

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



Production of video documentaries for Lesotho’s national ReNOKA programme	Project number/ cost centre: 18.2194.1-004.00
--	---

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	9
	Technical-methodological concept	9
	Further requirements (1.7).....	9
4.	Personnel concept.....	9
	Short-term expert pool with minimum 3, maximum 5 members	10
5.	Costing requirements	11
	Assignment of personnel and travel expenses	11
	Sustainability aspects for travel	11
6.	Inputs of GIZ or other actors.....	12
7.	Eligibility criteria	12
8.	Requirements on the format of the tender	13
9.	Annexes	13

0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
C&V	Communication & Visibility
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GDP	Gross Development Product
GNI	Gross National Income
GoL	Government of Lesotho
ICM	Integrated Catchment Management
IWRM	Integrated Water Resource Management
KOMP	Cost-output monitoring and forecast
KPI	Key performance indicator
LHWP	Lesotho Highlands Water Project
NGO	Non-governmental organisation
ORASECOM	Orange-Senqu River Commission
RSA	Republic of South Africa
SADC	Southern African Development Community
SBCC	Social Behavioural Change Communication
ToRs	Terms of reference

1. Context

1.1 Background to Lesotho and relevance of its water resources

Lesotho is a lower middle-income country with a population of around 2.1 million, a and a small economy. The unique geographic location, high altitude and pristine natural quality of the mountain areas position Lesotho as the 'water tower' of southern Africa. As such, Lesotho's contributes more than 40% of the annual run-off in the Orange-Senqu basin although Lesotho only covers 3% of the basin area. The Orange-Senqu is crucial to water security in the Southern African region as the river provides water to large parts of South Africa, Lesotho, Namibia and Botswana. This makes the protection and sustainable use of Lesotho's water resources a priority, not just for the country itself but for all riparian states of the Orange-Senqu River basin.

1.2 Problem Analysis: The problem of catchment degradation in Lesotho

As the population has grown, poverty and food insecurity have increased forcing people to move into previously uninhabited areas within the catchment areas of Lesotho, such as wetlands and mountain slopes, often with limited understanding and knowledge of rangeland protection. As a result, the country has suffered severe land degradation in both cultivated lands and range resources for many decades. Resulting from overgrazing and land degradation in the catchment areas of Lesotho, erosion is alarming to the level that the traditional herding culture and livelihoods are threatened. The degradation of wetlands in the highlands of Lesotho creates a risk to the available supply of water for the country as well as for the wider Orange-Senqu River basin.

The degradation is also leading to increasing variability in stream flow and lower water tables within Lesotho as well as hydrological instability in stream flows and off-site sediment deposition within and beyond Lesotho. The erosion of topsoil creates significant siltation in the main dams for Lesotho and its neighbouring countries. The uncontrolled land degradation is not only affecting water resources and human livelihoods but is increasingly threatening essential infrastructure such as dams, roads and buildings. Climate change presents an aggravating factor, causing erratic rainfall, periodic flooding and drought. Without changes in current water management practices, improvements of environmental protection and the development of sustainable water infrastructure, there will be considerable problems with water availability and resilience against droughts and floods in large parts of Lesotho and the region.

1.3 GIZ Support to Integrated Catchment Management in Lesotho

The Government of Lesotho, with support of international partners, has embarked on an ambitious national programme for Integrated Catchment Management (ICM) under the name ReNOKA. The European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) has commissioned the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) to support the Government of Lesotho in the implementation of integrated catchment management. The Action aims to implement ICM in line with climate change adaptation principles that will rehabilitate degraded watersheds across the country and to put in place prevention measures that will halt the further degradation of Lesotho's catchment areas. Target areas of implementation include policy harmonization; institutional development; human capacity building and behaviour change communication;

implementation of watershed rehabilitation measures; and support for data and monitoring. In doing so, the Action supports Lesotho's national ICM programme and movement ReNOKA¹ ('we are a river') which aims to promote ICM in Lesotho to safeguard Lesotho as the "Water Tower of Southern Africa" and to ensure water security in the region.

1.4 Communication and public awareness as key components to support integrated catchment management in Lesotho

As catchment degradation is caused to a large extent by individual human behaviour, various means of communication are important in the awareness raising and highlighting the critical urgency to address catchment degradation. The GIZ support to ReNOKA in Lesotho therefore includes under output 3 a key activity to broaden awareness and create campaigns that demonstrate how human behaviour is linked to the deterioration of catchments.

GIZ implements a Communication and Visibility Plan (see C&V plan Annex X), which outlines the overall and specific communication objectives as well as define key messages, target groups, and dissemination mediums and tools. The plan is based on the [Communication and Visibility Requirements for EU External Actions](#). In the implementation of all communication and visibility activities, GIZ cooperates with the Government of Lesotho through its National ICM Coordination Unit.

Together with stakeholders in Lesotho, a brand strategy to communicate integrated catchment management to the public in Lesotho and the wider region was developed, alongside a corporate identity guide and other related documents. The brand strategy uses the name ReNOKA which means "we are a river" in Sesotho. Under this slogan ReNOKA promotes the principles of co-custodianship and cooperation based on broad participation and shared responsibility between stakeholders.

To support the visibility of ReNOKA in Lesotho and the Orange-Senqu River basin, to raise awareness for the importance of protecting and restoring Lesotho's land and water resources and to communicate the programme's approaches and achievement, GIZ is seeking to appoint a **film/video-documentary production company** to produce this ReNOKA documentary series. **The specific objective of this contract therefore is to produce a series of ReNOKA progress and impact stories through film that will form part of communication and visibility activities in the course of the project.**

2. Tasks to be performed by the contractor

The contractor is to produce video documentaries for the "Support to Integrated Catchment Management in Lesotho" under the programme movement ReNOKA. This task expects the contractor to film footage reflecting the status of land and water resources in Lesotho and the impacts of programme implementation. In addition, the team will film relevant stakeholders, beneficiaries or their representatives, project sites (hotspots and construction sites), and on-

¹ www.renoka.org

going activities. It is therefore required for the service provider to travel to the catchment management areas in Lesotho with a focus on the intervention sub-catchments (partly in rural terrain with access limitations), as well as to Lesotho's capital Maseru, and certain parts of South Africa, Botswana and Namibia.

The contractor is to deliver full pre-production, production and post-production services for the products listed below. The videos should include a voice-over/narration, background music, graphics and interviews, footage of the selected activities and beneficiaries as well as Sesotho and English subtitles. It will be the responsibility of the service providers to obtain primary or licensed materials necessary for the videos. The service provider is also requested where appropriate to make use of footage previously captured by GIZ under the Bridging Water project for the movie "The Great River Orange Senqu" and footage taken by ORASECOM.

The cinematic but educational videos to be produced should take a human centred approach and creatively communicate the progress and impact generated under ReNOKA to various target groups in Lesotho, the wider Orange-Senqu basin and the global development community. Through visually compelling images and storytelling, these movies are to simplify complex topics on ICM-related issues and encourage the target group to take action.

Tasks of the contractor include:

(i) Pre-production to kick off the contract and to develop a common understanding of the deliverables and approach and follow up meeting(s) with the GIZ and ICU; familiarisation with the ReNOKA programme, content of the videos and language; development of video concepts including messaging and target audience; script development for each of the videos; interviews with stakeholders (ICU, GIZ and other ReNOKA relevant stakeholders).

(ii) Production phase to include feedback loops/meetings with GIZ/ICU staff; filming in specific locations and sub-catchment areas as agreed during the pre-production phase; interviews with relevant ReNOKA stakeholders; production of draft version(s) of the videos including voice over, music, graphics; subtitles in English and Sesotho of content.

In details task during the production phase include:

- Shooting on site primarily in Lesotho and after explicit request from GIZ also in Botswana, Namibia, and South Africa. Shooting in Botswana, Namibia and South Africa would take place in locations along the Orange Senqu. Especially in Lesotho filming on site includes remote and difficult to access locations in the country's highlands as well as during challenging cold weather conditions in some parts of the country.²
- include interviews that provide different perspectives on the ReNOKA programme, its added value and impacts (from land and water users in Lesotho's rural areas, to

² To get an impression of the social and environmental conditions in the selected sub-catchments, see here the profiles of the initial 6 sub-catchments of the ReNOKA programme in Lesotho: <https://renoka.org/resources/>

beneficiaries of Lesotho's water resources downstream in Lesotho's urban centers and outside Lesotho in the Orange-Senqu basin)

- Visual impressions of the catchments in Lesotho that demonstrate some of the challenges like land degradation, soil erosion, climatic impacts like floods and droughts and associated effects on livelihood but also the impacts of restoration measures implemented by the Action. This must include aerial images that can be used to demonstrate changes in the landscape over time.
- Shooting on specific sites where the ReNOKA programme is active in land and water restoration efforts, for example through community-led rehabilitation efforts by community watershed teams, Community Councils, government and business entities. Focus should be on change and impact stories with narratives that show social and behavioral impacts on the improvements of land and water.
- Stories of change that portray champions who work towards the restoration of land and water resources (from community members, traditional leaders, champions from civil society, private sector and government to public figures like the King of Lesotho)

(iii) Postproduction to produce final fully edited versions of the videos, incl. voiceovers, music, subtitles, illustrations / animations, blending in of text and logos. The videos to be supplied to GIZ are to be provided in mp4 format or similar, in both high-resolution, as well as a reduced version for online publication. All products must be submitted with subtitle tracks in English and Sesotho³. Furthermore, the service provider is to make recommendation for the dissemination of the videos.

The following cinematic, engaging and impactful movies are to be produced for the ReNOKA programme under the Action by March 2026:

- 8 short documentaries of 3-4 minutes length to document specific interventions and change areas of ReNOKA, the approach taken by ReNOKA during these interventions as well as the progress and results achieved by the national ICM programme in Lesotho between 2022 and 2025. Topics of the documentaries will be based on ReNOKA's change areas with the specific topics of the short movies to be decided between the service provider, GIZ and ICU at the beginning of the assignment. However, one of the eight movies should focus on the regional dimension of preserving Lesotho's land and water resources and make a business case for ICM in Lesotho.
- One summative / final documentary (ca. 24 minutes) based on the 8 short documentaries which highlight ReNOKA's approach to ICM, its progress and impact
- One short version of the summative documentary (4-5 minutes) to be used at conferences, expos, etc.
- One trailer (30-45 seconds) of the ReNOKA video documentary project, and

³ Sesotho subtitles should be as per the Southern Sesotho spoken in Lesotho.

- Production of 1 additional movie (5-7 min) for awareness raising activities through story telling e.g. folklore inspired centred around natural resource management.

Further considerations for the movies

The contractor is required to take the following key measures to avoid or reduce possible unintended negative results and to support environmental stewardship approaches, climate change adaptation and gender equality in its area of responsibility:

Environment/climate change (mitigation)/adaptation to climate change:

- Lesotho is considered as the water tower of Southern Africa. However environmental degradation and soil erosion threaten water, food and energy security not only in Lesotho but the whole Orange-Senqu River basin. Therefore restoration, protection and sustainable management of Lesotho's land and water resources is crucial for the sustainable development of the whole region.
 - ➔ The videos should therefore target not only the Lesotho public but the regional public to advocate for sustainable stewardship of Lesotho's land and water resources including raise awareness for the investments needed.
- Much of the current environmental degradation in Lesotho is caused by population growth, poverty and food insecurity, which have forced people into previously uninhabited areas like wetlands and mountain slopes. Climate change presents an aggravating factor to catchment degradation. Increased rainfall variability and extreme climate events such as droughts, floods and heatwaves increase soil erosion, while decreasing agricultural productivity and food security.
 - ➔ The contractor is to incorporate insights and recommendations from the social and behavioural change study conducted by ReNOKA in partnership with BUSARA Center for Behavioural Economics in the conceptualisation and design of the assignment. At a minimum, all activities specific to this assignment must be appropriate and considerate of the living conditions of the target groups, their access to information and commonly used communication technologies and media (see paragraph below on context sensitivity); they must be based on the principles outlined in the ReNOKA brand strategy ('we are a river', see Annex) and reflect the programme's SBCC approach.

Conflict and context sensitivity and human rights:

- Land and water resources in Lesotho's catchments are used for multiple purposes, incl. subsistence and commercial agriculture; livestock (of relevance not only for livelihood purposes but also to maintain traditional values linked to a herding culture); small and large scale water supply schemes, incl. for water export; mining; settlements; tourism; etc. Naturally, conflicts arise between the different resource needs. The conceptualisation and visuals depicted in the video documentaries should not exacerbate user conflicts but promote a balanced approach between current and traditional, upstream and downstream user needs and those of future generations.
 - ➔ All activities under this tender need to be implemented in a manner that is sensitive to the context of the programme's target group, which consists primarily of people living in the sub-catchment areas where the programme operates (the wider population in

Lesotho and the Orange-Senqu basin being an additional target group). ReNOKA has conducted profiles of the sub-catchment areas where the programme operates (see Annex), which contain relevant socio-economic information for an effective implementation of communication activities. The data shows, e.g. that the majority of people in most sub-catchments live below the poverty line of 1.90 USD per day, that nearly three quarters have no access to electricity at home, at that only very few have access to the internet. These conditions must be considered in the conceptualisation, scripting, visuals and dissemination of the video documentaries under this tender.

Gender equality:

- Traditional norms in Lesotho ascribe different roles and tasks to men and women (e.g. herding as a male task; agriculture and supply of water for household use as a female task). Similarly, access to community assets and decision-making structures in rural areas are structured in a gendered manner.
 - ➔ The script and visuals captured under this tender shall take into consideration the gendered nature of behaviours and community structures. They must be designed at minimum so as to not adversely increase inequalities in opportunities and access to information based on gender (do no harm), and ideally focus on visuals that reduce inequitable access to information.

Apart from inequalities based on gender, there are other vulnerabilities that need to be considered in the context of Lesotho; e.g. be cognisant of family responsibilities in the context of Lesotho where boys would support with herding and girls support in the household and fields.

Process

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 meeting with detailed concept and work plan for the full assignment	2 weeks after start of contract
Topics and concepts for 8 short documentaries, one educational folklore movie and concept for summative documentary agreed with GIZ and ICU	4 weeks after contract start
Pre-production for short videos 1, 2 & 3 and educational folklore video completed	6 weeks after contract start
Production for short videos 1, 2 & 3 and educational folklore video completed	4 months after contract start
Pre-production of short videos 4, 5, 6, 7 & 8 completed	5 months after contract start
Post-production of short videos 1, 2 & 3 and educational folklore video completed	5 months after contract start
Pre-production of summative documentary completed	6 months after contract start
Production of videos 4, 5, 6, 7 & 8 completed	latest 10 months after contract start, exact deadlines to be defined with GIZ after decisions on topics for each video

Post-production of videos 4, 5, 6, 7 & 8 completed	latest 11 months after contract start, exact deadlines to be defined with GIZ after decisions on topics for each video
Post-production of summative documentary, its short-version and trailer completed	latest 11 months after contract start

Period of assignment: from 01st April 2025 until 31st March 2026.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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. The bidder is expected to describe in detail in their technical proposal how they intend to undertake the full production process incl. production on site taking the points above into account (see Chapter 0 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)** and communication with them.

The tenderer is required to present and explain its approach to **steering** the production process 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 a schedule (1.4.1) that describes how the services according to Chapter 0 (Tasks to be performed by the contractor) are to be provided.

The tenderer is required to describe its contribution to knowledge management for ICU (1.5.1) and GIZ under **learning and innovation**.

Further requirements (1.7)

The bidder is requested to provide at least two work samples of previous video documentaries on impacts of development projects/initiatives in the natural resource management sphere. The samples will be assessed based on cinematic quality and effectiveness in transmitting messages around impact communication and calls to action.

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 6), 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.

Short-term expert pool with minimum 3, maximum 5 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

- Selection of specific topics and development of concepts for eight short documentaries and summative documentary
- Pre-production, production and post-production of ReNOKA videos
- Recommendations for dissemination of videos
- All tasks described above

Qualifications of the short-term expert pool

- Education/training (2.6.1): minimum 3 experts with university qualification (Bachelor or Master/Postgraduate) in Film Production, Cinematography, Journalism, Screen Writing, Film Editing, Documentary Production and Direction, Film and Media Arts or similar
- Language (2.6.2): 3 experts with C1-level language proficiency in English out of which at least 1 with C1-level language proficiency in Sesotho
- General professional experience (2.6.3): all experts with 7 years of professional experience in cinematography, film production, editing, directing
- Specific professional experience (2.6.4): 2 experts with 5 years of professional experience in impact storytelling through film and production of documentaries and short movies around sustainable natural resource management and climate change including human centred design and social behavioural change communication
- Regional experience (2.6.5): 3 experts with 5 years of experience in Southern Africa (region) out of which 1 expert with 3 years of experience specifically in Lesotho
- Development cooperation (DC) experience (2.6.6): 2 experts with 2 years of experience in DC
- Other (2.6.7): At least 1 expert with 3 years of experience in film marketing and distribution of environmental documentaries and experience in licencing for filming, etc,

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.

Commented [SW1]: Minimum 3 or all experts?

Commented [SW2]: How many years of experience for at least 1 expert or at least 1 reference project for 1 expert

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 (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
Short-term expert pool			345	149 in home country 196 in country/ies of assignment
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment		—	196	—
Overnight allowance in country of assignment.	—	—	196	—

Commented [SW3]: Please delete, it is part of travel budget

Commented [IK4R3]: Correct, it is part of the travel budget

Transport	Quantity	Unit Price in ZAR	Total	Comments
Flexible travel budget	1	673311,00 ZAR	673311,00 ZAR	To cover all costs related to travel including transport, fuel, accommodation, per diems, tolls, etc against evidence. All travels need to be discussed and agreed on with GIZ. GIZ needs to explicitly request the bidder to travel to Namibia, Botswana and South Africa for these costs to be eligible.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	139,170.50 ZAR	139,170.50 ZAR	A budget of ZAR 139,170.50 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

All items listed in the table above are “up to”-amounts.

The bidder is required to already possess all necessary equipment (video cameras, sound equipment, laptops, etc) and professional software (i.e. Adobe Premiere Pro or similar) to produce high-quality cinematic videos.

6. Inputs of GIZ or other actors

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

- information on programme, its approach and impacts, EU visibility requirements, ReNOKA Corporate Identity Manual, ReNOKA Communication & Visibility Plan
- feedback on work & movement plans, concepts, scripts, and draft videos
- team member to accompany production team during shooting to facilitate necessary introductions to partners, communities, etc

7. Eligibility criteria

Eligible bidders must meet the following eligibility criteria:

Commercial eligibility criteria:

- at least 70,000.00 EUR (~ 1,372,000.00 ZAR) average annual turnover for the last three financial years (last-but-four financial year can be included for tenders that are held within six months of end of last financial year)
- At least 4 employees on average for the past three calendar years

Technical eligibility criteria (each reference project with a minimum commission value of 15,000.00 EUR (298,000.00 ZAR))

Commented [SW5]: Please fulfill

- At least 3 reference projects in the field of video documentary production on impacts of sustainable natural resources management and climate change initiatives, and
- at least 2 reference projects in one or more countries of the Orange Senqu river basin

in the last three years.

8. 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.

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.

9. Annexes

- Communication & Visibility Plan
- ReNOKA Brand Strategy
- 6 Priority Sub-Catchment profiles
- ReNOKA Style Guide

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **7th March 2025** 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