

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

2nd National Digital Skills Conference Event Management Service provider	Project number/ cost centre: 18.2132.1-001.00
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0. List of abbreviations

BMZ	The German Federal Ministry for Economic Cooperation and Development
DCDT	Department of Communications and Digital Technologies
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
NEMISA	The National Electronic Media Institute of South Africa
ToRs	Terms of reference
TVET	Technical and Vocational Education and Training

1. Context

The broad-based improvement of the 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, PN 18.2132.1-001.00, Term: 04/2020 – 03/2024), commissioned to GIZ by **the German Federal Ministry for Economic Cooperation and Development (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 competencies and methods into the training courses of the formal TVET system 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 contractors, which will lead to an expansion of additional training and networking measures and thus enable a larger number of young people to improve their employment prospects about 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).

1.1. The Objective of Output 4

The table below shows the targets for the output area for the DS4JI, which focus on stakeholder engagement.

Output 4: The networking between state, private sector, and civil society stakeholders (e.g., ministries, TVET colleges, further training initiatives, companies) in South Africa regarding employment prospects in the digitalized economy has been strengthened with a focus on women.

<p>Output Indicator 4.1: Three cooperation formats/working groups have each trialled one new pilot approach to improving the employment prospects of young South Africans, of which:</p> <ul style="list-style-type: none"> • One format/one working group is explicitly for women • One format/one working group consists of state and civil society stakeholders and representatives from the private sector • One format/one working group is between existing initiatives (e.g., WeConnect and Townships) 	<p>Output Indicator 4.2: Six virtual exchanges and one international and one national conference with representatives of other projects regarding implementing #eSkills4Girls approaches have been conducted.</p>
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The above output areas will be achieved through strengthening the partnership and networking between public, private, and civil society actors working on employment prospects in the digitalized economy focusing on women.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

2.1. Venue Coordination Layout and Branding:

- Coordinate layout and branding of the venue and breakaway rooms.
- Coordinate with the venue staff to ensure smooth logistics during the conference.

2.2. Invitation Management:

- Prepare and send invitations to relevant stakeholders, including government officials, industry experts, academics, and digital skills practitioners.
- Manage the RSVP process and maintain an up-to-date invited and confirmed attendees database.

2.3. Speaker Confirmation:

- Send out invitations to the speakers and manage their registration.
- Confirm speaker availability, secure participation, and coordinate logistics (including travel accommodation) related to their sessions.

2.4. Accommodation and Travel Arrangements for Speakers:

- Make arrangements for accommodation, including negotiating special rates with partner hotels.
- Coordinate travel arrangements, including booking flights for speakers and a shuttle from the airport to the hotel and from the venue.

2.5. Conference Website Development:

- Develop a conference website that serves as a platform for information dissemination and attendance confirmation.
- Design an interactive website with registration forms, session details, speaker profiles, and other relevant information.
- Ensure the website is user-friendly and accessible across different devices.
- Coordinate with the conference organisers to ensure consistent messaging and branding.

2.6. Media/Communication Strategy:

- Develop a comprehensive media and communication strategy to promote the conference.
- Identify appropriate channels for reaching the target audience, including social media, press releases, newsletters, and digital platforms.
- Coordinate with the conference organizers and communication specialists to ensure consistent messaging and branding.
- Contribute to developing a branding strategy, working with the conference organisers, including visual identity elements such as logos, banners, and signage.
- Coordinate with the venue staff to implement branding elements throughout the conference venue.
- Create branded conference packages, including badges, folders, and promotional materials.
- Coordinate with the conference organizers to ensure consistent messaging and branding.

2.7. Program Director Appointment:

- Identify and appoint a competent program director, in consultation with DCDT, NEMISA and GIZ, who will oversee the development and execution of the conference program.
- Collaborate with the Program Director in defining the conference theme, objectives, and session formats.

2.8. Organization of Exhibition Area for Partners:

- Plan and organise an exhibition area where partners can showcase their products, services, and initiatives related to digital skills.
- Coordinate logistics for exhibitors, including booth setup, signage, and technical requirements.

2.9. Photography Services:

- Arrange professional photography services to capture high-quality images of the conference, including keynote speeches, panel discussions, workshops, and networking sessions.
- Ensure proper documentation of the conference proceedings through photography.
- Ensure editing of photographs and sharing of images with conference participants post-event.

2.10. Sign Language Services:

- Arrange qualified sign language interpreters to provide sign language services for deaf or hard-of-hearing attendees.
- Ensure the availability of interpreters for all relevant conference sessions.

2.11. Recording and Transcribing of Sessions:

- Organize recording and transcription services to capture and document all conference sessions, including presentations, panel discussions, and workshops.
- Ensure accurate and high-quality recordings and transcriptions of the conference proceedings.

2.12. Conference Report Writing:

- Prepare a comprehensive conference report summarising key discussions, outcomes, and recommendations.
- Include an overview of the sessions, highlights, feedback received, and key takeaways from the event.

Deliverables:

The service provider is expected to deliver the following:

- Liaise and confirm conference venue and breakaway room readiness with all necessary logistics in place.
- Send invitations to targeted stakeholders and maintain an updated attendee database.
- Confirm participation of keynote speakers, panellists, and workshop presenters.
- Arrange accommodation and travel (flights & shuttle) for speakers.

- Develop a user-friendly conference website with attendance confirmation capabilities.
- Create and execute a media/communication strategy for promoting the conference.
- In consultation with the conference organisers, implement branding elements throughout the venue and packages.
- Appoint, in consultation with DCDT and GIZ, a qualified Program Director to oversee the conference program.
- Organize an exhibition area for partners, ensuring smooth logistics and participant engagement.
- Arranged professional photography services to document the conference.
- Provided sign language interpretation services for deaf or hard-of-hearing attendees.
- Recorded and transcribed all conference sessions accurately.
- Prepared a comprehensive conference report summarizing the key discussions, outcomes, and recommendations.

Milestones:

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
Kick-off meeting with DCDT/GIZ conference task team	15 September 2023
Submit Project Plan and Inception Report	20 September 2023
Publish temporary conference website, call for registrations, and send out invitation letters	25 September 2023
Submit a final list of participants	30 September 2023
Conference Implementation	24-25 October 2023
Submit a close-out report, including a feedback survey	20 November 2023

Timeline:

The contract will be from 01 August 2023 to 30 November 2023. The service provider should provide a detailed timeline for the completion of each task, taking into consideration the conference date and deadlines for specific deliverables.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (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.

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 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

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 2 (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).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

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.

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.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

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 degree (German 'Diploma'/Master) in Communication, Social Sciences or Education or a Degree in Event Management
- Language (2.1.2): C1-level language proficiency in English.
- General professional experience (2.1.3): 6 years of professional experience in the Event Management sector
- Specific professional experience (2.1.4): 5 years in project management.
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as a project team leader or manager in a company
- Regional experience (2.1.6): 6 years of experience in projects in Southern Africa, of which 3 years in projects in South Africa (country)
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 2, maximum 4 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Support team lead with the conference's preparation, implementation, and post-processing phase.
- Carry out tasks as laid out in Chapter 2.
- Communicate and liaise with GIZ and DCDT throughout all phases.
- Contribute to the technological and methodological conceptualization of the conference (developing conference programme)

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 experts with university qualification (German 'Diplom'/Master) in Communications or a similar degree in Event Management, 2 experts with university qualification in Social Science, Education or similar subjects German 'Diplom'/Master)
- Language (2.6.2): 4 experts with C2-level language in English
- General professional experience (2.6.3): 2 experts with 3 years of professional experience in the Event Management sector, 2 experts with 3 years of professional experience in the Education, Skills Development and Employment sector
- Specific professional experience (2.6.4): 2 experts with 3 years of professional experience in Communications and PR, 2 experts with 3 years of professional experience in Project Management
- Regional experience (2.6.5): 4 experts with 3 years of experience in Southern Africa, 4 experts with 3 years of experience in South Africa.
- Development cooperation (DC) experience (2.6.6): 4 experts with 3 years of experience in DC

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

5. 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 each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

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 key expert	1	20		
Designation of short-term expert pool	4	20		
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	20			5 person, 4 nights
Overnight allowance in country of assignment	20			5 person, 4 nights
Transport	Quantity	Price	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights	5			Flights within the country of assignment during service delivery
CO ₂ compensation for air travel				A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • •	8			Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses				e.g. visa costs
Fixed travel budget	N/A	N/A	N/A	A budget is earmarked for travel to the following countries: . You can find further information on the travel expense budget in the 'Price

				schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops				The budget contains the following costs . <i>Alternatively:</i> Please calculate a budget for workshops taking the following cost items into account:
Subcontracts				The budget contains the following costs .
Procurement of materials and equipment				The budget contains the following costs .
Local contributions				The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB: .
Other costs				The budget contains the following costs .

6. Inputs of GIZ or other actors

GIZ Once the winning bidder for conference event management is selected, GIZ and DCDT will provide inputs and collaborate with the chosen service provider to ensure the successful execution of the 2nd National Digital Skills Conference. Here are some potential inputs from each organization:

6.1. GIZ Inputs:

- **Strategic Guidance:** GIZ will provide strategic guidance and ensure that the conference aligns with their objectives and priorities related to digital skills development and the digital economy.
- **Expertise and Resources:** GIZ can offer its expertise and resources in the field, sharing best practices, research insights, and subject matter expertise to enhance the conference content and quality.
- **Stakeholder Engagement:** GIZ may facilitate engagement with relevant stakeholders, including government agencies, industry associations, international partners, and academia, to foster collaboration and maximize the conference's impact.

6.2. DCDT Inputs:

- **Venue Coordination and Layout:** DCDT will provide inputs on the desired layout and setup of the conference venue, considering factors such as seating arrangements, signage, and branding.
- **Accommodation and Travel Arrangements:** DCDT will share information on the speakers' accommodation and travel requirements, ensuring that the service provider makes appropriate arrangements.
- **Overall Communication and Branding:** DCDT will provide guidelines and inputs for the overall communication strategy, including branding elements, key messages, and promotional materials to ensure consistency and alignment with their communication objectives.

These inputs from GIZ, DCDT, and NEMISA will support the service provider in delivering a conference that meets the organizers' objectives and creates a valuable experience for the participants. The inputs will help shape the conference content, ensure alignment with strategic goals, and facilitate collaboration with key stakeholders. Regular communication and coordination between the winning bidder and the three organizations will be essential to ensure a successful partnership and the achievement of the conference's objectives.

7. Requirements on the format of the tender

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

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English. .

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips,

workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 1st **September 2023** all documents must be in PDF.
- **Submission to any other email address may invalidate your bid.**
- 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.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**