

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

GREEN APPRENTICESHIPS FOR WOMEN	Project number/ cost centre: 202107.9-001.00
--	---

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	6
	Technical-methodological concept	6
	Project management of the contractor (1.6)	7
	Further requirements (1.7).....	7
4.	Personnel concept.....	7
	Team leader	8
	Key expert 1	8
	Short-term expert pool with minimum 2, maximum 4 members	9
5.	Costing requirements	10
	Assignment of personnel and travel expenses	10
	Sustainability aspects for travel	10
6.	Inputs of GIZ or other actors.....	11
7.	Requirements on the format of the tender	12
8.	Option	12
9.	Outsourced processing of personal data	12
10.	Annexes.....	Error! Bookmark not defined.

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work.
BMZ	The German Federal Ministry for Economic Cooperation and Development
CoC	Certificate of Compliance
CPD4E	Career Path Development for Employment
DHET	Department of Higher Education and Training
FK	Expert
FKT	Expert days
GTCC	General Terms and Conditions (GTCC) for supplying services and work 2022
JET	Just Energy Transition
JET IP	Just Energy Transition Investment Plan
SAQA	South African Qualification Authority
SECO	The Swiss State Secretariat for Economic Affairs
ToRs	Terms of reference
QCTO	Quality Council for Trades and Occupations

1. Context

Project Description

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

The CPD4E project follows a holistic concept, using the integrated approach to employment promotion. The multi-dimensional approach focuses on the supply and demand sides of the labour market, active labour market policies as well as framework conditions. The approach combines elements of technical vocational education and training (TVET) and private sector development. A particular focus is set on the challenges for new entrants to the labour market. The aim is to achieve positive long-term employment and income effects by coordinating four intervention areas:

- Supporting conducive framework conditions by policy advice through the JETP as well as enhancing South African officials' capacities to support new approaches for skills development and employment. Furthermore, the project is developing and testing innovative approaches to support the role of the TVET-system for JET.
- Promoting the supply side in the job market by developing needs-oriented vocational training and lecturer development for JET relevant sectors.
- Supporting the demand side to enable start-up entrepreneurs and Small, Medium and Micro-sized Enterprises (SMME) to create jobs in low-carbon economic sectors.
- Expanding the available support services to include gender sensitive approaches to support young women to enter the job market and earn a livelihood.

As part of efforts to strengthen the capabilities of employment promotion institutions, CPD4E seeks to pilot different types of employment promotion and income generation interventions such as demand-driven short skills programmes, vocational training programmes and business development services.

Problem analysis

South Africa is currently facing two major challenges. For one, the country has been in an economic recession for years, the scope and effects of which have been considerably exacerbated by the COVID-19 pandemic. The impact is particularly severe on young people, who cannot find access to education, training or on-the-job learning opportunities and are increasingly turning away from the labour market in discouragement. Female South Africans and people with disabilities (especially in townships) are more severely affected.

At the same time, the country is facing a second major challenge: the transition from what has mainly been a coal-based energy system to a carbon-neutral economy. This massive economic and technological restructuring process will also have significant implications for employment and the skills required in the labour market.

The South African Government is endeavouring to address the topics of (youth) employment, economic growth and a socially just energy transition through new strategic orientations. The

National Skills Development Plan (NSDP, 2019 - 2030) aims to improve the quality, results and labour market orientation of the training system. The NSDP explicitly refers to the need to forge a link between the training system and private sector actors – especially the companies that promote job creation.

In 2021 South Africa joined the first international Just Energy Transition Partnership (JETP) with Germany, France, the UK, the US, and the EU which aims to support a Just Transition to a low carbon economy. To strengthen the just and the inclusiveness of the transition, skills development and employment promotion play a significant role. Therefore, it is imperative to:

- Enhance TVET effectiveness in matching skills to JET,
- Prioritise disadvantaged and affected groups,
- Apply a holistic approach for sustainable employment.

In response to the JETP South Africa developed a JET Implementation Plan (JET IP). The JET Implementation Plan enables South Africa to take targeted strides towards meeting its decarbonisation commitments in a manner that delivers just outcomes for those affected by the energy transition and that contributes to inclusive economic growth, energy security, and employment at a pace, scale, and cost that is consistent with the country's socio-economic development path, needs, and affordability.

Graduates of training institutions seldom find suitable longer term employment. Although the transition to an energy system based on renewables has considerable labour market potential, the employment opportunities presented have not yet been adequately addressed through relevant education and training courses meeting the current and future requirements of relevant industries. Furthermore, the employment opportunities for female South Africans and people with disabilities in “green” sectors are also reduced due to various structural disadvantages.

Promising starting points for promoting equality can be found in developing target-group adjusted formats for the vocational training of female and people with disabilities and the provision of the specific support they need for the transition from training to employment.

There has also been a lack in the development and implementation of new, flexible approaches to employment promotion in relation to a just transition to a carbon-free economy.

The problem therefore is that there are currently very few innovative programmes aimed at employment promotion (in relation to a just transition to a carbon-free economy) for young South African females and people with disability. This means that too many young South African females and people with disabilities are not able to make the transition from the training system to the labour market (transition from learning to earning).

2.Tasks to be performed by the contractor

Tasks to be performed by the contractor

The Intended Outcome of the tender is to improve the medium to long term employability of young Women and People with Disability in South Africa, by equipping them with the required technical and related occupational skills that would enable them to as artisans, actively participate in in a sustainable, increasingly decarbonized economy now and in the future.

The contractor is responsible for providing the following services:

- Recruitment and selection of qualified candidates based on the intended outcome of the tender and the specific occupational training programme requirements;
- Recruitment and selection process that will ensure women and people with disabilities are preference in the group of trainees
- A selection process, consisting of a minimum of desktop, personal interview as well as an assessment centre approach, to ensure candidates with the required aptitude and motivation are selected
- Develop and implement a induction/support/work readiness programme (minimum 2 weeks) to improve employability specifically aimed at women and people with disabilities before the start of the training programme;
- Conducting training for a cohort of 45 young people in the target group according to the standard of the QCTO Artisan qualification in the trades of Motor Mechanics, Electricians and Plumbers
- Developing and implementing a supplementary curriculum module for the trade being trained that would add relevant additional skills associated with the Just Energy Transition for example Electric Vehicle Technology for Motor Mechanics or Solar PV skills for Electricians and solar geysers for plumbers
- Securing 3 Way apprentice contracts with employers for completing the training and workplace experience of the 45 apprentices preferably in the JET economy, and
- Act as training provider and managing the process between host employer, training provider and apprentice for the duration of the apprenticeship

the contractor will submit the following reports:

- Inception report
- Contributions to reports and communication materials to GIZ's and commissioning parties on request
- Quarterly reports in line with the GIZ M&E policy on the implementation status of the project (5-7 pages)
- Close-out Report
- Attend introductory meeting with the Giz service provider to share information of participants for tracing

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
Inception Report	2024.11

Training Programme and Curriculum Developed	2024.12
Recruitment and Appointment Completed	2025.01
Support Programme Training Started	2025.02
Accredited Apprentice Programme Training Started	2025.03
3 Way Apprentice contracts signed and approved	2025.07
Individual Apprentice Training Programme Plan and Report Submitted	2025.07

Period of assignment: from 2024.11.20 until 2025.08.31

2. 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.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 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) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 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).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

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

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

The tenderer is required to describe its backstopping 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 tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

The intended beneficiaries of the project (CPD4E) are young people (defined according to the National Development Plan as 14 to 35 years old) in South Africa, at the transition from school to the professional world, in vocational education or training as well as vocational school graduates who are about to transition to self-employment or formal employment.

The project may also include South African school dropouts and other young people who are neither in work, training nor further education. In addition, people who want to develop employment prospects or employees who are threatened by unemployment or want to improve their employment situation for other reasons.

Young adults who are preparing for their own business start-up and already active micro and small entrepreneurs are part of the target group as well. Particular attention should be paid on the one hand to girls and young women, who are particularly affected by unemployment and a lack of qualification opportunities in South Africa, and on the other hand to poor young people from disadvantaged regions and settlements (townships), some of whom are employed in the informal economy.

Including people living with disabilities in the recruitment, selection, training and work placement forms an important part of the further requirements.

3. 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, 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 and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree in Skills Development, Education, Management, Development Studies, Economics, Project Management or Equivalent
- Language (2.1.2): C1 level of English in accordance with the Common European Framework of Reference for Languages
- General professional experience (2.1.3): 10 years of professional experience in the in working with the education sector (companies, industry associations, higher and vocational education institutions) in the field of skills development sector.
- Specific professional experience (2.1.4): 10 years in higher education sector and in consulting programmes in the TVET or skills development sector in South Africa in a management position
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company

Key expert 1

Tasks of key expert 1

Lead and participate in the following activities:

- Select and recruit candidates based on the profile required for the project specification, specific trade and associated qualification
- Develop and implement the curriculum for the qualification and or trade based on the requirements of the QCTO and the applicable industry
- Develop and implement the curriculum for the supplementary training skill components relevant to improving employability in the low-carbon footprint economic sectors

- Develop and implement a support programme aimed at female and people with disabilities in the applicable industry.
- Identify employers and ensure trainees are contracted as apprentices in the relevant trade.

Qualifications of key expert 1

- Education/training (2.2.1): university degree in Skills Development, Education or Equivalent
- Language (2.2.2): C1 level of English in accordance with the Common European Framework of Reference for Languages
- General professional experience (2.2.3): 5 years of professional experience in the in working with the education sector (companies, industry associations, higher and vocational education institutions) in the field of skills development sector.
- Specific professional experience (2.2.4): 5 years in Skills Development Sector in particular the artisan training environment in South Africa.
- Leadership/management experience (2.2.5): 5 years of management/leadership experience as project team leader or manager in a company or higher education institution

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

Short-term expert pool with minimum 2, maximum 4 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

Implementing and Supporting the following activities:

- Select and recruit candidates based on the profile required for the project specification, specific trade and associated qualification
- Develop and implement the curriculum for the qualification and or trade based on the requirements of the QCTO and the applicable industry
- Develop and implement the curriculum for the supplementary training skill components relevant to improving employability in the low-carbon footprint economic sectors
- Develop and implement a support programme aimed at female and people with disabilities in the applicable industry.
- Identify employers and ensure trainees are contracted as apprentices in the relevant trade.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1-2 experts with university/Occupational qualifications in the specific trade or occupation, 1-2 experts with university/Occupational qualification in apprentice training, 1-2 experts with university/Occupational qualifications related the administration of trade and related qualifications.
- Language (2.6.2): C1 level of English in accordance with the Common European Framework of Reference for Languages
- General professional experience (2.6.3): 3 years of professional experience in working with the education sector (companies, industry associations, higher education institutions) in the field of skills development.
- Specific professional experience (2.6.4): 1-2 experts with 4 years of professional experience in the specific trade or occupation, 1-2 experts with 5 years of professional experience in the apprentice training sector in South Africa, 1-2 experts with 2 years professional experience in development of curriculums related to apprentice training.

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

4. 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

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
Team leader	2	86	172	
Short-term expert pool	3	160	480	
Travel expenses	Quantity	Price	Total	Comments
	1			Travel budget for the team leader (as required). Flight and accommodation for three trips
Other costs	Number	Price	Total	Comments
Workshop and Training equipment and or consumables.	1			
Other costs Flexible Renumeration	1	105,000.	105,000	A budget of ZAR 105,000 is foreseen for Flexible Renumeration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

5. Inputs of GIZ or other actors

Not Applicable.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

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

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

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

7. Option

Not Applicable.

8. Outsourced processing of personal data

Monitoring and reporting requirements

The contractor will be expected to provide data and reports in line with the CPD4E monitoring requirements and data protection rules. The reports include inception narrative report and enrolment data submitted one month after the start of the contract, quarterly progress narrative reports and progress data and a close-out report. The enrolment data will be collected using a data collection tool that will be provided by GIZ. The contractor will also be expected to coordinate site visits with the GIZ team as part of the monitoring process. A detailed M&E onboarding meeting will be held to describe all processes in detail.

In addition to the reporting that is provided to CPD4E, the project has appointed an external service provider to conduct a tracer study/survey on all participants that have completed the intervention to confirm the success of the provided trainings and the achievement of the indicators. Ensuring the participation of all participants in the tracer study conducted by the external service provider, who qualifies as data controller of the participants' data, will be a prerequisite for the successful completion of the training provided.

Therefore, the service provider will be required to transmit participants data with the external service provider responsible for conducting the tracer study. The contractor will be required to attend an introductory meeting with the external service provider. The data to be transmitted should be ideally limited to the terms and conditions signed in the consent form with the participants. Therefore, the contractor will be expected to keep an up-to-date contact list of all participants. The contact list should consist of a primary contact number, an email address,

and WhatsApp number, and at least two alternative contact numbers where the participant can be reached.

The contractor must manage data in accordance with the EU-General Data Protection Regulation (EU-GDPR) and POPIA of South Africa. To ensure that data protection principles are implemented while developing and using IT systems. When using apps or websites, ensure the use of privacy-friendly pre-sets that your users find as soon as they visit or register using their data.

Data protection

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 8 Data protection) apply. The contractor is obliged to protect personal data under the standards of the General Data Protection Regulation (GDPR), in particular the Art. 44-50 GDPR and Protection of Personal Information Act (POPIA).

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing. In order to comply with data protection regulations, only aggregated and/or anonymized data will be submitted to GIZ. Participants will participate in a tracer study six months post the training. The tracer study will be conducted by an independent GIZ selected contractor. The contractor will be required to transfer personal data of the participants to the independent contractor for tracing. The contractor must ensure that data protection consent forms are signed with participants. If the contractor will use an online system or software to collect and store personal data, The contractor must ensure that the system meets GDPR and POPIA requirements for data protection.