

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

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<b>Terms of Reference for DHET-Occupational Trade Conveners supporting Trades - Lot 1, 2 and 3</b>	<b>Project number/ cost centre: 20.2107.9-001.00</b>
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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
CoS	Centre of Specialisation
<b>CPD4E</b>	<b>Career Path Development for Employment</b>
DHET	Department of Higher Education and Training
FK	Expert
FKT	Expert days
KZFK	Short-term expert
OFO	Organising Framework for Occupations
OTC	Occupational Trade Conveners
SAQA	South African Qualification Authority
SANS	South African National Standards
SETA	Sector Education Training Authority
TVET	Technical Vocational Education Training
ToRs	Terms of reference

## 1. Context

### Project Description

The Career Path Development for Employment (CPD4E) project is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) funded by the **German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Swiss State Secretariat for Economic Affairs (SECO)**. The project is implemented in collaboration with the Department of Higher Education and Training (DHET) and various other public, non-governmental and private sector stakeholders.

The objective of the GIZ/CPD4E project is to improve the employment prospects of young South Africans in low-carbon footprint economic sectors by:

- Strengthening capabilities of employment promotion institutions
- Improvement of support interventions for MSMEs
- Strengthening capacities of training providers
- Improved employment prospects of young people in a sustainable, increasingly decarbonized economy

As part of efforts to strengthen the capabilities of employment promotion institutions in the design and implementation of new innovative approaches, CPD4E<sup>1</sup> seeks to pilot different types of employment promotion and income generation interventions such as demand-driven short skills programmes and business development services.

### Problem analysis

The government, through the Department of Higher Education and Training (DHET), has designed and implemented the Centres of Specialisation Programme in the TVET college sector (the CoS Programme). The CoS Programme entails the establishment of a dedicated department – known as a Centre of Specialisation (CoS) - within a host TVET college which serves as an anchor, working closely with employers, to deliver a dual-system based apprenticeship programme.

In 2019, the DHET rolled out the CoS Programme in 19 public TVET colleges. Thirteen priority artisan trades were selected, with each trade offered at two sites.

The project is geared towards the transformation of the TVET sector and aims to address challenges of youth unemployment in South Africa. The underlying principle behind the intervention was to implement dual system apprenticeship, which is aligned to business needs to support young people to progress from training to employment. The fundamental objective of the programme was to produce a skilled and capable workforce, which supports inclusive economic growth, and increased availability of critical technical and artisanal skills. GIZ played

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<sup>1</sup> Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Swiss State Secretariat for Economic Affairs (SECO)

a significant role in the development and implementation of the apprentice dual system, through the SD4GEII support programme.

### **Centre of Specialisation Outcomes**

The following outcomes were planned with the original implementation of the CoS:

- The Long-Term Outcome is to increase the number of intermediate skills required for economic growth.
- The Intermediate outcome is to increase delivery of skills in 13 identified trade areas. This will be achieved through the number of artisans produced in the 13 identified trade areas from the Centres of Specialisation.
- The Immediate Outcome is to increase the capacity of TVET colleges to produce intermediate skills in 13 identified trade areas. This outcome is achieved through a few TVET colleges using improved curricula and training facilities, adequate industry partnership to support teaching/ learning and number of TVET colleges that have lecturers that are qualified to provide teaching for the identified 13 trades.

DHET approved 13 trades and were delivered through a dual system for each CoS. The following are the priority trades with OFO codes delivered by the respective CoS:

- 653101 *Automotive Motor Mechanic*
- 651302 *Boilermaker*
- 641201 *Bricklayer*
- 641501 *Carpenter and Joiner*
- 653306 *Diesel Mechanic*
- 671101 *Electrician*
- 652302 *Fitter and Turner*
- 653303 *Mechanical Fitter*
- 671202 *Millwright*
- 642607 *Pipe Fitter*
- 642601 *Plumber*
- 651501 *Rigger*
- 651202 *Welding*

Occupational team convenors (OTC) were appointed per college per trade to support the implementation of the CoS specifically with the view of strengthening the relationship between TVET colleges and industry / employers. The OTCs contracts lapsed in 2022 leaving the colleges in a position to manage industry relationships on their own. Some colleges were ready to take on this responsibility while others are not.

## **2. Division into lots**

The invitation to tender is divided into 3 lots. One contractor is sought per lot.

You can apply for all lots. Please submit a separate offer (*price sheet, CV, self-declaration & technical offer etc*) for each lot for which you wish to apply and make it clear in your offer for which lot the respective offer applies.

The tender evaluation is carried out separately for each individual lot in accordance with the evaluation and award criteria set out in the tender documents. This results in an overall ranking for each lot.

If a bidder has submitted the most economical bid in several or all lots, the contract will be awarded to this bidder by summarising these lots.

**Detailed information about the lot sections:**

<b>DHET-Occupational Trade Conveners supporting CoS learners and graduates in various TVET colleges</b>	<b>Trades to be supported.</b>	<b>OFO Code</b>
<b>Lot 1</b>	<ul style="list-style-type: none"> <li>• Boilermaker</li> <li>• Welding</li> <li>• Automotive Motor Mechanics</li> <li>• Millwright</li> </ul>	<ul style="list-style-type: none"> <li>• 651302</li> <li>• 651202</li> <li>• 653101</li> <li>• 671202</li> </ul>
<b>Lot 2</b>	<ul style="list-style-type: none"> <li>• Bricklayer</li> <li>• Carpenter</li> <li>• Joiner</li> <li>• Pipe Fitter</li> </ul>	<ul style="list-style-type: none"> <li>• 641201</li> <li>• 641502</li> <li>• 641503</li> <li>• 642607</li> </ul>
<b>Lot 3</b>	<ul style="list-style-type: none"> <li>• Bricklayer</li> <li>• Plumbing</li> <li>• Electrician</li> </ul>	<ul style="list-style-type: none"> <li>• 641201</li> <li>• 642601</li> <li>• 67101</li> </ul>

**3. Tasks to be performed by the contractor.**

It is the aim of this tender to find a contractor to fulfil the role of OTC, in as far as supporting colleges to manage their future relationships with employers but also to support graduates into the labour market. The scope work for all above three Lots are identical. The initiative will support **471** learners from various Centre of Specialisations for 10 months. The tables below depict the Lots per TVET college campus, location and the total learners to be supported:

**3.1 LOT 1: Supporting the learners and graduates specialising under the following trades (Boilermaker, Welding, Automotive Motor Mechanics, and Millwright)**

<b>No.</b>	<b>TVET College</b>	<b>Campus</b>	<b>Location</b>	<b>Completion year</b>			
				<b>No of experts</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
1	Tshwane South	Pretoria West	Pretoria	1			40

2	East Cape Midlands	Port Elizabeth	Port Elizabeth			44	
3	Port Elizabeth	Iqhayiya	Port Elizabeth	1	39		
4	Majuba	Majuba	Newcastle			10	30
5	Gert Sibande	Skills Academy	Standerton	1			
				<b>3</b>	<b>39</b>	<b>54</b>	<b>70</b>
	<b>Total</b>					<b>163</b>	

### 3.2 LOT 2: Supporting the learners and graduates specialising under the following trades (Bricklayer, Carpenter & Joiner, and Pipe Fitter)

No.	TVET College	Campus	Location	Completion year			
				No of experts	2024	2025	2026
1	Northern Cape Urban	Moremogolo	Kimberly		68		
	Northern Cape Urban	Moremogolo	Kimberly	1			20
2	Vuselela	Jouberton Centre	Klerksdorp	1	15		
3	Sekhukhune	CS Barlow	Motetema	1		20	
4	Mopani	Sir Val Duncan	Phalaborwa	1	19		
				<b>4</b>	<b>102</b>	<b>20</b>	<b>20</b>
	<b>Total</b>					<b>142</b>	

### 3.3 LOT 3: Supporting the learners and graduates specialising under the following trades (Bricklayer, Plumbing and Electrician)

No.	TVET College	Campus	Location	Completion year		
				No of experts	2024	2025
1	South Cape	Mossel Bay	Mossel Bay	1	32	
2	College of Cape Town	Thornton	Cape Town	1	25	
3	Orbit	Brits	Brits	1		10
4	Flavious Mareka	Sasolburg	Sasolburg	1	58	
	Flavious Mareka	Kroonstad	Kroonstad		41	

				<b>4</b>	<b>156</b>	<b>10</b>
	<b>Total</b>				<b>166</b>	

The contractor will be responsible for providing the following services for each Lot:

- 1) Capacitation of the TVET colleges in the respective lots to perform the OTCs role for CoS programme in the future.
  - a) Enhance and strengthen relationships between employers/Industry and TVET colleges.
  - b) Mentorship and transferring of skills to the college staff/facilitators or project managers so that they can continue without the OTCs in future.
  
- 2) Improving the prospects of employability of the CoS learners and Graduates.
  - 2.1 Develop an employment strategy for the CoS Learners, which will lead to the employment of at least 70% of the participants. This can include but it not limited to the following suggestions:
    - a) Soft skills development including such as curriculum vitae preparations, interview techniques, work ethics (appearance, attendance, attitude, character, communication, corporation, organisation skills, productivity, respect, Career guidance, and teamwork) or any other interventions seen as appropriate.
    - b) Provide entrepreneurial training for self-employment for CoS graduates.
    - c) Liaise with relevant industry associations to identify suitable work placement opportunities for the cohort and match the CoS graduates and learners with employers based on the need of the employment markets.

In the kick-off meeting after the start of the contract, the contractor will be briefed by GIZ about the project and reporting procedures. The contractor will engage with the respective CoS and map forward support steps to be followed in delivery of the contract.

The GIZ will play a central role in the management of this contract, of which terms related to their performance will be agreed to by both parties. On an ongoing basis progress meetings will take place to assess achievements and challenges, and the proposed solutions.

The key expert will not be expected to be on site for the full number of days allocated to him/her. It is anticipated that around 50% of the time could be done on-line or for desktop-based work. Timesheets should be submitted monthly for all experts to GIZ.

The contractor will be expected to submit and present a report to GIZ and DHET/SPU who will provide feedback and might require adjustments to the report if critical information is missing.

Any communication with the colleges and or employers will be done in line with the association's rules and requirements and the GIZ indemnifies itself from any potential

misunderstandings. The DHET as the overall custodian of the programme will continue to support the OTC's as it was done in the past.

As shown in the following table, specific milestones are to be reached at specific points during the contract term. These milestones dates are subject to change depending on the date of the contract:

<b>Milestones</b>	<b>Deadline</b>
Contract signed by both parties	8/2024
Submission of Final Inception Report	8/2024 (Two weeks after signing)
Detailed Project Implementation Plan	8/2024 (One month after signing)
Submission of the Employment Strategy Plan for completing cohorts (confirm student names, numbers & expected completion date)	9/2024 (One month after signature)
Quartely Progress Monitoring Reports, including reporting on workplacement targets	9/2024 12/2024 3/2025
Submission of Draft Close-Out Report	4/2025
Submission of Final Close-Out Report	6/2025

Period of assignment: from 01.08.2024 until 30.07.2025.

#### **4. Concept for lot 1, 2 and 3**

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 3 (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 3 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 3 (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).



## **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.

- The contractor is responsible for selecting, preparing, training and steering the national, short and long-term experts assigned to perform the advisory tasks.
- 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.

## **5. 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 8), 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.

### **Lot 1**

#### **Key expert 1**

##### **Tasks of key expert 1**

- Overall responsibility for the advisory packages of the contractor (quality control, steering and coordination of assignment with responsible CPD4E technical advisor and if relevant with head of component and AV, deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Supporting the College to work with industry.
- Supporting students to find employment opportunities.
- Experts who reside in the province or close to the CoS will be an advantage - reducing the travel expenses.
- Regular reporting in accordance with deadlines
- Ensuring results monitoring is conducted.
- Oversee project implementation.
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission.
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase
- Ad-hoc tasks where necessary.

- Support and capacitate to the strengthening of the competence of facilitators and lectures to engage with the employers regarding employment opportunities for the CoS learners and graduates.
- Provisioning of professional advice and expertise
- Capacitation and training of TVET college lecturers and project managers
- Skills transfer to the TVET college lecturers and project managers
- Engagement with the industry.
- Support the monitoring and evaluation of the project.
- Provide technical and advice.
- Provide progress reports upon request.
- Keep timesheets for other experts and submit t to GIZ.

#### Qualifications of key expert 1

- Education/training (2.2.1): University qualification (German Diploma/Master) or National Diploma in Engineering or Trade qualification and project management qualification.
- Language (2.2.2): C2-level language proficiency *in* English Language and excellent communication skills both verbal and written in English and possibly a national language which will not be evaluated.
- General professional experience (2.2.3): 10 years of professional experience in the TVET and SETA sector particularly understanding its links to the trade listed and their Industry sector OR 2 reference projects in for TVET or SETA for Artisan Development
- Specific professional experience (2.2.4): 10 years of professional experience in the education sector (companies, industry associations, higher and vocational education institutions) in the field of skills development, in particular Artisan Development and employment promotion OR 2 reference projects in the field of Labour markets and employment promotion.
- Regional experience (2.2.6): 3 years of experience in Southern Africa (region) OR 2 reference projects implemented in the Southern African region in the last 3 years.

### **Short-term expert pool with 3**

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.

#### Tasks of the short-term expert pool

- The expert pool must support the team leader in the execution of his duties including support to the college, support employability of students and student placement.
- Providing mentorship and coaching to CoS learners.
- Supporting and providing the learners with soft skills development.
- Supporting the overall project reporting process and requirement.
- Supporting the monitoring and evaluation process of the project.
- Supporting the external coordination of the project by establishing working relations and synergies with ongoing related and affected initiatives.
- Ensuring effective management of the data, information and lessons generated from the project activities.
- Facilitating meaningful dissemination of the data, information and lessons generated from the project activities in line with GIZ requirements.
- Keep record of timesheets.

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): 3 experts with qualification in Trade Diploma/Red Seal specialising in Boilermaker, Welding, Automotive Motor Mechanics, and Millwright trades (South African) and Entrepreneurial and Mentorship qualifications.
- Language (2.6.2): 3 experts with C2-level language proficiency in English Language and excellent communication skills both verbal and written in English and possibly a national language which will not be evaluated.
- General professional experience (2.6.3): 3 experts with 5 years of professional experience in the TVET and SETA sector particularly understanding its links to the trade listed and their industry sector OR each expert with 2 reference projects in TVET or SETA for Artisan Development of each expert which 2 reference projects implemented Nationally in South Africa in the last 3 years.
- Specific professional experience (2.6.4): 3 experts with 5 years of professional experience in the education sector OR (companies, industry associations, higher education and vocational institutions) in the field of skills development, in particular Artisan Development and employment promotions OR each expert with 2 reference projects in the field of Labour markets and employment promotions.
- Regional experience (2.6.5): 3 experts with 2 years of experience in Southern Africa (region) OR 3 experts with 5 years of experience in South Africa (country) OR each expert with 1 reference project in the field of Artisanal Development Training of which that 1 reference project implemented in the Southern African region in the last 2 years.

## Lot 2

### **Key expert 1**

#### Tasks of key expert 1

- Overall responsibility for the advisory packages of the contractor (quality control, steering and coordination of assignment with responsible CPD4E technical advisor and if relevant with head of component and AV, deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Supporting the College to work with industry.
- Supporting students to find employment opportunities.
- Experts who reside in the province or close to the CoS will be an advantage - reducing the travel expenses.
- Regular reporting in accordance with deadlines
- Ensuring results monitoring is conducted.
- Oversee project implementation.
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission.
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase
- Ad-hoc tasks where necessary.
- Support and capacitate to the strengthening of the competence of facilitators and lectures to engage with the employers regarding employment opportunities for the CoS learners and graduates.
- Provisioning of professional advice and expertise
- Capacitation and training of TVET college lecturers and project managers
- Skills transfer to the TVET college lecturers and project managers
- Engagement with the industry.
- Support the monitoring and evaluation of the project.
- Provide technical and advice.
- Provide progress reports upon request.
- Keep timesheets for other experts and submit t to GIZ.

#### Qualifications of key expert 1

- Education/training (2.2.1): University qualification (German Diploma/Master) or National Diploma in Engineering or Trade qualification and project management qualification.
- Language (2.2.2): C2-level language proficiency *in* English Language and excellent communication skills both verbal and written in English and possibly a national language which will not be evaluated.
- General professional experience (2.2.3): 10 years of professional experience in the TVET and SETA sector particularly understanding its links to the trade listed and their Industry sector OR 2 reference projects in for TVET or SETA for Artisan Development
- Specific professional experience (2.2.4): 10 years of professional experience in the education sector (companies, industry associations, higher and vocational education institutions) in the field of skills development, in particular Artisan Development and employment promotion OR 2 reference projects in the field of Labour markets and employment promotion.

- Regional experience (2.2.6): 3 years of experience in Southern Africa (region), OR two (2) reference projects implemented in the Southern African region in the last 3 years.

#### **Short-term expert pool with 4**

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.

#### Tasks of the short-term expert pool

- The expert pool must support the team leader in the execution of his duties including support to the college, support employability of students and student placement.
- Providing mentorship and coaching to CoS learners.
- Supporting and providing the learners with soft skills development.
- Supporting the overall project reporting process and requirement.
- Supporting the monitoring and evaluation process of the project.
- Supporting the external coordination of the project by establishing working relations and synergies with ongoing related and affected initiatives.
- Ensuring effective management of the data, information and lessons generated from the project activities.
- Facilitating meaningful dissemination of the data, information and lessons generated from the project activities in line with GIZ requirements.
- Keep record of timesheets.

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): 4 expert with qualification in Trade Diploma/ Red Seal specialising in Bricklayer, Plumbing and Electrician (South African) and Entrepreneur and Mentorship qualifications. Language (2.6.2): 4 experts with C2-level language proficiency in English Language and excellent communication skills both verbal and written in English and possibly a national language which will not be evaluated.
- General professional experience (2.6.3): 4 experts with 5 years of professional experience in the TVET and SETA sector particularly understanding its links to the trade listed and their industry sector OR each expert with 2 reference projects in TVET or SETA for Artisan Development of each expert which 2 reference projects implemented Nationally in South Africa in the last 3 years.
- Specific professional experience (2.6.4): 4 experts with 5 years of professional experience in the education sector OR (companies, industry associations, higher education and vocational institutions) in the field of skills development, in particular Artisan Development and employment promotions OR each expert with 2 reference projects in the field of Labour markets and employment promotions.
- Regional experience (2.6.5): 4 experts with 2 years of experience in Southern Africa (region) OR 4 experts with 5 years of experience in South Africa (country) OR each expert with 1 reference project in the field of Artisanal Development Training of which that 1 reference project implemented in the Southern African region in the last 2 years.

## Lot 3

### **Key expert 1**

#### Tasks of key expert 1

- Overall responsibility for the advisory packages of the contractor (quality control, steering and coordination of assignment with responsible CPD4E technical advisor and if relevant with head of component and AV, deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Supporting the College to work with industry.
- Supporting students to find employment opportunities.
- Experts who reside in the province or close to the CoS will be an advantage - reducing the travel expenses.
- Regular reporting in accordance with deadlines
- Ensuring results monitoring is conducted.
- Oversee project implementation.
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission.
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase
- Ad-hoc tasks where necessary.
- Support and capacitate to the strengthening of the competence of facilitators and lectures to engage with the employers regarding employment opportunities for the CoS learners and graduates.
- Provisioning of professional advice and expertise
- Capacitation and training of TVET college lecturers and project managers
- Skills transfer to the TVET college lecturers and project managers
- Engagement with the industry.
- Support the monitoring and evaluation of the project.
- Provide technical and advice.
- Provide progress reports upon request.
- Keep timesheets for other experts and submit t to GIZ.

#### Qualifications of key expert 1

- Education/training (2.2.1): University qualification (German Diploma/Master) or National Diploma in Engineering or Trade qualification and project management qualification.
- Language (2.2.2): C2-level language proficiency *in* English Language and excellent communication skills both verbal and written in English and possibly a national language which will not be evaluated.
- General professional experience (2.2.3): 10 years of professional experience in the TVET and SETA sector particularly understanding its links to the trade listed and their Industry sector OR 2 reference projects in for TVET or SETA for Artisan Development
- Specific professional experience (2.2.4): 10 years of professional experience in the education sector (companies, industry associations, higher and vocational education institutions) in the field of skills development, in particular Artisan Development and employment promotion OR 2 reference projects in the field of Labour markets and employment promotion.

- Regional experience (2.2.6): 3 years of experience in Southern Africa (region), OR two (2) reference projects implemented in the Southern African region in the last 3 years.

#### **Short-term expert pool with 4**

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.

#### Tasks of the short-term expert pool

- The expert pool must support the team leader in the execution of his duties including support to the college, support employability of students and student placement.
- Providing mentorship and coaching to CoS learners.
- Supporting and providing the learners with soft skills development.
- Supporting the overall project reporting process and requirement.
- Supporting the monitoring and evaluation process of the project.
- Supporting the external coordination of the project by establishing working relations and synergies with ongoing related and affected initiatives.
- Ensuring effective management of the data, information and lessons generated from the project activities.
- Facilitating meaningful dissemination of the data, information and lessons generated from the project activities in line with GIZ requirements.
- Keep record of timesheets.

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): 4 expert with qualification in Trade Diploma/ Red Seal specialising in Bricklayer, Plumbing and Electrician trades (South African) and Entrepreneur and Mentorship qualifications.
- Language (2.6.2): 4 experts with C2-level language proficiency in English Language and excellent communication skills both verbal and written in English and possibly a national language which will not be evaluated.
- General professional experience (2.6.3): 4 experts with 5 years of professional experience in the TVET and SETA sector particularly understanding its links to the trade listed and their industry sector OR each expert with 2 reference projects in TVET or SETA for Artisan Development of each expert which 2 reference projects implemented Nationally in South Africa in the last 3 years.
- Specific professional experience (2.6.4): 4 experts with 5 years of professional experience in the education sector OR (companies, industry associations, higher education and vocational institutions) in the field of skills development, in particular Artisan Development and employment promotions OR each expert with 2 reference projects in the field of Labour markets and employment promotions of which the 2 reference projects implemented Nationally in South Africa in the last 3 years.
- Regional experience (2.6.5): 4 experts with 2 years of experience in Southern Africa (region) OR 4 experts with 5 years of experience in South Africa (country) OR each expert with 1 reference project in the field of Artisanal Development Training of which that 1 reference project implemented in the Southern African region in the last 2 years.

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

### 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

## 6. 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<sub>2</sub> 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<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> 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

### Lot 1

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of key expert	1	150	150	50% Online engagement



Designation of short-term expert pool	3	17	51	
<b>Travel expenses</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
Per-diem allowance in country of assignment	128	R400	R51 200	
Overnight allowance in country of assignment	88	R1500	R132 000	
<b>Transport</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
Domestic flights	44			40 return Flights- within the country of assignment during service delivery
CO <sub>2</sub> compensation for air travel	44	R705.80	R31 055.20	A budget is earmarked for settling carbon offsets against evidence.
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
Fixed Motor vehicle operating costs	1	R98 365.18	R98 365.18	Costs associated with mileage, car rental. Logbook to be produced and receipt as part of evidence during invoicing
Flexible remuneration	1	R247 312.04	R247 312.04	A budget of <b>ZAR 247 312.04</b> 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.

**Lot 2**

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of key expert	1	120	120	50% Online engagement .
Designation of short-term expert pool	4	15	60	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	120	R400	R48 000	Against evidence
Overnight allowance in country of assignment	95	R1500	R142 500	Againts evidence
Transport	Quantity	Price	Total	Comments
Domestic flights	60			60 return Flights within the country of assignment during service delivery
CO <sub>2</sub> compensation for air travel	60	R705.80	R42 348	A budget is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
Fixed Motor vehicle operating costs	1	R157 182.30	R157 182.30	Costs associated with mileage, car rental. Logbook to be produced and receipt as part of evidence during invoicing
Flexible remuneration	1	R240 033.03	R240 033.33	A budget of <b>ZAR 240 033.33</b> 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.

**Lot 3**

<b>Fee days</b>	<b>Number of experts</b>	<b>Number of days per expert</b>	<b>Total</b>	<b>Comments</b>
<b>Designation of key expert</b>	1	150	150	50% Online engagement
<b>Designation of short-term expert pool</b>	4		51	
<b>Travel expenses</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Per-diem allowance in country of assignment</b>	128	R400	R51 200	Against evidence
<b>Overnight allowance in country of assignment</b>	88	R1500	R132 000	Against evidence
<b>Transport</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Domestic flights</b>	30			30 return Flights within the country of assignment during service delivery
<b>CO<sub>2</sub> compensation for air travel</b>	30	R705.80	R21 174	A budget is earmarked for settling carbon offsets against evidence.
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Fixed Motor vehicle operating costs</b>	1	R55 253.73	R55 253.73	Costs associated with mileage, car rental, against evidence (Logbook and Receipts)
<b>Flexible remuneration</b>	1	R236 412.77	R236 412.77	A budget of <b>ZAR 236 412.77</b> 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.

## **7. Inputs of GIZ or other actors**

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

- DHET will introduce the contractor and initiatives to the TVET colleges and ensure participation, compliance, commitment and completion.
- GIZ: Information about the project and existing monitoring concepts and practices
- GIZ: Meeting logistics, regular consultations and clarification of questions as needed.
- GIZ: Provide support for the comprehensive monitoring and evaluation.
- DHET/ colleges: Provide connectivity (internet access) for all TVET trainers either through mobile data (Where possible) or internet access at the TVET colleges or through other partnerships.

## **8. 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 (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.

## **9. Outsourced processing of personal data**

Personal data collected by GIZ may be entrusted to the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of the GDPR, in particular the Art. 44-50 GDPR. The contractor shall act as an independent data controller for the personal data that he processes in connection with the contract and shall comply with the applicable obligations under data protection legislation.

GIZ does not have access to personal data for the participants under lot 1,2 and 3 hence the contractor must access this information from the TVET colleges. The participating TVET colleges will share their enrolment data with the contractor. The contractor will handle the participant's personal data according to their organisational rules and as per POPIA. It is advised that a contractual agreement on data protection is concluded between the contractor and the TVET colleges.

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent data controller and must alone comply with all applicable data protection obligations, including regional and local laws.

The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention.

The GIZ is NOT in any way responsible for such processing. In order to comply with data protection regulations, only aggregated and/or anonymized data will be submitted to GIZ by the contractor. that the consent of the data subjects has been obtained.