

Terms of reference (ToR) for the procurement of services-Private Sector Engagement in GBV Prevention



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I. General information

1. Brief information on the project

The German and selected Southern African Regional Governments have agreed on a joint initiative: The Partnerships for Prevention of Gender-based Violence in Southern Africa (PfP-II). This is the follow-on module of the previous project (PfP-I), implemented in four countries (South Africa, Lesotho, Zambia and Zimbabwe) from December 2017 until November 2021. In the new phase, the programme will build on the experiences and successes of the first programme phase. While PfP-I was focused on improving the coordination amongst relevant stakeholders to establish multi-sectoral networks for primary GBV prevention, the new phase will focus on implementation of innovative and context-specific flagships for primary GBV prevention to alter social norms and practices that instigate GBV. The overall objective of the programme is to strengthen the joint implementation of evidence informed GBV prevention flagships by regional, national and sub-national stakeholders across sectors in Southern African communities with four outputs: namely:

Output 1: Developing evidence informed collaborative flagships for GBV prevention.

Output 2: Strengthening stakeholders’ individual and institutional capacities for the implementation of joint GBV prevention flagships.

Output 3: Strengthening the regional exchange among stakeholders to promote the upscaling of good practices for GBV prevention.

Output 4: Improving the availability of quality data and evidence for GBV prevention

2. Context

Southern Africa is estimated to have amongst the highest prevalence rates of Gender Based Violence (GBV) worldwide, in particular of intimate partner violence. In international comparison the societal acceptance of domestic violence against women is higher in Sub- Saharan Africa compared to other developing countries. Moreover, in Southern Africa women are more likely to justify the behaviour than men. However, African societies are dynamic and in transformation. The gender equality and GBV

prevention sectors count with strong local change agents coming to the fore and giving a voice to urban youth and grassroots organisations. Against this background, the programme is looking to engage a consultant to support realization of engaging with the private sector for GBV prevention in the workplace. This hinges on the notion that various forms of violence against women such as sexual harassment, stalking and domestic violence can have serious impact on work performance, absenteeism, and the general well-being of staff, therefore, in return affecting company output/productivity.

3. GIZ shall hire the contractor for the anticipated contract term, from 25 September 2024 to 30 August 2025 for up to 75 days.
4. The contractor shall provide the following work/service

Pillar 1 : Facilitate the resuscitation of dialogue (meetings directly financed by PfP II) between private sector, CSOs and government – taking cue from the November 2021 National Dialogue on GBV mainstreaming in the workplace “Closing the Gap between Anti-GBV Activists and the Private Sector” through :

- Coordination and bringing together actors who participated at the 2021 National Dialogue. Spark conversation on the role private sector has to play in GBV prevention in the workplace.
- Facilitate for the set-up of an Advisory Group who'll lead the drafting of the Statement of Commitment (a fraction of partners from the National Dialogue.)
- Lead action to ensure that the Advisory Group develops key themes and content of the statement of commitment - drafts, validation and joint finalization.
- Support action of signatory lobbying for the statement of commitment.
- Coordinate the joint planning and execution of a launch event for the statement of commitment.

Pillar 2 : Contribute to GBV prevention messages development, and back stop conversations leading to agreement on the design of promotional items.

- The Consultant to coordinate actions towards message development – to go onto promotional items.
- Consolidate the input and final messages for the campaign.

Pillar 3 : Private sector discusses and submit technical advisory concessions to be supported by PfP towards making workplaces safe spaces – these being pilot priority actions on envisioned technical advisory support by PfP e.g. trainings to managers, support with establishing internal protocols, etc.

The deliverables are as follows:

- Participation in the **inception meeting** and submission of **inception report** with agreed activities to be undertaken in the initial 4 months, planning for and **executing the kick-off meeting** with private sector companies.
- Submission of jointly developed **themes** and a validated version of the **statement of commitment**.
- Facilitate for **development of messages on** GBV prevention in the workplace, including a consensus on **type of promotional items** to be designed and produced with the support of private sector actors.
- Coordinated preparation and execution of the **launch event** of the Statement of commitment – in liaison with PfP focal point, relevant government departments, and

private sector companies (launch event to take place within the 16 days of activism); including an **article** to be published on GIZ media platforms.

- Coordinated and moderated discussion with the private sector, and submission of a **report reflecting on proposed pilot priority actions**, including **recommendations** to PfP on formats/modalities to support private sector towards making workplaces safe spaces.
- A **final project** report outlining:
 - a) Support rendered (lessons and successes) by the consultant to at least 1 company to improve its institutional GBV prevention mechanisms – based on pilot priority actions.
 - b) Recommendations for sustainability and alignment with the regional study on private sector engagement for GBV prevention (PfP_Output 3)
 - c) Recommendations for upscaling of this intervention
 - d) Number of stakeholders engaged reached through the various activities.

Period of assignment from 25.09.2024 to 30.08.2025. The contract may be closed sooner as long as all the deliverables have been achieved.

| Milestones/partial works | Date/location/responsibility | Criteria for acceptance |
|---|---------------------------------|---|
| Inception Report | 25.09.2024, Lesotho, Contractor | Report |
| Validated statement of commitment | 05.11.2024, Lesotho, Contractor | Jointly developed themes and validated statement of commitment. GBV messages developed. |
| Launch event and article publication | 20.01.2025, Lesotho, Contractor | Launch event executed and article published |
| Report on proposed pilot priority actions | 14.04.2025, Lesotho, Contractor | Report and recommendations submitted |
| Final project report | 30.08.2025, Lesotho, Contractor | Report submitted |

II. T
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requirements

1. 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 (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 4 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 (1.2.1) and (1.2.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners **(1.3.1) and (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) and (1.4.2)** that describes how the services according to Chapter 4 (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, taking account of the milestones.

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**. The tendered is required to describe their approach and coordination with GIZ project **(1.6.1)**.

2. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs **(2.1)**.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

1.1 Expert:

1.1.1 General qualifications

Education: Advanced degree in Gender Studies, Development Studies, Social Sciences, or a related field **(2.2.1)**.
Experience in gender equality, women's empowerment, GBV prevention and response and/or inclusion programming in international development strongly preferred. **(2.2.4)**.

Professional experience: At least 5 years' experience in research and/or programming experience with private sector in any of the following areas **(2.2.3)**:

- Mitigating and responding to gender-based violence in the world of work.
- Corporate social responsibility initiatives, especially those focused on women, youth, and marginalized groups
- Promoting diversity, equity, and inclusion in workforce and leadership positions.
- Creating mentorship and leadership opportunities marginalized groups in business.
- Strong writing, analytical, and organizational skills including time management.

Demonstrable leadership management **(2.2.5)** and development cooperation experience **(2.2.7)** is required.

Demonstrated experience with the following:

- Experience in coordination, workshop moderation and presentation skills.
- Familiarity with GBV-related concepts – such as forms of GBV and harassment, consequences of GBV, GBV mitigation, prevention of sexual exploitation and abuse, do no harm, especially in the workplace– preferred.

1.1.2 Experience in the region/knowledge of the country

Experience working with private sector in the Southern Africa region/in the Lesotho landscape. **(2.2.6)**

1.1.3 Language skills:

Business fluency in English.

Working knowledge in Sesotho an added advantage. **(2.2.2)**

2. 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.

The market for carbon credits is made up of many providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there.

| Fee days | Number of experts | Number of days per expert | Comments |
|---|-------------------|-----------------------------------|---|
| Preparation/debriefing | 1 | 4 | |
| Implementation | 1 | 71 | |
| Travel expenses | Number of experts | Number of days/nights per experts | Comments |
| Per-diem allowance in country of assignment | 1 | 4 | For stay at the two regions (Leribe and Mafeteng) |
| Overnight allowance in country of | 1 | 2 | For stay at the two regions (Leribe and Mafeteng) |
| Travel costs (private vehicle) | 1 | | A rate of 4,84 LSL/KM is to be applied. For travel to the three regions (North, South and Central) |
| Other costs | Number of experts | Amount per experts | Comments |
| Stakeholder meeting costs | 1 | 4,000 | Against proof |
| Flexible remuneration | 1 | | A total of 25.000 LSL has been earmarked for flexible remuneration. Include this in your offer. Utilization of flexible remuneration requires prior GIZ approval. |

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ded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.). The specification of inputs should provide guidance in this respect.** The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

III. Eligibility Requirements

The tenderer is required to meet the specified experience to reach the maximum number of points in terms of commercial eligibility assessment:

- The tenderer must have average turnover for the last three financial years of at least LSL 159,052.00 (Euro 8,000.00)
- Average number of employees for the past calendar years: at least 1 person with at least 5 reference projects in the technical field of GBC prevention.

The tenderer must demonstrate technical experience in the following areas:

- Professional experience in GBV Prevention and Response, Gender Equality, women empowerment.
- Proven experience in research and/or programming experience with private sector in areas focused on GBV prevention etc.
- Experience as project team leader and management of stakeholders across different industries.
- Experience in coordination, workshop moderation and presentation skills.
- Demonstrable leadership management and development cooperation experience.
- Must have experience working experience in Lesotho.
- Experience working in development projects.

IV. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept (if required) should not exceed five pages. 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).