

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

CLIMATE SMART AGRICULTURE (CSA) INTERVENTIONS AND CAPACITY DEVELOPMENT OF SELECTED COMMUNITIES IN THREE DISTRICT MUNICIPALITIES IN SOUTH AFRICA.	Project number/ cost centre: 20.9087.6-001.00
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0. List of abbreviations

CCDRR	Climate Change and Disaster Risk Reduction
CSA	Climate Smart Agriculture
DALRRD	Department of Agriculture, Land Reform and Rural Development
DFFE	Department of Forestry, Fisheries and Environmental Affairs
DHS	Department of Human Settlements
DM	District Municipality
DWS	Department of Water and Sanitation
D: WUID	Directorate: Water Use and Irrigation Development
FAO	Food and Agriculture Organization
GHG	Greenhouse Gases
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTCC	General Terms and Conditions of Contract for supplying services and work 2022
GW	Grey Water
PMT	Project Management Team
RSVP	Please Respond
RV	Risk and Vulnerability
SEZ	Special Economic Zone
SARIA	Southern African Regional Irrigation Association
ToRs	Terms of Reference

1. Context

Water plays an important role in the growth and development of the agricultural sector, food security and job creation. In South Africa, water is a scarce resource and climate change is likely to intensify the current challenges of water scarcity. This poses a threat to food security and the wellbeing of the society, particularly, rural communities. With the growing food demand due to population growth, climate change is likely to impact on the ability of the country to produce enough food to feed the nation. The major effects of climate change on agriculture include the reduction in the availability of arable land suitable for agricultural production and the reduced levels of rainfall which make it impossible for rain-fed crops to survive up to their full maturity, of which most smallholder farmers are dependent on for their household food security.

Currently in South Africa, the agricultural sector accounts for more than 60% of water utilisation and experiences water loss due to aging infrastructure and poor water management amongst others. The agriculture sector requires the most water by some margin with a share of about 70%, followed by public water supply and industry. The Food and Agriculture Organization (FAO) predicts that agricultural demand for water will increase by 40% to 60% by the year 2030. Considering the projected impact of climate change on water availability, the agricultural sector is likely to be more vulnerable, thus threatening crop productivity, food security and jobs especially in rural communities. The decline in water supply due to climate change (drought) coupled with the increasing demand for freshwater, increases the competition between the agricultural sector and other key water user sectors such as domestic, mining and power generation. This forces the government to put in place coping mechanisms, to relieve the situation.

One of the mechanisms being implemented by government through the Department of Water and Sanitation (DWS) is the introduction of water use restrictions. The introduction of water use restrictions means that users must change the way they behave in relation to their water usage. They must reduce and keep their water usage within the set limit of restriction levels. The first sector to be affected by the restrictions on water use is the agricultural sector. If the drought worsens, irrigation activities will be reduced or totally cut-off, while the domestic sector gets priority over the available water. Since the domestic sector is given priority over other sectors, it means there will be continuous supply of water for household usage.

There are techniques that have been identified and promoted by the Directorate: Water Use and Irrigation Development (D: WUID), within DWS focused on promoting efficient use of water. These techniques include the use of grey water for irrigation of tower gardens; and rooftop rainwater harvesting in combination with a gravity-based drip system. These techniques would be promoted through training, demonstration, and capacity building in urban, peri-urban, and rural communities. The techniques address the lack of or insufficient water for irrigation and the lack of or limited space for agricultural production. It helps communities and smallholder farmers adapt to climate change and continue with their agricultural food production to ensure sustainability in household food security, even during periods of unfavourable conditions.

Given that irrigation water demand is likely to increase due to the increasing food demand and population growth, more pressure will be added on the existing water resources. To offset the pressure on water resources, grey water has been identified as one of the alternative water sources for small garden food production to enhance household food security. Grey Water (GW) refers to the water that has already been used for domestic purposes e.g., kitchen water, floor cleaning and laundry, excluding toilets. Several publications have shown that grey water use for food production can be cost effective, however, it needs

proper management and some level of treatment prior to use to minimise associated health risks. Tower Gardens are an innovative solution that has been tested and is easy to set up, operate and maintain. A Tower Garden is a small (1m x 1m) upright or vertical garden which can be placed at any preferred location with favourable conditions, away from harsh conditions (climate change, poor soils) and can be watered with grey water.

Rainwater harvesting is defined as the accumulation and deposition of rainwater for reuse on-site, rather than allowing it to run off. While this definition is basic, the practice of rainwater harvesting is greatly varied from where the rainwater is collected to how the rainwater is ultimately used. In a typical rainwater harvesting situation, rainwater is collected from an impervious surface such as the roof of a building and then stored inside a tank or cistern. Other surfaces include parking lots, roadways, driveways, and even land surfaces (once surface runoff from the land surface begins). Rainwater can be harvested and stored for many uses including landscape irrigation, potable and non-potable indoor use, and storm water management. The vision for rainwater harvesting in South Africa needs to be articulated by sector stakeholders and role players in the context of the South African policies and legislation. The Second National Water Resources Strategy (NWRS2) states that: "South Africa has to prioritize, considering the mix of options available, to supply the huge water demands for equitable allocation for development and economic growth". The rainwater harvesting technique will act as a supplementary resource of water for the irrigation of vegetables and fruits. This will help reduce the effects of the drought and improve the livelihood of the targeted households. Rainwater will be harvested from the roof and used to irrigate vegetable gardens by means of a gravity-based drip system.

There are vulnerable groups that will require the training and capacity building for the implementation of the abovementioned techniques. Women and youth in rural and urban communities, who have limited skills and resources are likely to be more vulnerable to the effects of climate change. This requires government and other key role players to support and empower rural communities i.e., youth and woman through skills development and innovative solutions to strengthen their resilience to climate change impacts. The Department of Agriculture, Land Reform and Rural Development (DALRRD) has developed an initiative through the Climate Smart Agriculture (CSA) flagship programme. The aim of this initiative is to build capacity and develop skills to empower communities, especially the youth and women, to become resilient and adapt well to the changing climate to ensure sustainable food security at household level. Through this initiative a need is identified to upscale the roll out of training on effective use of grey water in tower gardens and rainwater harvesting in combination with Gravity-based drip system. This initiative presents an opportunity to create climate resilient communities in both rural and urban communities of South Africa.

CSA is recognised globally as an approach that enhances the resilience of agricultural production systems (adaptation); minimises and/or reduces the greenhouse gas (GHG) emissions (mitigation) and reorients agricultural systems to support sustainable development and food security under climate change. The DALRRD has developed the Climate Smart Agriculture Strategic Framework that envisages bridging the gap between policy and implementation at all spheres of government. The CSA Framework puts emphasis on the importance of the role of water in the growth and development of the agricultural sector, food security and job creation.

The aim of this project is to continue with building the capacity of communities on climate smart agriculture, for these communities to adapt to and mitigate climate-induced water challenges and enhance household food security. The first phase of this project was conducted in the year 2021 and included the development of community members in the Ehlanzeni District Municipality within the Mpumalanga Province, the Dr

Ruth Segomotsi Mompoti District Municipality within the Northwest Province and the Sarah Baartman District Municipality within the Eastern Cape Province.

This is phase two of the project where 240 community members will be capacitated in adapting climate smart agriculture techniques using tower gardens, and the rooftop rainwater harvesting in combination with the gravity-based drip system to improve food security and enhance water protection. Phase two of the project will be conducted in three district municipalities within the Limpopo Province, Kwa-Zulu Natal Province, and Free State Province.

2. Tasks to be performed by the contractor

The contractor is responsible for the capacity building of a total of 240 participants in three provinces, which would include conducting trainings, establishing demonstration sites and in collaboration with the DALRRD assisting beneficiaries with setting up the tower gardens and rooftop rainwater harvesting and gravity-based drip system.

Phase 1: Project Inception Phase

The contractor is expected to attend the inception meeting with the Project Management Team (PMT), within the first 2 weeks of signing the contract. The Project Management Team will comprise of officials from the Department of Forestry, Fisheries and Environmental Affairs (DFFE), the Department of Agriculture, Land Reform and Rural Development (DALRRD) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The following activities are to be conducted:

Activity 1: Attend the inception meeting as invited by the PMT. In this meeting the Contractor will be required to present draft project timelines that includes activities within all 3 Provinces and a technical report that illustrates the understanding of the project which must include, and a draft stakeholder management plan. The stakeholder management plan must include a facilitation plan for all workshops, including all related logistics.

Activity 2: After the inception meeting, the Contractor 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, and the methodology for the selection of beneficiaries for the project.

Phase 2: Conduct Training Workshops and Establish Demonstration Sites

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

Activity 1: Identification of beneficiaries:

- The Contractor must develop, determine, and motivate a criterion for selecting the beneficiaries for the training and receiving rooftop rainwater harvesting and gravity-based drip system, and tower garden materials.
- The Contractor must then identify the 80 beneficiaries in each district municipality to participate in the training and receiving of the systems.
- The Contractor must produce a beneficiary identification report and a training facilitation plan to the PMT.

Activity 2: Establish Demonstration Sites

- The Contractor must identify the areas to establish the three demonstration sites in the three Provinces.
- The Contractor must consider accessibility and other logistics when selecting a demonstration site.

Activity 3: Conduct the two-day training workshops and practical in each Province

- The Contractor is to review the training materials provided by the DALRRD, amend the training materials where necessary and print out copies for use by beneficiaries.
- The Contractor must ensure all logistics are finalised for the training, including venue hire, approval of invitations, management of RSVPs, food, and training materials, etc.
- on day 1 of the capacity workshops, the Contractor with the assistance of DALRRD is to facilitate the training workshop of 40 beneficiaries for the use of tower gardens, including the demonstration of how to erect the tower garden as indicated in table 1 below.
- on day 2 of the capacity workshops, the Contractor with the assistance of DALRRD is to facilitate the training workshop of 40 beneficiaries for the use of the rooftop rainwater harvesting in combination with the gravity-based drip system and illustrate how to erect such a system on the demonstration site as indicated in table 1 below.

Type of System	One District in KwaZulu-Natal	One District in Limpopo	One District in Free State	Demonstration per Province
Grey water reuse in tower gardens systems (System 1)	Train 40 beneficiaries on system 1	Train 40 beneficiaries on system 1	Train 40 beneficiaries on system 1	1 demonstration site per province
Rooftop rainwater harvesting and gravity-based drip system (System 2)	Train 40 beneficiaries on system 2	Train 40 beneficiaries on system 2	Train 40 beneficiaries on system 2	1 demonstration site per province

Table 1: Capacity Workshop and Demonstration of Systems

Phase 3: Technical Support to the DALRRD installation teams, for the placement of systems for beneficiaries at household level.

The Contractor will be required to support the DALRRD teams during the installation of the systems for the beneficiaries in each Province.

Activity 1: In collaboration with the DARRLD, develop a plan for systems installations at household level for all beneficiaries in each Province.

Activity 2: Ensure availability on sites when the DALRRD commences with installations and assist the DALRRD installation teams, by providing the necessary support and direction in the installation of the systems.

Phase 4: Project Close out meeting

The Contractor will be expected to conduct a close out meeting with the PMT, and provide a report on project learnings, and recommendations for improvement.

Activity 1: develop a close-out report with a list of recommendations for all phases of the project, identifying areas of improvement.

Activity 2: Present the close-out report to the PMT and close out the project.

Certain milestones, as laid out in the table 2 below, are to be achieved by certain dates during the contract term, and at certain locations:

Milestone	Deadline
Phase 1	
Activity 1 & 2: <ul style="list-style-type: none"> Inception Meeting Inception Report, Stakeholder Management Plan, and meeting minutes 	<ul style="list-style-type: none"> a) Meeting within 2 weeks of contract signature b) Report submission within 2 weeks after inception meeting
Phase 2	
Activity 1: <ul style="list-style-type: none"> Identification of beneficiaries 	<ul style="list-style-type: none"> c) Develop the beneficiary identification criterion and submit to the PMT for approval (within 4 weeks of phase 1) d) With the assistance of the DALRRD and district municipalities, develop a list of beneficiaries in each Province and submit the beneficiary identification report and workshops facilitation plans to the PMT for approval (within 4 weeks of the approval of the criterion)
Activity 2: <ul style="list-style-type: none"> Identify demonstration sites 	<ul style="list-style-type: none"> e) The list of demonstration sites to be provided to the PMT within 2 weeks of receiving and approving the beneficiary identification report and the workshop facilitation plan
Activity 3 <ul style="list-style-type: none"> Conduct the 2-day training workshops and illustrate how to erect the two systems on the demonstration sites in each province 	<ul style="list-style-type: none"> f) Conduct the 2-day training workshops in each province within 4 weeks of confirming the receipt of all installation materials
Phase 3	
Activity 1: <ul style="list-style-type: none"> Follow-up on the availability of installation materials for all sites 	

<ul style="list-style-type: none"> Develop a household level installation plan with the DALRRD 	g) Submit the household level installation plan to the PMT for approval within 3 weeks of the training workshops
<p>Activity 2:</p> <ul style="list-style-type: none"> Support the DALRRD during installations at household level 	h) Ensure the teams availability for at least 6 days in each province to support the teams during household level installations
Phase 4	
<p>Activity 1 & 2:</p> <ul style="list-style-type: none"> Conduct closure meeting and submit closure report. 	i) Within 2 weeks of finalisation of phase 3 and submission of all deliverables.

Table 2: Project Milestones

Period of assignment: From 15 December 2022 until 30 April 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 PMT 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 contract will be administered by the GIZ. All intellectual property generated during or because of this project will be the property of the DFFE, DALRRD and GIZ and is not to be shared or published without the written approval from the Department and GIZ. All three organisations will be responsible for

ensuring from a content perspective that the planned activities and results are delivered on time. A project management team (PMT) will be established to support the implementation of the project, drawing on representatives from key stakeholder groups and organisations. The bidder is required to explain its approach for coordination with the PMT. The following tasks, amongst others, will be expected by the contractor:

- 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 (GTCC) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022.

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

- Inception report
- Minutes/reports from all engagements
- Beneficiary identification report
- Workshop facilitation plan
- Household level implementation plan
- Closure report

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 GTCC:

- 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 7), the range of tasks involved and the required qualifications.

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

Team leader

Responsibilities:

- Responsible for the overall project management including liaising with GIZ, DFFE and DALRRD 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 Environmental Sciences/ Management, Water, Agriculture, Geography, or related degrees, with a focus on hydrology and climate change adaptation.
- Language (2.1.2): Good business language skills in English,
- General professional experience (2.1.3): 8 years' experience in managing projects relating to agriculture and hydrology, general environmental management projects, climate change, and any other related projects,
- Specific professional experience (2.1.4): 6 years' experience in the erection of the following techniques (rooftop rainwater harvesting and gravity-based drip systems, and tower gardens using grey water), in water and agriculture projects.
- Leadership/management experience (2.1.5): 8 years of experience as project team leader or manager in a company with experience in management of complex projects/programmes, working with a multi-disciplinary team of experts ideally with the inclusion of government and non-government stakeholders.
- Regional experience (2.1.6): 8 years of experience in similar projects within South Africa with a good understanding of the agriculture and water-sector related policies, design standards and laws governing the sectors, including an understanding of the South Africa's government structures, entities, and stakeholder management at a local government level.
- Development Cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

Expert 1: Climate Change Adaptation Expert

Tasks of expert 1

- Responsible for the technical aspects of the work
- 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, water management, and agriculture.
- 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, general environmental management projects, agriculture, food security, and hydrology.
- Specific professional experience (2.2.4): 4 years' experience in the erection of the following techniques (rooftop rainwater harvesting and gravity-based drip systems, and tower gardens using grey water), in water and agriculture projects.
- Leadership/management experience (2.2.5): 4 years of experience in working with a multi-disciplinary team of experts, working on complex projects/programmes, ideally with the inclusion of government and non-government stakeholders.
- 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: Capacity Building/ Training Facilitator

Tasks of expert 2

- Support the team in facilitating the workshops.
- 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 diploma in the field of Learning and development, or Stakeholder Management
- Language (2.3.2): English business language skills
- General professional experience (2.3.3): 5 years of experience in skills development and training
- Specific professional experience (2.3.4): 4 years' experience as a facilitator working with different government and non-government entities
- Leadership/management experience (2.3.5): 4 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.3.6): 4 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
-

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 contractor 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. 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 management, climate change, agriculture, or water management.
- Language (2.4.2): Proficiency in the English language.
- 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 contractor 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 contractor must also outline the potential candidate(s) as well as the appointment process of the interns if the contract is awarded.

The Contractor **must guarantee** the presence of a team leader or senior 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 contractor is required to inform GIZ **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

All Experts: Assignment in country of assignment for 220 expert days
Intern: Assignment in country of assignment for 90 expert days

The contractor is expected to cost 310 expert days as indicated above. These should also include travel days, workshop days and on-site support days to DALRRD.

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
- 2-day workshops for all 3 provinces
- Related site inspections for verification of demonstration sites
- on-site support for the household level implementation plans
- 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

Equipment cost

All equipment costs must be explicitly included in the budget.

7. 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 **21.11.2022**, 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.