

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

CONFIDENTIAL

Delivering expert services for advancing Marine Spatial Planning and Marine Conservation in Angola	Project number/ cost centre: G-012229-307
	Tender number

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BBCA	Blue Benguela Current Action
BCC	Benguela Current Convention
BMZ	German Federal Ministry for Economic Cooperation and Development
EU	European Union
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KZFK	Short-term expert
MSP	Marine Spatial Planning
OECD	Other Effective Area-Based Conservation Measure
ToRs	Terms of reference

1. Context

The Blue Benguela Current Action (BBCA) is jointly co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH as part of the BMZ Global Programme “Sustainable Aquatic Food”. The Action is implemented in partnership with the Benguela Current Convention (BCC), its Member States Angola, Namibia and South Africa, and other national and regional partners.

The overall objective of BBCCA is to contribute to an inclusive and sustainable blue economy in the Benguela Current Large Marine Ecosystem through the integrated conservation and sustainable use of marine and coastal biodiversity and ecosystem services. Among others, the Action supports Marine Conservation and Marine Spatial Planning (MSP) at national and regional level.

In Angola, BBCCA supports the responsible national institutions in advancing the implementation of MSP and strengthening area-based marine conservation. Angola has already developed a national Marine Spatial Plan. The current priority is therefore its operationalisation, including the development of practical implementation guidance, clarification of the relevant legal, regulatory and institutional arrangements, and strengthening of capacities for its application in sectoral planning and decision-making.

In the field of marine conservation, BBCCA supports Angola in strengthening capacities for the identification, assessment and recognition of Other Effective Area-Based Conservation Measures (OECMs), including development of an appropriate national framework or guidance and assessment of potential marine OECMs. These activities shall be closely linked with MSP and existing national biodiversity conservation processes.

The objective of the services is to provide sustained in-country technical, coordination and capacity-development support to advance MSP implementation and marine conservation in Angola. The services shall contribute to (i) operationalising Angola’s Marine Spatial Plan; (ii) strengthening institutional capacities for its implementation; (iii) advancing the national framework, identification and assessment of marine OECMs; and (iv) strengthening coordination, knowledge exchange and synergies between MSP and marine conservation. The contractor shall support partner-led processes, while policy decisions and formal adoption of plans, frameworks or regulatory measures remain the responsibility of the competent Angolan authorities.

A separately contracted international expert will provide targeted technical and methodological backstopping to the MSP implementation process, including comparative experience from operational MSP implementation in Portuguese-speaking contexts and independent technical review of key MSP products. The contractor under this assignment shall maintain primary responsibility for continuous in-country coordination, the participatory development and testing of the MSP Implementation Manual, and engagement with Angolan partner institutions and stakeholders. The two assignments shall work in close coordination under the technical steering of GIZ.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

2.1 In-country coordination and technical support

The contractor will ensure sustained in-country technical support and coordination for BBCA activities related to MSP and marine conservation in Angola.

This includes:

- maintaining regular technical exchange with relevant Angolan partner institutions and stakeholders;
- supporting planning, coordination, implementation and follow-up of agreed activities;
- facilitating cooperation between relevant government institutions, the BCC Secretariat, development partners, civil society, academia and other stakeholders;
- preparing, facilitating and documenting technical meetings, stakeholder consultations, workshops, trainings and policy dialogues;
- ensuring appropriate participation of affected coastal communities, small-scale fisheries organisations and other marine resource users where relevant;
- identifying implementation risks, bottlenecks and opportunities and supporting appropriate follow-up;
- coordinating, as required, with the international MSP expert contracted separately by GIZ, including timely exchange of relevant technical documents, findings and draft products; and
- monitoring implementation progress and providing relevant inputs for BBCA reporting, communication and knowledge management.

The contractor remains responsible for in-country implementation and coordination with national partners; the international expert provides complementary technical and methodological backstopping. The contractor will independently organise the delivery of the agreed services and shall not assume fiduciary, personnel-management, procurement or other internal management responsibilities on behalf of GIZ.

2.2 Operationalisation of Marine Spatial Planning in Angola

The contractor will support the responsible Angolan institutions in operationalising and implementing the existing Marine Spatial Plan.

This includes:

- reviewing the existing Marine Spatial Plan and relevant legislation, regulations, policies, institutional mandates and administrative procedures;
- identifying key legal, institutional, procedural and capacity-related gaps affecting Marine Spatial Plan implementation;
- assessing how MSP can be integrated into relevant sectoral planning, licensing, permitting, environmental assessment and decision-making processes;
- developing practical recommendations for strengthening the legal, regulatory and institutional basis for MSP implementation;
- supporting consultation and coordination among the responsible institutions on the proposed implementation arrangements; and
- supporting efforts to coordinate MSP at a regional level within the BCC and at the cross-border level with Namibia.

Formal adoption of legislative, regulatory or institutional measures remains the responsibility of the competent Angolan authorities.

2.3 Development of an MSP Implementation Manual

A key task of the contractor will be to support the development of an implementation manual (plan implementation guidelines) or equivalent operational instrument for the Angolan Marine Spatial Plan.

The specific aims of the manual should be specified by the contractor, but could comprise the following elements:

- to provide relevant ministries, sectors and stakeholders with clear guidance on how Angola's national marine spatial plan will be implemented in practice, including its evaluation and review. This will include an overview of responsibilities and expected tasks of relevant institutions, agencies and civil society groups;
- to provide guidance on how to develop the national marine spatial plan further;
- to develop appropriate regulations for the zones already specified in the marine spatial plan and associated decision-making processes, e.g. criteria for prioritising activities in zones; and
- to develop regulations and processes that ensure biodiversity conservation layers are adequately considered within the marine spatial plan.

The manual should be developed through a participatory process involving the relevant government institutions, marine sectors and other affected stakeholders. Particular attention should be given to the meaningful involvement of coastal communities and marine resource users, including small-scale fishers and other community-based users whose activities and livelihoods may be affected by spatial management measures. The manual should be based on the national marine spatial plan already developed but should also be seen as an opportunity to identify governance gaps in the existing marine spatial planning system and wider ocean governance

Specifically, the contractor will:

- develop clear aims and objectives and specify the target audience(s) for the manual;
- develop an appropriate structure, methodology and time plan for drafting the manual;
- clarify institutional responsibilities and roles in implementation, including procedures for implementation and inter-institutional coordination;
- clarify how MSP will be incorporated in relevant planning, licensing, permitting and other administrative processes;
- work with relevant stakeholders to develop clear and practical provisions for the different priority zones set out in the National Marine Spatial Plan, taking into account both sectoral requirements and the interests and customary or livelihood-related uses of affected coastal communities. This should include specifying priority activities, those that require consent and those that may be prohibited in each zone, and the criteria that can be applied in making such decisions;
- align where necessary with national planning approach from relevant government ministry with mandate on spatial planning.

The contractor will also:

- prepare user-friendly zone- and/or sector-specific plan implementation guidance and practical examples;

- facilitate stakeholder consultations throughout the process, including appropriate participation of coastal communities and small-scale fisheries representatives, to test the practicality, potential impacts and applicability of the proposed provisions;
- test the draft guidance through representative planning, licensing, permitting and/or sectoral decision-making scenarios, in cooperation with the relevant responsible institutions;
- make relevant drafts and implementation tools available for technical review by the international MSP expert and consider and incorporate agreed technical recommendations in coordination with GIZ; and
- revise and finalise the proposed manual based on the consultation and testing process.

The participatory process should ensure that stakeholder input is documented and appropriately considered in the development and revision of the manual.

The final document should be prepared in Portuguese, with relevant summaries and technical inputs provided in English as required.

Formal approval or adoption of the implementation manual remains the responsibility of the competent Angolan authorities.

2.4 Capacity development for MSP implementation

The contractor will strengthen the technical and institutional capacities of relevant institutions and stakeholders to implement the Marine Spatial Plan.

This includes:

- assessing priority capacity-development needs;
- developing and implementing targeted trainings, technical working sessions and practical learning measures;
- developing reusable training and guidance materials;
- supporting practical application of the Marine Spatial Plan and Implementation Manual; and
- strengthening capacities for inter-sectoral coordination, management of competing marine uses and integration of environmental and biodiversity considerations.

Capacity-development measures shall emphasise practical application and learning-by-doing.

2.5 Marine OECMs and area-based marine conservation

The contractor will support the responsible Angolan institutions in advancing Other Effective Area-Based Conservation Measures (OECMs), with a particular focus on the marine environment.

The contractor shall:

- assess the relevant policy, institutional and technical context for marine OECMs in Angola considering international examples;
- strengthen institutional and stakeholder capacities regarding OECM concepts, criteria and assessment;

- support the development or adaptation of an appropriate national framework or guidance for identification, assessment, recognition, management, monitoring and reporting of OECMs;
- support the identification and preliminary screening of potential marine OECMs;
- undertake or support more detailed assessments of agreed potential candidates for marine OECMs;
- facilitate consultation with relevant institutions, coastal communities, rights holders, small-scale fishers and other marine resource users, where relevant to the areas or measures being assessed;
- revise and finalise the proposed national OECM framework/guidance based on consultation and experience gained through the assessment of potential marine OECMs;
- identify information gaps and develop recommendations and roadmaps for possible next steps; and
- ensure appropriate linkages between OECM-related activities, Marine Spatial Planning and other marine conservation processes.

Formal designation or recognition of an area as an OECM remains the responsibility of the competent Angolan authorities.

2.6 Integration, regional exchange and knowledge management

The contractor will promote integration between MSP and marine conservation and facilitate exchange of relevant experience at national and regional level.

This includes:

- ensuring appropriate consideration of existing and potential area-based conservation measures in MSP implementation;
- identifying synergies and potential conflicts between biodiversity conservation objectives and marine uses;
- supporting coordination between institutions responsible for MSP, fisheries, environmental management and biodiversity conservation;
- facilitating technical exchange between Angola, the BCC Secretariat and relevant counterparts in Namibia and South Africa;
- Coordinating cross border alignment in both MSP and marine conservation in and around shared areas between Namibia and Angola documenting relevant experiences, results and lessons learned; and
- ensuring systematic transfer and handover of technical products, methodologies, training materials and other knowledge generated under the assignment.

2.7 Stakeholder engagement and results monitoring

The contractor will plan, facilitate and document the stakeholder engagement processes required for implementation of the assignment. Where relevant, these should include affected coastal communities, small-scale fisheries organisations and other marine resource users, using appropriate methods to enable their effective participation.

The contractor will also monitor progress against the agreed work plan and expected results and provide the information required for BBICA monitoring and reporting.

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 half-yearly reports on the implementation status of the project (5-7 pages)

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, including implementation approach, stakeholder mapping, operational work plan and coordination arrangements	Within 4 weeks after commencement of services / Angola / Contractor
Assessment of the legal, institutional, procedural and capacity requirements for implementation of the Marine Spatial Plan and of the institutional and technical context for marine OECMs	Within 4 months after commencement of services / Angola / Contractor
First substantive draft of the MSP Implementation Manual, developed through a participatory process involving relevant government institutions, marine sectors, coastal communities, small-scale fishers and other relevant marine resource users	Within 8 months after commencement of services / Angola / Contractor
Draft national OECM framework/guidance, including methodology for screening and assessing potential marine OECMs and identification of priority candidates	Within 10 months after commencement of services / Angola / Contractor
Final proposed MSP Implementation Manual following stakeholder consultation, practical testing and capacity-development measures, including recommendations for its operational application	Within 13 months after commencement of services / Angola / Contractor
Final proposed national OECM framework/guidance and completed assessments of agreed priority potential marine OECMs, including recommendations for possible next steps towards recognition, management and monitoring	Within 16 months after commencement of services / Angola / Contractor
Final handover of agreed technical products, methodologies, training and knowledge materials, including documentation of lessons learned and recommendations for continuation	By completion of the contract period / Angola / Contractor

Period of assignment: from 30.11.2026 until 31.03.2028.

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 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

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

The Team Leader is responsible for the technical and managerial backstopping of the assignment on behalf of the contractor and is not expected to provide continuous in-country implementation support in Angola.

Tasks of the team leader

- Overall responsibility for quality assurance and timely delivery of the contractor's services and technical products;
- Providing technical and methodological backstopping to the Key Expert and short-term experts, particularly regarding Marine Spatial Planning implementation, institutional arrangements and the development of the MSP Implementation Manual;
- Ensuring coherence and appropriate quality control across work packages, expert inputs and deliverables;
- Ensuring communication with GIZ at contract-management and quality-assurance level and planning and steering short-term expert inputs;
- Ensure communication with relevant government official during the contract; and
- Regular reporting in accordance with contractual requirements.

Day-to-day coordination with Angolan partner institutions and continuous in-country implementation support are primarily the responsibility of the Key Expert.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master or equivalent) in marine or spatial planning, environmental sciences or management, biodiversity conservation, natural resource management, marine governance, or another relevant field
- Language (2.1.2): C1-level language proficiency (as per CEFR) in Portuguese and C1-level language proficiency (as per CEFR) in English
- General professional experience (2.1.3): 10 years of professional experience in the marine/coastal governance, biodiversity conservation, spatial planning, environmental or natural resource management
- Specific professional experience (2.1.4): 7 years of professional experience in Marine Spatial Planning, marine conservation and/or area-based marine management, including experience in the development, implementation or quality assurance of technical strategies, guidelines, spatial plans or implementation instruments
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager, including responsibility for coordinating expert inputs and quality assurance of technical deliverables
- Regional experience (2.1.6): 5 years of professional experience in projects in Southern Africa and/or Portuguese-speaking African countries (region), of which 2 years professional experience in Angola (country) and demonstrated experience working with Angolan government institutions
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.2.8): Demonstrated professional experience with Marine Spatial Planning processes in Angola and/or the Benguela Current region

Key expert

The Key Expert will be based in Angola for the duration of the assignment and shall ensure regular in-country availability in accordance with the agreed work plan for cooperation with the relevant partner institutions and stakeholders.

Tasks of key expert

- Maintaining regular technical coordination with Angolan partner institutions, stakeholders and the GIZ BBKA team;
- Supporting the operationalisation of the Marine Spatial Plan, including the participatory development, testing and application of the MSP Implementation Manual;
- Supporting the development of the national OECM framework/guidance and identification and assessment of potential marine OECMs;
- Facilitating stakeholder engagement and capacity development, including with government institutions, coastal communities, small-scale fishers and other relevant marine resource users;
- Preparing and facilitating relevant technical meetings, consultations, workshops, trainings and regional exchanges; and
- Contributing to implementation monitoring, reporting, documentation and knowledge management.

Qualifications of key expert

- Education/training (2.2.1): University degree (Bachelor or equivalent) in (marine) spatial planning, marine biodiversity, marine biology, ocean governance, environmental management, or natural resource management or another relevant field
- Language (2.2.2): C2 -level language proficiency (as per CEFR) in Portuguese and B2 -level language proficiency (as per CEFR) in English (language skills are absolutely essential – absence of such skills can lead to technical exclusion of the entire bid)
- General professional experience (2.2.3): 3 years of professional experience in marine/coastal governance, spatial planning, biodiversity conservation, environmental or natural resource management
- Specific professional experience (2.2.4): 3 years of relevant professional experience in Marine Spatial Planning, marine conservation, fisheries/marine resource management and/or area-based marine management, including experience in stakeholder or participatory processes
- Regional experience (2.2.6): 3 years of relevant professional experience working in Angola, including demonstrated experience working with Angolan government institutions and other relevant national stakeholders
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects
- Other (2.2.8): Demonstrated professional experience contributing to Marine Spatial Planning processes in Angola and/or the Benguela Current region

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

Short-term expert pool with minimum 1, maximum 3 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 7 Requirements on the format of the bid) for the assessment.

The short-term expert pool provides specialised technical expertise as required for implementation of the assignment.

The expert pool shall collectively cover the two specialist areas of (i) legal, institutional and regulatory aspects of Marine Spatial Planning and (ii) marine biodiversity conservation/OECMs. Where only one expert is proposed, the expert shall demonstrate relevant expertise in both areas.

Tasks of the short-term expert pool

- Providing specialised technical advice on Angolan legal, institutional and regulatory aspects relevant to MSP implementation and on marine biodiversity conservation/OECMs;
- providing specialist inputs to the MSP Implementation Manual, particularly on Angolan legal and institutional aspects, OECM framework and potential marine OECM assessments;
- Contributing specialist inputs to targeted trainings, workshops and technical working sessions; and
- Reviewing and quality-assuring relevant technical products and deliverables.

Qualifications of the short-term expert pool

- Education/training (2.6.1): All proposed experts shall have a university qualification (German 'Diplom' / Master or equivalent) in a field relevant to their proposed specialist role. Relevant fields include spatial or marine planning, law or environmental law, public policy or governance, biodiversity conservation, marine ecology, environmental management, natural resource management or comparable disciplines.
- Language (2.6.2): All experts shall have C1-level language proficiency (as per CEFR) in Portuguese
- Specific professional experience (2.6.4):
 - MSP legal/institutional expertise: 4 years of relevant professional experience in spatial planning, marine governance, environmental/planning law, institutional or regulatory analysis
 - OECM/marine conservation expertise: 4 years of relevant professional experience in biodiversity conservation, protected or conserved areas, OECMs and/or other area-based conservation measures
- Regional experience (2.6.5): The expert pool shall collectively demonstrate 3 years of relevant experience in Angola

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

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 TL	1	36	36	backstopping
Designation of key expert	1	310	310	
Designation of short-term expert pool	1-3	55	55	
Travel expenses	Quantity	Number per expert	Total	Comments

Fixed travel budget			€ 22.000	A budget is earmarked for travel within Angola and to the following countries: Namibia and South Africa. A fixed budget of EUR 22,000 is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	€ 15,000	€ 15,000	A budget of EUR 15,000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	up to 16	€ 500	€ 8,000	A budget of EUR 8,000 is foreseen for workshops: venue, catering and directly related logistical costs
Procurement of materials and equipment	1	€ 3,000	€ 3,000	The budget contains the following costs for laptop, printer and software licences.
Other costs	1	€ 1,500	€ 1,500	The budget contains the following costs: PR materials (incl. banners, flyers, etc.)

Workshops, events and trainings

The contractor implements the following workshops, consultations and stakeholder engagements:

- Local-level consultations and focus group discussions with coastal communities and marine resource users, including small-scale fishers and other relevant community-based stakeholder groups, as required for the participatory development of the MSP Implementation Manual and other activities under the assignment.
- Smaller technical or stakeholder working sessions at local level, as required by the agreed work plan.

The contractor is responsible for the organisation and associated costs of these local-level engagements, including reasonable costs for venue, catering and other directly related logistical requirements, within the budget specified above. The format and location of the engagements shall be agreed with GIZ and the relevant partner institutions.

For larger workshops, consultations and meetings involving government institutions, particularly those organised in Luanda, GIZ will generally organise and/or cover the main event-related costs, including venue and catering. These costs shall therefore not be included by the contractor in its financial tender. The contractor remains responsible for the technical preparation, facilitation and documentation of such events as part of its expert services.

6. Inputs of GIZ or other actors

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

- Logistical arrangements and/or coverage of venue and catering costs for larger workshops, consultations and meetings involving government institutions, particularly those held in Luanda.
- GIZ will separately provide targeted international technical and methodological backstopping for the MSP implementation process, including technical review of key MSP implementation products and selected capacity-development inputs.

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.

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.

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. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

The optional services are intended to consolidate and further operationalise the results achieved under the main contract, with particular emphasis on the practical application of the MSP Implementation Manual, continued institutional capacity development and further assessment of potential marine OECMs.

The contractor is responsible for providing the following optional services:

- continuation of technical and capacity-development support to the responsible Angolan institutions for the practical application of the Marine Spatial Plan and the MSP Implementation Manual;
- implementation of further trainings, practical working sessions and on-the-job coaching for government officials and other relevant stakeholders on the application of the MSP Implementation Manual;
- support to the application of the MSP Implementation Manual in selected practical planning, licensing, permitting or sectoral decision-making processes, including documentation of lessons learned and identification of any required refinements;
- where required, targeted updating or refinement of implementation guidance, tools or training materials based on practical experience gained during application;
- continuation of the identification, screening and detailed assessment of potential marine OECMs in cooperation with the responsible national institutions and relevant partners;
- facilitation of consultations with relevant stakeholders, including coastal communities, small-scale fishers and other marine resource users, where relevant to the OECM sites or measures under assessment;
- preparation of technical documentation and recommendations for possible next steps towards recognition, management, monitoring and reporting of priority OECM candidates;
- continuation of technical coordination and exchange between the responsible Angolan institutions, the BCC Secretariat and relevant counterparts in Namibia and South Africa; and
- consolidation, documentation and handover of the approaches, tools, training materials and lessons developed under the assignment to support their continued use by the partner institutions.

Requirements

Exercising the option will depend on commissioning of extension or follow-on phase by GIZ's commissioning party and the positive assessment of interim results of the original contract. The decision on continuation is expected to be made in the period between January and February 2028. If the option is exercised, it is anticipated that the contract term will be extended to 30.11.2028.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Designation of TL	1	16	16	backstopping
Designation of key expert	1	150	150	

Designation of short-term expert pool	1-3	25	25	
Travel expenses	Quantity	Number of days per expert	Total	Comments
Fixed travel budget			€ 10,000	A budget is earmarked for travel within Angola and to the following countries: Namibia and South Africa. A fixed budget of EUR 10,000 is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Quantity	Price	Total	Comments
Flexible remuneration	1	€ 5,000	€ 5,000	A budget of EUR 5,000 is earmarked for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	up to 4	€ 500	€ 2,000	A budget of EUR 2,000 is foreseen for workshops: venue, catering and directly related logistical costs

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.