be determined with the aid of baseline studies</i>	Uganda: 2 proposals	Annual analysis of submitted policy tool proposals regarding the consideration of an intersectional perspective and their relevance for promoting sustainable supply chains. The policy tools can be national, sub-national or sector strategies, guidelines, regulations, standards, recommendations, procedures, and financial incentives (grants, subsidies, expenditures, taxes). They are considered “intersectional” if the influence of two or more marginalization characteristics (e.g. gender, age, belonging to indigenous peoples/ethnicity, migration background, etc.) on the political issue has been analysed in at least one chapter of the strategy paper.	

				Sustainable supply chains consider criteria for improving environmental criteria (including deforestation-free production), socio-economic criteria (see S.O. 3) or criteria for corporate governance (see output indicator 1.2).	
Output 1 In the partner countries selected supply chains are strengthened to meet the market requirements for production that is in line with EUDR	Output indicator 1.1 3,000 smallholder farmers (40 % of which are women) in selected supply chains are included in tools for meeting EUDR requirements <i>To be presented disaggregated by gender and one additional intersectional criterion relevant to the national context.</i>	0 <i>The precise starting or current value of the indicator will be determined with the aid of baseline studies</i>	Uganda: 3.000 farmers	Annual analysis of used traceability systems and of reports from individual farmers, producer organizations or other partners regarding the number of farmers integrated into instruments to comply with EUDR requirements. The instruments can be, e.g. traceability systems or period risk assessments. Farmers can implement the tools themselves or be integrated into larger systems operated by supply chain partners.	Producers are supported by their organisations or export companies to become included in systems or for using tools for meeting EUDR requirements From the market side, the additional costs for traceability systems are offset through differentiated prices. The business partners support the producers in measures to increase product quality and added value, thereby enabling

					access to differentiated markets.
	Output indicator 1.2 5 business partnerships targeted towards the EU market between producer organisations and supply chain partners are made more inclusive	0 <i>The precise starting or current value of the indicator will be determined with the aid of baseline studies</i>	Uganda: 5 business partnerships	Annual analysis of the level of inclusivity of smallholder interests through an annual survey (measured using the standardized scorecard methodology: https://cgspace.cgiar.org/handle/10568/101584). The commitment can be expressed e.g. through joint action plans or similar agreements. Increased inclusivity is reached when scores for 2 of the 6 principles have increased, in comparison to the initial measurement at the beginning of the cooperation. Targeted towards the EU market means that the business partners are linked to or preparing to enter the EU market. The LINK methodology focuses on grasping the level of collaboration, market linkages, the fairness and transparency of governance, the equitable access to services, the inclusivity of innovation and the measurements of results from both the seller and buyer perspectives.	Upstream supply chain companies are convinced of the benefits of inclusive business partnerships and willing to adapt purchasing conditions in order to meet the producers needs
Output 2	Output indicator 2.1	0	Uganda: 2 proposals	Annual evaluation of the proposed policy instruments developed in multi-stakeholder roundtables of the supported supply chains with regard to a) having incorporated the	The participants in the multi-actor coordination formats agree with the methodology of an

In partner countries, stakeholder capacities to adapt the enabling political conditions and to access financing for the transition towards sustainable and deforestation-free production are strengthened	2 proposals for policy tools with an intersectional perspective for adapting the enabling political conditions for sustainable production have been developed in multi-stakeholder roundtables			intersectional perspective and b) the tool's relevance for adapting the enabling political environment for sustainable production. A rating of A = "fully fulfilled" or B = "partially fulfilled" on an A-D scale is considered confirmation. The enabling political conditions for sustainable production can refer to e.g. the monitoring of deforestation risks in connection with the production of EUDR-relevant commodities, support for traceability systems, improved conditions for land use rights, data base management on socio-environmental information for due diligence systems.	intersectional analysis and share concerns about the disadvantage of certain groups. The participants in the multi-actor coordination formats are willing to work together constructively and do not block each other due to different political positions. Decision-makers recognize the importance of forest conservation and there is political will to achieve sustainable, deforestation-free agriculture Available financing options are offered at suitable conditions
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Output indicator 2.2 2 proposals for investments on supply side have been developed to generate additional financing for producers in their transition to sustainable supply chains	0 The precise starting or current value of the indicator will be determined with the aid of baseline studies	Uganda: 2 (supply side)	Annual analysis of the proposals for financial investments to strengthen producers' capacities to transform their production into sustainable, deforestation-free supply chains. Investments can be e.g., green credits, blended finance, payments for ecosystem services (PES), public-private partnerships (PPP) with business partners etc. Producers are defined as producer organisations or individual farmers. This indicator records both applications for additional financing submitted by producers (demand side) and the development of suitable financial tools or the improvement of existing financing options for small farmers (supply side). The results are presented in a split manner.	
Output 3 Capacities of smallholder producers to sustainably manage selected production systems are improved Output indicator 3.1 4,000 smallholder farmers, 40 % of whom are women, confirm an improvement in their knowledge of sustainable	0	Uganda: 4.000 farmers	Annual evaluation of post- and exit surveys from trained small farmers about improving their level of knowledge about sustainable production practices using standardized questionnaires with a 5 grade scale (1 = "very bad" to 5 = "very good"). An increase of at least one point is considered confirmation of improved knowledge. Small farmers can work on their own plots or with other producers on shared land, as well as in contract farming. Sustainable production practices refer to crop production in integrated and agroforestry	Smallholder farmers are willing and able to apply their knowledge of sustainable production practices to increase productivity without expanding their cultivated areas. Smallholder farmers are able to access additional funds for investment in

	production practices as a result of SAFE training measures <i>To be presented disaggregated by gender and one additional intersectional criterion relevant to the national context</i>			systems, as well as with reduced use of chemicals and appropriate soil management. Economic aspects include e.g. increased productivity, higher quality, better marketing channels for consistent sales and improved payment conditions, including pre-financing (timely provision of financing). Social aspects include e.g. improved working conditions, respect for human rights and improved access to knowledge.	sustainable production practices
	Output indicator 3.2 2,000 smallholder farmers (50% of which are women) confirm an improvement in their knowledge of their land use rights due to SAFE training measures	0	Uganda: 2.000 farmers	Annual evaluation of collected post and exit questionnaires from trained small farmers about improving their level of knowledge about land use rights using standardized questionnaires with a 5 scale (1 = "very bad" to 5 = "very good"). An increase of at least one point is considered confirmation of improved knowledge. The land use rights refer to all forms of land tenure, e.g. private individual land, private community land, state land assigned to individual households or communities, and customary land use rights. The knowledge of land use rights can refer e.g. to usage regulations for agriculture purpose and the use of natural resources (forests, water, carbon stocks); information about procedures to	

				obtain land use permissions and to update existing land use rights	
Output 4 Experiences and knowledge on supply chains in line with the EUDR are shared regionally between supply chain actors, political experts, and civil organisations	Output indicator 4.1 1 hybrid regional knowledge sharing dialogue between supply chain actors, political experts, as well as civil society organisations for knowledge exchange with a focus on EUDR have been established.	0	1 dialogue process in Africa	Establishment of a dialogue is reached when two events have been held on a EUDR specific issue with attendees from 2 or more countries. The knowledge can be shared e.g. in chat groups, discussion forums, video conferences, group emails or databases. In addition to technical aspects of the EUDR, aspects of due diligence and intersectional risks to equitable market access and inclusiveness should also be addressed.	The knowledge sharing platforms meets the needs of the target group and are actively used by them.
Output 5 Coordination structures for the dissemination of knowledge needed for the global implementation of the EUDR objectives by the	Output indicator 5.1 A Hub for the implementation of the Team Europe Initiative on Deforestation-free Value Chains is active.	0	1 Hub for coordination, outreach and knowledge is active	Annual analysis regarding the activeness of the Hub for the implementation of the TEI by reviewing a) the online accessibility of the Hub for deforestation-free supply chains, b) the biannual coordination meetings with relevant member states, c) outreach events have taken place.	The EU-hub, of which the Secretariat is managed by SAFE, serves as a coordinating structure for the TEI on deforestation-free value chains. EU Member States want to identify and use

private sector and public institutions, have been b established	Output indicator 5.2 10 knowledge products with information on the implementation of the EUDR requirements are freely accessible online.	0	10 knowledge products with information on implementing the EUDR requirements	Evaluation of the knowledge products with regard to their relation to achieving the goals of the EUDR (e.g. the development of a public data infrastructure for traceability and geolocation, forest monitoring instruments, “green” financing mechanisms as well as intersectional and gender-transformative approaches), their online availability and free accessibility.	synergies of their EUDR-related programmes to jointly tackle the deforestation challenge.
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