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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Secretariat function for the Women on the Move Network in Asia	**Project number/ cost centre:** **G-011979-002/ G-012203-004/ G-012478-005**

0. List of abbreviations 2

1. Context 3

2. Tasks to be performed by the contractor 5

3. Concept 9
Technical-methodological concept 9
Project management of the contractor (1.6) 9
Further requirements (1.7) 10

4. Personnel concept 11
4.1 Team leader 11
4.2 Key expert 1 12
4.3 Key expert 2 12
4.4 Key expert 3 13

5. Costing requirements 13
Assignment of personnel and travel expenses 13
Sustainability aspects for travel 13
Workshops, events and trainings 15

6. Inputs of GIZ or other actors 16

7. Requirements on the format of the tender 16

8. Option 17
Nature and scope 17
Requirements 17
Quantitative requirements for the optional services 17
Requirements on the format of the tender for the option 18

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
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Thai German Cooperation on Energy, Mobility and Climate (TGC EMC) is a bilateral project funded by the International Climate Initiative (IKI) under the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN). As Thailand works to decarbonise its power, transport, and industrial sectors, all of which remain heavily reliant on fossil fuels, the project supports the country's efforts by strengthening climate mitigation planning through technical capacity building, policy development, improvements to regulatory frameworks, and supporting innovative solutions.

This 5-year bilateral programme aims to enable and empower key actors in Thailand, particularly decision-makers and technical staff from relevant ministries and agencies, to implement transformative mitigation actions across the energy, transport, and industry sectors. These actions are aligned with the 2050 carbon neutrality target.
The TGC EMC consists of four outputs as follows:

Output 1: Technology options to decarbonize the power, transport, and industry sectors have been further developed, and relevant stakeholders (e.g. ministries, utilities, agencies) have been empowered to utilize them.
Output 2: Recommendations for new or improved policy, market, and regulatory frameworks that support accelerated system transformation in the energy, transport, and industry sectors have been developed.
Output 3: Pilot solutions accelerating change towards carbon neutrality in the energy, transport, and industry sectors have been successfully tested in the City Lab.
Output 4: The Thai Climate Initiative (ThaiCI) serves as a financial mechanism to promote and enhance subnational climate actions in Thailand.

Under the TGC EMC project, there is a recognized need to integrate gender considerations, focusing on a do-no-harm approach that ensures women's safety and inclusivity.

Within Outputs 2 and 3, capacity building and local implementation are combined in the testing of innovative solutions. A key element of each pilot activity is to demonstrate both technical and economic viability. If gender imbalances are identified through stakeholder mapping and disaggregated data, targeted measures will be introduced to address them.

A particular focus is placed on public transport and first- and last-mile solutions. Activities involving the development of a concept for feeder system electrification (first-mile and last-mile solutions) will integrate a gender-responsive approach. The do-no-harm principle regarding the safety of women in public transport and first- and last-mile connectivity will be applied in accordance with Performance Standard 4: Community Health, Safety, and Security.

The project, Transformative Actions for Climate and Ecological Protection and Development (TRANSCEND), is a bilateral project of the International Climate Initiative in the Philippines, implemented by a consortium led by the Climate Change Commission (CCC) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The consortium and implementing partners include UN organisations, NGOs, and academia. Centered around a holistic approach, TRANSCEND targets integrated solutions in climate adaptation, emissions mitigation, and biodiversity conservation across three distinct landscapes within the Philippines.

In applying a "whole-of-society" strategy, the project pilots a comprehensive transition to a climate-resilient, low-carbon, and biodiversity-friendly society. One of the project's outputs is working on the transport sector, promoting enhanced mitigation actions for emission reductions while ensuring that approaches are gender responsive.
Within the broader framework, TRANSCEND is also the International Climate Initiative Interface Project in the Philippines, which supports the Philippines in its commitments in the international climate and biodiversity agenda. Additionally, the project coordinates networking events and disseminate regular updates to keep both the German commissioning ministries and the German Embassy in Manila well-informed.
The NDC Transport Initiative for Asia (NDC TIA) is a regional IKI project that works on transforming transport in Asia towards carbon neutrality by mid-century, applying a gender-responsive approach. In its 1st phase, implementing partners established the Women on the Move Network. In NDC TIA Phase 2, GIZ will focus on capacity development on gender-responsive approaches in transport in the region and can connect and multiply activities of TGC EMC and TRANSCEND.

The International Climate Initiative (IKI) is an important part of the German government's international climate finance commitment. Within the Federal Government, the International Climate Initiative (IKI) is anchored in the Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN). The Philippines is one of the priority countries with which the International Climate Initiative maintains a close cooperation.

As part of efforts to advance gender equality within the transport sector, the **Women on the Move: Transforming Transport in Asia Network** was established to connect women from diverse backgrounds and provide a platform to exchange experiences and insights from their work in the transport field. The network also aims to raise awareness about the challenges women face both as professionals in the sector and as users of transport systems. This has been achieved through activities such as panel discussions, knowledge-sharing hubs, and research presentations on gender and mobility.

To encourage greater participation of women in the transport sector, the network also launched a mentorship program that connects women already working in the industry with young women interested in pursuing careers in this field, inspiring them to become part of the movement.

Building on this existing network and its successful activities, the TGC EMC project seeks to collaborate with Women on the Move to strengthen gender-responsive approaches within its activities. This includes leveraging the network to support approaches that promote women's safety, inclusivity, and leadership in the transport sector, as well as empowering women entrepreneurs in the electric vehicle (EV) industry through capacity-building and access-to-finance. The project seeks to create networking platforms that connect women in EV entrepreneurship, encouraging collaboration, mentorship, and business growth. Furthermore, it will integrate inclusive product and service design by emphasizing ergonomics, safety, comfort, and accessibility for women, the elderly, and persons with disabilities. These considerations will serve as key evaluation criteria within the City Lab accelerator program.

In addition to this, the TRANSCEND project aims to deepen its collaboration with Women on the Move Network by organizing regional face-to-face knowledge exchange sessions for women professionals in the mobility sector across Asia. This will serve as

a platform for peer learning and collaboration, enabling participants to share insights and experiences as they contribute to the broader mobility and transport sector from their respective country contexts.

To ensure long-term sustainability, both projects plan to contract a **secretariat for the Women on the Move** Network to better coordinate activities and strengthen its presence. This also includes organizing two (2) regional knowledge exchange sessions in Thailand and Philippines to gather women working in the mobility sector. These sessions will serve as platforms for learning spaces where participants can share experiences, exchange best practices, and foster collaborations that promote women's leadership and gender equality in transport. By fostering peer-to-peer dialogue and regional collaboration, this initiative aims to strengthen a community of practice that continues to champion inclusive and sustainable mobility across Asia.

The contractor will support the facilitation and organization of this secretariat, including regular outreach and communication through channels such as email, Instagram, LinkedIn, and X, as well as the development of a networking platform and activities. The objective is to maintain existing partnerships while substantially increasing membership and engagement.

The contractor is also expected to continue working with the current volunteers who are coordinating and running the network's activities, ensuring continuity and building upon their existing efforts.

GIZ shall hire the contractor for the anticipated contract term, from November 2026 to 30 November 2027

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Task 1: Support for the Network and continuation of a secretariat function to the Network

- Continuation of the secretariat to the Women on the Move in Asia Network
- Support organisation of online meetings with GIZ and Network members
- Support the establishment of country chapters of the Women on the Move Network, including support to define programming priorities aligned with the regional Network goals
- Quality control to TUEWAS women expert database
- Optional: Organisation of potential community meetings (as a side event)
- Continuing the outreach to volunteers and young professionals in the region
- Deliverables: Running of the Women on the Move in Asia Secretariat function, and up to four online meetings with GIZ and co-organizers, and quarterly quality control to TUEWAS women expert database, as well as organisation of one onsite community meeting on demand

Task 2: Social media (LinkedIn, Instagram, and X) communications for the Network

- Preparation and publishing of communication materials on the Network activities, including program updates and quotes from mentors and mentees, including graphic design of social media cards

- Drafting of up to two articles relevant websites (e.g. Changing Transport website) as well as drafting a bi-monthly newsletter for external communication
- Deliverables: Quarterly updates on social media regarding network activities; social media article for International Women's Day, up to six newsletters

Task 3: Organize two (2) in-person regional knowledge exchange sessions in Thailand (1 session) and the Philippines (1 session) for Women on the Move Network

- Coordinate closely with the TRANSCEND (Philippines) and TGC EMC (Thailand) projects to conceptualize, plan and organize the sessions.
- Design a comprehensive agenda focusing on peer learning, regional collaboration, and exchange of good practices, drawing on lessons from existing projects and gender-transformative transport initiatives in Asia.
- Coordinate with the communications team from both projects to prepare outreach materials, event summaries, and knowledge products for wider dissemination.
- Facilitate the interactive discussions, panel dialogues, and networking activities to strengthen connections and collaboration among women professionals in the mobility sector across Asia.
- Develop feedback tool or evaluation mechanism to assess session effectiveness and gather participant inputs for future improvements.
- Deliverables: Session concept notes and agendas, facilitation and logistical plan for two (2) in-person regional knowledge exchange sessions in Thailand and Philippines, and event documentation summarizing key insights, lessons learned and recommendations to support ongoing regional collaboration.

Task 4: Participate in quarterly check-in calls with GIZ and up to two brainstorming sessions in increasing gender transformative impact in transport and energy nexus in Asia

- Regularly update GIZ with the Network activities
- Up to two brainstorming workshops with GIZ team (on-site or virtual) to draft concepts/activities to increase gender transformative action on transport/energy nexus in Asia.
- Deliverables: Quarterly updates to GIZ via online call and summary email and participation in up to workshops / brainstorming sessions

Task 5: Prepare a booklet for the UN Decade of Sustainable Transport

- Collect short reflective and evidence-based essays highlighting gender inclusion, equity, safety, livelihoods, care work, just transitions, and gender issues in freight and logistics. The content will align with the objectives of the UN Decade of Sustainable Transport and serve as a knowledge and advocacy resource for policymakers, planners, development partners, and practitioners.
- Together with GIZ, identify an event across 2026 at which the booklet can be presented to different audiences in Asia.

- Deliverables: a women-led, Asia-focused booklet that compiles submitted essays, along with summaries suitable for policy engagement and knowledge sharing and a dissemination event for the booklet for out-reach

Task 6: Prepare a topic brief on Women in Freight Transport in Asia Review relevant literature, policies, and available data and prepare a topic brief on women in freight transport in Asia with focus on China, India, and Vietnam, including status of women in logistics, female drivers, infrastructure, and security aspects. Major barriers to and opportunities for gender equality will be identified and compared to what is observed in other regions and discussed with project partners in the countries.

- Deliverables: one topic brief on women in freight transport in Asia.
- The contractor is responsible for providing staff to run the secretariat function of the network.
- The contractor provides 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 current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones/partial works	**Date/location/responsibility**	**Criteria for acceptance**
Kick-off call with GIZ	1 week after contract is signed	Kick-off call with GIZ conducted and meeting notes shared with agreed next steps.
Starting secretariat function	2 weeks after contract is signed	Secretariat function established and operational, including coordination support and communication management.
Monthly updates to GIZ	Until the end of the contract	Monthly progress updates submitted to GIZ, summarizing activities, milestones, and any challenges.
Monthly Social Media updates	Until the end of the contract	Monthly social media updates published and monitoring report submitted.

Organisation of Task 3 events	November 2026 - November 2027	Session concept notes for regional knowledge exchange sessions completed and approved. Comprehensive agendas developed and approved. Facilitation and logistical plans prepared for both sessions Outreach and communication materials prepared in coordination with the communications teams. Sessions successfully facilitated with interactive discussions, panels, and networking activities. Participation of women professionals in mobility/transport sector across Asia achieved. Feedback or evaluation mechanism implemented to collect participant inputs. Event documentation/report produced summarizing key insights, lessons learned, and recommendations.
Publication of Booklet of Task 5	December 2026	Includes evidence-based insights Demonstrates reflective analysis Highlights issues related to safety, livelihoods, care work, or just transitions Provides relevant insights or implications for policymakers and practitioners Clearly structured with introduction, analysis, and conclusion Written in clear, concise, and professional language Properly references sources where applicable The booklet has been disseminated in the regional event.
Final topic brief	Within November 2027	Topic brief submitted and approved by GIZ. Analysis covers China, India, and Vietnam and

		includes key barriers, opportunities, and good practices related to women in freight transport. Feedback from GIZ has been addressed and incorporated into the final version.

GIZ shall hire the contractor for the anticipated contract term, from November 2026 to 30 November 2027

3. Concept

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

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

Technical-methodological concept

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

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

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

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

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

Project management of the contractor (1.6)

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

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

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 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 tenderer should demonstrate how gender equality and women's empowerment will be integrated as a cross-cutting theme throughout the assignment.

- Present a clear gender-responsive approach to transport and e-mobility, including consideration of different mobility needs, safety, accessibility and participation of women and other genders.

- Propose concrete measures to promote women's meaningful participation as transport users, decision-makers, employees, entrepreneurs and service providers.

Demonstrate relevant experience in gender mainstreaming, women's empowerment and/or gender-responsive transport and e-mobility initiatives, preferably supported by examples of previous assignments and results.

For Eligibility of Firms

Note: Bidders have to submit the documentary evidence for the criteria's specified below.

The Agency should have the following eligibility criteria to carry out the assignment:

Commercial Eligibility assessment

- The agency must be registered as a national organization or entity for at least 3 years.
- The average annual turnover of the agency for the last three financial years should be at least 10,000,00 INR.
- The agency should have a minimum of 5 employees and managers for the past three calendar years.

Technical Eligibility Assessment

- The agency must have successfully handled reference projects with a minimum commission value of EUR 22,000, with at least one reference project of studies / surveys

in the field of agriculture, climate change, carbon sequestration, natural resource management, bio-inputs, circular bioeconomy, or rural livelihoods and enterprises.

Technical Experience

- The agency should have at least 3 years of experience in transportation.
- The agency should have at least 3 years of experience in gender inclusivity or women network activities
- The agency should have experiences in regional event planning/ organizing.
- The agency must have experience in project development and/or implementation supported by Government organisations, multilateral organisations, bilateral agencies, or international development agencies.
- The agency should also have Regional experience in Asia.

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.

4.1 Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master) in Engineering, Urban Planning, Transport, or any relevant field
- Language (2.1.2): C1-level language proficiency in English language
- General professional experience (2.1.3): 7+ years of professional experience in the transport sector
- Specific professional experience (2.1.4): 7+ years in gender issues (strategy and networking) and previous engagement in women network activities
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 7+ years of experience in projects in Asia (region), of which 1 year in projects in Thailand or Philippines (country)
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

4.2 Key expert 1

Tasks of the Key expert 1

- Provide technical leadership and advisory support on gender equality and women's empowerment in the transport and e-mobility sector.
- Lead the Women on the Move (WotM) Network Secretariat function
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Provide technical inputs to knowledge management, learning and dissemination of good practices on gender-responsive transport and e-mobility.
- Lead or support communications and outreach activities to promote gender-responsive transport initiatives, women's participation and project results.
- Provide regular technical input and reporting on gender-related activities, progress, results and lessons learned.

Qualifications of the Key expert 1

- Education/training (2.2.1): university degree (German 'Diplom'/Master) in Engineering, Urban Planning, Transport, or any relevant field
- Language (2.2.2): C1-level language proficiency in English language
- General professional experience (2.2.3): 3+ years of professional experience in the transport sector
- Specific professional experience (2.2.4): 3+ years in gender issues (strategy and networking) and previous engagement in women network activities
- Regional experience (2.2.6): 2+ years of experience in projects in Asia (region)

4.3 Key expert 2

Tasks of the Key expert 2

- Provide technical leadership and advisory support on gender equality and women's empowerment in the transport and e-mobility sector.
- Coordinate and support the planning and delivery of gender-responsive transport and e-mobility events, forums, workshops and networking activities, including events hosted by the project.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Provide technical inputs to knowledge management, learning and dissemination of good practices on gender-responsive transport and e-mobility.
- Provide regular technical input and reporting on gender-related activities, progress, results and lessons learned.

Qualifications of the Key expert 2

- Education/training (2.3.1): university degree (German 'Diplom'/Master) in Engineering, Urban Planning, Transport, or any relevant field
- Language (2.3.2): C1-level language proficiency in English language
- General professional experience (2.3.3): 3+ years of professional experience in the transport sector

- Specific professional experience (2.3.4): 3+ years in gender issues (strategy and networking) and previous engagement in women network activities
- Regional experience (2.3.6): 2+ years of experience in projects in Asia (region)

4.4 Key expert 3

Tasks of the Key expert 3

- Support Key Experts 1 and 2 in the implementation of activities related to gender equality, women's empowerment, transport and e-mobility, including event coordination, communication, knowledge management and stakeholder engagement.
- Support the preparation and coordination of gender and transport-related events, workshops and knowledge-sharing activities.
- Develop a knowledge booklet on gender and sustainable transport, including short reflective and evidence-based essays covering gender inclusion, equity, safety, livelihoods, care work, just transitions, and gender issues in freight and logistics.
- Conduct a review of relevant literature, policies and available data and prepare a topic brief on Women in Freight Transport in Asia.
- Coordinate with GIZ to identify and prepare for an appropriate regional event in Asia in 2026 to present and disseminate the booklet to relevant policymakers, planners, development partners and practitioners.
- Contribute to the communication, dissemination and knowledge management of gender-responsive transport and freight-related findings, good practices and lessons learned.
- Provide regular technical input and reporting on gender-related activities, progress, results and lessons learned.

Qualifications of the Key expert 3

- Education/training (2.4.1): university degree (German 'Diplom'/Master) in Engineering, Urban Planning, Transport, or any relevant field
- Language (2.4.2): C1-level language proficiency in English language
- General professional experience (2.4.3): 3+ years of professional experience in the transport sector
- Specific professional experience (2.4.4): 3+ years in gender issues (strategy and networking) and previous engagement in women network activities
- Regional experience (2.4.6): 2+ years of experience in projects in Asia (region)

5. Costing requirements

Assignment of personnel and travel expenses

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

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.

Please refer to 1.1 CO2 Emission offset_Guide

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of TL	1	20	20	
Designation of key expert	3	30	90	
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment *2 trips to BKK (1trip 3 people/1trip 1 person)* *1 trip to MNL (1 trip/ 3 people)* *3 persons/trip, max 4 days/trip/ 1 person/trip max 3 days*	8 trips	3-4 days	27	*They will have 2 trips to BKK, 1 trip to MNL* *- 1 trip for Knowledge sharing session in Thailand, 3 people travel for maximum 4 days, 3 nights=12* *- 1 trip for task5 and6 event, 1 person travel, maximum 3 days, 2 nights = 3* *- 1 trip for Knowledge sharing session in Philippines, 3 people travel for maximum 4 days, 3 nights = 12* *1*
Overnight allowance in country of assignment *2 trips to BKK (1trip 3 people/1trip 1 person) and 1 trip to MNL (1 trip/ 3 people)*	8 trips	2-3 nights	20	*They will have 2 trips to BKK, 1 trip to MNL* *- 1 trip for Knowledge sharing session in Thailand, 3 people travel for maximum 4 days, 3 nights = 9* *- 1 trip for task5 and6 event, 1 person travel, maximum 3*

3 persons/trip, max 3 nights/trip/ 1 person/trip max 2 nights				*days, 2 nights = 2* *- 1 trip for Knowledge sharing session in Philippines, 3 people travel for maximum 4 days, 3 nights = 9*
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
International flights India – BKK and return (1 trip 3 people/ 1 trip 1 person) India – Manila and return (1 trip 3 people)	3	1-3	7	*Travel to the place of service delivery* India – BKK and return (1 trip 3 people/ 1 trip 1 person) = 4 *India – Manila and return (1 trip 3 people) = 3*
Domestic flights	-	-	-	Flights within the country of assignment during service delivery
CO_2 compensation for air travel	3	1-3	7	A fixed budget of EUR **700** is earmarked for settling carbon offsets against evidence. **Please refer to 1.1 CO2 Emission offset_Guide**
Travel expenses (train, car) • Taxi to/from Airport • Travel expense in destination countries	3	1-3	7	*Travel within the country of assignment, transfer to/from airport etc.* India – BKK and return (1 trip 3 people/ 1 trip 1 person) *India – Manila and return (1 trip 3 people)*
Other travel expenses	2	2-3	7	Visa and insurance costs

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Regional Face to Face knowledge exchange session in Thailand (1 session within 2027). This event could be in the format of a workshop or others or for example, Panelist discussion, Seminar, Acceleration program event, Networking Reception event as further agreed. The details on number of participants, date, time, location will be confirmed later per discussed after contract signing. The cost of the knowledge

exchange sessions will be provided by GIZ or project (except the travelling cost of the tenderer that is included in this contract), not the tenderer.

- Regional Face to Face knowledge exchange sessions in the Philippines (1 session within 2027). This event could be in the format of a workshop or for example, Panelist discussion, Seminar, Acceleration program event, Networking Reception event as further agreed.
  The details on number of participants, date, time, location will be confirmed later per discussed after contract signing. The cost of the knowledge exchange sessions will be provided by GIZ or project (except the travelling cost of the tenderer that is included in this contract), not the tenderer.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available to facilitate the smooth implementation of the assignment:

1. **Stakeholder Coordination and Engagement**

- Ensure the participation of relevant stakeholders, including ministries, research institutes, and private sector representatives, in consultation and validation events.
- Support alignment and information exchange between this assignment and related initiatives supported by GIZ and other partners

2. **Technical and Data Support**

- Provide available data related to the assignments, if necessary.
- Support data sharing and validation processes
- Provide feedback and technical inputs on interim deliverables to ensure alignment with project objectives and GIZ's quality standards.

3. **Logistical and Administrative Support**

- Facilitate meeting arrangements and provide venues for workshops or coordination meetings, where possible.
- Support official correspondence, invitations, and coordination with guests.
- Arrange access to GIZ's online communication and file-sharing platforms for efficient coordination and document exchange.

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. Option

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

Nature and scope

The contractor is responsible for providing the following optional services:

As part of the NDC TIA activities in Asia, the project established and supports the Women on the Move: Transforming Transport in Asia Network. The goal of the network is to connect women from different backgrounds with each other in Asia and give them a platform to exchange about their experiences working in the transport sector. After the establishment of the secretariat and the completion of Tasks 1 to 4, the contractor may be requested to provide the following service additionally:

- Coordination with Mujeres en Movimiento (Women on the Move) as part of an effort of forming a global alliance of women networks in transport and coordination of adaptation of the leadership programme of Mujeres en Movimiento (Women on the Move) to the Asian context. (up to 20 days)
    - Deliverables: Adaption of one leadership programme and formation of one global alliance.

Requirements

Exercising the option will depend on budget extension of the project. The decision on continuation is expected to be made in the period October 2027.

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

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	5	5	

Designation of key expert	3	5	15	
Travel expenses	**Quantity**	**Number of days per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	-	N/A-	-	
Overnight allowance in country of assignment	-	N/A	-	.
Transport	**Quantity**	**Number of days per expert**	**Total**	**Comments**
International flights	-	- N/A	-	
Domestic flights	-	- N/A	-	
Carbon offsets for flights	-	- N/A	-	
Travel expenses (train, car) • •	-	- N/A	-	
Other travel expenses	-	- N/A	-	e.g. visa 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.

Evaluation of bids

At the time of the financial assessment both proposals (Main Service and Optional Service) shall be considered