

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

Institutional and management support to the Presidential Youth Employment Intervention (S2PYEI)	Project number/ cost centre: 20.2210.1-001.00
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0. List of abbreviations

GTCC	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022
BMZ	German Federal Ministry for Economic Cooperation and Development
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 support.

2. Tasks to be performed by the contractor

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.

The contractor will conduct all activities under this contract after consultation with and taking into account any instructions received by the PMO.

The contractor will report any activities undertaken under this contract to PMO in a manner to be agreed between the PMO 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. In addition, the contractor will submit quarterly reports to S2PYEI as described in Chapter 3 below, and respond to any comments or questions by S2PYEI within 5 working days.

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 3	Quarterly

While the majority of the work can be performed remotely, the contractor is expected to participate in physical meetings or at events in Pretoria whenever required (approximately twice in a quarter).

Period of assignment: From 01 February 2023 until 31 December 2023.

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.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor makes available 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 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:

- Contributions to reports to GIZ's commissioning party
- Brief quarterly reports on the implementation status of the project (4-6 pages) including detailed information on the activities undertaken, their impact and contribution to the PYEI and to the goals and indicators of S2PYEI

4. Personnel concept

The bidder is required to provide personnel who is suited to filling the positions described, on the basis of their CV (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.

Short-term expert pool with minimum 1, maximum 3 members

Tasks of expert 1

- Execute all tasks detailed in Chapter 2
- Coordinate with S2PYEI as well as PMO
- Report on the progress of project implementation in line with the requirements stipulated in these ToR

Qualifications of expert 1

- Education/training (2.6.1): All experts with Master's degrees (or equivalent) in Public Administration, Political Science or another relevant field, 1 expert with a certificate in organisational development or change management
- Language (2.6.2): All experts with 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 (CEFR)
- General professional experience (2.6.3): 1 expert with 5 years of experience advising public sector clients, 1 expert with 5 years of experience in the public sector
- Specific professional experience (2.6.4): All experts with 5 years of experience supporting institutional arrangements or restructuring efforts of public institutions

- Leadership/management experience (2.6.5): 1 expert with 3 years of experience managing projects
- Regional experience (2.6.6): All experts with 10 years of experience in South Africa
- Development Cooperation (DC) experience (2.6.7): None
- Other (2.6.8): None

Soft skills of 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

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

5. Costing requirements

Assignment of personnel

Short-term expert pool: On-site assignment for 100 expert days

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. The contractor is expected to participate in physical meetings or at events in Pretoria whenever required. Please base your calculations on up to 8 trips to Pretoria for one expert for 4 days at a time.

Payment

The contractor will submit invoices on a quarterly basis for the work performed in the respective quarter. The contractor will use timesheets to account for the performance. Performance will be evaluated on a quarterly basis and continuation of the contract depends on the satisfaction of the partner (The Presidency) and GIZ with the performance delivered in the previous quarter (see also provisions in Chapter 7 below on 'up to' amounts in the bid).

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 bid

The structure of the bid must correspond to the structure of the ToR. 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 5 pages (excluding CV).

The CV of the personnel proposed in accordance with Chapter 0 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 5 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long.

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

8. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points of up to 12 months:

1. **Type and scope:** Up to an additional 100 working days to further advance the activities within the PYEI, with an additional 8 trips to Pretoria for one expert for 4 days per trip.
2. **Requirements:** The option becoming effective is dependent on a) the extension of the duration of S2PYEI by the commissioning party by one year, and b) the continued need for support by the PMO.

The option is exercised in the form of an extension to the contract based on the already offered individual rates.

9. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **3rd February 2023** 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**.
- **Above-mentioned budgets for workshop and Flexible Remuneration must be added to you costing.**
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.

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

Scientific data

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

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
 - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
- **Questions & Answers will be placed on the link provided.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**