

Contents

I. General information	1
II. Tender requirements	5
1. Qualifications of proposed staff	5
1.1 Expert 1:	5
1.1.1 General qualifications	5
1.1.2 Experience in the region/knowledge of the country	5
1.1.3 Language skills:	5
2. Quantitative requirements	5
3. Conceptual	7
III. Requirements on the format of the tender	7
V. Processing of personal data	8

I. General information

1. Brief information on the project, “Lesotho Economic Growth, Job Creation and EPA Implementation Support Programme”.

The Lesotho Economic Growth, Job Creation and EPA Implementation Support Programme is jointly co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ). The programme, also known as the Regional Value Chains Lesotho (RVCL+), is planned for three years from October 2023 to September 2026.

RCVL+ is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), in partnership with the Lesotho Ministry of Trade, Industry and Business Development (MTIBD), as part of the BMZ project “Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE III)”. RVCL+ seeks to support the implementation of the EU-Southern Africa Development Community (SADC) EPA in Lesotho and support regional and international trade through the development of regional value chains in agro-processing and in light industry. The agro-processing value chain will focus on the processing of indigenous herbs with medicinal properties and other herbs for the production of cosmetics and spices while the light industry value chain will focus on the processing of duck and goose feathers for manufacturing duvets and pillows.

The RCVL+ project’s interventions are organized around three main areas as follows:

- i) Increased capacity of the Ministry of Trade, Industry and Business Development and the private sector to benefit from the EU-SADC EPA and seize trading opportunities.
- ii) Stakeholders in Lesotho and other selected SADC countries are capacitated to create an enabling environment for private sector development in selected regional value chains.
- iii) Improved capacities of MSMEs to manage selected value chains within the framework of the EU-SADC EPA.

2. Context

Economic Partnership Agreements (EPAs) denote a set of comprehensive trade agreements between the EU and countries in Africa, the Caribbean and the Pacific, formerly known as ACP states. These agreements aim to extend beyond the scope of traditional trade agreements, and to create partnerships that implement trade in an effort towards sustainable development and regional integration.

Negotiations between the EU and the group of the SADC countries (Botswana, Eswatini, Lesotho, Mozambique, Namibia and South Africa) were concluded in 2014 and the agreement entered into provisional application on October 10th, 2016.

EPAs are based on the principle of asymmetry and contain several provisions that reflect their developmental nature. Under the EU-SADC EPA, the EU guarantees long-term duty-free and quota-free access to the European market for Botswana, Eswatini, Lesotho, Mozambique and Namibia. South Africa benefits from new market access that supplements the Trade, Development and Cooperation Agreement (TDCA) that governed its trade relations with the EU prior to the EPA. In turn, SADC EPA states will liberalize up to 86.2% (Mozambique 74%) of their total trade volume with transition periods of up to 12 years. Numerous sensitive products critical for local value addition are exempt from liberalisation and safeguards can be deployed when imports from the EU into the SADC EPA countries are growing too quickly.

It is important to note that having an EPA in place does not automatically translate into increased free trade flows, deeper regional integration and increased poverty reduction. Seizing the opportunities created by this agreement and mitigating its risks presumes that national governments and the private sector have the necessary capacity to interpret and apply the provisions in the EPA in a way that supports economic growth and sustainable development.

The EU-SADC EPA provides for duty-free and quota-free market access for products originating from Lesotho. Tariffs have been eliminated under this agreement, but non-tariff measures have become a major challenge for unlocking the export potential for Lesotho exporters particularly in the agricultural sector. Sanitary and phytosanitary (SPS) measures have become the most significant obstacle to the growth of Lesotho's agricultural exports to the global markets due to compliance challenges. Enhanced capacity to control SPS risks by effectively implementing international standards is crucial for Lesotho to gain, maintain and expand access to the EU and other global markets. Capacity development of relevant stakeholders on SPS issues does not only facilitate trade and boost economic growth, but also support agricultural productivity, public health, environmental health and food security.

In view of this, the RVCL+ project is planning to convene a four-day national capacity development workshop for relevant stakeholders on sanitary and phytosanitary measures in the context of the EU-SADC EPA and other trade agreements that Lesotho is a party to.

Objectives

Overall objective

The overall objective of this assignment is to enhance the capacities of stakeholders in Lesotho in effectively implementing and monitoring SPS measures under the EU-SADC EPA, with a focus on products in the agro-processing and light industry value chains being supported by the RVCL+ project in Lesotho. This will facilitate the country to derive maximum benefits from the Agreement.

Specific Objectives

The specific objective of this capacity development initiative is to establish among relevant stakeholders in Lesotho, including veterinary services, plant health services, food safety agencies and businesses, a sound understanding of SPS measures under the EU-SADC EPA, particularly on products in the two value chains being supported by the RVCL+ project. The training workshop also aims to establish and enhance Lesotho's capacity to implement and monitor SPS measures including in areas such as inspection, certification, supervision and control of SPS measures. The training will also foster greater use of international standards by stakeholders in Lesotho.

3. **GIZ shall hire the contractor** for the anticipated contract term, from 01 October to 31 December 2024.
4. **The contractor shall provide the following services:**

The contractor is responsible for serving as an expert and trainer on Sanitary and Phytosanitary measures during the four-day face-to-face national training workshop for stakeholders in Lesotho.

In delivering the above service, the contractor is expected to undertake the following specific tasks:

- i) Participate in a virtual kick-off meeting with the RVCL+ project and the Ministry of Trade, Industry and Business Development, prepare and submit an Inception Report (up to 2 working days).
- ii) Prepare and submit programme for a 4-day training workshop on Sanitary and Phytosanitary measures in the context of the EU-SADC EPA, with a focus on products in the two value chains that the RVCL+ project is supporting. (1 working day).
- iii) Prepare training materials for the 4-day training workshop on SPS measures in the areas of food safety, animal and plant health protection including relevant examples in the agro-processing and light industry value chains being supported by the RVCL+ project in Lesotho. The training materials should include practical exercises and quizzes to make the training interactive. The contractor will be expected to research as necessary to ensure the training content reflects up to date regulatory requirements in the EU market (14 working days).

- iv) Facilitate a 4-day face-to-face national training workshop in Lesotho on sanitary and phytosanitary measures in the context of the EU-SADC EPA and other trade agreements (4 working days).
- v) Prepare and submit a final report on the workshop, that captures lessons learned from the training workshop and suitable recommendations for future capacity development in Lesotho on SPS measures under the EU-SADC EPA and on the two value chains. The report should be between 3 - 5 pages (2 working days).

The kick-off meeting will be held virtually, and the preparation of inception and final reports of the training will be conducted at the consultant's home base. However, as the training workshop will be held in-person, the contractor is expected to travel to Maseru, Lesotho for the duration of the workshop. In this case, GIZ will cover travel expenses as outlined in chapter 2.

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Submission of inception report after kick-off meeting	07 October 2024/ Contractor	Clear understanding of the assignment and its objectives
Submission of five-day programme on Sanitary and Phytosanitary measures training workshop	10 October 2024/ Contractor	Programme should cover all the key aspects of SPS measures and should provide for adequate time for interactive discussions, practical exercises and quizzes.
Submission of PowerPoint presentations and other training materials for the five-day training workshop	25 October 2024/Contractor	Clarity and consistent flow of content as well as adequate coverage of all key areas of SPS measures.
Four-day national workshop on SPS measures in Lesotho	04 - 07 November 2024 (tentative)/Contractor	Workshop facilitated and positive feedback received from participants on the Expert
Final report submitted	15 November 2024/ Contractor	Clarity and should include lessons learnt as well as recommendations on future capacity development areas under SPS measures.

II. Tender requirements

1. Qualifications of proposed staff

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

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

Expert 1:

1.1.1 General qualifications

Education: Masters Degree in Economics/ Agriculture/Public Health/ Health Science/ International Trade Law/ International Trade or any relevant qualification from a recognized tertiary institution.

Professional experience: 10 years professional experience in the area of capacity building in Sanitary and Phytosanitary measures in the context of international trade. Knowledge and experience working on the EU-SADC EPA is necessary.

1.1.2 Experience in the region/knowledge of the country:

6 years of working experience in the SADC region including in Lesotho

1.1.3 Language skills:

Business fluency in English

2. Quantitative requirements

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 (download at <https://www.bundesfinanzministerium.de>).

All travel activities must be agreed in advance with the RVCL+ project.

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 a large number of 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	19 days	This includes kick-off meeting, preparation of inception report, training materials and final report.
• Implementation	1	4 days	Facilitation of the 4-day workshop.
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	1	6	Assignment in Lesotho
• Overnight allowance in country of assignment	1	5	Assignment in Lesotho
• Travel costs (train, private vehicle)	1	2	Airport shuttling (road)
Flights	Number of experts	Number of flights per experts	Comments
• International flights	1	1	1 return economy class air ticket
• Domestic flights			
• CO ₂ compensation for air travel Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)			A budget of EUR 240 is earmarked for settling carbon offsets against evidence.
Other costs	Number of experts	Amount per experts	Comments

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

3. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

- **3.1 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 General Information). Following this, the bidder presents and justifies the strategy with which it intends to provide the services required. The strategy proposed in the technical proposal should include:
 - the approach for synthesizing available information on sanitary and phytosanitary measures in the context of the EU-SADC EPA and other trade agreements, into relevant learning materials or aspects that meet the learning needs of relevant stakeholders in Lesotho.
 - the approach to ensure sustainability and enable replication of future workshops by project partners.
- 3.2 The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.
- 3.3 The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.
- 3.4 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 according to the General Information section 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 the Chapter *General Information*.

III. Requirements on the format of the tender

The CV submitted for the expert can have a maximum of four pages. The concept 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).

4. Requirements on the format of the tender

Please fill in the spreadsheet in the price schedule for the services.

IV. Processing of personal data

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 and, apart from non-personal data (company data or statistics), the GIZ does not expect to receive any personal data from the contractor.

5. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **24th October 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