

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

Event Management Support for PfP	Project number/ cost centre: 21.2026.9-005.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
DC	Development Cooperation
DWYPD	Department of Women, Youth and Persons with Disabilities
FK	Expert
FKT	Expert days
GBV	Gender-based Violence
KZFK	Short-term expert
MGEPEWS	Ministry of Gender Equality, Poverty Eradication and Social Welfare
MoGYSR	Ministry of Gender, Youth, Sports and Recreation
MSP	Multi-stakeholder partnerships
PfP	Partnerships for Prevention of Gender-based Violence
SADC	Southern African Development Community
ToRs	Terms of reference

1. Context

Gender-based violence is a widespread human rights violation that undermines the social, political, and economic participation of women and girls. Southern Africa is estimated to have amongst the highest prevalence rates of gender-based violence (GBV) worldwide, in particular of domestic violence. In international comparison the societal acceptance of domestic violence against women is higher in Sub-Saharan Africa compared to other developing countries. 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 German Federal Ministry for Economic Cooperation and Development (BMZ) has commissioned the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in 12/2017 to implement a multi-country programme named Partnerships for the Prevention of Violence Against Women and Girls (Short: Partnerships for Prevention, PfP) in South Africa, Lesotho, Zimbabwe, and Zambia.

Later in 2021, BMZ has decided to continue its engagement in the field of preventing gender-based violence (GBV) by commissioning a follow-on phase of the multi-country project “Partnerships for Prevention of Gender-based Violence in Southern Africa (PfP II). PfP II has been launched in December 2021 and runs until November 2025. The political partners of the implementation are the Ministry of Gender, Youth, Sports and Recreation (MoGYSR) in Lesotho, the Ministry of Gender Equality, Poverty Eradication and Social Welfare (MGEPEWS) in Namibia, the Department of Women, Youth and Persons with Disabilities (DWYPD) in South Africa and the Provincial Administration, Southern Province in Zambia. There is currently no political partner in Zimbabwe.

The project pursues the objective of supporting joint implementation of initiatives aimed at **primary GBV prevention** by regional, national, and sub-national stakeholders across sectors in Southern African communities. It focuses primarily on women and girls, especially those facing multiple discrimination, guided by an intersectional approach. Anchored in the “whole of society approach”, men and boys are also addressed by creating spaces to discuss masculinities and engaging them as allies. The project follows a systemic capacity development strategy, engaging actors on three levels: individuals (e.g., government officials, police officers, religious and traditional leaders), organisations (e.g., schools, governmental institutions, companies of the private sector, media organisations) and society.

PfP II builds on good practices and results of the preceding project “Partnerships for Prevention of Violence against Women and Girls in Southern Africa” (PfP I, 11/2017 – 11/2021). During PfP I, 10 GBV prevention initiatives (may be interchangeably used with “**flagships**”), anchored in multi-stakeholder partnerships (MSP), have been successfully implemented. Many of these initiatives are continued and will be upscaled in PfP II (Output 3). These GBV prevention initiatives in the form of evidence informed flagships involve stakeholders such as the media, religious and traditional leaders, the police, the private sector, as well as stakeholders from civil society, and include school-based activities, work on masculinities, food security and digital solutions. The GBV prevention flagships have also been accompanied by applied research, learning briefs and other publications to generate evidence and implementation informed knowledge for primary GBV prevention. All publications on the context and the flagships themselves are openly available in the resource

hub www.partnershipsforprevention.org.

During PfP I, foundations were laid to improve collaboration among relevant stakeholders by establishing multi-sectoral networks for primary GBV prevention. Building on the multi-stakeholder partnerships that were formed in the previous project, PfP engages further relevant stakeholders from across Southern Africa and facilitates regional knowledge sharing and exchange of experiences while enabling improved coordination of GBV prevention on (sub-)national levels in partner countries. The regional project has a strong focus on regional learning and exchange (Output 3).

PfP-II further aims to enhance the capabilities of stakeholders, both at an individual and institutional level, to implement joint initiatives for preventing gender-based violence (GBV). The goal is to provide capacity building opportunities that cater to the specific needs of stakeholders, enabling them to develop tools such as standardised training modules on Gender Equality and GBV, reporting templates, and joint data collection tools. These resources are expected to support the effective implementation of GBV prevention initiatives to ensure the sustainability of GBV prevention efforts (Output 2).

The overall objective of the PfP-II regional project is to strengthen the joint implementation of evidence informed Gender-based Violence prevention flagships by regional, national, and sub-national stakeholders across sectors in Southern African communities. Further information can be accessed at www.partnershipsforprevention.org

As above-mentioned, the project pursues four main outputs, namely:

1. The development of evidence-informed collaborative flagships for GBV prevention (Output 1)
2. The strengthening of stakeholders' individual and institutional capacities for the implementation of joint GBV prevention flagships (Output 2)
3. The strengthening of regional exchange among stakeholders to promote the upscaling of good practices for GBV prevention (Output 3)
4. The availability of quality data and evidence for GBV prevention is improved (Output 4)

Specifically, Output Indicator 3.1 sets the following goal: "10 regional meetings on good practices supporting the progress of the implementation of the SADC Regional Strategy and Framework of Action for Addressing Gender-Based Violence 2018-2030 among relevant stakeholders, including representatives from feminist civil society organisations in the region, have taken place." The aim is to enhance the SADC Gender Unit's capacity as a central facilitator, bringing together key stakeholders and partners from the 16 Member States to engage in regular and meaningful discussions on GBV prevention.

To this end, GIZ is seeking to procure the services of an event management firm to **support the organisation and management of several events, including conferences and webinars, in partnership with the Gender Unit of the SADC Secretariat. These events aim** to bring together stakeholders from across the SADC region to discuss, share knowledge, and collaborate on innovative approaches for using data and technology for GBV prevention.

2. Tasks to be performed by the contractor

The **objective of this consultancy** is to appoint an events management firm/company to oversee the management for the following 4 events:

	Event Name	Date (tbc)	Event Format	Event Size	Event Location
1	Event 1 - title/ topic tbc	Q1 2025	In-person, 3 days	35pax	Johannesburg, South Africa
2	Event 2 – title/ topic tbc	Q2 2025	In-person, 3 days	50 pax	Johannesburg, South Africa
3	Event 3 – title/ topic tbc	Q2 2025	In-person, 2 days	45pax	tbc
4	Event 4 – title/ topic tbc	Q3 2025	Virtual	150pax	N/A

The contractor is responsible for providing the following services:

- Preparation and management of all the logistics and arrangements related to hosting successful and professional events, especially regional conferences, and webinars.
- The selected firm/company will provide suitable services, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and other related arrangements.
- The contractor will also provide an efficient secretariat and clerical/ administrative support and will be responsible for the invitation and registration process and the transportation arrangements for participants including procuring international and domestic flights.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- Ensure the management and processing of all participant data strictly adheres to the General Data Protection Regulation (GDPR) as outlined by EU law, as well as any relevant national data protection regulations.
- The contractor manages all the travel (flight and road) and accommodation of participants.
- The contractor coordinates and engages with the responsible person from GIZ after the start of the contract and before each event in due time to agree on the types of services and resources required.
- The contractor reports regularly to GIZ in accordance with the General Contract Terms (AVB) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The event organiser will work closely with the GIZ team in Botswana that is directly supporting the SADC Gender Unit. In close cooperation with GIZ and its partner experts, the contractor will perform the secretariat function for organisational and logistical issues for the upcoming events.

In particular, the agency/company, in consultation with the GIZ team, will be responsible for the following tasks:

Participants management

- Organising the invitation processes, including drafting and dispatch of the invitation and registration form, tracking of responses and follow-up of confirmations.
- Compiling and submitting the list of participants for approval by the GIZ team and the SADC Gender Unit, ensuring the inclusion of a buffer to accommodate potential fluctuations in attendance. The finalised list must be submitted no later than two weeks prior to the event.
- Developing the “Save the Date” invite and the formal invitation for approval by GIZ and SADC Gender Unit.
- Send out the “Save the Date” and the formal Invitations to ALL participants, including meeting chair(s), speakers, facilitators etc.
- Following up on invitations via telephone, email, or other relevant channels.
- Ensuring regular updating of the list of participants and regular submission to the GIZ and SADC Gender Unit team.
- Organising and managing travel arrangements and accommodation for the participants, including procuring international and domestic flights as well as airport pick up and drop off.
- Organising and booking of local transportation for participants at the request of participants, when necessary.
- Sending out the “Information Note” to all participants (which should include arrival details, hotels information, visa requirements, general city info; etc.).
- Providing relevant information on visa requirements, assist participants with any queries related to the visa application process, and manage the reimbursement of visa costs.
- Organising protocol arrangements for VIPs, including arrival and departure at airport.
- Following-up of participants’ inquiries in relation to bookings, transportation, venue, visa, and relaying all event-related information to participants.
- Handling participants queries in a professional, timely and diplomatic manner.
- Developing and providing efficient registration systems for in-person events, incorporating modern technologies to streamline the process and minimise long queues and outdated paper-based methods.
- Ensuring event packs/ goodie bags are available for each participant while considering the use of environmentally friendly products to promote sustainability and reduce the event’s ecological footprint.
- Preparing and maintaining a participants register (with relevant contact details) in accordance with relevant data protection laws, where permissible.
- Managing a one-stop shop for general information support service for participants.
- Preparing and distributing arrival information packs to the participants including the agenda, presentations, conference pack, attendance registers, etc.

Conference venue arrangements

- Sourcing, booking and management of conference venues and accommodation for the participants.
- Submitting a timely venue shortlist for the in-person events and facilitating on-site inspection, where necessary, ahead of deciding on/ booking the venue.

- Ensuring that the selection and management of venues comply with all relevant safety and security standards, including adherence to established protocols for emergency preparedness, risk assessment, and participant well-being.
- Prioritising environmentally sustainable practices in venue selection and event management, such as eliminating single-use plastics, opting for reusable or eco-friendly materials in event packs and goodie bags, and minimising the event's overall carbon footprint (for more details please refer to GIZ's minimum standards for sustainable event management, as included in the annexes).
- Liaising with the conferencing venues in consultation with the GIZ team.
- Being responsible for the coordination and smooth organisation/logistical running of the event in liaison with GIZ team and the venue staff.
- Ensuring the appropriate configuration of meeting rooms in conjunction with the facilitators.
- Making sure that dietary requirements from participants are considered.
- Ensuring all required audio-visual equipment is available/acquired in all the rooms as required.
- Ensuring that simultaneous translation is available throughout the event (English, French, Portuguese) in coordination with the GIZ and SADC Gender Unit teams.
- Liaising with staff allocated by the venue to ensure compliance with all their assigned duties including opening and closing procedures and ensuring staff members arrive in a timely manner.
- Arranging and managing appropriate VIP lounge, if necessary.
- Ensuring service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.

Webinar Setup for Virtual Meetings

- Depending on the selected platform, supporting the set-up and manage accounts, including any necessary licenses or subscriptions.
- Conducting thorough testing of the platform to ensure all functionalities are working properly before each event.
- Providing live technical support during the event for both presenters and attendees to handle any issues that arise.
- Uploading and organising all event materials on the platform prior to the events.
- Setting up and managing the registration process, including creating registration forms, managing attendee lists, and sending confirmation emails.
- Developing and executing a marketing plan to promote the webinar, including virtual flyers or banners for email campaigns, social media, and other channels, if needed.
- Sending out reminders and updates to registered attendees leading up to the event.
- Coordinating with speakers to ensure they have all necessary information and materials, including event schedules and technical requirements.
- Ensuring that simultaneous translation is available throughout the event (English, French, Portuguese) in coordination with the GIZ team.
- Recording the event for future use, ensuring high-quality audio and video.
- Compiling a post-event report, including feedback analysis, attendance statistics, and recommendations for future events.

Interpretation and translation services

- Confirming onsite presence throughout the event to set up and oversee the interpretation services.
- Ensuring that all gadgets are in excellent working condition and being readily available to assist participants with connecting the devices.
- For each in-person meeting, ensure the availability of/ capacity for
 - 2 interpreter booths
 - 2 French/English interpreters
 - 2 Portuguese/English interpreters
 - 30-60 receivers and headsets depending on the event size
 - Shared delegate microphones (1 for every 3 participants)
 - 1 controller
 - 1 radiator
 - 1 transmitter
 - 1 onsite technician
- Translation of the meeting agendas, event material and reports from English into French and Portuguese.

Communication, PR, and documentation

- Conducting meetings with the GIZ team in preparation for the event(s) and documenting meeting agreements, tasks, and resolutions.
- Setting up and coordinating a steering committee for the event planning, inclusive of the GIZ team and the SADC Gender Unit.
- Maintaining and updating the information flow regarding organisational and logistical issues prior, throughout and after the events.
- Ensuring visual documentation of the events through professional photography and videography services, where needed and agreed (up to 40 photos and 1 video summary for the in-person events)).
- Adhering to relevant branding and corporate communication guidelines in relation to the external event communication, incl. save the dates, invitations, agendas etc.
- Drafting press releases for the events and circulating the final version subject to GIZ approval among relevant media outlets.
- Being responsible for putting together reports and documentation for all the events:
 - Capturing key points and insights during the events.
 - Drafting technical event outcome reports for all events based on the rapporteurs' input for further inputs by the GIZ and SADC team.
 - Reviewing GIZ feedback and submitting the final reports in English for approval by the GIZ team.
 - Translation of the final reports into French and Portuguese.

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 and Initial Planning Meeting Kick-off meeting to discuss event timelines, objectives, initial ideas, services and assign roles.	Within the first week of the contract start date
Project Plan Submission	14 days after the contract start date

<p>Submission of a comprehensive project plan including timelines, budgets, and resource allocation</p>	
<p>Planning Phase Event 1</p> <p>Providing support to the planning and preparation phases for the first meeting (for detailed tasks please refer to the previous section) with the following milestones:</p> <p>Booking an event venue and/ or sending save the date notices and invitations</p> <p>Scheduling and holding regular update meetings with the event steering committee</p> <p>Finalising the list of participants</p>	<p>To start promptly after the submission of the project plan</p> <p>No later than 2 months prior to the event</p> <p>Regular intervals, e.g. weekly or bi-weekly, as agreed</p> <p>No later than 2 weeks before the event</p>
<p>Reporting and Documentation Event 1</p> <p>Submission of interim/ final reports and documentation of the results (incl. photos, videos, and other documentation)</p>	<p>No later than 2 weeks after the event</p>
<p>Planning Phase Events 2 & 3</p> <p>Providing support to the planning and preparation phases for the organisation of two regional events (for detailed tasks please refer to the previous section) with the following milestones:</p> <p>Booking an event venue and/ or sending save the date notices and invitations</p> <p>Scheduling and holding regular update meetings with the event steering committee</p> <p>Finalising the list of participants</p>	<p>To start promptly after completion of the preceding event.</p> <p>No later than 2 months prior to the event</p> <p>Regular intervals, e.g. weekly or bi-weekly, as agreed</p> <p>No later than 2 weeks before the event</p>
<p>Reporting and Documentation Events 2 & 3</p> <p>Submission of interim/ final reports and documentation of the results (incl. photos, videos, and other documentation)</p>	<p>No later than 2 weeks after the event</p>
<p>Planning Phase Event 4</p> <p>Providing support to the planning and preparation phases for the organisation of a webinar (for detailed tasks please refer to the previous section) with the following milestones:</p> <p>Scheduling and holding regular update meetings with the event steering committee</p> <p>Finalising the list of participants</p>	<p>To start promptly after completion of the preceding event.</p> <p>Regular intervals, e.g. weekly or bi-weekly, as agreed</p> <p>No later than 2 weeks before the event</p>
<p>Reporting and Documentation Event 4</p>	

Submission of interim/ final reports and documentation of the results (incl. photos, videos, and other documentation)	No later than 2 weeks after the event
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Period of assignment: from earliest date until 31 October 2025.

3. Concept

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

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 (e.g. sub-contractors) relevant for the services for which it is responsible and describe the **cooperation (1.2.1)** with them.

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

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

Project management of the contractor

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). 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 (1.6.2).

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)

References: The tenderer is required to provide references/ reviews from previous clients that confirm the successful implementation of similar events and tasks as outlined in Chapter 2 (1.7). This can also include examples of documentation, for example event reports, external communication, photos, and videos.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader

Tasks of the team leader

- Assume overall responsibility for the contractor's service packages: Ensure adherence to quality standards and timely delivery of all tasks.
- Coordinate and maintain clear communication: Facilitate effective communication with GIZ, partners, and all project stakeholders to ensure alignment and smooth collaboration.
- Manage personnel and resources: Identify needs for short-term assignments within the available budget, plan, and steer related processes to optimise team performance.
- Oversee event logistics: Ensure the smooth execution of all logistical aspects, including venue setup, catering, transportation, and technical support, to provide a seamless experience for participants.
- Manage risk and contingency planning: Identify potential risks related to the events, develop contingency plans, and ensure the team is prepared to address any issues that arise.
- Monitor and evaluate event activities: Implement a system to assess the effectiveness of event activities, gather feedback from participants, and use insights to inform future events and project improvements.
- Provide regular reporting: Ensure timely and accurate reporting in accordance with project milestones.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in communication, business management, event management, or related fields.
- Language (2.1.2): C2-level language proficiency in English; knowledge of any other official language spoken in the SADC region will be a plus.

- General professional experience (2.1.3): 10 years of professional experience in the event management sector
- Specific professional experience (2.1.4): 8 years in organising large and complex, incl. regional, events.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in an event management company.
- Regional experience (2.1.6): 4 years of experience in projects in the Southern Africa region, of which 2 years in projects in South Africa (country).
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects.
- Other (2.1.8): Proven experience in organising high-level conferences with state representatives and public figures, incl. a proven track record of successfully coordinating and implementing high-level protocols for VIP delegates, including heads of state, ministers, and other dignitaries, ensuring seamless logistics, security, and communication during events.

Short-term expert pool with minimum 2, maximum 2 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

- **Coordinate and manage sub-contractors:** Oversee the contracting process and ensure effective coordination of sub-contractors, ensuring all deliverables are met according to project requirements.
- **Ensure backstopping and quality control:** Provide continuous support and oversight throughout all phases of planning, maintaining high standards of quality in all aspects of event preparation.
- **Facilitate seamless event execution:** Take responsibility for the day-to-day coordination of the event planning and execution, ensuring all logistical elements come together smoothly for a flawless experience.
- **Act as the primary contact person:** Serve as the main point of contact for GIZ staff before and during the event, addressing any inquiries or issues promptly and effectively.
- **Monitor event progress and troubleshoot issues:** Keep a close eye on event timelines and activities, anticipating potential challenges and implementing solutions to prevent disruptions.
- **Support on-site operations:** Oversee on-the-ground logistics during the event, ensuring all elements are aligned with the planned schedule and that participants' needs are met.
- **Document and report on event activities:** Compile and maintain detailed records of event processes, providing regular updates to the team leader and contributing to post-event reporting.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 experts with qualifications in communication, business management, project management, events management, administration, or related fields.
- Language (2.6.2): 2 experts with C2-level language proficiency in English.
- General professional experience (2.6.3): 2 experts with 5 years of experience in event management.

- Specific professional experience (2.6.4): 2 experts with 3 years of professional experience in organising large and complex, incl. regional, events.
- Regional experience (2.6.5): 2 experts with 2 years of experience in the Southern Africa region.
- Other (2.6.7): 2 years of experience in managing sub-contractors, such as travel agents, hotels and venues, photographers, videographers, translators/ interpreters as well as liaising with media and press in the context of big regional events.

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

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team Collaboration: Strong ability to work effectively within a team, fostering cooperation and ensuring alignment with team goals.
- Proactive Initiative: Demonstrates the ability to take initiative, anticipate needs, and act independently to drive progress and solve problems.
- Intercultural Communication: Skilled in communicating effectively across diverse cultural contexts, with sensitivity to cultural differences and practices.
- Socio-Cultural Awareness: Understanding and appreciation of socio-cultural dynamics, with the ability to engage respectfully with diverse groups and stakeholders.
- Client-Focused Efficiency: Capable of working efficiently while maintaining a focus on the needs and expectations of partners and clients, including experience in corresponding with and handling protocols for high-level dignitaries.
- Interdisciplinary Thinking: Ability to integrate knowledge and perspectives from various disciplines to address complex issues and create innovative solutions.
- Adaptability and Flexibility: Demonstrates the ability to adjust to changing circumstances and handle unexpected challenges with composure.
- Problem-Solving Skills: Effective at identifying issues, developing solutions, and implementing strategies to overcome obstacles.

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
Designation of TL/key expert/short-term expert pool	1	50	50	
Designation of TL/key expert/short-term expert pool	2	30	60	The 60 days do not necessarily need to be evenly split between the experts.
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	14 days (incl. travel days)	1	14 days (incl. travel days)	The 14 days cover the attendance of 1 expert at the 3 planned in-person events.
Overnight allowance in country of assignment	11 nights	1	11 nights	The 11 nights cover the attendance of 1 expert at the 3 planned in-person events.
Transport	Quantity	Number per expert	Total	Comments
International flights	2 return flights	1	2 return flights	Travel to the place of service delivery. Of the planned in-person events, 1 event location is yet to be determined destination within the Southern Africa region.
Domestic flights	2 return flights	1	2 return flights	Flights within the country of assignment during service delivery: Johannesburg, South

				Africa for 2 of the planned in-person events.
Travel expenses (train, car) <ul style="list-style-type: none"> R4.60 per kilometre (approx. 0.23 EUR) 	2000km		up to EUR 460	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
Flexible remuneration			up to EUR 17,000	A budget of EUR 17,000 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.
Workshops				Please calculate a budget for workshops taking the following cost items into account: <ul style="list-style-type: none"> Flights for participants Airport transfers and local transportation for participants Visa costs for participants Event venues and overnight accommodation for participants
Other costs			up to EUR 20,000	The budget contains the following costs: <ul style="list-style-type: none"> PR and communication services (incl. photography, videography, and external comms) Interpretation and translation services Staff for registration, ushering, and rapporteuring/documentation Stationary and goodie bags
Other costs			up to EUR 5,000	The budget contains the following costs: <ul style="list-style-type: none"> Events management registration system

Workshops, events, and trainings

The contractor implements the following workshops/study trips/training courses:

- 4 events in total (3 in-person events and 1 virtual event).
- Event 1 to take place in Q1 of 2025 (if possible), for a duration of 3 days, 35 participants Johannesburg, South Africa.
- Event 2 to take place in Q2 of 2025, for a duration of 3 days, 50 participants in Johannesburg, South Africa.
- Event 3 to take place in Q2 of 2025, for a duration of 2 days, 45 participants in event location to be confirmed (SADC member state).
- Event 4 to take place in Q3 of 2025 (virtually), half day webinar-style session, 150 online participants.
- See events table in Chapter 2 for more details.

6. Inputs of GIZ or other actors

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

- Relevant information on the contents of the events (for example, as needed for overall planning, external communication, or preparation of interpretation/ translation).
- Please note that the GIZ team, in cooperation with and guided by SADC, is responsible for the contents of the events.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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. Please submit references and examples as external content (e.g. links to previous event reports, external communication, photos, and videos). Please identify the external content with its date of creation.

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

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

8. Outsourced processing of personal data

The execution of the contract is associated with processing of personal data by the contractor for the client. Such data processing shall always be carried out only on behalf of and in accordance with the instructions of the GIZ management. Therefore, an agreement on

“Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.”

9. Annexes

- Minimum standards for sustainable event management at GIZ South Africa
- Conference report of the previous regional PfP conference

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **14th February 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