

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

Research and Marketing support for Digital Skills for Job and Income	Project number: 18.2132.1-001.00
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0. List of abbreviations

4IR	Fourth Industrial Revolution
AG	Commissioning party
AN	Contractor
GTCC	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022.
AVB	General Terms and Conditions of Contract for supplying services and work.
BMZ	Federal Ministry for Economic Cooperation and Development
CSIR	Council for Scientific and Industrial Research
DS4JI	Digital Skills for Jobs and Income
FK	Expert
FKT	Expert days
ICT	Information and Communications Technology
KZFK	Short-term expert
MERL	Monitoring, Evaluation Reflection and Learning
SPSS	Statistical Package for the Social Science
STATA	Statistics and Data software package
SWOT	Strengths, Weaknesses, Opportunities, Threats
ToRs	Terms of reference
TVET	Technical and Vocational Education and Training
UNDP	United Nations Development Programme

1. Context

The broad-based improvement of quality of vocational training in South Africa is a key area of the German Federal Ministry for Economic Cooperation and Development (BMZ). The Digital Skills for Jobs and Income project (DS4JI, **18.2132.1-001.00**, Duration: 2020 – 2024), **commissioned to GIZ by BMZ has four main objectives which aim to increase the employment prospects of young people in various sectors through a combination of the following:**

- access to qualitatively improved and demand-oriented training through integration of digital competences and methods into the training courses of the formal TVET (Technical and Vocational Education and Training) system, specifically at selected TVET colleges with a focus on young people, especially girls and women (Output 1),
- demand-oriented further training through financial and technical support of the respective service providers which will lead to an expansion of further training and networking measures and thus enable a larger number of young people to improve their employment prospects with regard to dependent or self-employed employment (Output 2),
- improved recruitment policies of companies through the introduction and implementation of new, gender-sensitive approaches to identifying applicants with the digital skills demanded by the company (Output 3),
- increased networking and cooperation of initiatives and actors and the exchange of learning experiences in the transformative process of digitization of the South African economy (Output 4).

At a higher level, improved employment prospects contribute to greater participation in political and economic life and thus also contribute to stabilization and a reduced potential for conflict, thus increasing social cohesion and reducing economic and social inequality. The project is funded by Federal Ministry for Economic Cooperation and Development (BMZ) and the *#eSkills4Girls* initiative.

Objectives of the assignment

The DS4JI project has a sophisticated Monitoring, Evaluation Reflection and Learning (MERL) system in place. Since implementation started, the project has collected data from training providers, tracer studies, site visits and reports from +/- 20 training providers.

The aim of the research is to analyze and synthesize the data into information that will be disseminated and used to inform stakeholder, political and commissioning partners within the digital skills ecosystem, about the impact of the DS4JI project and its role in digital upskilling in South Africa based on best practices identified during implementation.

Furthermore, the aim is to develop and create a repository of existing digital skills development and skills training programmes to draw learnings from cases of the different initiatives, to inform future intervention and sharing of best practices with GIZ networks for future projects and implementation.

The contractor is responsible for providing the following services:

2.1 Work Package One: Ongoing synthesis and analysis of qualitative reports

2.1.1 The contractor will review existing reports (implementation progress reports, site visit reports and others) and generate consolidated findings at the end of each training intervention which includes key learnings and recommendations.

2.1.2 The contractor will be responsible for a gender analysis of each training intervention based on existing reports, site visits findings and interviews with beneficiaries. This includes identifying best practices, gaps, and key learnings. The provider will also provide recommendations based on the United Nations Development Programme (UNDP) Gender results effectiveness scale.¹

2.2 Work Package two: Quantitative data analysis and data visualization

2.2.1 The contractor will be responsible for analysing enrolment data and tracer study and drop off study data, using statistical software such as SPSS, STATA or R. The contractor, together with GIZ, will identify key research questions that will guide data analysis. These might include but not limited to:

a) Impact of skills training on female participants (gendered analysis of raw data), this includes correlations with data points such as household roles, number of dependants, marital status

b) Correlations of age, race, disability, and location (province, area) with employment outcome/ employability of beneficiaries

c) Correlations of previous employment and employment status with employment outcome/ employability of beneficiaries

d) Correlations of educational background and previous digital skills education with employment outcome/ improved employability² of beneficiaries

Based on the research questions and data analysis, the contractor will summarize findings into dashboards and reports.

As the tracer study is being conducted by another service provider, GIZ will facilitate an exchange of data between the two parties.

2.2.2 The service provider will also report on the analysis highlighting the various pathways into employment for young people for Not in Employment, Education or Training beneficiaries of the project.

2.2.3 The contractor will also be responsible for the production of data visuals which can be included in reports and factsheets.

2.2.4 Analysis of factors that lead into employment using relevant statistical techniques.

¹ http://web.undp.org/evaluation/documents/guidance/gender/GRES_English.pdf

² Criteria used to measure employability in DS4JI:

1. Starting new employment, 2. Starting new self-employment, 3. Improvement of income or working conditions in existing employment, 4. Invitation to job interviews, 5. Regular interaction with potential employers on online platforms.

Findings from work package 1 and 2 will be combined into a consolidated report.

2.3 Work Package three: Conduct KOMPASS³

KOMPASS forms part of the MERL systems of GIZ projects. KOMPASS is the open recording of different perspectives of key actors involved in the project. KOMPASS assesses the views of actors who are familiar with the project, identifying blind spots and unintended results that were not taken into consideration during the planning and risk identification phase. It also reviews whether the theory of change reflects what is possible within the implementation context and whether the proposed results will be achieved and on the validity of the underlying hypothesis.

The contractor will be responsible for conducting KOMPASS, which will include the following:

2.3.1 Designing data collection tools for both quantitative and qualitative methods. GIZ will have final approval of the tools before they are used. The service provider will be expected to pilot the tools before use.

2.3.2 Analysis of the data collected and writing final report.

2.4 Work Package 4: Digital Skills Enhancement Capacity at TVET Colleges

DS4JI conducted a study in 2021 into the Digital Readiness of the various TVET colleges. The findings of this assessment were pivotal in developing the TVET interventions applied in Output one of the projects. The capacities of the colleges to deliver digital skills training was one of the findings of the assessment. A baseline of the capacity and capability of the TVET sector to deliver digital skills enhancement at various levels needs to be established. This information will be crucial in the development of the DS4JI follow on project(s) as well as be a valuable source of information for DHET in assessing interventions to implement. As GIZ and DS4JI are very focussed on women, understanding the enrolment spread of females in the TVET sector is also an important factor to consider during the project development stage.

The contractor will be required to deliver the following:

2.4.1. Identification of the TVET colleges that offer Information, Communications and Technology (ICT) qualifications as part of their curricula.

2.4.2. Identification of TVET Colleges offering digital skills training (for students and/or lecturers)

2.4.3. An assessment of the strengths and weaknesses in the delivery of the above programmes/courses (SWOT, Lessons learned)

2.4.4. An analysis of the labour market absorption of these graduates. To be assessed as follows:

³ German abbreviation

- Graduates of ICT qualifications absorption into the labour market
- Graduates of non-ICT qualifications who have received digital skills training (If possible, to identify the skills most in demand)
- Graduates with no additional digital skills training received.
- Identification of opportunities for colleges to align curricula to labour market demand in their area/region. Specific curricula can then be introduced at the colleges.

2.4.5. Identify qualifications and programmes that attract female learners and applying the above questions and statements (2.4.1 – 2.4.4) to these identified qualifications.

2.4.6. An analysis of the stakeholder and partner maps of the TVET Colleges. This must include:

- Which programmes/projects are being implemented by whom at various colleges. (Digital Skills Training)
- What partnerships/cooperations are in place at the various TVET colleges. This may include (but not limited to) support, curriculum advisory, equipment, sponsorships (e.g., Council for Scientific and Industrial Research (CSIR) Learning Factory)
- The assessment needs to identify public as well as private partnerships and include development cooperation. The potential role that could be played by GIZ should also be considered and advised.

2.4.7 Assess the availability of Curriculum Advisory bodies already in place at TVET colleges (Focussing on Digital Skills, ICT, 4IR). Questions to be assessed include:

- Appetite for the introduction of these bodies/committees
- Role of the body at TVET College

2.4.8 Assessment of the structures available within the TVET College to place students with Industry.

The contractor will be responsible for analysis of the quantitative and qualitative data collected. The contractor will also produce a final report based on findings.

2.5 Work Package 5: Stakeholder mapping and supply & demand mapping

2.5.1 The contractor will conduct a labour market analysis for entry level digital and ICT roles (differentiated by male vs female), showing the demand in rural and urban areas. The analysis should identify the current digital skills requirements of employers, and categorise the entry level roles in-demand, as follows:

- a) roles in rural areas for two provinces identified by contractor; and
- b) roles in urban areas for two provinces identified by contractor

Bidders must state how the provinces will be selected.

2.5.2 The contractor must conduct desktop research to identify the demand for digital skills and training opportunities, current and future employment trends, and gaps in the workforce.

2.5.3 The contractor will conduct a stakeholder analysis of digital skills training programmes for in-demand digital and ICT roles that provide established pathways into employment through industry-specific partnerships with employers for youth. The training programmes must comprise of, but not limited to the following components:

- Occupational, industry-linked vendor specific, and/or basic-advanced digital skills training
- Work readiness and soft skills training
- On-the-job training and/or placements with industry partners
- Industry mentorship

Entities: The stakeholder mapping must differentiate projects focusing on digital skills training for pathways into employment led by Development Funding Institutions, Private, Civic and Government entities.

Sectors: The stakeholder mapping must provide a sectoral analysis of previous and ongoing in-demand digital skills training programmes in, but not limited to, the following sectors and/or industry-specific roles:

- Global Business Services
- Insurance
- Banking and Financial Services
- Manufacturing
- Telecoms
- Media and Publishing
- Retail and e-Commerce
- ICT Technology and Software
- Web/App Development
- Cloud Computing
- Cybersecurity
- Animation
- Digital marketing
- Data Sciences
- Blockchain
- Machine Learning
- Artificial intelligence

2.5.4 The contractor will conduct stakeholder analysis, mapping training providers that offer in-demand digital skills training programmes for entrepreneurs, with a differentiation (where applicable) on young male and female entrepreneurs. The identified training programmes should be differentiated by:

- Industry-specific and sector networks.
- Incubators and accelerators.
- Gig economy platforms;
- Professional bodies; and/or
- Chambers of commerce

Entities: The stakeholder mapping must differentiate projects focusing on digital skills training for entrepreneurs led by Development Funding Institutions, Private, Civic and Government entities.

2.6 Work Package 6- Communication and Marketing Collateral

2.6.1 The contractor will be required to develop communications and marketing collateral based on the information synthesized in work package (1 and 2) to use for the purposes for engaging stakeholders and partners. The contractor will be required to work with other related DS4JI stakeholders and partners to disseminate the information in various platforms. The contract will be required identify key learnings, best practices, recommendations, and project impact emerging from the various interventions undertaken/implemented by DS4JI based on the report developed in work package (1-2).

The contractor will be required to produce the following communications and marketing collateral to support the dissemination of the report results:

- a. The contractor will be required to develop and execute a communication plan to promote, disseminate the report developed in work package (1-2).
- b. The contractor will be required to develop an executive summary of the report in work package (1-2), in additions the contractor will required to develop a design and layout for both the documents (full report and executive summary).
- c. The contractor will be required identify various targeted platforms such workshops, webinars, international, national, and local conference events to disseminate, promote and present the report.
- d. The contractor will be responsible for organising and coordinating with different stakeholders, to ensure that the report is presented in various platforms as mentioned above.
- e. The contract will be required organising, facilitating and host x 3 public webinars to present the findings and the report. The contractor will be required to use its own targeted networks channels, invite relevant stakeholder to participate in the public webinars.
- f. The contractor will be required to develop, design and layout x 10 project impact factsheets using the research and report developed in work package (1-5).
- g. The contractor will be required to developed, design and layout x 50 infographics which will be used for visual presentation on the report represent.
- h. The contractor will be required create and develop x (2) 3 minutes to 5 -minute video clips to highlight the report findings and impact achieved. The video clips should include a short interview with the DS4JI stakeholder, partners, Head of the Project, Cluster Coordinator and Country Office Director.

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
An inception report detailing the plan implementation	Within one month after the start of the contract, Pretoria, contractor	Inception report and workplan approved by GIZ

approach of each work package and timelines		
A Communication plan for the various outputs of the work packages 1-5	Within three months after the start of the contract, Pretoria, contractor	Communication plan approved by GIZ
Report based on work package 1+2	Within four months after the start of the contract, Pretoria, contractor	Final report presented to GIZ after preliminary findings workshop
KOMPASS report	Within four months after the start of the contractor, Pretoria, contractor	Final report presented to GIZ after preliminary findings workshop
Digital skills enhancement capacity at TVET colleges report	Within six months after the start of the contract, Pretoria, contractor	Final report presented to GIZ after preliminary findings workshop
Stakeholder mapping and supply & demand mapping report	Within seven months after the start of the contract, Pretoria, contractor	Final report presented to GIZ after preliminary findings workshop
Brief project close-out report detailing project implementation and any variations from inception report and workplan	Within seven months after the start of the contract, Pretoria, contractor	Report approved by GIZ

Period of assignment: From 20.10.2023 until 31.03.2024

2. 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 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.** Tasks to be performed) (1.1.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the

services according to Chapter **Error! Reference source not found.** (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Project management of the contractor

The tenderer is required to explain its approach for **coordination with the GIZ project**. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail (1.6.1).

The tenderer is required to draw up a **personnel assignment** plan with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

3. 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

Tasks of the team leader

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

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Masters) in Monitoring and Evaluation, Development Studies, Economics or Social Sciences
- Language (2.1.2): C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFR)
- General professional experience (2.1.3): 12 years of professional experience in the research sector
- Specific professional experience (2.1.4): 10 years' experience within skills development and employment promotion
- Leadership/management experience (2.1.5): 8 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): not applicable
- experience (2.1.7): not applicable
- Other (2.1.8): not applicable

Expert 1

Tasks of expert 1

- Analysis of quantitative data using statistical software
- Data visualization of analysed data
- Reporting

Qualifications of expert 1

- Education/training (2.2.1): University qualification in Economics, Social Sciences (with a strong statistical component), Statistics or Data Science
- Language (2.2.2): C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.2.3): 8 years of professional experience in data analysis and visualization
- Specific professional experience (2.2.4): 4 years in research in skills development, employment, or employment promotion.
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): not applicable
- Development Cooperation (DC) experience (2.2.7): not applicable
- Other (2.2.8): not applicable

Expert 2

Tasks of expert 2

- Support the team leader
- Undertake qualitative data analysis and report writing

Qualifications of expert 2

- Education/training (2.3.1): University qualification in Monitoring and Evaluation, Development Studies, Economics or Social Sciences
- Language (2.3.2): C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.3.3): 8 years of professional experience in the Monitoring and Evaluation and research sector
- Specific professional experience (2.3.4): 4 years in Skills development, employment promotion
- Leadership/management experience (2.3.5): not applicable
- Regional experience (2.3.6): not applicable
- Development Cooperation (DC) experience (2.3.7): not applicable
- Other (2.3.8): not applicable

Expert 3

Tasks of expert 3

- Support the team leader

- Undertake identification communications avenues to disseminate and development of communications and marketing and communications collateral.

Qualifications of expert 2

- Education/training (2.4.1): University qualification in Marketing Communications, Advertising and Public Relation or National Diploma in Digital Marketing and Graphic Design
- Language (2.4.2): C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.4.3): 8 years of professional experience in the Marketing, Communication PR, Graphic Design and Digital Marketing.
- Specific professional experience (2.4.4): 5 years strategic PR and communications, videography, graphic design, digital marketing.
- Leadership/management experience (2.4.5): not applicable
- Regional experience (2.4.6): not applicable
- Development Cooperation (DC) experience (2.4.7): not applicable
- Other (2.4.8): not applicable

Short-term expert pool with minimum 2, maximum 2 members

Tasks of the short-term expert pool

- Support the team leader and experts.

Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with university qualification (Honours degree or above) in Monitoring and Evaluation, Development Studies, Social Sciences or Economics
- Language (2.6.2): All experts with C1-level language proficiency in English according to the Common European Framework of Reference for Languages (CEFRL)
- General professional experience (2.6.3): All experts with 3 years of experience in the evaluation and research sector
- Specific professional experience (2.6.4): All experts with at least 1 year of experience in the context of employment promotion
- Leadership/management experience (2.6.5): not applicable
- Regional experience (2.6.6): not applicable
- Development Cooperation (DC) experience (2.6.7): not applicable
- Other (2.6.8): not applicable

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

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

NOTE: The team of experts should take gender aspects into account and be composed of female and male experts.

4. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for South Africa as set out in the country table for South Africa in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Hours	Cape Town/Gauteng	South Africa	Lesotho
8-24 hrs	R380.00	R340.00	R300.00
24 hrs	R490.00	R440.00	R400.00

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed in accordance with the South Africa country table in the GIZ travel expenses guidelines as a lump sum upon the submission of documentary proof.

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.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Team Leader	1	60	60	60 expert days in the country of assignment (South Africa)

Designation of key experts 1 to 3	3	60	180	180 expert days in the country of assignment (South Africa)
Designation of short-term expert pool	1	60	60	60 expert days in the country of assignment (South Africa)
Travel expenses	Quantity	Price in ZAR	Total in ZAR	Comments
Fixed travel budget	1	200.000,00	200.000,00	<p>A fixed budget is earmarked for travel expenses within South Africa. This fixed budget includes:</p> <ul style="list-style-type: none"> • 5 domestic flights within the country of assignment during service delivery • CO2 Compensation • 5 per diem allowances (see table above) • 5 accommodation overnight allowance of R1500.00 per night in country of assignment • 5 transportations to visit implementing partners. • Km's are reimbursed at R4.64 per kilometre <p>Note: Per diem cannot be claimed in full if break fast and other meals are provided e.g at workshops or meetings.</p> <p>The costs are reimbursed in accordance with the country table for South Africa in the GIZ travel expenses guidelines – per diem and accommodation as a lump sum, and all other travel and travel related costs against evidence. All travels must be agreed in advance by the officer responsible for the project. Travel expenses must be kept as low as possible.</p>
Other costs	Number	Price in ZAR	Total	Comments
Flexible remuneration	1	100.000,00	100.000,00	There is a fixed budget of ZAR 100000,00 as flexible remuneration item, which is already included in the price schedule and could be used for additional costs by existing cost positions after email confirmation of the project management (AV)

				of GIZ. This budget will be invoiced against proof of implementation.
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Workshops

GIZ holds numerous events that have great potential for showcasing the three dimensions of sustainability – environmental, social, and economic – and thus for making our corporate values visible through concrete action.

The general definition of an event is a gathering of three and more participants. This means that basic sustainability criteria must be observed. The planning will include stakeholder mapping to get a general idea of which groups of individuals will be involved in the workshop. This is also a good way of determining whether a face-to-face event is necessary. The service providers will be included in the stakeholder mapping as this will ensure that all sustainable events management is communicated with to all stakeholders.

When planning the agenda, the organiser will ensure that the event starts and finishes at a family and travel-friendly time. Make sure that panels have an equal number of men and women. Use gender-sensitive language. Furthermore, the organiser will ensure barrier-free accessibility in line with the target group needs.

For precise requirements planning such as venue and catering, guests will be sent a reminder email to confirm their attendance. This will also include an option to cancel their registration. Conference material will be made available.

The contractor will implement the following workshops:

1. Preliminary findings workshop based on work package 1 and 2
2. Preliminary findings workshop based on KOMPASS report (work package 3)
3. Preliminary findings workshop based on Digital skills enhancement capacity at TVET colleges report (work package 4)
4. Preliminary findings workshop based on Stakeholder mapping and supply & demand mapping report (work package 5)

The costs for workshop logistics, such as equipment, premises, catering, will be covered by GIZ.

5. Inputs of GIZ or other actors

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

- All DS4JI project implementation reports
- Site visit recordings
- The DS4JI theory of change
- Overview of the DS4JI M&E system
- Anonymised enrolment and tracer studies data
- Connection to relevant stakeholders
- Workshops logistics
- GIZ Corporate Identity manual guide, together with the CI manual of partners, GIZ cooperation logos, reference guides with GIZ work implemented.

6. 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 15 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter **Error! Reference source not found.** 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 must be submitted in English (language).

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/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 **29.09.2023** 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.
- 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.**

7. Data Protection

Personal data collected by GIZ may be entrusted to the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of the GDPR, in particular the Art. 44-50 GDPR. The contractor shall act as an independent data controller for the personal data that he processes in connection with the contract and shall comply with the applicable obligations under data protection legislation.

8. Annexes

Annex 1 - Results model

Annex 2 - Minimum Standards Sustainable Event Management