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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Development of Standardized Baselines for the Clean Cooking Sector in Kenya – Domestic Cooking and Institutional Cooking	**Project number/ cost centre: G-012590-009** **Tender number 10064534**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

Kenya has set an ambitious target of achieving universal access to clean cooking by 2030, as articulated in the National Cooking Transition Strategy (2024). This transition is central to the country's Nationally Determined Contribution (NDC), which commits to reducing emissions by 32% from the business as usual (BAU) emission scenario by 2030. The cooking sector is pivotal in this effort, given the widespread reliance on biomass fuels such as firewood and charcoal, which contribute significantly to greenhouse gas emissions, deforestation, and adverse health outcomes.

Over the past decade, Kenya has implemented several flagship projects that demonstrate the climate benefits of clean cooking interventions. The Green Climate Fund (GCF)/GIZ Climate-Friendly Cooking Project (2020–2024) distributed more than three million improved cookstoves, reducing over 3.2 million tonnes of CO_2 and directly benefiting two million households, one-third of which were headed by women. In Nairobi, randomized controlled trials of efficient charcoal stoves showed annual reductions of 1.7 tonnes CO_2e per household, with lifetime abatement of 4.6 tonnes CO_2e at a cost of just USD 7 per tonne. More recently, electric cooking subsidy trials (2026) confirmed that upfront subsidies for eCooking stoves could abate 2.5 tonnes CO_2e per household per year, though electricity-use subsidies proved ineffective.

These projects were assessed using a range of methodologies, including scenario modelling of business-as-usual versus clean cooking adoption pathways, controlled cooking tests and kitchen performance tests to measure stove efficiency, and MRV systems developed under donor-funded programs to ensure transparency and accountability. Importantly, randomized trials highlighted the need to account for stove stacking, rebound effects, and durability in baseline design.

Against this backdrop, Kenya's State Department for Energy in the Ministry of Energy and Petroleum (MoEP) is leading the development of a national emissions baseline for the clean cooking sector. This baseline will establish a credible reference point for monitoring, reporting, and verification (MRV) under Kenya's NDC. It will also enable participation in Article 6 mechanisms of the Paris Agreement and voluntary carbon markets, while guiding policy design, investment mobilization, and gender-responsive programming. Once approved, it will reduce project development cost and time, remove discretionary parameter selection, improve comparability across projects, and give Kenya a direct instrument for steering the environmental integrity and the ambition level of its cooking sector crediting portfolio.

To support the above goal, the GIZ ENGAGE project with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ), is seeking to hire a consultancy firm to undertake the task of developing standardized baselines for both domestic and institutional cooking in Kenya.

Domestic cooking in Kenya typically serves households of a size of **3.7–3.9 members**, according to the 2022 Kenya Demographic and Health Survey and the 2019 Kenya Population and Housing Census. Kenyan households predominantly use firewood, followed by LPG and charcoal, with smaller shares using kerosene, electricity and ethanol. Biogas is used by approximately 0.2% of households nationally, according to the 2022 Kenya Demographic and Health Survey. According to the Kenya National Cooking Transition Strategy (KNCTS), based on 2022 data, the main household cooking fuels are **firewood (52.4%), LPG (31.0%), charcoal (11.6%), kerosene (3.9%), ethanol (0.3%) and electricity (0.2%)**.

Institutional cooking in Kenya covers cooking in schools, hospitals, prisons, canteens and other institutions serving groups of people. Compared with domestic cooking, institutional kitchens prepare substantially larger quantities of food and therefore use larger-capacity

cooking stoves & pots and more intensive cooking operations. Fuels used for this type of cooking are predominatly firewood andcharcoal, while briquettes, biogas and other biomass fuels, LPG and electricity are also used, depending on the type of institution and availability of the fuel. Institutional cooking is therefore characterised by larger cooking volumes, concentrated energy demand and more frequent or continuous cooking operations than domestic cooking

As per the distinct cooking practices, devices, fuel consumption, etc, the baseline emission as well as the mitigation potential differs between domestic and institutional cooking. Therefore, these TORs distinguish between the two categories of cooking and therefore seeks the development of **two standardized baselines for both domestic and institutional cooking** in Kenya.

Objective of the assignment

The overall objective is to equip the Government of Kenya with **two nationally owned, robust and defensible standardized baselines for the cooking sector:**

a) **a standardized baselines for domestic (household) cooking**
b) **a standardized baselines for institutional cooking**

They have to be developed as separate baselines, but each of them shall be prepared to the standard required for submission by the Kenyan Designated National Authority (DNA) to the United Nations Framework Convention on Climate Change (UNFCCC) and that can be applied by activities under the Article 6.4 mechanism, under Article 6.2 cooperative approaches and, where the relevant crediting programmes so permit, in the voluntary carbon market.

Specific objectives are:

1. To assemble and analyse two representative national evidence-bases on baseline cooking practices, fuel types and consumption patterns and device characteristics for a) the domestic and b) the institutional segments.
2. To derive two sets of baseline parameter values for each segment, including appropriate disaggregation (strata) and conservativeness treatment, in accordance with the applicable UNFCCC standards.
3. To prepare two complete standardized baseline submission packages, including all forms, assessment reports, datasets and supporting documentation required by the applicable procedure.
4. To support the DNA and relevant national institutions through national validation, submission, and the subsequent UNFCCC assessment cycle, including the preparation of responses to requests for further input.
5. To transfer capacity to national institutions so that Kenya can maintain, update and renew the standardized baselines after the end of the assignment.

2. Tasks to be performed by the contractor

The contractor is responsible for delivering the results described below. The two standardized baselines shall be developed in parallel under a single coherent methodological approach, sharing common data collection instruments, common quality assurance

procedures and a common stakeholder process wherever this is technically appropriate, while producing two separate and independently submittable outputs (standardized baselines).

Work Package 1: Inception, regulatory gap analysis and methodological approach

- Conduct a kick-off meeting with GIZ, the DNA, MoEP and the relevant line ministries, and agree the governance and reporting arrangements for the assignment.
- Undertake a structured review of the applicable UNFCCC regulatory documents in their current versions, and of the status of the Article 6.4 mechanism methodologies for cooking energy transitions and its associated tools and set out the implications for the design of both standardized baselines.
- Map the existing Kenyan evidence base — national household surveys, institutional baseline survey mapping and census data, the Kenya National Cooking Transition Strategy evidence, county-level energy data, stove testing data held by national testing centres, project-level survey data held by proponents and crediting programmes and published research — and assess each source against the data coverage, currentness, representativeness and quality requirements of the applicable standard.
- Identify the resulting data gaps and specify precisely which gaps must be closed through primary data collection under Work Packages 2 and 3.
- Define the proposed scope and applicability of each standardized baseline: the sector definition, the baseline geographical reference area and any sub-national strata, the technologies and fuels covered and excluded, the institution categories covered in the institutional baseline, and the interaction with the applicability conditions of the relevant methodologies.
- Propose the parameter list for each baseline, the approach to benchmark or default value setting, the treatment of conservativeness and uncertainty, the approach to suppressed demand where relevant, and the proposed validity period with justification.
- Prepare and present an inception report and hold an inception meeting with the MoEP, DNA, GIZ and key stakeholders to secure agreement on the methodological approach before data collection commences.

Work Package 2 — Domestic cooking: data collection and parameter determination

- Design a statistically representative sampling plan for the domestic segment, meeting the precision requirements of the applicable UNFCCC sampling standard, with stratification that reflects, as a minimum, rural / peri-urban / urban settings, agro-ecological and county variation, baseline fuel type and baseline device type.
- Develop, adapt where necessary, pre-test and finalise the survey instruments, including the household questionnaire, using established and standardized Kitchen Performance Test KPT) protocols and, where applicable, Stove Use Monitoring (SUT) protocols. The consultant shall review and select appropriate existing protocols, justify their suitability for the study context and adpat them only where necessary. Where stove use monitoring is required, the consultant shall also prepare the associated sensor deployment plan.

- Obtain the necessary research and ethics clearances, and ensure informed consent, data protection and safeguarding compliance for all primary data collection.
- Where relevant, recruit, train and supervise enumerators; execute the field data collection; and implement documented quality assurance/quality control (QA/QC) procedures covering enumerator supervision, back-checks, data validation rules and outlier treatment.
- Determine the baseline parameters for the domestic segment, including as a minimum: baseline fuel consumption per household and per capita by fuel and stratum; baseline device thermal efficiency; baseline device population shares; net calorific value and moisture content of baseline fuels; fuel stacking and device usage patterns; and the treatment of the fraction of non-renewable biomass in accordance with the applicable tool and any nationally determined value.
- Document the derivation of every parameter, including statistical treatment, the uncertainty analysis, the conservativeness adjustments applied and the full audit trail from raw data to final value.

Work Package 3 — Institutional cooking: data collection and parameter determination

- Establish a national frame of institutional cooking facilities, drawing on administrative registers from the education, health, correctional services and agriculture sectors, and define the institution categories to be covered – as a minimum boarding schools, day schools, health facilities, correctional facilities, tertiary institutions, and plantation or estate canteens – with a clear justification for any category excluded.
- Design a representative sampling plan for the institutional segment, taking account of the small and highly heterogeneous population, facility size bands, meal volumes and regional distribution, and meeting the applicable precision requirements.
- Develop,adapt where necessary pre-test and finalize institutional survey instruments, including facility questionnaires, tools for reviewing fuel procurement and consumption records and methods for measuring cooking loads and meal volumes. The consultant shall apply established and standardized Kitchen Performance Test (KPT) protocols, adapting them as necessary to reflect institutional cooking conditions and the requirements of the study
- Execute the institutional field programme with the same QA/QC standards as Work Package 2, including verification of fuel procurement records against physical measurement where feasible.
- Determine the baseline parameters for the institutional segment, including as a minimum: baseline biomass consumption per institution, per person served and per meal by category and size band; baseline institutional device thermal efficiency; baseline device and fuel population shares; fuel characteristics; and the treatment of the fraction of non-renewable biomass.
- Analyse and document the distinct features of the institutional segment that affect baseline setting, including procurement-driven fuel switching, seasonality of occupancy, and the relationship between institutional demand and the charcoal and firewood value chains.

Work Package 4: Drafting the two standardized baseline submission packages

- Prepare the two draft standardized baselines using the prescribed UNFCCC structure and the current submission form, covering scope and applicability, entry into force and validity, normative references, parameter values and their application, data and parameters, and all required annexes.
- Prepare the accompanying assessment report for each baseline, demonstrating compliance with each requirement of the applicable standards, including the demonstration that the baseline is set below business-as-usual and the demonstration of data coverage, currentness and representativeness.
- Prepare the full supporting documentation package for each baseline: the anonymised microdata sets, the calculation workbooks in unprotected and fully traceable form, the statistical annexes, the survey instruments, the QA/QC documentation and the list of data sources.
- Prepare a short guidance note for each baseline explaining, for project proponents and for validating DOEs, how the baseline is to be applied, what it replaces at project level and what remains to be monitored.

Work Package 5: National validation, submission support and UNFCCC assessment cycle

- Facilitate a national validation workshop presenting both draft baselines to government, project developers, crediting programmes, testing institutions, academia, county representatives and civil society, and document all comments received together with the response given.
- Conduct a targeted consultation with active cookstove project proponents in Kenya on the implications of the draft parameter values for the existing project pipeline and document the outcome transparently.
- Revise both packages in response to the national consultation and deliver submission-ready versions to the DNA, including the draft letter of approval and any other documentation the DNA is required to furnish.
- Provide technical support to the DNA throughout the UNFCCC assessment cycle, including the preparation of written responses to requests for further input from the secretariat, the Methodological Expert Panel or the Supervisory Body within the deadlines set by the applicable procedure, and the preparation of revised versions of the baselines and assessment reports where required.
- Where a decision on approval falls outside the contract period, hand over a complete and documented file that enables the DNA or a successor contractor to continue the process without loss of information.

Work Package 6: Capacity development and institutional handover

- Deliver at least two training workshops for staff of the DNA, the relevant line ministries, national testing institutions and the national carbon registry function, covering the content of both baselines, their application, the data systems behind them and the procedure for revision, update and renewal.

- Deliver a practical session for project developers and consultants active in Kenya on the application of the two baselines.
- Prepare a maintenance and update roadmap specifying the data that must be collected and refreshed before the expiry of each baseline's validity period, the institutional responsibilities for doing so, and an indicative cost.
- Hand over all data, code, calculation files and documentation in open, non-proprietary and fully documented formats, together with a data dictionary, and provide a short-written manual to senior management of the partner institutions.

Additionally, the contractor is responsible for the tasks below:

- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts, enumerators etc. assigned to perform the advisory tasks.
- The contractor provides 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 current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones/process steps/partial services	**Deadline/place/person responsible**
Kick off meeting	1 week after contract signing/online/GIZ
Present inception report at inception meeting	3 weeks after contract signing/online/Consultant
Present stakeholder & data collection report for institutional cooking to key stakeholders	9 weeks after contract signing/ Nairobi/ Consultant
Present stakeholder & data collection report for domestic cooking to key stakeholders	12 weeks after contract signing/ online/ Consultant
Present draft standardized baseline for institutional cooking to MoEP/DNA/GIZ to circulate for feedback	16 weeks after contract signing/ online/ Consultant
Submit draft standardized baseline for domestic cooking to MoEP/DNA/GIZ to circulate for feedback	20 weeks after contract signing/ online/ Consultant
Present both draft standardised baselines in a validation workshop with key stakeholders	22 weeks after contract signing/ Nairobi/ Consultant
Incorporate feedback and prepare submission-ready packages for both baselines, cleared with the DNA	26 weeks after contract signing/ online/ Consultant
Technical responses to UNFCCC requests for further input, and revised packages as required	Throughout the contract period as required/ online/ Consultant
Capacity development workshops delivered; training materials including maintenance and update roadmap handed over	3 weeks after submission of ‘final’ revised version/ Nairobi/ Consultant

Period of assignment: from 1 February 2027 until 30 September. 2027.

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.

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 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 (1.2.1) and describe the cooperation strategy (1.2.2) 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 (1.6.1). 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 days) 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).

The tenderer is required to describe its backstopping concept (1.6.3). 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 tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control

- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

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

- Language (2.1.2): C1-level language proficiency in English language
- General professional experience (2.1.3): 9 years of professional experience in climate mitigation, carbon market frameworks, carbon project development and baseline work.
- Specific professional experience (2.1.4): 8years in CDM, Article 6 and/or major voluntary carbon market standards; demonstrated involvement in the development or successful approval of a standardized baseline, methodology or methodological tool submitted to the UNFCCC or to an equivalent crediting programme
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in sub-Saharan Africa
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): 5 reference projects in clean cooking initiatives, fuel consumption studies, and stove efficiency assessments

Key expert 1

Tasks of key expert 1

- Support to the team leader in the project management and the responsibility for the implementation of the work packages.
- design of the baseline architecture for both segments; drafting of the standardized baseline documents and assessment reports.

- Engage with key stakeholders (national and international) to facilitate implementation of the assignments.
- Draft key documents relevant for the fulfilment of the assignments as outlined in the tasks.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree (German 'Diplom'/Master) in environmental science, engineering, energy, economics, statistics or a related discipline
- Language (2.2.2): C1-level language proficiency in English language
- General professional experience (2.2.3): 7 years of professional experience in carbon market frameworks, carbon project development and GHG quantification.
- Specific professional experience (2.2.4): 6 years in CDM, Article 6 and/or major voluntary carbon market standards; demonstrated involvement in the development or successful approval of a standardized baseline, methodology or methodological tool submitted to the UNFCCC or to an equivalent crediting programme
- Regional experience (2.2.6): 2 years of experience in projects in sub-Saharan Africa
- Development cooperation (DC) experience (2.2.7): 2 years of experience in DC projects
- Other (2.2.8): 2 reference projects in clean cooking initiatives, fuel consumption studies, and stove efficiency assessments is desirable

Key expert 2

Tasks of key expert 2

- sampling design for both segments; survey instrument design; statistical analysis; uncertainty quantification; QA/QC design and oversight; preparation of the statistical annexes

Qualifications of key expert 2

- Education/training (2.3.1): Master's degree (German 'Diplom'/Master) in in statistics, econometrics, survey methodology or a related discipline
- Language (2.3.2): C1-level language proficiency in English language
- General professional experience (2.3.3): 7 years of professional experience in the design and analysis of large-scale household or facility surveys
- Specific professional experience (2.3.4): 3 years in applying sampling requirements in a carbon market or comparable regulated measurement context.
- Regional experience (2.3.6): 2 years of experience in projects in sub-Saharan Africa
- Development cooperation (DC) experience (2.3.7): 2 years of experience in DC projects
- Other (2.3.8): 2 reference projects in kitchen performance testing and/or stove use monitoring data is a strong advantage

Short-term expert pool with minimum 3, maximum 5 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

- Technical Backstopping of key experts

- Supporting data collection; legal and regulatory review and all analysis relevant to the assignment
- Support quality control

Qualifications of the short-term expert pool

- Education/training (2.6.1): Master's degree (or German 'Diplom') in contract-relevant course of study e.g., Energy, Economics, Climate Economics, Climate Change, engineering or a related field
- Language (2.6.2): C1-level language proficiency in English
- General professional experience (2.6.3): 5 years of professional experience consulting in the energy nexus on greenhouse gas reduction measures.
- Specific professional experience (2.6.4): 1 expert with 5 years of professional experience in carbon market standards and methodological work, 1 expert with 5 years of professional experience in data and statistical analysis, 1 expert with 5 years of experience in institutional capacity building on climate mitigation.
- Other (2.6.7): 2 reference projects in clean cooking is an advantage

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

The **successful bidder will be required to sub-contract a local expert** (during the inception phase) to support with national data access and institutional navigation; design and delivery of both domestic and institutional cooking workstreams; stakeholder engagement and workshop facilitation; support to the DNA; capacity development delivery.

It is not required to include the CV of the local expert in the bidding process.

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

5. Costing requirements

Assignment of personnel and travel expenses

Per diem 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 from the German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 (GERMAN ONLY)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount 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 has undertaken an obligation to reduce greenhouse gas emissions (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must 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 TL	1	15	15	
Designation of key expert 1	1	40	40	
Designation of key expert 2	1	35	35	
Designation of pool of experts	**3-5**		20	
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment **Workshop/implementation days**	5	4	20	4 days per expert x 5 experts travelling (for 3 trips) Assumption: 1st trip: 2 experts travelling 2nd trip: 2 experts travelling 3rd trip: 1 expert travelling

Per-diem allowance in country of assignment **Travel days**	5	2	10	2 days per expert x 5 experts travelling (for 3 trips)
Overnight allowance in country of assignment	5	5	25	Overnight accommodation- 5 nights per person (per trip) **Overnight stays abroad:** **Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence (217 Euro). Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis (162,75 Euro).** **Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.**
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
International flights	5		5	5 Return flights Travel to the place of service delivery Kenya
CO_2 compensation for air travel	1		1,300	A fixed budget of EUR **1,300** is earmarked for settling carbon offsets against evidence (10 one-ways flights á EUR 130) .
Travel expenses (train, car) • Airport transfer in Kenya • Local Transportation from hotel to place of workshop	3		3	For 3 trips Travel within the country of assignment, transfer to/from airport etc.
Travel expenses (train, car)	5		5	transfer to/ from airport etc. in the home country for 5 experts

Other costs	Number	Price	Total	Comments
Flexible remuneration .	1	10,000	10,000	A budget of EUR 10,000 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.
Subcontracts	1	7,100	7,100	The budget contains the following costs: EUR 7,100 for subcontracting local expert (s) to support with national data access and institutional navigation; design and delivery of both domestic and institutional cooking workstreams; stakeholder engagement and workshop facilitation; support to the DNA; capacity development delivery

Workshops, events and trainings

Any workshop costs relating to venues, meals and participant transport costs will be covered by GIZ

6. Inputs of GIZ or other actors

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

- GIZ covers logistics for workshops for stakeholders: venues, equipment, meals.
- GIZ provides contacts of key local partners.
- Government representatives provide necessary information and available documents.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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 (language).

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 language.

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.