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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Landscape Assessment of the Biopharmaceutical Industry in South Africa

Project number/ cost centre:

21.2258.8-003.00

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
TEI	Team Europe Initiative

1. Context

The project “Vaccines for Africa: Roll-out and Production in South Africa” (SAVax) is co-financed the Federal Republic of Germany’s Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU) and implemented by GIZ. The project is part of, and contributes to, the Team Europe Initiative on Manufacturing and Access to Vaccines, Medicines, and Health Technologies (TEI MAV+) for Sub-Saharan Africa.

The project is implemented in cooperation with the Department of Science and Innovation (DSI), the Department of Health (DoH), and the South African Health Products Regulatory Authority (SAHPRA). The project's overall objective is to support the implementation of South Africa's plans to increase local manufacturing of vaccines and pharmaceutical products and improve access for the population. The specific objectives are to: support the enabling environment for local pharmaceutical and health technologies production through research, development, and skills development; strengthen the regulatory environment; and support the demand and supply of locally produced health goods.

For this tender, the relevant output is to strengthen the technical capacity of South African companies to improve market access. The project recognizes that boosting local manufacturing of vaccines, medicines, and health technologies requires addressing both demand and supply challenges. Both public and private sectors must tackle various market risks to ensure these products are available and affordable across national, regional, and continental levels.

South African companies in the private sector, both SMEs and large enterprises face several challenges in establishing local manufacturing capacity of vaccines, medicines, and health technologies. South African companies face significant challenges in market intelligence and demand forecasting, which impede their ability to anticipate demand and make informed investment decisions. This is primarily due to the diverse and fragmented nature of African markets, making it difficult to gather comprehensive data on demand trends, pricing, and consumer needs. Additionally, vaccine and health product manufacturers encounter market risks due to higher production costs compared to countries like India or China, with price gaps for new vaccines and health product often exceeding what governments can afford. Upstream capital investment alone is insufficient to provide the necessary liquidity to offset initial price differentials, highlighting the importance of long-term off-take agreements, purchase guarantees, and financing. Effective technology transfers are also crucial for strengthening manufacturing capacity but are hindered by the complexity of the process and the lack of infrastructure, skills, and regulatory concerns from technology providers.

The SAVax project, in collaboration with DSI, aims to support selected South African biopharmaceutical companies with "ready-for-market" products by providing targeted technical assistance to overcome challenges and enhance their manufacturing capacity to better meet market opportunities at the national, regional, and continental levels. To determine which companies will receive support, the project seeks to hire a company to conduct a landscape assessment of South Africa's biopharmaceutical industry, including the pharmaceutical, biotechnological, and biomanufacturing sectors.

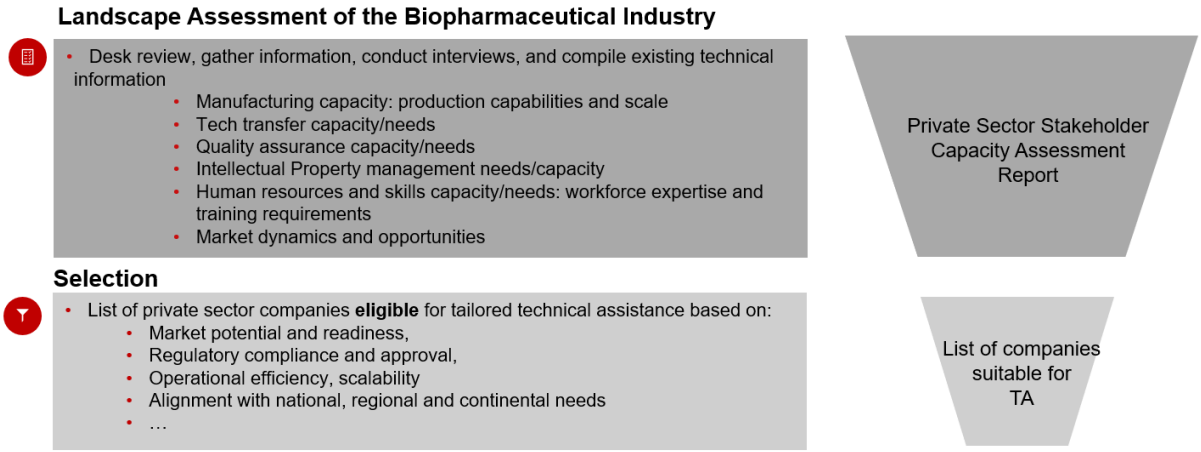

Figure 1. Indicative process for the landscape assessment of the biopharmaceutical industry in South Africa

2. Tasks to be performed by the contractor

The contractor will conduct a landscape assessment of the biopharmaceutical industry (including pharmaceutical, biotechnological, and biomanufacturing sectors) in South Africa. The analysis should include the following components:

1. **Industry Mapping**: a comprehensive list of private sector entities operating within South Africa's biopharmaceutical industry, including companies, start-ups, SMEs, and relevant entities. Emphasis will be placed on companies with "ready for market" products, spanning large pharmaceutical firms, biotechnology companies, start-ups, SMEs, CROs, generic drug manufacturers, medical device companies, and CMOs. These entities will be categorized based on their legal status (Private Companies Pty Ltd or Public Companies Ltd) and their specialized areas such as R&D, generic drug production, advanced therapeutics, and medical devices.
2. A **capacity and needs assessment of the selected companies** in terms of manufacturing capacity, tech transfer, quality assurance, Intellectual Property management, market intelligence, and human resources, and skills development.
3. Provide detailed recommendations for assessed companies aimed at boosting manufacturing capacities, facilitating effective technology transfers, enhancing quality assurance standards, optimizing intellectual property management strategies, leveraging market intelligence effectively, and fostering robust human resources development to propel sustainable growth in South Africa's biopharmaceutical sector.
4. Evaluate **policy frameworks such as** incentives, infrastructure, regulatory, and procurement systems and identify possible actionable steps for the South African government to support the development of the pharmaceutical and biotech manufacturing sectors.

The contractor will conduct a landscape assessment of the Biopharmaceutical Industry (including pharmaceutical, biotechnological, and biomanufacturing sectors) in South Africa. The assessment aims to address the following tentative guiding questions. The contractor should further elaborate on these questions in the project proposal.

General questions of the Biopharmaceutical Industry in South Africa:

- What is the market size and growth potential for biopharmaceutical products in South Africa and the broader African continent?
- What are the major regulatory barriers facing the biopharmaceutical industry in South Africa?
- How does the cost of production in South Africa compare to that in leading countries like India and China? What factors are behind the increased costs?
- What infrastructure and technological capabilities are currently available to support biopharmaceutical manufacturing in South Africa?
- Which skills and competencies are essential for advancing the biopharmaceutical industry in South Africa, and how does the existing workforce align with these requirements?
- What are the investment opportunities and challenges in the biopharmaceutical sector in South Africa?
- What is the current capacity of the biopharmaceutical industry in South Africa regarding market intelligence, technology transfer processes, and intellectual property management?
- What is the comparative advantage that South Africa has in comparison to countries like Rwanda or Nigeria?

Specific questions for the assessment of companies (Not definitive nor exhaustive)

Product Portfolio

- What are the specific biotechnological products or services the company offers?
- At what stage of development (R&D, clinical trials, market-ready) are the company's main products?
- What unique features or benefits do the company's products offer compared to existing solutions in the market?
- Are the products protected by patents? If yes, in which countries and for how long?

Regulatory Compliance

- What regulatory approvals (e.g., SAHPRA) have been obtained for the products? Are there ongoing applications for additional approvals?
- Does the company have experience navigating regulatory processes in different countries?
- What systems and processes are in place to ensure ongoing regulatory compliance in target markets?

Intellectual Property (IP)

- How extensive is the company's IP portfolio? What specific patents and trademarks are held?
- Are there any ongoing or potential patent disputes that could impact market entry?
- What is the company's strategy for protecting and managing IP in international markets?

Financial Health

- What sources of funding does the company have? Are there any recent or upcoming investment rounds?
- What are the main financial risks facing the company, and how are they being managed?

Market Strategy

- Has the company conducted detailed market research in the target international markets? What are the findings?
- What specific strategies will the company use to enter and grow in these markets (e.g., direct sales, partnerships, joint ventures)?
- Which countries or regions are prioritized for expansion, and why?

Supply Chain and Manufacturing

- Does the company have the manufacturing capacity to meet regional demand? Are there plans to scale up production?
- What does the supply chain look like for regional operations? Are there established relationships with suppliers and distributors?
- How does the company ensure product quality and compliance with local regulations throughout the supply chain?

Legal and Regulatory Environment

- What legal requirements must the company meet in the target markets? How is the company prepared to comply with these requirements?
- Are there any significant legal or regulatory barriers to entry in these markets?
- Does the company have access to legal expertise or partners in the target countries?

Competitive Landscape

- Who are the main competitors in the target markets? What are their strengths and weaknesses?
- How does the company plan to position its products in the market to differentiate from competitors?
- What pricing strategies will the company use to compete effectively in these markets?

Human Resources

- Does the company have the necessary talent and expertise to support international operations? Are there gaps that need to be filled?

For the assessment, the contractor should consider the following definitions of the biopharmaceutical industry and the pharmaceutical, biomanufacturing, and biotechnology sectors, recognizing that these are not exhaustive definitions.

- **The Biopharmaceutical Industry** encompasses all sectors and disciplines involved in the research, development, production, and commercialization of products related to biology and healthcare. This industry integrates the pharmaceutical industry, biotechnology, and biomanufacturing to drive innovation and advancement in healthcare. It draws upon interdisciplinary expertise from fields such as biology, chemistry, bioinformatics, engineering, and medicine, and is responsible for the development of new drugs, therapies, vaccines, and medical devices, ultimately improving patient outcomes and advancing medical science.

- **Pharmaceutical Industry**: It focuses on the discovery, development, production, and commercialization of medications for human and veterinary use. This sector involves extensive research to identify active compounds, conduct clinical trials to test safety and efficacy and navigate regulatory approval processes to ensure drugs meet stringent standards. It includes both branded and generic medications, playing a critical role in treating and preventing diseases and improving overall health outcomes.

- **Biotechnology**: It is the application of biological principles and techniques to develop products and technologies for various fields, including healthcare, agriculture, and environmental management. In healthcare, biotechnology involves using living organisms or their derivatives to develop drugs, therapies, diagnostics, and vaccines. This sector leverages advances in genetic engineering, molecular biology, and bioinformatics to innovate and create solutions that address complex medical challenges.

- **Biomanufacturing**: It is the process of producing biopharmaceuticals and other biological products on a commercial scale using living cells or organisms. This sector includes the cultivation of cells or microorganisms in controlled environments to produce proteins, enzymes, antibodies, and vaccines. Biomanufacturing combines principles of biology and engineering to optimize production methods, ensure quality control, and scale up manufacturing processes to meet market demands. It is essential for translating biotechnological discoveries into accessible healthcare products.

The contractor is responsible for providing the following services

I. Research Proposal and Methodology

The contractor shall propose the research approach within a detailed project proposal, which will refine the scope of the analysis, research questions, and hypotheses. This proposal will outline the methodological approach, the types of data to be collected (both primary and secondary), the analysis model, and the format of results. For data collected through interviews, the contractor will specify the stakeholders to be interviewed. Additionally, the project proposal should list existing complementary evidence, such as analyses, studies, or policy papers on the biopharmaceutical industry in South Africa by organizations like DSI, DITC, UNIDO, World Bank, CHAI, PATH, UNITAID, or others. It should determine the relevance of this evidence and identify any additional data required to enhance the landscape assessment.

Steps:

1. **Desk review**: Perform an exhaustive review of existing literature, reports, and data about the biopharmaceutical industry in South Africa, ensuring a thorough understanding of the current landscape and identifying knowledge gaps.
2. **Stakeholder Identification**: Identify and compile a comprehensive list of key stakeholders, including private sector companies, industry associations, government bodies, and regulatory agencies, to ensure a diverse range of perspectives and expertise.
3. **Methodology**: Formulate a detailed and robust methodology for data collection, analysis, and reporting, specifying the types of data to be collected, the methods of analysis to be employed, and the formats for presenting findings. For the data collection, the GIZ project expects the interviews to be partly virtual and in person. Existing assessments on South Africa and the wider African context shall be considered. For this, GIZ will facilitate an introduction to the DSI, which has conducted and owns several analyses and reports that would serve as a starting point for this landscape assessment. The close collaboration with South African partners is essential, GIZ will assist the contractor in accessing the relevant stakeholders, scheduling interviews, and conducting required visits.
4. **Work Plan**: Develop a comprehensive work plan that outlines a clear timeline, key milestones, and deliverables, ensuring that all project activities are systematically organized, and progress can be effectively monitored and managed.

Deliverable

- Project Plan and Methodology proposal: A comprehensive document detailing the methodology, work plan, timeline, and key milestones. This report will provide a clear roadmap for project execution, ensuring all steps are systematically planned and tracked to achieve the project's objectives efficiently. This report is subject to GIZ project approval.

II. Assessment of the biopharmaceutical industry in South Africa

The contractor will conduct a thorough assessment of the capabilities of the private sector companies within the biopharmaceutical industry in South Africa. Key areas of focus include evaluating manufacturing capacity, assessing technology transfer needs, determining requirements for quality assurance, examining intellectual property management capabilities, and assessing human resources and skills capacity. This assessment will provide critical insights into the readiness and potential of these companies to contribute effectively to the biopharmaceutical landscape in South Africa.

Steps:

1. Data Collection: Collect data through surveys, interviews, and secondary sources to identify and profile private sector entities within the biopharmaceutical industry.
2. Industry Mapping: Compile a detailed listing and description of all private sector entities, encompassing companies, start-ups, and SMEs, actively operating in the biopharmaceutical sector. The mapping of stakeholders based on geographical location, sector focus, and value-chain role and contributions to the biopharmaceutical industry.
3. Criteria development: Develop and establish selection criteria and conduct evaluations to identify, prioritize, and select companies that demonstrate the greatest potential and readiness for receiving targeted technical assistance. These criteria may encompass company maturity, readiness of products (whether commercial or in later stages like Phase 3), potential public health impact, reduction of reliance on imported health products, ability to utilize existing manufacturing capacity, regulatory compliance and approval, and market readiness. These criteria must be approved by GIZ and DSI before the contractor proceeds with the assessment. Approval must be obtained within two weeks.
4. Capacity Assessment: Assess the capabilities of the selected companies across critical areas such as manufacturing, technology transfer, quality assurance, intellectual property management, and human resources. The capacity and needs must be assessed across various dimensions such as:
    - Manufacturing capacity, including production capabilities and scale
    - Tech transfer capacity/needs
    - Quality assurance capacity/needs,
    - Intellectual Property management needs/capacity
    - Human resources and skills capacity/needs, including workforce expertise and training requirements.
    - Market dynamics, market opportunities, including market analysis and forecasts (regional and continental), target market identification, evaluation of market entry strategies, regulatory considerations, strategic partnerships.
5. Needs Assessment: Identify and delineate specific technical, operational, and strategic needs of the companies to scale up production and increase access to access national, regional, and continental markets.

Deliverable:

- **List of Companies operating in the biopharmaceutical industry**: A comprehensive list and description of private sector entities in the biopharmaceutical industry. Beyond the list, the contractor is expected to present the list in the Biopharmaceutical industry, the distribution and types of entities across South Africa in visual maps or other formats.
- List of **selected private sector companies eligible** for tailored technical assistance based on the criteria approved by GIZ and DSI.
- **Assessment of the selected companies and Company Selection Report:** A report with key findings and identifying and recommending the most suitable companies for receiving technical assistance, based on established criteria and thorough evaluation. It aims to provide clear insights into selected companies' strengths and alignment with strategic objectives, ensuring focused support enhances their capabilities effectively to reach the market at the national, regional, or continental level.

III. Policy Framework Assessment

The contractor will conduct a comprehensive assessment of the current policy framework related to trade, industry, research and development (R&D), productivity, infrastructure, regulatory, and procurement for the biopharmaceutical industry including pharmaceutical, biotechnological, and biomanufacturing sectors in South Africa.

Steps:

1. **Policy Review**: Conduct a comprehensive review of relevant national policies, incentives, and regulatory frameworks in South Africa impacting the biopharmaceutical industry to provide a detailed assessment.
2. **Infrastructure Analysis**: Evaluate the adequacy and effectiveness of existing infrastructure in South Africa supporting the biopharmaceutical industry, considering facilities, logistical networks, and technological capabilities.
3. **Regulatory Systems Evaluation**: Analyse the national regulatory systems governing the biopharmaceutical sector in South Africa, including compliance frameworks and approval processes.
4. **Procurement Systems Evaluation:** Assess the efficacy of procurement systems currently in place in South Africa for biopharmaceutical products, emphasizing opportunities for improvement and public-private collaboration.
5. **Stakeholder Interviews:** Conduct in-depth interviews with policymakers, industry experts, and regulatory authorities in South Africa to gather comprehensive insights and perspectives crucial for informed decision-making and strategic planning

Deliverable:

- **Policy Framework Assessment Report:** The report should list current policies, incentives, infrastructure, regulatory frameworks, and procurement systems applicable to the biopharmaceutical industry. It should present assessment findings detailing their impact on industry development, identifying key challenges, and proposing actionable recommendations for policy enhancements considering and highlighting potential overlaps and mandates across relevant departments of the South African government. It could potentially include case studies from other countries to offer strategic insights for advancing South Africa's biopharmaceutical sector.

IV. Final Reporting and Presentation

The contractor will compile findings from the assessment of the biopharmaceutical industry in South Africa and the policy framework assessment into a cohesive final report and present the results to key stakeholders. This report will include different sections such as: executive

summary, introduction, methodology, data collection, analysis, preliminary findings, challenges, and recommendations. The final report should incorporate visual elements such as graphs, textual explanations, figures, and other illustrative materials to enhance its presentation and comprehensibility. It could also be presented in a slide presentation format. The specific format should be discussed and agreed upon with GIZ.

This reporting phase will be conducted in 4 steps:

1. **Preliminary Findings – Brief Report and Presentation:** The contractor will prepare a concise preliminary report and presentation, offering stakeholders an initial overview of key insights and emerging themes collected from the biopharmaceutical industry assessment in South Africa. This early presentation aims to guide further discussions and ensure alignment on the direction of the final report.
2. **Feedback from GIZ Project and DSI:** The contractor will engage with GIZ and DSI to gather valuable feedback on the preliminary findings. This collaboration ensures that insights and perspectives from key stakeholders are incorporated, refining the analysis and enhancing the depth of the final report. GIZ will facilitate the consultation with DSI and other partners. The feedback process should be completed within one week.
3. **Final Report Development**: With refined findings and stakeholder feedback in hand, the contractor will proceed to develop the final report. This report will integrate all assessment components, including detailed industry assessments, policy assessment framework, and strategic recommendations aimed at enhancing the biopharmaceutical industry's competitiveness and sustainability in South Africa. The report will be final once accepted by the South African partners. The layout of the report must be in line with GIZ communication rules.
4. **Dissemination of Key Findings and Recommendations**: The contractor will present the finalized report to GIZ project, DSI and other relevant Governmental departments of South Africa and its respective institutions and other development cooperation organizations. This presentation aims to effectively communicate crucial findings, actionable recommendations, and strategic insights derived from the assessment. The contractor will deliver this presentation in person during a workshop held in South Africa, ensuring direct engagement with stakeholders. To facilitate this, the contractor will develop a comprehensive slide deck summarizing the assessment's background, methodology, key results, and recommendations. Additionally, the contractor will be prepared to address questions from stakeholders pertaining to the assessment. The report will include a detailed assessment of the private sector's current operations and a list of companies identified as needing support to access markets within the next five years. Recommendations will also be provided to South African government entities such as DSI, DTIC, and Treasury on enhancing and adapting an enabling environment for the biopharmaceutical industry in South Africa.

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

Milestones/process steps/partial services	**Deadline/place/person responsible**
Research Proposal and Methodology proposal	By 31 October 2024
Data collection concluded	By 15 December 2024
Data analysis concluded	By 15 January 2024
Draft report available	By 15 February 2025
Final Report	By 15 March 2025
Preparation and participation in workshop with partners (incl. slide deck)	By 30 March 2025

Period of assignment: from 01.10.2024 until 30.04.2025.

3. Concept

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

Technical-methodological concept

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

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

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

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

Project management of the contractor (1.6)

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

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

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.

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 and DSI as well as other government partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree (Master) in pharmaceutical sciences, biotechnology, public health, economics, business administration, or a related field,
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the pharmaceutical or biotechnology sector, with a strong understanding of global and regional trends, challenges, and opportunities.
- Specific professional experience (2.1.4): 10 years of professional experience in conducting industry assessments, market research and analysis, assessment of manufacturing plants in the pharmaceutical sector and policy evaluations within the pharmaceutical or biotechnology sector, of which 5 years with a consulting company
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a consulting company
- Regional experience (2.1.6): 5 years of experience in new ventures in developing and emerging markets in Africa.
- Development cooperation (DC) experience (2.1.7): None
- Other (2.1.8): None

Key expert 1

Tasks of key expert 1

- Lead rigorous research and analysis to assess the biopharmaceutical industry in South Africa, identifying trends and challenges for informed strategic insights.
- Organize, facilitate and conduct in-depth interviews with key stakeholders to gather diverse perspectives and enrich understanding of sectoral dynamics and opportunities.
- Prepare a comprehensive report with actionable recommendations, disseminating findings through workshops and presentations to drive informed decision-making and sectoral advancement.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Master) in pharmacy, biotechnology, medical engineering or another related life science
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 8 years in the pharmaceutical or biotechnology sector, of which 4 years in pharmaceutical manufacturing
- Specific professional experience (2.2.4): 4 years research in the pharmaceutical sector
- Leadership/management experience (2.2.5): None
- Regional experience (2.2.6): 3 years in Africa
- Development Cooperation (DC) experience (2.2.7): None
- Other (2.2.8): None

Key expert 2

Tasks of key expert 2

- Lead rigorous research and analysis to assess the biopharmaceutical industry in South Africa, identifying trends and challenges for informed strategic insights.
- Organize, facilitate and conduct in-depth interviews with key stakeholders to gather diverse perspectives and enrich understanding of sectoral dynamics and opportunities.
- Prepare a comprehensive report with actionable recommendations, disseminating findings through workshops and presentations to drive informed decision-making and sectoral advancement.

Qualifications of key expert 2

- Education/training (2.3.1): University degree (Master) in economics, business, health economics, industrial engineering, or similar social science
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): 7 years of experience in industrial policy in developing and emerging markets
- Specific professional experience (2.3.4): 4 research experience in economics or pharma economics.
- Leadership/management experience (2.3.5): None
- Regional experience (2.3.6): 3 years in Africa
- Development Cooperation (DC) experience (2.3.7): None
- Other (2.3.8): None

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

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

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at https://www.bundesfinanzministerium.de).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO_2 emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of Team Leader	**1**	**65**	**65**	This includes desk-based and on-site (South Africa) assignment
Designation of short-term experts	**2**	**35**	**70**	This includes desk-based and on-site (South Africa) assignment
Travel expenses	**Quantity**	**Number per expert**	**Total (ZAR)**	**Comments**
Per-diem allowance in country of assignment	**45**	**15**	**ZAR 32,175.00**	Team leader: 15 days Two key experts: 30 days, 15 days each expert
Overnight allowance in country of assignment	**45**	**15**	**ZAR 99,000.00**	Team leader: 15 days Two key experts: 30 days, 15 days each expert
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
International flights				
Domestic flights	**12**	**4**	**To be calculated**	Flights within the country of assignment during service delivery

			by the bidder	
CO_2 compensation for air travel	N/A	N/A	N/A	Not applicable
Travel expenses (train, car) • Taxi transport airport • Taxi transport in South Africa	**45**	**15**	**ZAR 22,500.00**	Travel to and from the airport; travel within the country of assignment, transfer to/from airport etc.
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	**15**	**ZAR 12,000.00**	**ZAR 180,000.00**	A budget of ZAR 180,000.00is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ. The foreseen flexible remuneration is intended only to cover up to 15 expert days for additional personnel with specialized expertise, which cannot be determined at this time, to conduct the tasks. The flexible remuneration is settled against evidence.

Workshops and training

The contractor will not implement any workshops/study trips/training courses.

6. Inputs of GIZ or other actors

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

- GIZ will manage and coordinate all logistics for the final workshop in Pretoria, South Africa, where the final draft will be discussed. The contractor will only need to be present in person to present the results.

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 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

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

8. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **20th September 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