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

Consultancy contract on provision of services for smooth implementation of different types of financing contracts by Matching Grant Fund Partners	**Project number/ cost centre:** **21.2199.4-500.00**

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0. List of abbreviations

AG	Commissioning party
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
RMO	Risk Management Office
ToRs	Terms of reference
OACPS	Organisation of African, Caribbean and Pacific States.
ECOWAS	Economic Community of West African States.
MOVE	Market Oriented for Value chain for Jobs and Growth in the Ecowas Region.
CARI	Competitive African Rice Initiative.
iDPP	Integrated Development Partnership with the Private sector
MGF	Matching Grant Fund
GA	Grant Agreement
KEP	Commercial and legal eligibility check (*Kaufmännische Eignungsprüfung*)
ComCashew	Competitive Cashew Initiative

1. Context

The Market-Oriented Value Chains for Jobs and Growth in the ECOWAS region (MOVE) project focuses on building resilient cashew and rice value chains to contribute to the creation of jobs and income in West Africa, with ECOWAS as its main political partner. The project is mainly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-funding from the European Union and the Bill & Melinda Gates Foundation and implemented jointly with numerous private and public partners. MOVE is the successor of the GIZ-ComCashew and CARI projects and intervention countries include Burkina Faso, Côte d'Ivoire, Ghana, Sierra Leone, and Nigeria.

MOVE has five (5) main output areas:

Output 1: increasing the share of value added in the ECOWAS region.

Output 2: Enhancing the viability of production systems.

Output 3: Increasing the demand for regional products.

Output 4: Scaling good practices in supply chain development.

Output 5: Strengthening policy advice and public private cooperation.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Capacity building for funding recipients regarding GIZ rules and reporting standards (after kick-off meeting delivered by GIZ)
- Setting up the necessary tools, training guides and improving internal control system (for financial and administrative purposes)
- Ongoing coaching on the financial management of funding
- Close follow up on the activities of funding recipients.
- Improve the partners internal control system (transparency, separation of functions, double control, need to know)
- Improving the rating obtained by the partners after the capacity assessment by supporting them in the implementation of certain procedures.
- Organizing and checking the financial and technical reports before submitting to GIZ. Alert when there is any management risk.
- Supporting during reporting and audits
- The consulting firm is responsible for selecting, preparing, online training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.

- The consulting firm provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.

- The consulting firm manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

- The consulting firm reports quarterly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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)*

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**
Online Capacity building for partners	Quarterly/All implementing countries/Consulting firm
Online coaching of partners on financial management	Quarterly/All implementing countries/Consulting firm
Improving Partners internal control system	Quarterly/All implementing countries/Consulting firm
Review of financial and technical reports of partners before submitting to GIZ	Quarterly/All implementing countries/Consulting firm
Support the auditing process of partners	Annually/All implementing countries/Consulting firm

Period of assignment: from 01.05.2024 until 30.07.2025.

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 months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

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 6), 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

<u>Tasks of the team leader</u>

- 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
- Training partners according GIZ rules and regulations
- Overall responsibility on Capacity building Trainings for partners (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Reporting and communicating any risk identified in Partners activity or transaction to GIZ for prompt action.
- Review of financial and technical reports of partners before reporting to GIZ according to agreed timelines.

- Leads in providing coaching support to partners on prudent financial management and thereby ensuring improvement of partners internal control system.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (Degree/Master) in Business Administration, Project Management and business related field
- Language (2.1.2): C1-level language proficiency in English and French
- General professional experience (2.1.3): 12 years of professional experience in the Project Fund Management sector
- Specific professional experience (2.1.4): 5 years in supporting Structures Manged by GIZ
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in ECOWAS region of which 2 years in projects in Ghana (country)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): Past experience in GIZ funded projects management or supporting organizations in GIZ's funds management.

Key expert 1

Tasks of key expert 1

- Responsible for providing advisory packages to the Partners (quality and deadlines)
- Support in Coordinating and ensuring effective communication with GIZ, partners and others involved in the project
- Responsibility for Capacity building Trainings for partners (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Reporting and communicating any risk identified in Partners activity or transaction to GIZ for prompt action.
- Review of financial and technical reports of partners before reporting to GIZ according to agreed timelines.
- Provides coaching support to partners on prudent financial management and thereby ensuring improvement of partners internal control system
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Qualifications of key expert 1

- Education/training (2.2.1): university degree (Degree/Master) in Business Administration, Project Management and business related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of general experience in the sector Project fund management
- Specific professional experience (2.2.4): 3 years of professional experience in supporting structures managed by GIZ
- Leadership/management experience (2.2.5): 1 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility
- Regional experience (2.2.6): 2 years
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in development cooperation projects
- Other (2.2.8): Past experience in GIZ funded projects

Key expert 2

Tasks of key expert 2

- Responsible for providing advisory packages to the Partners (quality and deadlines)
- Support in Coordinating and ensuring effective communication with GIZ, partners and others involved in the project
- Responsibility for Capacity building Trainings for partners (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Reporting and communicating any risk identified in Partners activity or transaction to GIZ for prompt action.
- Review of financial and technical reports of partners before reporting to GIZ according to agreed timelines.
- Provides coaching support to partners on prudent financial management and thereby ensuring improvement of partners internal control system
-

Qualifications of key expert 2

- Education/training (2.2.1): university degree (Degree/Master) in Business Administration, Project Management and business related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of general experience in the sector Project fund management
- Specific professional experience (2.2.4): 3 years of professional experience in supporting structures managed by GIZ
- Leadership/management experience (2.2.5): 1 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility
- Regional experience (2.2.6): 2 years
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in development cooperation projects
- Other (2.2.8): Past experience in GIZ funded projects

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 and overnight accommodation 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 at https://www.bundesfinanzministerium.de).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport 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 would like 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.

If they cannot be avoided, CO_2 emissions caused by air travel should 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/key expert/short-term expert pool	**1**	**100**	**100**	
Designation of expert	**2**	**70**	**140**	
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	**3**	**7**	**21**	
Overnight allowance in country of assignment	**3**	**8**	**24**	
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**

International flights	**3**	**7**	**21**	Travel to the place of service delivery
Domestic flights	**3**	**7**	**21**	Flights within the country of assignment during service delivery
CO_2 compensation for air travel				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Car •	**1**	**10**	**10**	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses *Please describe in more detail which costs will be reimbursed*				e.g. visa costs
Fixed travel budget N/A				A budget is earmarked for travel to the following countries: . A fixed budget of EUR 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**	**4,246.50**	**4,246.50**	A budget of EUR 4,246.50 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.
Workshops *N/A*				
Subcontracts *N/A*				The budget contains the following costs .
Procurement of materials and equipment				The budget contains the following costs .

N/A				

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. 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. The CVs can also be submitted in English

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.

7. Annexes

LIST OF COUNTRIES

COUNTRY	NUMBER
Benin	4
Burkina Faso	3
Cote D'Ivoire	4
Ghana	4
Mali	1
Senegal	2
Togo	1
Tanzania	3
Kenya	2
Zambia	1
Cameroun	2
Benin+Cote D'Ivoire	1
Total	**28**