

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

Event management for anti-corruption events

**Project number/
cost centre:
20.2106.1-001.00**

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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
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
TIP	Transparency, Integrity and Accountability Programme

1. Context

The Transparency, Integrity and Accountability Programme in South Africa (TIP) supports state and non-state actors to contribute towards the implementation of the National Anti-corruption Strategy (NACS) in a whole-of-government and societal manner. The TIP provides capacity development for anti-corruption actors in the state, civil society and the business sector. The project supports:

- Active citizenry where citizens can contribute actively to activities and initiatives in favour of transparency, integrity and accountability (output 1);
- The strengthening of institutional capacity of collaborative mechanisms, particularly the National Anti-corruption Advisory Council (NACAC) to coordinate the implementation of the NACS (output 2); and
- Multi-stakeholder partnerships to improve transparency, integrity and accountability (output 3).

In addition to the whole-of-government and societal approach of the TIP, the programme actively pursues a human rights-based orientation including gender equality. The strategic reference points for the TIP are the NACS, Agenda 2030, the Medium-term Strategic Framework 2019-2024, Germany's approaches to governance, democracy and anti-corruption as well as Agenda 2063 (African Union) and Sustainable Development Goals 16.5 and 16.6.

The TIP is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The programme is part of the newly established Peaceful and Inclusive Societies cluster of BMZ and the action field Good Governance. The TIP is co-financed by the **Swiss State Secretariat for Economic Affairs (SECO).**

2. Background of assignment

Since its inception, TIP has made significant contributions to the partner landscape. As mentioned above the programme follows a whole-of society approach and thus our stakeholders vary throughout society. TIP is looking for an event management organisation to manage **up to 8 events with 100 participants and above each per event in Gauteng**. The format of the events may vary including but not limited to award ceremonies, conferences, summits, symposiums etc. The service provider will be briefed by the relevant senior technical advisor on the requirements of each event.

3. Tasks to be performed by the contractor

A detailed breakdown of responsibilities is outlined in these TORs:

- Preparation and management of all the logistics and arrangements related to hosting a successful and professional anti-corruption event.
- The selected firm/company will support with identifying suitable service providers, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and other related arrangements.
- The contractor will also ensure availability of an efficient secretariat and clerical/administrative support and will oversee the invitation and registration process and coordinate 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.

In particular, the agency/company will be responsible for the following tasks:

a) Participants management

- Organizing the invitation processes, including drafting, graphic designing and dispatch of the invitation and registration form, tracking of responses and follow-up of confirmations;
- Send out Invitations to all participants, including meeting chair(s), speakers, facilitators;
- Follow up on invitations -via telephone and email;
- Ensuring regular update of the participants' list and regular submission to the GIZ advisor;
- Organize and manage travel arrangements for the participants, including procuring international and domestic flights as well as airport pick up and drop off;
- Organizing and booking of local transportation for participants at the request of participants, when necessary;
- Send out Information Note to all participants (arrival details, hotels, event times and departure details);
- Should there be international invitees the events company must support Visa processing of participants;
- If necessary, organize protocol arrangements for VIPs, including arrival and departure at airport;
- Follow-up of participants' inquiries in relation to bookings, transportation and venue, visa, and relaying all event related information to participants;
- Handling participants queries in a professional, timely and diplomatic manner;
- Arrange and manage participants' registration at the conference;
- Prepare and maintain participants register (with relevant contact details) following GIZ's register format (which will be provided);
- Manage a one-stop general information support service for participants.
- Sourcing and management of accommodation to the conference participants as well as liaising with the conference venue identified with the responsible GIZ advisor.

b) Conference venue arrangements

- Responsible for coordination and smooth organization/logistical running of the event in liaison with GIZ office/advisors and the venue identified with GIZ.
- 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;
- Have a briefing session 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;
- Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
- Enquire about safety precautions should the event require additional security.

c) Conference reference materials and documentation

- Prepare and distribute arrival information packs to the participants when necessary

- Ensure banners and any communications material are set up – liaise with GIZ-TIP Communications Advisor
- Printing of any event materials in line with GIZ guidelines - liaise with GIZ-TIP Communications Advisor

d) Coordination and reporting

- Conduct meetings with GIZ advisors and its partners in preparation for the event and document and follow-up all meeting resolutions;
- Maintain and update the information flow regarding organizational and logistical issues prior, throughout and after the regional learning events;
- Ensure that all events must have a scribe and a report should be produced about the proceedings of the day as well as lessons learnt regarding planning and execution of the event. Consolidation report on all the lessons learnt and success regarding logistics. All reports produced should be in English language

e) Additional services

- Arrange for entertainment if necessary
- Videography if necessary
- Liaise with the communications technical advisor whether there needs to be a information gathering elements for future comms i.e participant interviews, short clips of participants experiences, post event reviews etc.

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	16 January 2025
Event management and logistics support: Providing support to the planning and preparation phases all events	Ongoing until the conclusion of the contract
Consolidation of lessons and successes of all events	24 September 2025
Milestones/process steps/partial services	Deadline/place/person responsible

Period of assignment: from 16 January 2025 until 24 September 2025.

4. Concept

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

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

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following

this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

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

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

Project management of the contractor (1.6)

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

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

5. 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.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Relevant undergraduate qualifications in project management, communication, business management, event management, or related fields
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 7 years of professional experience in the event management sector
- Specific professional experience (2.1.4): 5 years in organizing events with over a 100 attendees, coordinating between multiple organizers/funders

- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in an event management company
- Other (2.1.8): Proven experience in organising conferences, events or summits with different stakeholders.

Event Manager

Tasks of the Event Manager

- Manage all elements of each event, from planning to execution.
- Coordinate and communicate between the GIZ-TIP advisors and the events management team.

Qualifications of the Event Manager

- Education/training (2.2.1): University qualification in Communications, Marketing, Design, Fine Art or Project Management or Business
- Language (2.2.2): C2-level language proficiency in English
- General professional experience (2.2.3): 7 years of experience in events management
- Specific professional experience (2.2.4): 5 years of experience in managing events for non-profits/international development agencies
- Leadership/management experience (2.2.5): 5 years of experience as team lead/ project lead in an events management agency

Event Coordinator

Tasks of the Event Coordinator

- Work closely with the events manager on all elements of executing the events.
- Support the events manager with logistical oversight and administrative tasks for all events.
- Support the events manager with coordination of the expert pool.
- Support the events manager with communication and coordination between the GIZ-TIP advisors and the events management team,

Qualifications of the Event Coordinator

- Education/training (2.3.1): University qualification in Communications, Marketing, Design, Fine Art or Project Management or Business
- Language (2.3.2): C2-level language proficiency in English
- General professional experience (2.3.3): 5 years of experience in events management or public relations or media
- Specific professional experience (2.3.4): 3 years of experience in managing events for non-profits/international development agencies

Rapporteur/ report writer

Tasks of the Rapporteur

- Write report for all events
- Support the events manager with communication and coordination between the GIZ-TIP advisors and the events management team,

Qualifications of the Rapporteur

- Education/training (2.4.1): University qualification in Social Sciences
- Language (2.4.2): C2-level language proficiency in English

- General professional experience (2.4.3): 5 years of experience report writing and consolidation
- Specific professional experience (2.4.4): 2 years of experience in capturing and summarising the essence of proceedings at events

Short-term expert pool with 4 members

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

Tasks of the short-term expert pool (4)

- Production coordinator
- Marketing, community outreach and public relations specialist
- Graphic designer
- Photographer

Qualifications of the short-term expert pool (4)

- Education/training (2.6.1): 4 experts with university or tertiary qualification in Fine Arts/ Event Management/ Communications/ Marketing/ Public Relations/ Digital Media.
- Language (2.6.2): Up to 4 experts with C2-level language proficiency in English.
- General professional experience (2.6.3): 4 experts with 3 years of professional experience in event coordination/ production coordination/ communication/ PR/ Branding/ Marketing/ Digital media/ Graphic Design.
- Specific professional experience (2.6.4): 2 experts with 2 years of professional experience in event/ production coordination for large-scale events including conferences, summits, and non-profit awards ceremonies; 2 experts with 2 years of professional experience in a communications/ marketing/ PR/ digital media for large-scale events including conferences, summits, and non-profit awards ceremonies.

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

The bidder must provide a clear overview of all proposed experts and their individual qualifications. For each expert, a statement of availability must be attached to the tender as an annex. The bidder is at liberty to express in the concept the breakdown and/or allocation of the expert days for the complete staffing plan in a manner that is most beneficial to the project.

6. 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 aspect 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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	40	40	
Event manager	1	100	100	
Event coordinator	1	80	80	
Rapporteur/ report writer	1	24	24	
Designation of expert pool	4	20	160	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	0	0	0	0
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car) • Local road travel •	16	500	8000	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments

Flexible remuneration <i>Please calculate a number corresponding to approximately 10% of the contract value and specify this amount in the specification of inputs.</i> <i>In accordance with Section 3.3.5.7 AVB, when the flexible remuneration item is used, the contractually agreed amounts may be exceeded up to the amount of this budget item. This can be used only for cost items specified in the original agreement.</i> <i>The contractually agreed individual rates (e.g. amount of air travel expenses) and type of settlement (against evidence or flat rate) may not be changed.</i>	1	200 000 ZAR	200 000 ZAR	A budget of ZAR 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.
Events management system – RSVP, onsite registration	1	98 100.00 ZAR	98 100.00 ZAR	5 000 Euros. Against provision of evidence
Procurement of materials and equipment	1	Up to 117 727.00	Up to 117 727.00	Costs may vary depending on the event.
Other costs Speakers, entertainment, décor etc.	1	400 000 ZAR	400 000.00	

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 (language).

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and

the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

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

Annexures

- Minimum standards for sustainable event management at GIZ