

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

DEVELOPMENT OF CLIMATE RISK AND VULNERABILITY PROFILES AND CLIMATE ACTION PLANS FOR TWENTY-TWO (22) PRIORITY HUMAN SETTLEMENTS AND HOUSING DEVELOPMENT AREAS, TWO (2) INTERMEDIARY CITIES AND TO PROVIDE CAPACITY BUILDING AND THE ROLL OUT OF THE GREEN BOOK IN SIXTEEN (16) DISTRICT MUNICIPALITIES.	Project number/ cost centre: 20.9087.6-001.00
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0. List of abbreviations

GTTC	General Terms and Conditions of Contract for supplying services and work 2022
CBD	Central Business District
DFFE	Department of Forestry, Fisheries and Environmental Affairs
DHS	Department of Human Settlements
DM	District Municipality
GIZ	the Deutsche Gesellschaft Fuer Internationale Zusammenarbeit GmbH
ToRs	Terms of reference
PHSHDAs	Priority Human Settlements and Housing Development Areas
PMT	Project Management Team
RSVP	Please Respond
RV	Risk and Vulnerability
SEZ	Special Economic Zone

1. Context

The impacts of global climate change are increasingly being felt around the world. Rising temperatures, changing rainfall patterns, and the melting of glaciers and permafrost soils are affecting ecosystems and human societies in different ways. While climate change is expected to create new opportunities in some parts of the world, it is also expected to cause considerable distress. The extent of the impact depends on the magnitude of climatic changes affecting a particular system (exposure), the characteristics of the system (sensitivity), and the ability of people and ecosystems to deal with the resulting effects (adaptive capacities of the system).

Assessing vulnerability to climate change is important for defining the risks posed by climate change and provides information for identifying measures to adapt to climate change impacts. It enables practitioners and decision-makers to identify the most vulnerable areas, sectors, and social groups. In turn, this means climate change adaptation options targeted at a specified contexts can be developed and implemented.

The National Climate Change Response Policy (NCCRP) identifies human settlements as one of the key areas of focus for climate change adaptation. The NCCRP indicates that both formal and informal human settlements are vulnerable to climate change impacts, with urban settlements experiencing an influx of informal settlements causing an urban sprawl that results in air, water, and land pollution. The informal settlements are vulnerable to climate change impacts such as floods and fires, due to their location in flood- or ponding-prone areas and on sand dunes; using inferior building materials; and inadequate road access for emergency vehicles.

Effective adaptation in human settlements relies on addressing climate risks throughout planning and infrastructure development and can provide net financial savings. It is of utmost importance that infrastructure planning accounts for climate risks and impacts of extreme weather-related events, acknowledges current climate projections, encourage and support integration into medium- and long-term spatial development plans and other planning tools.

In May 2020, The Department of Human Settlements, whose primary objective is to ensure sustainable human settlements in South Africa, gazetted 136 Priority Human Settlements and Housing Development Areas (PHSHDAs), that are human settlements that have been identified as important in realising the long-term spatial development needs of vulnerable communities in South Africa. Some of the objectives that must be realised in the PHSHDAs includes spatial justice, spatial efficiency, and access to connectivity, economic and social infrastructure. To enable effective planning and implementation of the development plans for these PHSHDAs it is critical to review and understand the climate change impacts that the PHSDHAs are exposed to.

The NCCRP states that South Africa must develop effective information, monitoring, and assessment tools to evaluate the resilience of cities and towns to climate change and assist urban planners in identifying priorities for scaling-up climate change responses. It is for this reason that the National Department of Forestry, Fisheries, and the Environment (DFFE) in partnership with National Department of Human Settlement (DHS), and the Deutsche Gesellschaft Fuer Internationale Zusammenarbeit (GIZ) GmbH will work on developing the climate risk profiles and action plans for the district municipalities; and roll out the green book to facilitate the scaling-up of climate change responses within these selected areas as per the requirements of the NCCRP. To this end GIZ is seeking to to appoint a service provider that will implement these two project objectives, the first project objective being the development of Climate Risk Profiles and Climate Action Plans for selected 22 PHSHDAs, and the two cities.

The Climate Risk Profiles and Climate Action Plans will be embedded within the broader Green Book web portal and will provide the cities with strong evidence-base, spatial information on climate risk and vulnerability forms and an understanding of the potential impacts of climate change and the decisions that need to be made to respond to them. The Green Book is an online planning support tool that provides quantitative scientific evidence on the likely impacts that climate change and urbanisation will have on South Africa's cities and towns, as well as presenting several adaptation actions that can be implemented by local government to support climate resilient development.

The second project objective will focus on capacity building, where the service provider will be required by GIZ to conduct capacity building workshops in 16 District Municipalities, where local municipal officials will be capacitated on the use of the Green Book, and how to integrate the adaptation actions into their local planning functions, and to ultimately support and enhance adaptive capacity of our municipalities.

2. Tasks to be performed by the contractor

The contractor is responsible for the development of the Climate Risk Profiles and Adaptation Action Plans for 22 selected PSHDAs, and two intermediary cities, and the roll out of the Green Book through capacity building workshops of 16 district municipalities. This work they will conduct in three phases, each comprising a list of activities.

Phase 1: Project Inception Phase

The service provider is expected to attend the inception meeting with the Project Management Team (PMT), within the first 2 weeks of signing the contract with GIZ. The Project Management Team will comprise of officials from the DFFE, the DHS and the GIZ. The following activities are to be conducted:

Activity 1: Attend the inception meeting as invited by the PMT. In this meeting the service provider will be required to present draft project timelines for both phase 2 and 3 of the project, a draft stakeholder management plan, the methodology to be used and a draft scoping report.

The stakeholder management plan must include a facilitation plan for all workshops, including all logistics for stakeholder consultations: managing RSVPs & drafting Invites and agendas (to be approved by PMT), sourcing catering and venues. (All invites and agendas are to be disseminated by either the DFFE or DHS).

Activity 2: After the inception meeting, the service provider is expected to produce minutes reflecting all decisions made at the inception meeting and integrate all comments into the inception report comprising of the project timelines, the stakeholder management plan, the methodology and the draft scoping report for phase 2.

Phase 2: Develop Climate Risk Profiles and Climate Action Adaptation Plans for Twenty-two (22) selected PSHDAs priority areas; and for two (2) intermediary focusing on three (3) types of planning levels namely regional, municipal and ward. The climate risk profiles, and action plans will be embedded within the broader Green Book web portal.

The activities to be conducted under this phase are as follows:

Activity 1: Scoping Activities:

The service provider will be required to produce a final scoping report for phase 2 of the project, which will be the process and methodology used for assessments of risks and potential actions in the selected areas. The service provider is expected to conduct the following activities:

- Conduct further research and map out current and future climatic projections and how they impact the Human Settlement sector in these PSHDAs and the two intermediary cities.
- Finalise the approach and methodology presented in phase 1, that will be adopted in conducting the assessments and determine the type of actions that should be mapped out in each of the selected areas and cities.
- Produce a final scoping report for comment and approval by the PMT.
- Update the stakeholder management plan where necessary to reflect timelines and requirements as set out by the scoping report.

Activity 2: Development of the Climate Risk Profiles and Climate Action Plans for Twenty-two (22) PSHDAs and two cities (City of Mbombela and Polokwane):

- Conduct one (1) day workshops in all selected twenty-two (22) PSHDAs and in the two (2) intermediary cities with key officials and other key stakeholders (list of stakeholders as agreed to by PMT). The aim of the workshops is to consult stakeholders on the outcome of the Scoping report and integrate their responses.
- Develop an integrated workshop report to reflect the outcomes as presented in the workshops and the framework of the profiles.
- Develop 24 (22 x PSHDAs and 2 x Intermediate Cities) Climate Risk Profiles and Climate Action Plans using the determinants from the scoping report. The profiles should be able to demonstrate the following issues guided by some of the key recommendations from the workshops and consultations:
 - Climate Change Context with focus on: Current and Future Climate Trends for each area and city,
 - Climate hotspots of extreme events,
 - Socio-Economic, Environmental and Physical Vulnerability,
 - Potential Physical and Environmental impact per sectors related to risk/vulnerabilities,
 - Potential costs of each risk identified,
 - Adaptation options for the key sectors and hotspot regions, and the related costs,
 - Link adaptation planning to existing initiatives e.g., Strategic documents, projects/programme,
 - Risk and adaptation plan prioritisation, and
 - An Integrated Synthesis Report for all priority areas.
- The two (2) selected intermediate cities are the **City of Mbombela** and **Polokwane Municipality**,
- The twenty-two (22) selected **PSHDAs**, are listed in table 1 below:

No.	Name of Province	Name of District Municipality	Selected Priority Areas
1.	Eastern Cape	OR Tambo DM	<ul style="list-style-type: none"> - Mthatha CBD and surrounds - Lusikisiki Urban Development Node - Port St. Johns Urban Centre
2.	Limpopo	Vhembe DM	<ul style="list-style-type: none"> - Fetakgomo/Tubatse Development Area - Thohoyandou Node

No.	Name of Province	Name of District Municipality	Selected Priority Areas
			- Musina-Makhado SEZ
3.	North-West	Bojanala DM	- Mooinooi N4 Corridor & Sonop Development Areas - Oukasie & Mothotlung Development Area - Rustenburg/Boitekong/Marikana Development Area
4.	KwaZulu-Natal	uThungula DM	- Richards Bay - eSikhaleni Vulindlela Corridor - Empangeni
		Ugu DM	- Gamalakhe Nositha - Greater Port Shepstone - Shelly Beach - Uvongo-Margate
5.	Northern Cape	Namaqua and John Taolo DM	- Aggeneys/Pofadder
		John Taolo Gaetsewe District Municipality	- Kathu
		Z F Mgcawu District Municipality	- Postmasburg/Tsantsabane
6.	Mpumalanga	Nkangala DM	- Emalahleni Expansion - Siyabuswa Development Area - Phola & Ogies

Table 1: List of Selected PSHDAs

Phase 3: Conduct capacity building workshops on the Green Book for sixteen (16) District Municipalities.

The service provider will be required to conduct capacity building workshops for sixteen (16) DMs. They will be required to conduct a total of 4 workshops over a period of 14 days. The following activities must be conducted by the service provider:

Activity 1: Review, update and print interactive manuals on the Green Book and all workshop material and data packages for sixteen (16) District municipalities and conduct virtual knowledge exchange events (This includes presentations and resources in tailored data packages for each District Municipality and associated Local Municipalities).

Activity 2: Review, update and submit the stakeholder engagement plan presented in phase 1 for review and approval by the PMT.

Activity 3: Conduct the 4 capacity building workshops and facilitate a knowledge exchange and awareness raising through virtual talks, presentations, engagements, etc.

Activity 4: Develop a recommendation and user perspectives report on how the information, products and services in the Green Book can be improved for review and approval by the PMT.

Activity 5: Conduct a closure meeting once phase 3 of the project is completed and all documents have been finalised and provide a closure report.

The selected district municipalities are listed in table 2 below:

No.	Name of Province	Name of District Municipality	Workshop/number of days
1.	KwaZulu Natal (10 DMs)	uThungula DM, Amajuba DM, uMkhanyakude DM, uThuleka DM, Uthungulu DM, Zululand DM, uMgungundlovu DM, Ugu DM, iLembe and Sisonke DM	Maximum of 2 workshops over 8 days
2.	North-West (4 DMs)	Bojanala DM, Dr Kenneth Kaunda DM, Dr Ruth Segomotsi Mompati DM and Ngaka Modiri Molema DM	Maximum 1 workshop over a period of 3 days
3.	Mpumalanga (2 DMs)	Nkangala DM and Gert Sibande	Maximum 1 workshop over 3 days

Table 2: List of DMs for the Green Book Roll Out.

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

Milestone	Deadline
Phase 1	
Activity 1: <ul style="list-style-type: none"> Inception Meeting Inception Report & Draft scoping report 	a) Meeting within two (2) weeks of contract signature b) Report submission within three (3) weeks after inception meeting
Activity 2: <ul style="list-style-type: none"> Final scoping report 	c) Final Report submission within six (6) weeks of receiving draft scoping report
Phase 2	
Activity 1: <ul style="list-style-type: none"> Conduct 24 x 1-day workshops for the 22 PSHDAs and the 2 Intermediate cities 	d) Workshops to be conducted within two (2) weeks of the approval of the final scoping report e) Workshops to be conducted over a period of fourteen (14) weeks
Activity 2: <ul style="list-style-type: none"> Submit the integrated stakeholder workshop report 	f) Report to be submitted within two (2) weeks of completion of the workshops
Activity 3	

<ul style="list-style-type: none"> Develop the climate risk profiles for the 22 PSHDAs and the 2 intermediate cities 	g) Profile development over a period of twenty (20) weeks from the date of approval of the integrated stakeholder report
Phase 3	
<p>Activity 1 & 2:</p> <ul style="list-style-type: none"> Submit the reviewed, and updated interactive training manuals, and all related material Update the stakeholder engagement report 	h) Both Within two (2) weeks of completion of phase 2
<p>Activity 3:</p> <ul style="list-style-type: none"> Conduct training workshops 	<p>i) Within two (2) weeks of the approval of the training manuals and stakeholder engagement plan</p> <p>j) Workshops to be conducted over a period of three (3) weeks</p>
<p>Activity 4:</p> <ul style="list-style-type: none"> Submit the developed a recommendations and user perspectives report 	k) Within three (3) weeks of the finalisation of the workshops
<p>Activity 5:</p> <ul style="list-style-type: none"> Conduct closure meeting and submit closure report. 	l) Within one (1) week of finalisation of phase 3 and submission of all deliverables

Period of assignment: From October 2022 until June 2024.

3. Concept

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

Technical-methodological concept

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

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

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

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

Other specific requirements

See the requirements for interns under Section 4: Personnel Concept

Project management of the contractor

The contractor will be managed by GIZ. The project implementation will be led and coordinated by the DFFE Climate Change Adaptation Chief Directorate, and the DHS Human Settlements Planning Chief Directorate with support from the GIZ. All three organisations will be responsible for ensuring from a content-lense that the planned activities and results are delivered on time and within budget. Administrative aspects will be discussed directly with GIZ.

The contract will be administered by the GIZ. All intellectual property generated during or because of this project will be the property of the DFFE, DHS and GIZ and is not to be shared or published without the written approval from the Department.

A project management team (PMT) will be established to support the implementation of the project, drawing on representatives from key stakeholder groups and organisations. All services performed and deliverables submitted will be evaluated by the GIZ and must be approved and signed off by the DFFE and DHS officials, prior to invoice payment by GIZ.

The bidder is required to explain its approach for coordination with the DFFE, the DHS and GIZ project management team. The following tasks, amongst others, will be expected by the contractor:

- The contractor is responsible for selecting and steering the experts assigned to perform the services.
- The contractor will be required to report and account for hours spent on performing the services using **timesheets**. A standard template will be provided by the GIZ.
- 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 general terms and conditions of the contract (GCTT) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022.

In addition to the reports required by GIZ in accordance with the GTCC, the contractor submits the following reports:

- Inception report
- Minutes/reports from all engagements
- Final Scoping report as per phase 1
- Final integrated stakeholder workshop report as per phase 2
- Final developed Climate Risk Profiles for the 22 PSHDAs and 2 Intermediate cities as per phase 2
- Final report on capacity building as per phase 2
- Final recommendations and user perspective report as per activity 4 in phase 3
- Closure report as per activity 5 in phase 3

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment duration and expert days as

well as locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder 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 bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

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

A due diligence consideration of **gender** and **diversity** must be prioritized and reflected in the team composition.

Team leader

Responsibilities:

- Responsible for the overall project management including liaising with DFFE, Human Settlement and GIZ relating to project progress, project monitoring etc.
- Provides overall quality assurance and oversight for the project team.
- Report any changes to approach and activities to complete the assignment and personnel.
- Continuous reporting as per project timelines.

Qualifications:

- Education/training (2.1.1): A Post-Graduate Degree in Climate Change Adaptation or Mitigation, environmental science, human settlements, and Spatial Planning,
- Language (2.1.2): Good business language skills in English,
- General professional experience (2.1.3): 8 years of experience in climate change risk analysis, costing and management, general environmental management projects, working with environmental legislation, climate change policies and strategies, and any other related policies,
- Specific professional experience (2.1.4): 10 years of experience in climate change adaptation, human settlements, and spatial planning,
- Leadership/management experience (2.1.5): 10 years of experience as project team leader or manager in a company with experience in management of complex projects/programmes, ideally with the inclusion of government and non-government stakeholders, and
- Regional experience (2.1.6): 8 years of experience in similar projects within South Africa with a good understanding of South Africa's legislative framework, knowledge of national policies, strategies, action plans related to climate action, risk identification and vulnerability assessment and costing of climate change risks and adaptation measures.

- Development Cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

Expert 1: Climate Change Expert

Tasks of expert 1

- Review research for current and future climate adaptation trends and integrate it into the risk and vulnerability assessments.
- Integrate current strategy measures for human settlements into solutions for the identified vulnerable areas.
- Data collection, collation, and management in relation to all phases of the project.
- Ensure usability of the manuals for the Green Book roll out.
- Support stakeholder engagement and management activities.
- Support the team leader in report compilation.
- Support with the mentoring of project interns.

Qualifications of expert 1

- Education/training (2.2.1): A post-graduate degree in the field of Climate change, environmental sciences, human settlements, environmental risk assessments and spatial planning.
- Language (2.2.2): English business language skills with excellent ability to conduct scientific language editing, data fact checks and content analysis.
- General professional experience (2.2.3): 5 years of experience in climate change, in environmental risk analysis, costing and management, general environmental management projects, working with environmental legislation, climate change policies and strategies, and any other related policies,
- Specific professional experience (2.2.4): 7 years of experience in working with South Africa's climate change policy landscape (policies, plans, legislation, and strategies) and governance cycles for all three spheres of government.
- Leadership/management experience (2.2.5): 5 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.2.6): 5 years of experience in working with South African government entities and stakeholder engagement processes.
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

Expert 2: Environmental Social and Climate Risk Expert

Tasks of expert 2

- Review and identify climate change risks and vulnerabilities of the PSHDAs.
- Align identified risks to social and environmental aspects within the PSHDA.
- Review all documents and communication materials and ensure they are aligned with the current and future potential risks, aligned to all relevant legislation.
- Assist in the costing of all identified risks and related adaptation measures.
- Ensure usability of the manuals for the Green Book roll out
- Support stakeholder engagement and management activities.
- Support the team leader in report compilation.
- Support with the mentoring of project interns.

Qualifications of expert 2

- Education/training (2.3.1): A post-graduate degree in the field of Climate change, environmental sciences, and environmental risk assessments,
- Language (2.3.2): English business language skills with excellent ability to conduct scientific language editing, data fact checks and content analysis,
- General professional experience (2.3.3): 5 years of experience in environmental risk analysis, costing and management, general environmental management projects, working with environmental legislation, climate change policies and strategies, and any other related policies at a provincial or local government space,
- Specific professional experience (2.3.4): 5 years of experience working in environmental governance, risk identification and mitigation, sustainability practices at a provincial or local government space.
- Leadership/management experience (2.3.5): 5 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.3.6): 5 years of experience in working with South African government entities and stakeholder engagement processes.
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): N/A

Soft skills of team members

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

- Team skills.
- Ability and willingness to take initiative.
- Excellent communication, research design, data collection, analysis, presentation, and strong report writing skills.
- Sociocultural competence.
- Efficient, partner- and client-focused working methods.
- Interdisciplinary thinking is encouraged.

The Climate Support Programme (CSP) has a project-based intervention which aims to enhance capacities within the field of climate change and related topics in South Africa. As a means of implementation, it is required that the appointed service provider takes on board an additional capacity in the form of an intern, to capacitate and expose them to various tasks during project implementation. The training should range from meeting attendance and participation, data collection, support project management and conducting research activities. To measure the involvement of the intern, DFFE/DHS/GIZ will interview the intern and their mentors/supervisors to see what skills they were exposed to during project execution. The intervention targets individuals from a previously disadvantaged background who possess an undergraduate and/or postgraduate qualification or equivalent in a similar field as the project in question. The appointment period is always recommended to be linked with the project period in question. Below are the requirements for the project intern, in reference to this project:

Expert 3: Project intern

Qualifications of project intern

- Education/training (2.4.1): An undergraduate or post-graduate degree in environmental science, environmental governance, environmental risk management and climate change.
- Language (2.4.2): Proficiency in the English language as a medium of communication.
- General professional experience (2.4.3): Basic computer and communication skills, reliable and available to participate full-time in the project or may be studying part-time.

- Specific professional experience (2.4.4): N/A
- Leadership/management experience (2.4.5): N/A
- Regional experience (2.4.6): N/A
- Development Cooperation (DC) experience (2.4.7): N/A
- Other (2.4.8): N/A

The service provider must cost for the inclusion of the intern as part of this project into their financial project proposal. As part of their technical proposal the service provider must also outline the potential candidate(s) as well as the appointment process of the interns if the contract is awarded.

The Service Provider **must guarantee** the presence of a team leader or expert in charge throughout the duration of the contract. If the senior person must leave the project, a period of at least a month is required, in which the experts must work parallel with their replacement (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge. The service provider is required to inform GIZ and the DFFE **in writing within a week**, of any knowledge of pending staff changes that may occur during the period of assignment.

5. Data Protection

To perform the tasks under these ToRs, the contractor can be entrusted with personal data collected by the GIZ and other actors (such as contact details of stakeholders). The contractor will be acting as an independent data controller of personal data it processes in connection with the contract and shall comply with applicable obligations under the data protection legislation, especially the European General Data Protection Regulation.

For surveys and other consent-based data collection, the contractor should obtain the consent of the data subjects. The declaration of consent should be formulated according to the circumstances of the individual case.

Commitment to data secrecy

The performance of the tasks under these ToRs may result in the transfer of personal data (such as contact details) of the GIZ or other stakeholders. In the event of such disclosure of personal data, the contractor must undertake to maintain data secrecy. The contractor must also instruct its employees to maintain data secrecy, insofar as this is prescribed by law. The contractor shall therefore ensure that its employees do not pass on personal data to third parties or otherwise use personal data for any purposes that are not in accordance with these ToRs.

6. Costing requirements

Assignment of personnel

Other Experts: Assignment in country of assignment for 260 expert days

Expert - Intern: Assignment in country of assignment for 80 expert days

The service provider is expected to cost **260** expert days and **80** intern days. These should also include **travel days** and **stakeholder engagement meetings**.

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training, meetings:

The contractor implements the following workshops/trainings/site inspections/meetings:

- Inception meeting
- Progress with the PMT meetings as per contractual agreement
- 1-day workshops for all PSHDAs and the 2 Intermediate Cities
- Related site inspections for verification of information where necessary
- Workshops for the roll out of the Green Book in all the 16 DMs as per contract requirements
- All other meetings to be confirmed as part of this project
- Close out meetings

Other costs

- Venue bookings and catering for all workshops sessions
- Materials and equipment required for workshop sessions

Flexible remuneration item

N/A

Equipment cost

All equipment costs must be explicitly included in the budget.

NB: The service provider must remember to budget for both the online and offline resources necessary for implementation of all deliverables and training in this project.

7. Inputs of GIZ or other actors

N/A

8. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

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. The

CVs 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.

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 calculate your price bid based exactly on the costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **26.09.2022**, all documents must be in PDF.
- 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.
- 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.

- 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.**
- **Questions & Answers will be placed on the link provided.**

Bids sent via Dropbox and WeTransfer will not be accepted.