

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

M&E Service Provider: Promoting female employment for Africa’s green transformation (WE4D)	Project number/ cost centre: P. 22.2025.9-005.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2023
BDS	Business Development Services
BMZ	German Federal Ministry for Economic Cooperation and Development
E4D	Employment and Skills for Development in Africa
EEA	Entrepreneurial Ecosystem Actors
WE4D	Employment promotion for women for the green transformation in Africa (WE4D) (regional: Kenya, Mozambique, Tanzania, Uganda, South Africa)
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit
GDPR	General Data Protection Regulation
IYBA	Investing in Young Businesses in Africa (IYBA).
M&E	Monitoring and Evaluation
NGO	Non-governmental Organisation
SEED	Supporting Entrepreneurial Ecosystem Development
TEI	Team Europe Initiative
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations in 120 countries. GIZ supports the German Government in the fields of international cooperation for sustainable development. Through its work, GIZ assists people and societies in shaping their own futures and improving living conditions.

Improving the employment situation for women and a faster ecological transformation are essential to achieve the partner countries' development objectives. The module objective of the "Promoting female employment for Africa's green transformation" (WE4D) project is therefore as follows: The employment and economic situation of women, especially in companies driving the green transformation, has improved.

WE4D aims to contribute to the promotion of gender equality, as the project objective is specifically focused on improving the employment and economic situation of women. WE4D has thereby set high goals in terms of its contribution to gender equality. It is classified with a Gender Equality Marker 2, which means that gender equality represents the principal objective and is decisive for the implementation of the project. Therefore, in addition to WE4D's goal of promoting green transformation, the contribution to gender equality is central to the success of the project and must be considered throughout its implementation and in all areas of activity.

The project's module objective indicators refer to (disaggregated) numbers of, e.g., people having found employment or having improved their employment situation or start-ups and enterprises having improved their business capacity. In addition, WE4D reports on several BMZ standard indicators. The project's results matrix serves as the basis of the overall monitoring, with local interventions contributing to at least some or all the five module objective indicators.

These central outcomes of the project, in particular employment effects, are measured and aggregated across implementation countries and local interventions in a standardized way to be able to report to commissioning parties and the general public on WE4D's results. A challenge for the project's monitoring is thus to collect and process data on these results in sample surveys in decentralized processes and to calculate and aggregate overall results on the indicators on project level.

The project strategy is to establish partnerships with stakeholders from the public and private sector and civil society that will improve the employment opportunities of women in companies and value chains that are driving the economic transition to an ecologically sustainable and climate-friendly business model. The project pursues the integrated approach of German development cooperation for promoting employment, which addresses both the demand and supply side of the labor market and strives to match supply and demand. Gender equality ('feminist development policy') and ecological transformation ('just transition') have been included as central elements in the project approach.

The new project (01/23-12/26) builds on the current regional project "Employment and Skills for Development in Africa" (E4D), and will be implemented in that project's implementation

countries Kenya, Malawi, Mozambique, South Africa, Tanzania and Uganda. Thanks to additional financial contributions to the project, it may be possible to include further implementation countries (for example Eswatini) in the future.

The new WE4D project is designed as a multi-donor initiative that can receive funds from other commissioning parties through combined financing and thereby scale approaches and results. To date, the new project has been co-financed by the EU through the regional Team Europe Initiative (TEI) 'Investing in Young Businesses in Africa' (IYBA).

WE4D is thus characterized by the cooperation of a variety of implementation countries, actors, local interventions, and approaches with the common goal of improving the employment situation of women and young people, especially in green sectors. The challenge for the project's monitoring is to include these actors in monitoring and evaluation (M&E) of the project's interventions and results and to coordinate their diverse monitoring activities while ensuring a coherent approach and implementation of WE4D's monitoring guidelines and processes.

In order to track the progress of the WE4D programme and to evaluate its impact, WE4D has set-up a regional results-based M&E system that aggregates data across the WE4D partner countries. With this tender, WE4D seeks the services of a service provide to support the WE4D South Africa component in data collection, aggregation and analysis.

Specific objective: The objective of this assignment is to conduct data collection, data quality control, aggregations and data analysis and reporting to support the WE4D South Africa team with the implementation of results-based monitoring and evaluation of WE4D projects in South Africa.

2. Tasks to be performed by the contractor

The WE4D programme follows one overarching logframe and M&E framework that is valid for all partnerships and projects concluded within the WE4D programme. All projects must contribute to the outcome and output indicators defined in the logframe and results and progress must be monitored in a standardised way. The indicators and targets are of a quantitative nature. The overall programme objective and the main outcome indicators in South Africa are defined as follows:

Programme Objective	The employment and economic situation of women, especially in companies that are driving the green transformation, has improved.
Outcome indicator	1) 2200 - 2400 people have found employment in companies that are driving the green transformation. Of these, 70% are women and 40% are young people.

	<p>2) 7300 - 8000 persons, 70% of whom are women and 40% young people, have improved their employment situation in one of the following areas:</p> <ul style="list-style-type: none"> i) Real income increase of 10% ii) Improved gender-specific working conditions
	<p>3) 700 - 800 people, 70% of whom are women and 40% young people, have successfully completed a vocational training measure.</p>
	<p>4) 700 - 800 of the MSMEs, supported by the project that contribute to the green transformation, of which 60% are managed by women, have improved their business capacity in one of the following categories</p> <ul style="list-style-type: none"> i) Turnover increase ii) Staff increase iii) Access to new markets iv) Introduction of a new product and/or new service that contributes to the green transformation and/or that is aimed specifically at women v) Efficiency gains thanks to resource-friendly production
	<p>5) 6 - 8 companies and organisations implement the gender-responsive approaches to employment promotion for women and promotion of the green transformation that partner companies and organisations have successfully tested.</p>

In addition to the outcome indicators there are also five outputs with an additional 10 indicators. All indicators need to be monitored. For details, please see the WE4D logframe attached in annex 1. Furthermore, additional categories which are not measured through any of the indicators also have to be monitored (e. g. supported MSMEs) for programme steering purposes.

Additionally, the European Union (EU) funded project “Investing in Young Businesses in Africa - Supporting Entrepreneurial Ecosystem Development (IYBA-SEED)” is implemented by GIZ WE4D South Africa and the monitoring and evaluation activities mentioned in this document are encompassing the IYBA-SEED project as well as all WE4D intervention/projects in South Africa.

The IYBA-SEED project follows a different logframe, which contributes to the overarching WE4D logframe and which can be found in the annex 10.2. The IYBA-SEED contribution to the WE4D logframe has been particularly identified under the WE4D Module Objective Indicator 4, Output Indicator 4.2 and Output Indicator 1.1 IYBA-SEED which is part of the third Building Block of the TEI “Team Europe Initiative” IYBA, is a programme supporting the entrepreneurial ecosystems of the five participating countries Benin, Kenya, Senegal, South Africa and Togo.

The primary beneficiaries of the project are referred to as “SEED beneficiaries”; they are defined as businesses and entrepreneurs in the very-early (i.e. pre-seed) and early (i.e. seed) stages of business development, with a special emphasis on young entrepreneurs (18-35 years old) and women entrepreneurs.

The specific objectives are:

- SO1 (Component 1): To improve access for SEED beneficiaries to Business Development Services (both financial and non-financial) provided by Entrepreneurial Ecosystem Actors (EEAs) through strengthened entrepreneurial ecosystems (both nationally and internationally).
- SO2 (Component 2): To contribute to a business environment (rules, regulations, and policies) which is conducive to the creation and growth of SEED beneficiaries.
- SO3 (Component 3): To promote an inclusive entrepreneurial culture that encourages women and youth to create and grow SEED beneficiaries.
- SO4 (Component 4): To improve access for EEAs, SEED beneficiaries and other stakeholders to information about Entrepreneurial Ecosystems and approaches to Entrepreneurial Ecosystem Strengthening.

The main outcome indicators in South Africa are defined as follows:

<p>Specific Objective 1 (Outcome) To improve access for SEED beneficiaries to BDS (financial and non financial)</p>	<p>SO1a Number of BDS providers with improved internal and external practices following project support (including in particular gender approach and methodologies, monitoring and evaluation, specialization)</p> <p>SO1b % of BDS providers supported by the project that increased their (yearly) number of SEED beneficiaries</p> <p>SO1c % of SEED beneficiaries reporting that project-supported BDS had a positive impact on their business capacity/competitiveness (disaggregated by sex and age)</p>
<p>Specific Objective 2 (Outcome) Enhanced business environment which is conducive to SEED beneficiaries.</p>	<p>SO2a Number of actions taken as a result of project-supported PPD processes to improve the business environment for SEED beneficiaries</p> <p>SO2b Number of business environment reforms developed/ improved/ approved /adopted/ implemented with the project's support.</p>

<p>Specific Objective 3 (Outcome) To promote an inclusive entrepreneurial culture that encourages women and youth to create and grow their businesses</p>	<p>SO3a Increase in the number of women and youth that actively seek information on and/or sign up for specific BDS services to start and/or grow their business (%)</p> <p>SO3b Number of IYBA-SEED supported AoEEs that have adopted a gender-sensitive approach in their operations and activities.</p>
<p>Specific Objective 4 (Outcome) To improve access for AoEEs, SEED beneficiaries and other stakeholders to information about Entrepreneurship Ecosystems and approaches to Entrepreneurship Ecosystem Strengthening.</p>	<p>SO4a % of AoEEs reporting that it has become easier to access information they need with project's support.</p>

The WE4D South Africa portfolio comprises of 5 different projects. Projects vary in intervention logic, partner structure, scope and complexity and target varying numbers of companies and individual beneficiaries. Not all projects are yet defined and set up but will still be developed and concluded in the following months. The M&E service provider should also subsequently monitor projects that will be implemented at a later stage. A list of all ongoing projects including thematic area and geographic location can be found in annex 10.3.

At the beginning of each project/partnership a project-specific M&E framework and plan is set-up between GIZ and the project partners. This framework includes targets and indicators that are in line with the overall WE4D logframe and the overall IYBA-SEED logframe and its definitions. It may also include other project-specific indicators that are of additional interest to GIZ and the partners for that particular context.

Apart from the overall logframes for the WE4D and IYBA-SEED programmes, the following documents are available and will be shared with the successful bidder to inform the project-specific M&E framework, data collection and reporting. The documents are:

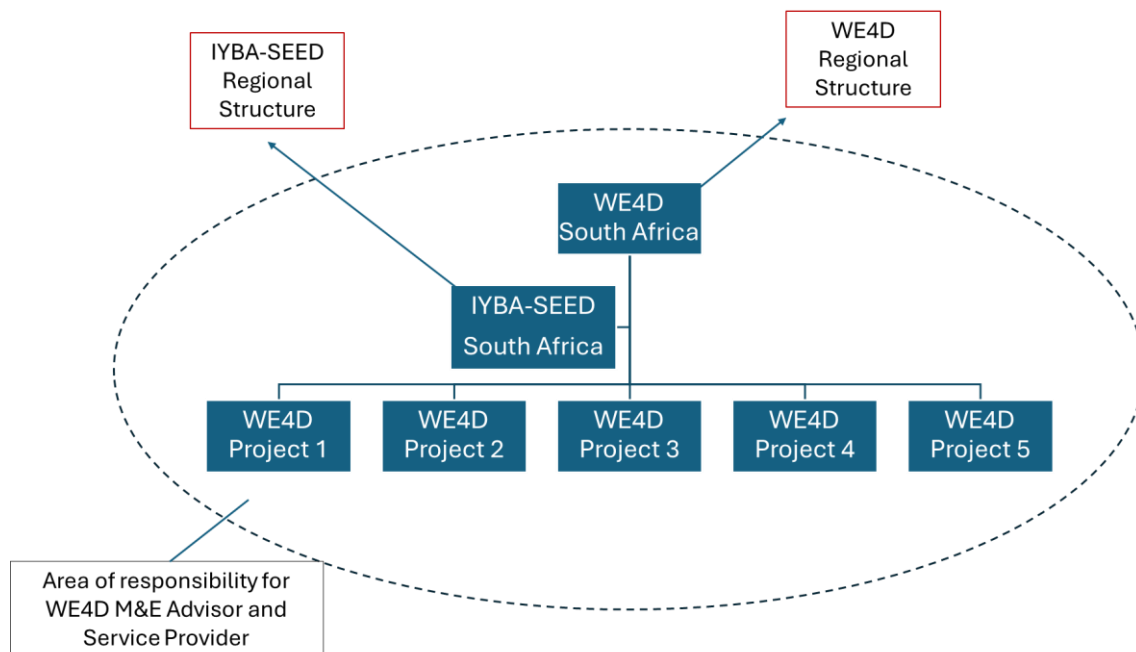
1. WE4D M&E Guide
2. WE4D green jobs guideline
3. WE4D guideline on Gender Equality in Project Design and Measurement
4. WE4D Indicator Definition Sheets
5. WE4D Reporting Timelines and Requirements
6. IYBA-SEED Monitoring, Evaluation, Accountability and Learning Strategy
7. IYBA-SEED Indicator Definition Sheets
8. IYBA-SEED Reporting Timelines and Requirements

WE4D South Africa employs an M&E advisor who advises the WE4D project managers as well as implementing partners in planning and coordination of M&E activities. The WE4D M&E

advisor will be the main contact person for the service provider and will coordinate the implementation of the service contract in consultation with the WE4D project managers, the WE4D implementing partners as well as another overarching M&E consultancy for the regional WE4D programme.

The contractor is responsible for providing the following services **per project of the WE4D South Africa portfolio** (please also see **Picture 1** below):

- 1) **Develop project-specific M&E frameworks and -plans for each project;**
- 2) **Data collection and data quality check at project level on a previously defined time schedule;**
- 3) **Data aggregation and analysis at project and country level;**
- 4) **Support with reporting and communicating results on project level**



Picture 1: Overview of the WE4D South Africa portfolio

On 1) Advisory on M&E framework and plan for each project

- Advise the WE4D team and project partners on and develop for each project specific monitoring and evaluation frameworks and plans. Where they are not yet in place, support the development in close collaboration with the WE4D M&E advisor, the respective WE4D project manager and project partners. The framework and plan should refer to the following:
 - The overarching WE4D programme's logframe (and the overarching IYBA-SEED programme's logframe), its outcome and output indicators and its underlying theory of change;

- Clear definitions and guidelines based on the WE4D indicator definition sheets which outline how the indicators are to be interpreted in the project specific contexts (see Annex X).
- The M&E plan should outline, to which outcome and output indicators the project contributes, data collection strategies, the use of (existing) monitoring tools, frequency of and responsibility for data collection, and data collection milestones. The plan and data collection schedule should be aligned with the overall reporting requirements of the WE4D programme ;
- In addition to the quantitative monitoring against the outcome and output indicators, qualitative monitoring and evaluation tools should be used where appropriate. Views from beneficiaries should be sought and fed into the monitoring where possible. Case studies should document the change in the levels of knowledge, attitude and practice of the beneficiaries and other stakeholders.

On 2) Data collection at project level

- Come up with a detailed research design and data collection timeline per project in consultation with the partner and the WE4D M&E advisor, considering project-specific time frames taking into consideration training schedules, crop-specific harvest seasons in agricultural projects etc.;
- Collect data on all outcome and output indicators as defined in the M&E framework and plan as well as on other dimensions such as the number of people trained **per project** and the number of persons with disabilities targeted per project in close cooperation with the respective implementing partner. If the total number of beneficiaries is too large to conduct a full survey in a cost-effective way, representative samples, which have been approved by the M&E advisor, should be used for the data collection. Sample results must then be extrapolated to the total number of beneficiaries. Methods are to be discussed and agreed upon with the WE4D M&E advisor in South Africa;
- Suggest methods for data collection and review and advise on existing data collection tools: e.g. telephone interviews; face-to-face interviews; interview questionnaires, digital solutions, etc. in accordance with the WE4D M&E advisor and the implementing partners. There are standard questionnaires already developed for the whole WE4D programme, which can be used as a basis and should be adapted to the project specific context in agreement with the WE4D M&E advisor in South Africa.
- Compile a team of data coordinators, field supervisors and enumerators and conduct trainings with enumerators on data collection and survey tools;
- Suggest methods of how to best deal with data collection challenges such as high attrition rates in rural areas, etc;
- Data collection per project should include but is not limited to the following surveys:
 - Baseline survey at the beginning of the project (where not in place) and review of baseline data (where baseline survey has been completed)
 - Tracer surveys at regular intervals
 - Endline survey

On 3) Data analysis and aggregation at project and country level

- Analyse collected data in line with the WE4D indicators taking the specific WE4D definitions into consideration;
- Interpret data and findings per partnership/project;
- Extrapolate (where necessary) and aggregate data from all partnerships
- Provide data analyses and information for ad-hoc data requests from WE4D;
- Back-up, clean and quality assure collected data;
- Where possible report data using the WE4D digital M&E tool (available early 2025)
- Manage and store data in line with the national data protection laws and GDPR.

All tasks must be performed in close cooperation with the WE4D team and the project and implementing partners.

2.2. Deliverables

- New or revised/adapted M&E frameworks and M&E plans per project;
- A detailed timeline giving an overview of all planned data collection activities on a regular basis;
- Adapting standard questionnaires to the local context and / or data needs of the implementing partner
- Cleaned datasets containing all anonymized raw data per project;
- All files or scripts used for data handling and data cleaning;
- Written reports per project including
 - used methodology for data collection and analysis
 - anonymized results for all relevant outcome and output indicators of the overarching WE4D logframe
 - analysis and interpretation of data
- Inception and final report for all projects combined, submission and presentation to GIZ.
- Infographic/fact sheet templates per project

The assignment will be conducted in the service providers office spaces in South Africa.

2.3 Milestones

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

Milestone	Deadline
Kick-off workshop with WE4D team in South Africa	October 2024
Individual M&E workshops with project partners	October/November 2024
Inception report including presentation of timeline for data collection activities	November 2024

Baseline Data Collection for all projects (after that recurring data collection every 6 months for all projects)	November 2024
Revised and/or newly developed M&E plans for running projects & presentation of final data collection methods	November 2024
Individual project timelines for Data Collection and Analysis of all WE4D projects available	November 2024
Analysed data of all running projects for WE4D M&E status update	Dec. 2024, April 2025, Dec. 2025, April 2026 Dec. 2026, April 2027 and Nov. 2027
Updated fact sheets/infographics for all projects	Feb. 2025, Feb. 2026, Feb. 2027 and Nov. 2027
Endline data collection for all projects	September/October 2027
Final report	November 2027

Period of assignment: From **28 October 2024** until **01 December 2027**.

3. Concept

In the tender, the bidder 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: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 0). In particular, the bidder should explain the methods, tools and sequencing of data collection activities. The bidder should further propose how this data will be aggregated and fed into the overarching WE4D M&E system.

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them. In particular, the exchange with the WE4D M&E Advisor in South Africa and the cooperation with project partners on data collection and interpretation (e.g. NGOs or companies in the WE4D private sector partnerships) should be outlined.

The bidder is required to present and explain its approach to **steering** the measures. In particular, the bidder is required to explain how he/she can react flexibly to changes in the

scope of projects to be monitored or changes in the number and type of projects in the WE4D South Africa portfolio itself.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**). In particular, this refers to potential challenges that could come up in data collection and interpretation and suggestions on how these challenges can be overcome.

Other specific requirements

As part of the contract, the service provider is required to set up a pool of an appropriate number of short-term enumerators to conduct surveys for data collection as described in section 2.1 (also see section 4 for 'personnel concept'). The bidder is required to describe how this pool of enumerators will be recruited, trained and managed, and how the bidder will ensure quality assurance of the interviews and surveys conducted by the enumerators.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (short and long term) assigned to perform the advisory tasks.
- The contractor has regular exchanges with the WE4D South Africa team on potential changes of activities within the projects that the contractor is responsible for monitoring.
- The contractor makes available 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 AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2020.

Reporting

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Short summary reports on anonymized M&E progress data (for all indicators) per project after each data collection round
- Final summary reports for each project including final project impact and data interpretation & analysis

- Aggregated annual reports as contribution to reports to GIZ's commissioning party to be delivered as indicated in 2.3, including:
 - summarised M&E progress data across all partnerships
 - Indication of potential challenges in data collection and analysis
- Final report at the contract end

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; 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.

Technical backstopping

The bidder is required to describe its backstopping and quality assurance 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 bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The contracted service provider must consist of a team of at least **1 team leader, 1 data coordinator, 1 supervisor, 1 admin** and a pool of **short-term enumerators**.

The bidder is required to provide personnel who is suited to fill 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.

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 ensuring the assignment, coordination and steering of short-term enumerators
- Data analysis and interpretation in alignment with GIZ WE4D M&E guidelines and definitions
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Relevant university degree (Master's degree or equivalent)
- Language (2.1.2): Good business language skills in English (spoken and written – C2 according to CEFR), other local languages will be of advantage
- General professional experience (2.1.3): 6 years professional experience in consulting programmes in international development cooperation, with a focus on developing and managing M&E systems, survey management and implementation of large-scale surveys
- Specific professional experience (2.1.4): 5 years experience with the use of quantitative and qualitative methods for data collection, analyses and reporting,
- Leadership/management experience (2.1.5): 6 years management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years experience in projects in South Africa
- Development cooperation experience (2.1.7): At least 1 year experience in working in the sector of development cooperation

Expert 1 (Data coordinator)

Tasks of expert 1

- Review and advisory of M&E plans per project
- Development and revision of data collection tools
- Development/programming of questionnaires and needs based adjustment of developed/programmed survey tools
- Quality assurance for all collected data
- Data analysis and data aggregation

Qualifications of expert 1

- Education/training (2.2.1): Relevant university degree (Master's degree or equivalent)
- Language (2.2.2): Fluent in English, both spoken and written (at least C1 according to the CEFR or comparable)
- General professional experience (2.2.3): At least 5 years' experience in developing and managing M&E systems, survey management and implementation of large-scale surveys
- Specific professional experience (2.2.4): A minimum of 3 years experience in questionnaire programming/designing, data cleaning, quality assurance and data

analyses using Microsoft Excel. Also a minimum of 3 years experience with the use of quantitative and qualitative methods for data collection, analyses and reporting

- Regional experience (2.2.6): 3 years experience in projects in South Africa
- Development cooperation experience (2.2.7): 1 year experience in working in the sector of development cooperation

Expert 2 (Supervisor)

Tasks of expert 2

- Training of enumerators
- Supervision and coordination of enumerators and data collection activities
- Pilot of survey tools and survey device trainings with enumerators
- Management and regular reporting of interview completion and progression
- Back-up, cleaning, documentation and safe storing of collected data according to GDPR and National Data Protection Guidelines
- Regular delivery of clean intermediate datasets
- Delivery of final data collection protocols

Qualifications of expert 2

- Education/training (2.3.1): Relevant university degree (Bachelor's degree or equivalent)
- Language (2.3.2): Fluent in English, both spoken and written (at least C1 according to the CEFR or comparable),
- General professional experience (2.3.3): A minimum of 5 years experience in survey management and implementation
- Specific professional experience (2.3.4): A minimum of 3 years experience in data collection, the implementation of M&E systems and training and coordination of enumerators
- Leadership/management experience (2.3.5): A minimum of 3 years experience in training and coordinating a team of enumerators
- Regional experience (2.3.6): 3 years experience in projects in South Africa
- Development cooperation experience (2.3.7): 1 year of experience in working in the sector of development cooperation
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Expert 3 (Admin)

Tasks of expert 3

- Submission of invoicing
- Procurement of goods
- Scheduling of meetings and organisation of (online) workshops
- Logistical arrangements

Qualifications of expert 3

- Education/training (2.4.1): Relevant university degree in the following fields: Business administration, Accounting)
- Language (2.4.2): Fluent in English, both spoken and written (at least C1 according to the CEFR or comparable)
- General professional experience (2.4.3): A minimum of 5 years experience with administrative tasks and accounting, meeting and workshop planning, logistical arrangements
- Specific professional experience (2.4.4): A minimum of 3 years experience with administration of projects with development cooperation partners.

Short-term expert pool of enumerators with minimum 2, maximum 30 members (“no name pool”)

Tasks of the short-term expert pool

- Conduct interviews using pre-selected data collection tools
- Upload and save all completed questionnaires to the data collection software’s server

Qualifications of the enumerators will not be evaluated. Members of the pool can be exchanged and replaced in close coordination with GIZ.

5. Costing requirements

Assignment of personnel and travel expenses

Note: For contracts for services, a fixed specification of inputs must be defined.

The Assignment of personnel

Team leader: On-site assignment for 100 expert days

Expert 1: Assignment in country of assignment for 150 expert days

Expert 2: Assignment in country of assignment for 150 expert days

Expert 3: Assignment in country of assignment for 40 expert days

Short-term expert pool: Total of 200 expert days

Travel

The bidder is required to calculate the travel costs for the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and Annex 10.3 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training

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

- Kick-off and final Workshop
- Training of enumerators

- Study trips for case studies

Other costs

- The bidder is required to calculate other costs that need to be provided for telecommunication costs and equipment hire for data collection (e.g. tablet hire if necessary)

Flexible remuneration

- In case that during the assignment period the work on the above listed tasks is a lot more than calculated in this document or any additional work packages arise in the implementation of the consultancy, flexible remuneration can be made use of. Hence, bidders are required to include a budget of up to 10% of the overall budget as flexible remuneration in their financial proposal. In accordance with the general terms and conditions of contract section 3.3.5.7, use of the flexible remuneration item must be approved by GIZ before the costs in question are incurred.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ 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	100	100	
Designation of key expert 1	1	150	150	
Designation of key expert 2	1	150	150	

Designation of key expert 3	1	40	40	
Designation of short-term expert pool	n/a	200	200	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	50 60			
Overnight allowance in country of assignment	30			
Transport	Quantity	Price	Total	Comments
Domestic flights	30			Flights within the country of assignment during service delivery
CO₂ compensation for air travel	60			A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)				Travel within the country of assignment, transfer to/from airport etc.
Travelled by road with private vehicle	20,000	ZAR 4,84 per km		
Rental of local car hire	60 days			
Gautrain tickets, Uber, Taxi, shuttle	40 trips			
Parking	60			
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	ZAR 391,875	Please incorporate this budget into the price schedule.	The flexible remuneration will be used for additional costs such as travel, workshops, study tours, additional expert days or once off payments like software licenses etc. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

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

- All relevant project documents
- Transportation on site with own project vehicle where applicable

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.

The complete tender must not exceed 15 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 any format. The CVs shall not exceed 2 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Outsourced processing of personal data

DATA PROTECTION

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organizational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

8. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **30th August 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.**

9. Annexes

- 10.1 WE4D logframe
- 10.2 IYBA-SEED logframe
- 10.3 List of planned WE4D projects
- 10.4 Outsourcing of data processing