

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

Institutional and management support to the PYEI	Project number/ cost centre: 20.2210.1-001.00
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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
BMZ	German Federal Ministry for Economic Cooperation and Development
FK	Expert
FKT	Expert days
GDPR	General Data Protection Regulation
KZFK	Short-term expert
PMO	Project Management Office
PYEI	Presidential Youth Employment Intervention
S2PYEI	Support to the Presidential Youth Employment Intervention
ToRs	Terms of reference

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.

Problem analysis

South Africa is currently the country with the highest official unemployment rate in the world. Young people in particular struggle to enter the labour market – a development which has been further exacerbated by the COVID-19 pandemic. Those young people who do manage to access 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.

In response to this challenge, the President of the Republic of South Africa has established the Presidential Youth Employment Intervention (PYEI). The implementation of the PYEI is coordinated by the Project Management Office (PMO) in the Presidency. The PYEI is a rapidly developing program of high complexity, requiring the development of new institutional arrangements, partnerships and processes.

Project approach

S2PYEI supports the PMO in the coordination and implementation of the PYEI and strengthens the capacities of PYEI implementing organisations. The PMO has requested support in further developing the existing institutional arrangements, as well as providing procurement and contracting, implementation and administrative support.

2. Tasks to be performed by the contractor

2.1 Institutional Support – Key Expert 1

The contractor is responsible for providing the following services:

- Technical support to the PYEI in the review and refinement of existing institutional arrangements
- The development of new institutional and management arrangements as required, including the development of appropriate Memoranda of Agreement and Terms of Reference
- Support and advise with respect to public procurement and contracting matters including liaison with the Office of the Chief Procurement Officer in the National Treasury and other key stakeholders

- Support to the PYEI in respect of public finance matters, in particular National Treasury budget and other processes
- Advisory services to PMO staff or staff of institutions involved in the implementation of the PYEI to ensure its effective operationalisation.

2.2 NPMN and NYS Lead – Key Expert 2

The contractor will support the PMO in the Presidency to the implementation of the National Pathways Management Network (NPMN), and the National Youth Service.

The specific responsibilities are as follows:

- In partnership with the Presidency and the Department of Employment and Labour (DEL), convene and chair the technical committee of the NPMN and coordinate the work of the subcommittees of the NPMN.
- Actively manage the National Pathway Manager and ensure that activities are implemented as planned.
- Support the department with funding requests to the National Treasury for the NPMN and ensure reporting on outcomes and expenditure.
- Enable and support the unlocking and aggregation of opportunities from partners in the NPMN.
- Coordinate and convene relevant stakeholders to identify barriers that young people are facing to inform systemic changes that may be required, and support solution development to improve the outcomes of the NPMN.
- Oversee the implementation of the pilot projects within the NPMN, link young people to opportunities across the formal, informal and social economy, as well as public employment programmes.
- Support the department with the strategic refocus of the Labour Activation Programme to explicitly support employment outcomes including funding the priorities of the PYEI.
- Attend weekly PYEI planning meetings convened by the Presidency
- Provide ad-hoc support to the institutionalisation of the NPMN
- Support the implementation of the Monitoring and Evaluation framework of the PYEI of GIZ

2.3 MERL Specialist – Short-Term Expert Pool1

The contractor will support the PYEI in the PMO in managing stakeholders and will be responsible for designing and overseeing the implementation of the project's Monitoring, Evaluation, Reflection, and Learning MERL system; and Collaboration, Learning, and Adapting (CLA) processes in close coordination with GIZ. The MERL Manager will lead the overall learning agenda of the program, working closely with partners and other internal and external stakeholders. S/he will support research to build the evidence base around youth employment.

The specific responsibilities are as follows:

- Lead the design and implementation of the PYEI's M&E framework and information systems to track delivery against program targets, outcomes, and impacts, including clearly defined objectives, indicators, learning mechanisms, and the implementation of appropriate M&E procedures;

- Prepare and ensure timely submission of project performance monitoring plans, including developing and defining program indicators and sources of data, and contribute to annual work plans, quarterly and annual reports, and other project documents;
- Support the design and implementation of robust CLA approaches and processes; ensure use of existing evidence to promote improvements, collaboration, learning, and adaptation, and identify solutions to promote data-based decision making;
- Develop a learning agenda and support research to better understand the contextual realities of labour market access and unemployment for youth, and to build the evidence base around youth inclusion;
- Attend weekly PYEI planning meetings convened by the Presidency;
- Other responsibilities as assigned.

2.4 Administrative Support – Short-Term Expert Pool 2

The contractor is responsible for providing the following services:

The contractor will be the point of reference for all queries, requests or issues and will be an integral part of the PYEI team in the PMO. A range of secretarial assistance including but not limited to:

- Diary and agenda management, and the arrangement of new meetings and appointments
- Preparing and disseminating minutes of meetings, correspondence, memos and agendas
- Filing and updating contact information of team members, contractors, internal and external partners and stakeholders
- Support and facilitating the completion of regular reports
- Developing and maintaining a filing system
- Making local, regional, and international travel arrangements
- Documenting expenses and submitting reports and expense claims
- Making logistical arrangements for meetings and events
- Forming part of the team of event planners and successful execution from conception through to post-event resolution

All contractors will conduct all activities under this contract after consultation with and taking into account any instructions received by GIZ.

All contractors will report any activities undertaken under this contract to GIZ in a manner to be agreed between the GIZ and the contractor. The contractor may, as appropriate, be required to participate in coordination meetings with PMO and S2PYEI, which take place every other week.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Progress reports on the support provided in line with Chapter 2	Monthly
Final report on the support provided in line with Chapter 2. The Final report should document the learnings from each role, recommendations for improving each component of the work, a job description for each role, as well as a handover document for each role.	31 March 2025

While the majority of the work of Key experts can be performed remotely, the contractors are expected to participate in physical meetings or at events in Pretoria or Johannesburg whenever required (approximately monthly).

In addition:

- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- 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
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Period of assignment: From 01 February 2025 until 31 March 2025.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter **Error! Reference source not found.** (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 **Error! Reference source not found.** 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 **Error! Reference source not found.** 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).

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.

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.

Key Expert 1

Tasks of Key Expert 1

- Execute all tasks detailed in Chapter 2.1
- Coordinate with S2PYEI as well as PMO
- Report on the progress of project implementation in line with the requirements stipulated in these ToRs

Qualifications of Key Expert 1

- Education/training (2.2.1): Master's degree in Public Administration, Political Science, or another relevant field, with a certificate in organisational development or change management
- Language (2.2.2): English language skills at the level of the Cambridge Certificate of Proficiency in English (CPE) or C2 level of the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.2.3): 5 years of experience advising public sector clients,
- Specific professional experience (2.2.4): 5 years of experience supporting institutional arrangements or restructuring efforts of public institutions
- Leadership/management experience (2.2.5): **none**
- Regional experience (2.2.6): 10 years of experience in South Africa
- Development cooperation (DC) experience (2.2.7): None
- Other (2.6.8): None

Key Expert 2

Tasks of Key Expert 2

- Execute all tasks detailed in Chapter 2.2
- Coordinate with S2PYEI as well as PMO

- Report on the progress of project implementation in line with the requirements stipulated in these ToRs

Qualifications of Key Expert 2

- Education/training (2.3.1): Master's degree in Economics, Development Economics, Public Administration, Political Science, or another relevant field
- Language (2.3.2): English language skills at the level of the Cambridge Certificate of Proficiency in English (CPE) or C2 level of the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.3.3): 2 years of experience in a policy advisory capacity, and
- Specific professional experience (2.3.4): 2 years of experience in Monitoring, Evaluation, Reflection and Learning design and execution, and 2 years of experience in partnership building and programme development
- Leadership/management experience (2.3.5): 2 years of experience in budget, project and stakeholder management
- Regional experience (2.3.6): 5 years of experience in South Africa
- Development cooperation (DC) experience (2.3.7): None
- Other (2.3.87): None

Short-Term Expert Pool 1 (with minimum 1, maximum 2 members)

Tasks of Short-Term Expert Pool 1

- Execute all tasks detailed in Chapter 2.3
- Coordinate with S2PYEI as well as PMO
- Report on the progress of project implementation in line with the requirements stipulated in these ToRs

Qualifications of Short-Term Expert Pool 1

- Education/training (2.6.1): 1 short-term pool expert with Master's degree in Economics, Development Economics; 1 short-term pool expert with Master's degrees in another relevant field
- Language (2.6.2): English language skills at the level of the Cambridge Certificate of Proficiency in English (CPE) or C2 level of the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.6.3): 1 short-term pool expert with demonstrated expertise and an in-depth understanding of qualitative and quantitative research design, as well as prior experience of analyzing datasets; prior experience using SPSS, STATA, R, or other equivalent packages;
- Specific professional experience (2.6.4): 5 years of experience designing and implementing Monitoring, Evaluation, Reflection, and Learning (MERL) and Collaboration, Learning, and Adapting (CLA) systems for youth employment, formal and informal skills development, and/or systems strengthening; Demonstrated experience leading, designing, managing, and/or commissioning performance and outcome evaluations and other types of qualitative and quantitative research, preferably in the field of employment
- Regional experience (2.6.5): 5 years of experience in South Africa
- Development cooperation (DC) experience (2.6.6): None
- Other (2.6.7): none.

Short-Term Expert Pool 2 (with minimum 1, maximum 3 members)

Tasks of Short-Term Expert Pool 2:

- Execute all tasks detailed in Chapter 2.4
- Coordinate with S2PYEI as well as PMO
- Report on the progress of project implementation in line with the requirements stipulated in these ToRs

Qualifications of Short-Term Expert Pool 2:

- Education/training (2.7.1): Matriculation and a tertiary qualification (Diploma or bachelor's degree) in Administration
- Language (2.7.2): English language skills at the level of the Cambridge Certificate of Proficiency in English (CPE) or C2 level of the Common European Framework of Reference for Languages (CEFRL). Excellent written and verbal communication skills.
- General professional experience (2.7.3): 5 years of experience in secretarial or administrative assistance in a professional firm, exercising office organisation and optimisation techniques, arranging events, meetings, and travel, interfacing with internal and external stakeholders, reconciling expenses, and using MS Office
- Specific professional experience (2.7.4): 5 years of experience multi-tasking and managing time constraints and tight deadlines.
- Regional experience (2.7.5): None
- Development cooperation (DC) experience (2.7.6): None
- Other (2.7.7): none

Soft skills of all team members

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

- Ability to navigate politically sensitive environments
- Highly analytical and strong problem-solving competencies
- Have a high level of attention to detail

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

Addition or replacement of experts or administrators must be approved by the project.

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	8	8	
Key expert 2	1	44	44	
Short term pool1	1 to 2	40	40	
Short term pool2	1 to 3	8	8	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	10			In the event the experts need to travel to Johannesburg or Cape Town to deliver the in-person support. Reimbursed against evidence.
Overnight allowance in country of assignment	9			Reimbursed against evidence.
Transport	Quantity	Price	Total	Comments
Domestic flights	2			Return flights within the country of assignment, during service delivery. Reimbursed against evidence. 1 return flight per team member.
CO ₂ compensation for air travel	2			A budget is earmarked for settling carbon offsets against evidence. Reimbursed against evidence.
Travel expenses (train, car)				Travel within the country of assignment, transfer to/from airport etc.
• Uber	4			
• Gautrain	4			

6. Inputs of GIZ or other actors

GIZ is expected to make the following available:

- Workstation in the GIZ country office if required

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 5 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

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent Data Controller and must alone comply with all applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.