

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

<b>TIAAC Programme with the Johannesburg Student Council</b>	<b>Project number/ cost centre: 20.2106.1-001.00</b>
--	--

0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	3
3.	Concept.....	5
	Technical-methodological concept .....	6
	Project management of the contractor (1.6) .....	6
	Further requirements (1.7).....	<b>Error! Bookmark not defined.</b>
4.	Personnel concept.....	6
	Team leader.....	7
	Key expert 1 .....	<b>Error! Bookmark not defined.</b>
	Short-term expert pool with minimum       , maximum        members.....	<b>Error! Bookmark not defined.</b>
	<b>Bookmark not defined.</b>	
5.	Costing requirements .....	8
	Assignment of personnel and travel expenses .....	8
	Sustainability aspects for travel .....	8
	2 <i>Alternative for contracts for works:</i> .....	<b>Error! Bookmark not defined.</b>
	Workshops and training.....	9
6.	Inputs of GIZ or other actors.....	10
7.	Requirements on the format of the tender .....	10
8.	Option .....	<b>Error! Bookmark not defined.</b>
	Type and scope.....	<b>Error! Bookmark not defined.</b>
	Requirements.....	<b>Error! Bookmark not defined.</b>
	Quantitative requirements for the optional services .....	<b>Error! Bookmark not defined.</b>
	<i>Alternatives for contracts for works:</i> .....	<b>Error! Bookmark not defined.</b>
	Requirements on the format of the tender for the option .....	<b>Error! Bookmark not defined.</b>
9.	Outsourced processing of personal data .....	<b>Error! Bookmark not defined.</b>
10.	Annexes.....	<b>Error! Bookmark not defined.</b>

**0. List of abbreviations**

AG Commissioning party

AN Contractor

AVB General Terms and Conditions of Contract for supplying services and work

BMZ German Federal Ministry for Economic Cooperation and Development

FK Expert

FKT Expert days

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit

JSC Johannesburg Student Council

KZFK Short-term expert

NACS National Anti-Corruption Strategy

SECO State Secretariat for Economic Affairs

TIAAC Transparency, Integrity, Accountability and Anti-Corruption

TIP Transparency, Integrity and Accountability Programme

ToRs Terms of reference

## 1. Context

The **Transparency, Integrity and Accountability Programme in South Africa (TIP)** supports state and non-state actors to contribute towards the implementation of the National Anti-corruption Strategy (NACS) in a whole-of-government and societal manner. The TIP provides capacity development for anti-corruption actors in the state, civil society and the business sector. The project supports:

- Active citizenry where citizens can contribute actively to activities and initiatives in favour of transparency, integrity and accountability (output 1);
- The strengthening of institutional capacity of collaborative mechanisms, particularly the National Anti-corruption Advisory Council (NACAC) to coordinate the implementation of the NACS (output 2); and
- Multi-stakeholder partnerships to improve transparency, integrity and accountability (output 3).

In addition to the whole-of-government and societal approach of the TIP, the programme actively pursues a human rights-based orientation including gender equality. The strategic reference points for the TIP are the NACS, Agenda 2030, the Medium-term Strategic Framework 2019-2024, Germany's approaches to governance, democracy and anti-corruption as well as Agenda 2063 (African Union) and Sustainable Development Goals 16.5 and 16.6.

The TIP is implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** on behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)**. The programme is part of the newly established *Peaceful and Inclusive Societies* cluster of BMZ and the action field *Good Governance*. The TIP is co-financed by the Swiss **State Secretariat for Economic Affairs (SECO)**.

### Background to Assignment

Youth represent a key stakeholder group in the fight against corruption, playing a pivotal role in the future leadership and well-being of South Africa. However, a critical challenge persists: young people are often marginalised and insufficiently involved in anti-corruption efforts. Their voices and perspectives not consistently considered.

Considering that they are a substantial portion of the population, youth undoubtedly hold immense potential for reversing the tide of corruption and fostering a culture of integrity. Engaging youth in the fight against corruption is critical.

The TIP has been actively seeking entry-points to engage with youth within their school environments, focusing on capacitating and empowering young people. This includes providing them with spaces to express their views and instilling a strong sense of integrity in both their current and future leadership roles.

The Johannesburg Junior Council (JSC) Programme run by the City of Johannesburg presents a perfect such opportunity. The JSC is made up of 140 Grade 10 students representing about 52 schools around the city. They have been chosen through a selection process based on their leadership qualities and have the potential to carry messaging and activities into their individual school environments.

In October 2023, TIP partnered with the JSC to conduct a youth-focused leadership workshop on the theme of integrity. A workbook was developed and the session was run by trainers, including soliciting practical ideas for a school campaign. The workshop was a success, but the timing did not allow for execution of the campaigns.

TIP is partnering with the 2024/25 cohort of the JSC to build in Transparency, Integrity, Accountability and Anti-Corruption (TIAAC) as a theme that these young leaders feel capable enough to drive in their respective settings. TIP seeks to support the JSC with two projects:

- a. Capacitation workshop and advocacy campaigning to equip these young leaders with the knowledge, skills and motivation to champion TIAAC.

JSC members will:

- **Be capacitated through the workshop on TIAAC.**
    - The capacitation should focus on values and behaviour that drive corruption and those that support integrity and ethical leadership.
    - The capacitation will use a workbook that was developed in 2023 in partnership with the JSC.
  - **Engage in a comprehensive campaign workshop**
    - With the guidance of facilitators and mentors, they will apply the knowledge and skills acquired from the TIAAC workshop in a practical setting to come up with a campaign that they can roll out in their own schools. Through guided exercises, they will refine their campaign strategies and tactics.
    - Immersion in the process of developing and executing an advocacy or communication campaign will be emphasized.
    - Incorporation of digital storytelling: The campaign workshop will explore various social media platforms (including Tiktok and Instagram) and strategies (such as Vlogs, blogs, and memes) to effectively implement the campaign.
    - Inclusion of social media training: This training will focus on digital literacy, aiding participants in understanding how to effectively utilize platforms for advocacy purposes. Additionally, it will cover topics such as online safety and responsible digital citizenship, ensuring that participants use social media in a responsible and ethical manner.
- b. A debating competition to involve learners from the wider school community in Johannesburg.
    - This debating competition should reach learners from schools that are represented within the JSC. It must cover relevant topics to the theme, such as values of integrity, transparency and accountability as they relate to youth and governance.
    - There must be a final and prize-giving for the winners.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

The contractor is responsible for providing the following services:

- Making use of the existing material developed through the TIP as well as resources available from the GRACE Initiative ([GRACE Initiative \(unodc.org\)](https://www.unodc.org/grace)), develop a programme for the JSC. The programme should follow the guidelines in Section 1, and include the following elements:
  - Workshop on TIAAC
  - Campaign Workshop
  - Support for campaign roll-out in a suitable manner to be determined with the JSC Coordinator
  - Debating competition
- According to the concept, develop any additional necessary material such as worksheets or practical guidelines.
- Procure any necessary materials for the JSC (e.g. workbooks, merchandise for distribution through schools, catering).
- Work with the JSC Coordinator to implement the programme, in alignment with the JSC calendar.
- Monitor the participation in the Workshop and Camp, noting the number and demographic information of participants.
- Design a means to monitor the implementation of the communications/advocacy campaign and monitor for reach, and effectiveness (e.g. through survey, social media analytics, check-in worksheets, collection of narratives from JSC members)
- Design and implement a debate competition in collaboration with the JSC Coordinator including:
  - Design and execute the competition
  - Procure appropriate prizes
  - Host award ceremony with the JSC and prize-winners
- Provide a summary report at the end of the project including narrative on activities, monitoring information, highlights and challenges, and recommendations for future activities.

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

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Inception meeting	7 August 2024
Concept for TIAAC Programme and Debate Competition Host TIAAC Workshop and Campaign Workshop	15 November 2024
Interim report	15 November 2024
Support roll-out of Campaign and Debate Competition	31 May 2025
Summary report	15 June 2025

Period of assignment: from 7 August 2024 until 15 June 2025.

### 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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 0 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 0 (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 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.

**Example (adjust as necessary)**

## **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
- Regular reporting in accordance with deadlines
- Project Management

### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Education, Communication or Social Sciences
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in development sector
- Specific professional experience (2.1.4): 5 years working with youth in training and activism
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company

## **Key expert 1: Project lead**

### Tasks of key expert 1

- Conduct research, design advocacy programme (TIAAC workshop and campaign workshop) and debate programme
- Develop any relevant content
- Lead facilitator of workshop

### Qualifications of key expert 1

- Education/training (2.2.1): University qualification in communications, education or social sciences.
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 3 years of experience working in the development or education sector
- Specific professional experience (2.2.4): 2 years of experience working with youth in training and activism.

## **Key expert 2: Project Support**

### Tasks of key expert 1

- Conduct research, administration and project management relevant to the activities
- Assist team lead and Expert 1 with any content development, facilitation and other tasks

### Qualifications of key expert 1

- Education/training (2.2.1): University qualification in communications, education or social sciences.
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 3 years of experience working in the development or education sector
- Specific professional experience (2.2.4): 2 years of experience working with youth or on youth-related issues.

### 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<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

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	20	20	
Designation of Key Expert 1	1	40	40	
Designation of Key Expert 2	1	40	40	



Transport	Quantity	Number per expert	Total	Comments
<b>Fixed travel budget</b>	1	1	2	A budget is earmarked for travel to the following countries: domestic travel to Johannesburg, per diem, local transport and accommodation.  A fixed budget of EUR <b>20000</b> 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
<b>Workshops</b>	2	20000	40000	The budget contains the following costs catering and workshop materials and equipment.
<b>Procurement of materials and equipment</b>	1	35000	35000	The budget contains the following costs Design and printing of campaign materials, prize for competition winners.
<b>Other costs</b>	1	20000	20000	The budget contains the following costs: Costs associated with hosting debate competition including data, transport for participants, hosting award ceremony.
<b>Flexible Remuneration</b>	1	56100	56100	

### Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/training courses:

- Workshop on TIAAC with up to 140 participants to be hosted by the JSC at the Johannesburg Council Buildings or at a school in Gauteng
- Campaign Workshop for up to 140 participants (venue to be provided)

## 6. Inputs of GIZ or other actors

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

- Venues for workshops

## 7. 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.

## 8. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to [ZA\\_Quotation@giz.de](mailto:ZA_Quotation@giz.de) no later than **16<sup>th</sup> July 2024** all documents must be in PDF.
- Submission to any other email address may invalidate your bid.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in **ZAR**.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.

- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
  - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
  - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
  - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
  - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

#### Scientific data

In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
  - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
  - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**

**Bids sent via Dropbox and WeTransfer will not be accepted**