

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

Supporting PYEI Workstream Coordination	Project number/ cost centre: 20.2210.1-001.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Federal Ministry for Economic Cooperation and Development
BNC	Bi-National Commission (between Republic of South Africa and the Federal Republic of Germany)
DEL	Department of Employment and Labour
DHET	Department of Higher Education and Training
DPWI	Department of Public Works and Infrastructure
DSI	Department of Science and Innovation
DTIC	Department of Trade, Industry and Competition
DWYPD	Department of Women, Youth and Persons with Disabilities
ERRP	Economic Recovery and Reconstruction Plan
NYDA	National Youth Development Agency
PMN	National Pathway Management Network
PMO	Project Management Office
PYEI	Presidential Youth Employment Intervention
S2PYEI	Support to the Presidential Youth Employment Intervention
SETA	Sector Education and Training Authority
SMME	Small, Micro and Medium Enterprises
ToR	Terms of reference
TVET	Technical and Vocational Education and Training

1. Context

Project description

On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements the project “Support to the Presidential Youth Employment Intervention (S2PYEI)”.

The project supports the Programme Management Office (PMO) at the Presidency of the Republic of South Africa in the coordination and implementation of the PYEI.

In doing so, the programme works along two main strains of activity:

- (1) Supporting the PMO in coordinating the PYEI and developing its governance structures and
- (2) Strengthening the capacities of PYEI implementing organisations.

1.2 Problem analysis

South Africa is amongst the countries with the highest official unemployment rates in the world. Young people in particular struggle to enter the labour market – a problem which has been further exacerbated by the COVID-19 pandemic. The Presidential Youth Employment Intervention (PYEI) is a direct response to the challenge that too many young people are not transitioning from learning to earning. These young people who do manage to access learning and employment opportunities tend to zigzag on broken pathways, falling in and out of education and short-term work so that they are unable to realise their potential and gain a foothold in the economy. As a result, the unemployment crisis continues to deepen, and youth unemployment is at its highest level in over a decade.

The PYEI is South Africa’s most comprehensive effort yet to address the youth unemployment crisis. The intervention brings together the strengths of numerous government institutions and social partners to deliver more opportunities for young people. It seeks to coordinate, accelerate, and enhance existing programmes. The PYEI also drives innovation and creates pathways to earning for young people at scale. Central to the PYEI's efforts is the establishment of a National Pathway Management Network (NPMN) that guides young people towards opportunities for training, work experience and income. In addition to the NPMN, other PYEI components include: demand-led skilling, the enabling of local ecosystems to facilitate self-employment and enterprise opportunities; and the revitalisation of the National Youth Service.

The implementation of the PYEI is coordinated by the Project Management Office (PMO) in the Private Office of the President.

The PMO in the Presidency works closely with the Department of Higher Education and Training (DHET) and the Department of Employment and Labour (DEL) as well as other partners in the National Pathway Management Network (PMN) to support improved

coordination in sectors where it is anticipated that there will be growth (namely ; automotive, agriculture, digital, social services and infrastructure repairs and maintenance) and present large opportunities for new entrants.

This takes place in the context of the work that DHET undertakes to reorientate the skills development system to meet demand in the long term in ways that ensure strong and responsive institutions. It also recognises efforts driven by DHET around the skills strategy - in response to the Economic Rapid Recovery Plan (ERRP) – in the short to medium term there is a need for innovative solutions that support the delivery of training and/or workplace experience which enables young work-seekers to transition into jobs at scale.

A set of priority workstreams aligned within the anticipated growth sectors – which include the relevant SETAs and bodies for each stream - have been established to design and implement workforce development solutions for new entrants. These workstreams are:

- Digital and technology together with Global Business Services
- Social services (including ECD)
- Automotive - with a focus on manufacturing including assembly and components
- Agriculture
- Installation, Repair and Maintenance (IRM)

1.3. Project Approach

In 2021, S2PYEI contracted a service provider to facilitate the coordination of three of the workstreams (social services/ early childhood development, digital economy and agriculture). This support focuses on secretarial and process management support. The political partner, the PMO, found this support to be very valuable and has requested the project to appoint a service provider to continue the workstream coordination activities for the period 01 January 2025 to 31 March 2025. The scope of activities currently undertaken by the contracted service provider is expected to remain the same i.e., secretariat and process management functions in close collaboration (weekly meetings) with the PMO and DHET and convening and reporting of/on the workstreams. In addition, it is anticipated that the service provider continues to fill the information gaps (in existing and potential demand) and continue the development of a consolidated initiatives table for each workstream.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- To work closely with the PMO in the Presidency, DHET and DEL to determine the status of each workstream;
- To support the convening of each of the task teams ensuring that the relevant -role players are in the “room” and that the process has the requisite information to identify priorities for short-term implementation;
- To bring in relevant expertise to support each of the work-streams (this requires of the service provider that they have a network and capacity to bring in and contract additional capacity as required);
- Work with relevant role players to package these interventions and determine how these can be delivered at scale (including funding mechanisms);

- Capture outcomes and outputs for reporting in terms of the [NPMN](#) and against the skills strategy for ERRP that is being driven by DHET;
- Flag any policy implications of this work to DHET;
- Consider other interventions that are being driven within the skills strategy in response to the ERRP and the wider PSP.

Deliverables will include:

- Monthly progress briefs on achievements and challenges in facilitating workstream meetings and supporting delivery of demand-led skills interventions. These will include documentation of meetings facilitated and data/examples on delivery support rendered. They will also include updated lists of stakeholders engaged as part of the workstream. The briefs will be presented during quarterly meetings that may include leads/facilitators from other PYEI workstreams.
- Management of the Monitoring & Evaluation tool for reporting of/on each workstream coordinated
- A consolidated report on the Deep Dives into the workstreams on a monthly basis.
- Input data into the stakeholder tracker accordingly covering data up to end of March 2025
- A final project report that clearly describes overall scope of activities, achievements, challenges, and learnings of each of the workstreams.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestone	Deadline
Monthly Coordination of 5 Workstreams - Preparation/hosting/minutes & action items/follow ups 2. Stakeholder engagement 3. Filling in the gaps 4. Weekly meetings with PMO/DHET 5. Scheduling, hosting, action tracking of bi-weekly meetings with PMO/DHET & Appointed Implementers	01 January 2025 – 31 March 2025
Monthly reports of workstream activities	Monthly to 31 March 2025
Management of M&E tool for reporting	Monthly to 31 March 2025
Synthesis report on Workstream Deep Dives	Monthly to 31 March 2025
Policy analysis and evaluation related to DHET and affiliated departments	Monthly to 31 March 2025
Final Report	31 March 2025

Period of assignment: from 01 January 2025 to 31 March 2025.

3. Concept

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

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

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

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**.

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.

Key expert 1

Tasks of key expert 1

- Overall responsibility for the technical and operational coordination and support of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Stakeholder management and engagement

Qualifications of key expert 1

- Education/training (2.2.1): University degree (at least a Masters' level) in Business studies, Administration, Project Management or related field
- Language (2.2.2): C2-level language proficiency in English
- General professional experience (2.2.3): 5 years in Project Management

- Specific professional experience (2.2.4): 5 years in Stakeholder engagement, oversight and administration of project across multiple sectors.
- Leadership/management experience (2.2.5): 5 years of management/leadership experience as project team leader or manager in an organisation
- Regional experience (2.2.6): 3 years of experience in projects in South Africa
- Development cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

Key expert 2

Tasks of key expert 2

- Coordination and management of workstreams
- Analysis of data
- Report writing
- Technical support to stakeholders across workstreams

Qualifications for key expert 2

- Education/training (2.3.1): University degree (at least a Masters' level) in Development studies, Business Administration, Project Management or related field
- Language (2.3.2): C2-level language proficiency in English
- General professional experience (2.3.3): 5 years in Project Management
- Specific professional experience (2.3.4): 5 years in Oversight and administration of project across multiple sectors.
- Leadership/management experience (2.3.5): 5 years of experience as project team leader or manager in an organisation
- Regional experience (2.3.6): 5 years of experience in projects in South Africa
- Development cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): N/A

5. Costing requirements

Assignment of personnel and travel expenses

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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments

Key expert 1	1	20	20	
Key expert 2	1	13	13	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment				In the event the experts need to travel to Johannesburg or Cape Town to deliver the in-person support. Reimbursed against evidence.
Transport	Quantity	Price	Total	Comments
Domestic flights				Return flights within the country of assignment, during service delivery. Reimbursed against evidence. 1 return flight per team member.
CO₂ compensation for air travel				A budget is earmarked for settling carbon offsets against evidence. Reimbursed against evidence.
Travel expenses (train, car) <ul style="list-style-type: none"> • Uber • Gautrain 				Travel within the country of assignment, transfer to/from airport etc.

6. Inputs of GIZ or other actors

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

- All relevant documentation pertaining to the workstreams
- Contact information for workstream stakeholders

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. 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.

8. Outsourced processing of personal data

Personal data (e.g. from respondents) may be entrusted to or collected by the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of South Africa's Protection of Personal Information (POPI) Act and the European Union's General Data Protection Regulation (GDPR), in particular Articles 44-50. The contractor shall act as an independent data controller for the personal data that he processes in connection with the contract and shall comply with the applicable obligations under this data protection legislation.

In order to comply with data protection regulations, only aggregated and/or anonymized data will be submitted to GIZ.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **13th December 2024** all documents must be in PDF.
- Submission to any other email address may invalidate your bid.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in **ZAR**.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.

- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.
- **Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.**
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

Scientific data

In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
 - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**

Bids sent via Dropbox and WeTransfer will not be accepted

