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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Capacity Building on Forest-Compatible Beekeeping Practices for 12 Forest Owners and 2 Collaborative Forest Management Groups in Omoro, Nwoya and Kyotera Districts	**Project number/ cost centre: G-011488-97** **Tender number: 7000025994**

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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
MWE	Ministry of Water and Environment
SAFE	Sustainable Agriculture for Forest Ecosystems
GIZ	Gesellschaft für Internationale Zusammenarbeit
CFM	Collaborative Forest Management
ToRs	Terms of reference
KTB	Kenyan Top Bar
EUDR	European Union Deforestation Regulation

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.

1.2 Country and landscape context (Uganda)

In Uganda, forests provide important ecological, social and economic benefits, including biodiversity conservation, climate regulation, soil and water protection, and livelihoods for forest-dependent communities. However, increasing pressure from agricultural expansion, unsustainable harvesting, charcoal production, fire and other activities continues to contribute to forest degradation. Promoting livelihood options that generate income while supporting forest conservation is therefore important for sustainable forest management.

Beekeeping (apiculture) provides a forest-compatible livelihood opportunity because bees depend on flowering plants and healthy ecosystems for forage, while well-managed apiaries can generate income without requiring forest conversion or significant disturbance. Forests and natural vegetation provide important nectar and pollen resources, creating a mutually beneficial relationship between sustainable beekeeping and forest conservation.

Within the SAFE project areas of Omoro, Nwoya and Kyotera, selected forest owners and Collaborative Forest Management (CFM) groups have potential to integrate beekeeping into their forest management and livelihood strategies. However, limited technical knowledge, inadequate apiary management practices, weak post-harvest handling, and limited access to markets, finance and technical service providers can constrain the development of viable enterprises.

Therefore, this consultancy will work with two Community Forest Management (CFM) groups, each with about 30 members in Kyotera and 12 forest owners in Nwoya, Omoro and Kyotera in Uganda. The assignment is intended to establish a commercially viable and sustainable beekeeping model that links forest owners and individual farmers to buyers of honey while strengthening local institutions and market systems.

1.3 Intervention areas and target groups

Intervention areas: Omoro, Nwoya and Kyotera Districts in Uganda

Target groups: 12 Natural Forest owners in Nwoya and Omoro and 2 Community Forest Management (CFM) groups of about 30 members

Overall Objective: The purpose of this assignment is to establish and strengthen sustainable, forest-compatible beekeeping enterprises among selected CFM groups and individual forest owners, while facilitating functional linkages with honey markets, financial service providers, technical support institutions, and other relevant actors across the apiculture value chain.

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 320,000,000 over the last three financial years equivalent to 80,000 Euro)
- Must have employed as on 31.12.2025 at least 6 persons full time.
- Prove of Accreditation by Uganda Vocational and Technical Assessment Board (UVTAB)
- The technical assessment is only based on reference projects with a minimum commission value of equivalent UGX 100,000,000/25,000 EUROs per project. At least 5 reference projects on Capacity building apiculture 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 seven years in bee keeping capacity development and at least 5 reference projects with commission value of not less than EURO 40,000
- Demonstrated experience of five years in strengthening governance and enterprise management of target bee keeping beneficiaries
- Demonstrated experience of five years in linking bee keeping beneficiaries to offtakers and demonstrate evidence of an existing linkage model
- Demonstrated experience of five years in training in hive construction

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

The service provider will facilitate a combination of technical knowledge exchange sessions, practical demonstrations, field-based learning, peer-to-peer experience sharing, mentoring and technical advisory interactions covering, among others, the following thematic areas:

2.1.1.1 Market/Needs Assessment

The consultant shall:

- Validate forest ownership/management arrangements, and existing beekeeping activities.
- Assess the local honey market and identify credible buyers/off-takers.
- Determine market requirements relating to honey quality, volumes, packaging, and delivery.
- Map relevant apiculture actors, cooperatives, private-sector companies, financial institutions and government agencies.
- Assess existing collectives in the area that beneficiaries could join or be linked to.
- Assess existing and potential bee forage resources within the participating forest areas.
- Identify beehive sitting areas within the forest
- Identify opportunities for public-private partnerships.

2.1.1.2 Beekeeping Capacity Development

The consultant shall develop and deliver practical field demonstrations trainings covering:

- Apiculture enterprise development.
- Apiary establishment and appropriate sitting
- Selection, installation and management of hives.
- Colony management and routine apiary inspection
- Pest and disease management and other threats.
- Sustainable harvesting and quality management.
- Honey handling, hygiene, processing and storage
- Basic quality control and value addition.
- Utilization of other bee products.
- Occupational health and safety.
- Forest-compatible beekeeping practices.
- Business planning and record keeping.
- Costing, pricing and profitability.
- Collective marketing and negotiation.

Training should combine classroom instruction, demonstrations, practical field sessions and follow-up coaching.

2.1.1.3 Training in Hive Construction

Beneficiaries shall be trained to construct appropriate hives using locally available materials.

The intervention shall prioritize:

- Local artisan skills development.
- Repair and maintenance of hives.
- Cost reduction through local production.

- Use of appropriate hive technologies.
- Quality control of locally constructed hives.

The intervention shall support beneficiaries to establish or strengthen local hive-making capacity.

2.1.1.4 Provision of Starter Equipment

The project shall establish a practical starter package for beneficiaries, providing support in the following areas

- Providing CFM groups with approximately 50 hives.
- Providing each forest owner with approximately 10 hives.
- Training beneficiaries to construct additional hives, with the 20-hive equivalent considered as a starter enterprise package for forest owners and 70 for the CFMs.
- Ensuring start equipment is collectively owned and managed by the CFM groups.
- Apiary layout and hive placement to minimize disturbance to forests and communities
- Availing and planting bee forage within and around forest areas together with the beneficiaries.
- Promoting practices that maintain biodiversity and avoid damage to natural forest resources

2.1.1.5 Governance and Enterprise Management

The assignment shall strengthen governance to ensure that apiaries are sustainably managed.

These shall include:

- Development/review of beekeeping by-laws for CFMs and where the forests are family owned.
- Roles and responsibilities for apiary management.
- Equipment ownership and use arrangements.
- Record keeping.
- Revenue-sharing mechanisms.
- Reinvestment mechanisms.
- Conflict-resolution mechanisms.
- Maintenance arrangements.
- Accountability and reporting systems.
- Support participating forest owners and CFM groups to develop simple beekeeping enterprise/action plans and support them with business tools.

2.1.1.6 Market Linkages and Off-taker Engagement

The consultant shall:

- Facilitate producer–buyer meetings.
- Support beneficiaries to understand buyer requirements and facilitate the development of supply arrangements.
- Support collective bulking and marketing.
- Establish mechanisms for quality assurance.
- Support price negotiation and market information access.

- Establish formal or semi-formal linkages with at least one supply agreement with off-takers for each beneficiary.
- Link the beneficiaries with relevant apiculture cooperatives or Rural Transformational Centre

A. Promote inclusive participation

- Ensure meaningful participation of women and youth in training, decision-making and enterprise development.

B. Provide follow-up technical support

- Conduct follow-up visits to assess adoption of the practices demonstrated during training. To be done at forest owner and CFM level
- Provide technical advice to address challenges encountered during establishment, management of apiaries and marketing of the products.

C. Document and report the assignment

- Maintain attendance and training records
- Document knowledge change because of the trainings
- Document practical demonstrations, key outcomes, challenges and recommendations.
- Submit a final report detailing activities undertaken, participants reached, skills acquired, enterprise/action plans developed, market linkages established and recommendations for further support.

The project should avoid creating dependency on this support and stimulate sustainability of this intervention.

Coordinate closely with SAFE Uganda, MWE 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.
- Provide a car and two motorcycles for use to conduct these activities

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 and Activity Plan; Detailing the proposed methodology, target groups, thematic areas, work schedule and proposed demonstration/learning sites.	10th January 2027
Market/Needs Assessment, Stakeholder and off taker mapping	25th January 2027
Enterprise planning, governance strengthening, training preparation in the three districts; Strengthened governance systems	15th February 2027
Beekeeping Capacity Development; Beekeeping training curriculum/session plans. Training reports with attendance list and knowledge change data	20th March 2027
Training in Hive Construction;	1st March 2027
Apiary establishment and Provision of Starter Equipment; Starter equipment distributed/established according to approved specifications	10th April 2027
Business development, financial literacy, quality management and market linkage; Honey Cooperative/other linkages	30th May 2027
Provide follow-up technical support at individual level; Functional group and individual apiary enterprises	25th June 2027
Final Assignment Report. Summarizing activities undertaken, participants reached, approaches used, key observations, lessons, challenges, recommendations and proposed follow-up actions. Sustainability and exit strategy	30th June 2027

Period of assignment: from 10th January until 15th August 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 tender must demonstrate how they will interaction with local government, MWE, honey cooperatives/associations during the implementation (1.2.1). The tenders should also demonstrate the strategy for establishing cooperation with these actors (1.2.2).

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 (1.6.1). 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** (1.6.2) 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 (1.6.3). 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 (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 identify 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

- Conduct an inception phase to refine methodology, stakeholder mapping, risk assessment/mitigation and workplan.
- Coordinate the assignment closely with SAFE Uganda, district authorities to ensure alignment with national frameworks and project safeguards.
- Develop training information, plan and conduct the trainings as per the thematic areas in section 2
- Identify and mobilise participants in conjunction with the districts
- Reimbursement of per diem and transport costs due to the participating members in line with GIZ travel regulations
- Ensure quality of outputs
- Conduct Assessment, enterprise development, financial literacy, market linkages and governance

- Regular reporting in accordance with deadlines
- Collect Knowledge change information among the participants

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master level) in Business management with certificate in apiculture or bee keeping from a recognised Institutions.
- Language (2.1.2): Proficiency in English (C2 level) will attract up to 5 points out of a total of 10. Proficiency in Acholi or Luganda (at C1 level) will attract the remaining 5 points.
- General professional experience (2.1.3): Seven years demonstrated professional experience in training beekeepers and linking them to markets (one reference project)
- Specific professional experience (2.1.4): Seven years' of proven experience in practical apiculture enterprise development (one reference project) will attract up to 5 points out of a total of 10. Seven years' experience in ensuring honey quality, post-harvest handling, collective marketing and bulking will attract the remaining 5 points
- Leadership/management experience (2.1.5): Seven years of management/leadership experience as project team leader in apiculture within a recognised institution
- Regional experience (2.1.6): Five years of professional experience working with MWE, local government in Northern and Central Uganda (one reference project)
- Development Cooperation (DC) experience (2.1.7): Five years of experience in DC projects
- Other (2.1.8): Experience in participatory adult learning methodologies

Pool of experts – Apiculture Field assistants (2)

One apiculture field assistant will be responsible and staying in Northern Uganda, while the other will stay in Sango Bay areas in Kyotera. Please specify the location where each field assistant will be working in their CV.

Tasks of pool of experts:

- Practical training in bee keeping, hive construction, apiary establishment, colony management and follow-up coaching
- Identify and Mobilise participants in conjunction with the districts
- Backstopping the forest owners
- Drafting reports

Qualifications of pool of experts

- Education/training (2.2.1): University qualifications (Certificate) in beekeeping or Apiculture from a recognised institution.
- 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 for Northern Uganda apiculture assistant while for Kyotera apiculture assistant, proficiency in Luganda (at C1 level) will attract the remaining 5 points out of a total of 10

- General professional experience (2.2.3): Five years' practical experience in apiary establishment and management, bee health, beekeeping technologies, value addition and marketing
- Specific professional experience (2.2.4): Five years of practical experience working with farmer groups, CFM groups or community-based natural-resource management initiatives in Uganda (one reference needed) will attract up to 5 points out of a total of 10. Five years demonstrated experience in field-based technical demonstrations, community engagement, mentoring or extension work in bee keeping will attract the remaining 5 points out of a total of 10.
- Leadership/management experience (2.2.5): Five years of working with large groups of farmers
- Regional experience (2.2.6): Five years of professional experience in Northen and central Uganda
- Development Cooperation (DC) experience (2.2.7): Five years of experience in DC projects
- Others (2.2.8): Demonstrated evidence of ability to drive a motorcycle

Driver (1)

The driver is not a technical expert therefore will not be assessed technically; neither is their CV expected to be attached. The driver will be for only transporting the team leader while the apiculture field assistants will drive themselves on the motorcycles

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 (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 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	24		It includes all the fee days of the contract. 16 days of field work and 8 days of desk work
Designation of expert 1 – Apiculture Field assistants	2	120		It includes all the fee days of the contract. 120 days for each are in the field
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment for team leader and driver	32			Per diem for team leader, and driver (1). The Apiculture field assistants to transport themselves with motorcycles provided by the consultancy company
Overnight allowance in country of assignment for team leader and driver	32			Per diem for team leader and driver (1)

Per-diem allowance for partners	12			MWE, DFO and District Entomology officer
Reduced day allowance in country for Apiculture assistants	240			Field allowance for two apiculture assistants. The Apiculture field assistants to transport themselves with motorcycles
Transport	**Quantity/Number**	**Price**	**Total**	**Comments**
Motorcycle Mileage for two Apiculture assistants	5040Km			Cover mileage for the whole contract period for experts. Consultant to use own motorcycles (2).. Re-imbursed upon evidence
Car Mileage for team leader	5040			Cover mileage for the whole contract period. Consultant to use own vehicle. Three round trips in Kyotera, Omoro and Nwoya. Re-imbursed upon evidence
Mileage for partners	588km			Partners (MWE, DFO and District Entomology officer) to use their own vehicle. Re-imbursed upon evidence
Workshops for market linkage	56 people			Two meetings per subcounty meeting per district. Cost includes only transport refund. The venue for the meeting will be either at one of the forest owner in a subcounty. Two people representing the forest or the CFM group. Eight forests are one subcounty, Two in another in Nwoya while two forests are in each subcounty (2) in Omoro + 2 CFMs.
Training materials to be used during the hive construction	1 Lumpsum			22kgs of bee wax, 11kgs of raw propolis and 20 saucepans. 220 meters

contributing to 220 hives				binding wire, 220 meter galvanised wire, 22 rolls of sisal, 220 meter of black polythene sheet. Re-imbursed upon evidence
Training poster and bee keeping calender	60 pcs			30 training posters and 30bee keeping calenders. Re-imbursed upon evidence
Starter beehives and seedlings	1 Lumpsum			220 KTBs, 22 hive tools. 120 KTBs and 12 hive tools for the North and 100 KTBs and 10 hive tools for Kyotera. 50 seedlings per forest owner (12 in total) in North, 100 seedlings per CFM (2 in total) in Kyotera. Inclusive of transport and planting support. Re-imbursed upon evidence
Complete bee suits, smoker and gumboots package	20 Packages			Each package contains 1 a complete bee suit, 1 smoker, 1 pair of gum boots. Re-imbursed upon evidence
Apiary site preparations tool package	20 Packages			Each package to contain 1 slasher, 1 hoe, 1 bow saw & 1 panga. 12 for the forest owners and 8 for CFMs. Re-imbursed upon evidence
Fencing materials	1 Lumpsum			560 fencing poles, 16 rolls of barbed wire, 48 kg of U nails, 16 hammers. Re-imbursed upon evidence
Stationery and communication	1 Lumpsum			Re-imbursed upon evidence

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
- 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