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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Third Party Monitoring for the "Building Inclusive Institutions for Resilience, Reconciliation and Reforms" project	**Project number/ cost centre: G-012172-001.00** **Tender number 10062590**

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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
CRSV	Conflict-related sexual violence
CSO	Civil society organisation
FK	Expert
FKT	Expert days
IDP	Internally displaced person
IP	Implementing Partner
KZFK	Short-term expert
RBM	Results-based monitoring
TJ	Transitional Justice
ToRs	Terms of reference
TPM	Third-party monitoring
UNI	Unintended negative impacts

1. Context

The “Building Inclusive Institutions for Resilience, Reconciliation and Reforms” (hereafter “the project”) is a technical cooperation project implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The project started in June 2024 and runs until November 2027. The objective of the project is: “state and civil society actors are in a better position to implement the peace process with regard to designing a victim-centred transitional justice (TJ) process and promoting gender justice at national, regional and local level in Ethiopia.” This includes advising and supporting existing governmental institutions in setting up new state institutions and elements in the justice system to ensure the TJ process is implemented in line with international human rights standards. The political partner of the project is the Ministry of Justice (MoJ), which is the key institution for implementing the Ethiopian Transitional Justice Policy.

The four output areas of the project are:

(1) The capacities of state actors with regard to the design of a victim-centred and gender-responsive TJ process have improved.

(2) The technical and organisational capacities of civil society actors have been strengthened in terms of their participation in the victim-centred and gender-responsive design of the TJ process.

(3) The technical and process-related capacities of state actors in the selected regions have been strengthened with regard to improving gender justice in the implementation of the peace process.

(4) The technical and institutional conditions needed for civil society and state actors to be able to offer psychosocial measures and measures related to dealing with the past in a gender-responsive manner for the local implementation of the peace process in the selected regions have improved.

The project’s target groups include national and regional government stakeholders, civil society organisation (CSO) members, and community members affected by violence incl. conflict-related sexual violence (CRSV).

The security situation in Ethiopia remains volatile, with ongoing violent conflict in parts of the country. Depending on the local context, GIZ staff may be unable to access some implementation sites and may have to manage activities from Addis Ababa or regional capitals. The project is implemented primarily through grants to implementing partners (IPs), including international and local non-governmental organisations and CSOs. The project operates in Amhara (Gondar area and Dessie/Kombolcha area), Afar and Tigray (Mekelle area and Shire area), where security conditions and access vary. Because GIZ’s direct access to beneficiaries may be limited, IPs are often the principal source of field access and implementation information. This restricts GIZ’s ability to conduct comprehensive oversight in line with its results-based monitoring (RBM) requirements. Monitoring of intended and unintended project results therefore relies substantially on information reported by IPs.

The project’s close working relationships with IPs provide a valuable basis for implementation. However, an independent and impartial monitoring function is also needed to verify and triangulate reported information and strengthen oversight and quality assurance. The

contractor will therefore monitor activities implemented by selected partner organisations on behalf of GIZ, acting as a **third-party monitoring (TPM)** provider.

The purpose of the assignment is to strengthen the quality, accountability and steering capacity of the project. The contractor will **assess the implementation and progress** of selected partner projects against agreed results, milestones and targets, **and validate information and data** reported by IPs. Through systematic data collection, triangulation and reporting, the contractor will contribute to the project's monitoring of remotely managed activities. The methodology shall combine quantitative and qualitative approaches and produce evidence-based analysis.

The contractor will also conduct context- and conflict-sensitive monitoring to identify potential **unintended negative impacts (UNIs)** and help the project respond to them. UNIs are unintended effects arising from project activities or from the interaction between project activities and their context. Such effects may be positive or negative. Negative effects may exacerbate existing tensions or conflicts among target groups. They should therefore be monitored throughout implementation and promptly communicated to GIZ when identified. Where mitigation measures are introduced, the contractor may assess their perceived effectiveness by gathering perspectives from people affected by, or otherwise connected to, IP activities. The findings should help GIZ adapt activities and administrative processes, reduce adverse effects and avoid exacerbating conflict.

The contractor will also support GIZ in implementing its **KOMPASS** process. Under the commissioning party's requirements, KOMPASS is to be conducted at least once during the duration of a BMZ-commissioned project. It is an open approach to gathering the perspectives of different stakeholders and identifying issues that may not be visible through routine monitoring. Data shall be handled in a way that protects participants' safety and privacy; findings should be reported anonymously and/or in aggregated form, as appropriate.

Objectives of the assignment
The contractor shall:

- Implement the data collection for the KOMPASS process in selected regions.
- Verify selected partner-reported outputs and outcomes using independent evidence.
- Collect and analyse primary data for agreed indicators and monitoring questions, including relevant gender, inclusion, safeguarding and Do-No-Harm considerations.
- Assess the quality, consistency and plausibility of information from partner reports.
- Monitor contextual developments and access or security constraints that may affect implementation or data collection.
- Provide practical recommendations to strengthen implementation, monitoring and feedback mechanisms.

2. Tasks to be performed by the contractor

The contractor shall provide the services described below. The work packages, locations, responsibilities, deliverables and deadlines shall be confirmed with GIZ during inception and recorded in the agreed work plan. Implementation arrangements may be adjusted in response to changes in access and security, in consultation with GIZ.

Work package 1: Inception and design

Following a review of relevant project and portfolio documents provided by GIZ, the contractor shall hold an inception workshop to introduce the team, present its proposed approach and

draft work plan, and clarify outstanding questions. The contractor shall also attend regular monthly online meetings with the GIZ team to report on progress and discuss or agree any necessary adjustments.

During inception, the contractor shall develop the following templates and tools and update them during the contract period where required:

- Quantitative and qualitative monitoring instruments, including instruments for monitoring unintended negative impacts (WP 3).
- A standard approach and checklist for location assessments and spot checks during partner activities, and a corresponding reporting template (WP 4).
- Templates for collecting consented, anonymised beneficiary feedback and success stories, where appropriate and safe (WPs 2-5).
- An outline and template for end-of-project assessments of partner projects (WP 5).

The contractor shall also develop:

- A template for ad hoc updates on activities undertaken, relevant lessons and recommendations (WPs 2-5).
- Templates and a schedule for the required reports (UNI-reports and consolidated monitoring reports).
- A template and outline for the final report, to be agreed with GIZ.
- An activity calendar showing planned activities and estimated resources by work package, IP and project area. Any further disaggregation shall be agreed with GIZ.

All templates and reports shall be submitted in English. Tools used to gather information directly from participants shall be appropriate to the relevant target groups and available in the agreed languages.

The contractor shall establish a coordination mechanism with the GIZ team and project focal points. This may use GIZ's Microsoft Teams workspace and digital RBM tool, subject to agreed access, roles and data-handling arrangements. The mechanism shall support coordination on the activities, expected deliverables and timelines under WPs 2–5.

Deliverables:

- Inception workshop.
- Work plan and activity calendar.
- Monitoring instruments and templates listed above.
- Agreed reporting schedule and report templates.

Work package 2: KOMPASS process

Following an orientation by GIZ on the KOMPASS process and its analytical framework, the contractor shall support its implementation in accordance with guidance provided by GIZ. Data collection is provisionally scheduled for January 2027.

The contractor shall:

- Support GIZ in contextualising and translating the agreed instruments into the required languages. Translation shall include quality checks to ensure that the intended meaning is retained; any backtranslation or cognitive testing shall be agreed with GIZ.

- Work with GIZ to train enumerators on the KOMPASS process, the agreed instruments, informed consent, confidentiality, conflict-sensitive data collection, trauma-sensitive practice and Do-No-Harm.
- Pre-test the contextualised and translated instruments prior to full data collection and agree any necessary adaptations with GIZ.
- Organise and conduct data collection in agreed locations in Afar, Amhara and Tigray, with respondents selected in line with the stakeholder groups and criteria defined in the agreed KOMPASS analytical framework. Locations shall be agreed with GIZ before data collection, taking account of access, security and participant safety.
- Ensure ongoing supervision and quality assurance of KOMPASS data collection, including checks on completeness and quality and debriefing of enumerators as appropriate.
- Provide the collected source-language data and agreed English translations in a secure, agreed format. The parties shall agree in advance whether this includes transcripts, notes, audio recordings or other materials, and how identifying information will be protected.
- Submit a report in English describing the data-collection process, limitations and an initial analysis of key observations emerging from the fieldwork.
- Participate in joint learning sessions with GIZ and, where agreed, partners to discuss findings and their implications.

Deliverables:

- KOMPASS data-collection plan, including agreed locations, agreed respondent groups/sample, data-collection arrangements, instruments, language arrangements, safeguards and field-level quality assurance arrangements.
- Final contextualised and translated KOMPASS instruments, incorporating any adjustments agreed with GIZ following pre-testing.
- Records of training and data collection, in the agreed format.
- Source-language data and English translations, handled in accordance with agreed privacy and security requirements.
- English report on the data-collection process and initial analysis.
- Participation in agreed learning session(s).

Work package 3: Context Monitoring and Unintended negative impacts (UNIs)

The contractor shall familiarise itself with the project's potential UNIs, drawing on the relevant project-level Integrated Peace and Conflict Assessments (IPCAs), gender analyses and other materials provided by GIZ.

The contractor shall develop, in consultation with GIZ, a system and templates to monitor potential UNIs associated with project activities implemented by IPs in the agreed regions. Monitoring should, where appropriate and safe, include the perspectives of people directly or indirectly affected by those activities. The contractor shall promptly notify GIZ of significant concerns that may require timely action, using an agreed escalation procedure.

The contractor shall submit two reports on UNIs during the contract period. Reports shall describe observed or reported risks and trends, limitations in the evidence, and context- and conflict-sensitive recommendations for mitigation. The contractor shall update the monitoring focus as needed in consultation with GIZ, taking account of changes in the context and the timing of partner activities.

Deliverables:

- Agreed UNI monitoring approach and reporting template.
- Two UNI reports in English, submitted according to the agreed schedule.
- Ad hoc notification to GIZ of significant concerns, in accordance with the agreed escalation procedure.

Work package 4: Location assessments and spot checks during implementation of ongoing partner projects

The project delivers many activities through grants to IPs. To strengthen its understanding of implementation and local context, GIZ may request location assessments and spot checks. For this assignment, a “location” means a local community or a internally displaced persons (IDP) camp.

The contractor shall conduct agreed assessments and spot checks in Amhara, Afar and Tigray, subject to the confirmed geographic scope and the prevailing access and security conditions. Each request shall be discussed with GIZ in advance. Depending on the activity and the information required, a spot check may cover:

- Plausibility of reported participant or beneficiary numbers, based on agreed records, observations or interviews.
- Evidence that agreed inputs, materials or services were delivered.
- Conflict- and gender-sensitive aspects of implementation, including participant feedback where safe and appropriate.
- Participant feedback and potential safeguarding concerns, using agreed procedures.
- Potential concerns relating to implementation or compliance that the contractor directly observes or that are reported to it. The contractor shall document and promptly refer such concerns to GIZ; it is not expected to conduct a financial audit, investigation or compliance certification.
- Relevant contextual or access-related risks that may affect implementation or participants.
- Anonymised beneficiary feedback or success stories, where collection is safe, voluntary and based on informed consent.

Any relevant information encountered in the course of the work shall be handled sensitively and referred to GIZ through the agreed channel, without independent investigation or unsupported conclusions.

For each requested spot check, the contractor shall:

1) Meet with GIZ to clarify the purpose, information needs and scope of the assignment.
2) Prepare case-specific questions and an approach based on the agreed checklist and templates.
3) Conduct and analyse the agreed data collection.
4) Submit a report using the agreed template, identifying evidence, limitations and recommendations.

Deliverables:

- 20 location assessments and/or spot checks in the agreed regions in two data collection periods (weeks 1-16 and 17-32).

- A short report for each assignment, using the agreed template and submitted within 1 week of completing data collection.
- Two consolidated monitoring reports (1 per reporting period) of the location assessment and spot checks, one per reporting period (with the second including progress against any recommendations from the first report).

Work package 5: End-of-project assessments of partner projects

GIZ may select partner projects for more in-depth assessment after completion. The assessments shall examine progress against agreed results, challenges encountered, lessons learned and potential positive or negative unintended effects. They should not claim causal attribution unless the agreed methodology supports it.

The scope and approach shall be tailored to each selected partner project. For each assessment, the contractor shall:

1) Meet with GIZ to agree the purpose, scope and intended use of the assessment.
2) Submit an assessment plan for GIZ's agreement, setting out the methodology, questions, staffing, schedule, budget and logistical requirements.
3) Conduct and analyse the agreed data collection.
4) Present preliminary findings to GIZ and, where agreed, the partner organisation.
5) Submit a report using the agreed template.

Deliverables:

- 5 end-of-project assessments.
- An agreed assessment plan and a report for each assessment, submitted within two weeks of completing data collection.

Security and access arrangements

The deployment of consultants in each region shall be conditional upon the prevailing security situation and the ability of GIZ staff to access the respective locations. Consultants shall only be deployed upon request by GIZ and following prior agreement between GIZ and the contractor, and only in cases where GIZ staff are unable to travel to the respective region due to security or access restrictions. Any deployment requests and agreed changes to the approach shall be documented and coordinated with GIZ.

- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts 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
Onboarding	First week after the beginning of assignment/ virtual and Addis Ababa/ contractor
Inception workshop and submission of workplan, incl. clear timelines	Second week after the beginning of assignment/ virtual and Addis Ababa/ contractor
Inception package (incl. all deliverables under WP1) submitted	Four weeks after the beginning of assignment/ virtual and Addis Ababa/ contractor
KOMPASS field work preparation finalised	Six weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
KOMPASS data collection completed	Eight weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
KOMPASS data package and process report submitted	Ten weeks after the beginning of assignment/ virtual and Addis Ababa / contractor
Monthly coordination and progress updates	Monthly throughout the contract
First consolidated monitoring report submitted	16 weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
First UNI report submitted	18 weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
Second consolidated monitoring report	32 weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
Second UNI report submitted	36 weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
End-of-project assessments reports submitted	40 weeks after the beginning of assignment/ virtual and Addis Ababa, Afar, Amhara, Tigray/ contractor
Final report submitted	30 September 2027, virtual and Addis Ababa / contractor

Period of assignment: from **15 December 2026 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 and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering (1.3)** 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 (1.4)** 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).

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 days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Details about backstopping

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the 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

Further requirements (1.7)

The tenderer shall describe in its technical proposal how it will integrate safeguarding, conflict sensitivity, trauma sensitivity, Do-No-Harm, informed consent and data protection into all stages of the assignment, including planning, recruitment and training of personnel, data collection, analysis, reporting and data storage or transfer. The concept shall explain how the tenderer will identify and mitigate risks to participants and staff; ensure voluntary, informed and accessible consent; protect confidentiality and personal or sensitive information; handle disclosures of harm or safeguarding concerns; and respond appropriately if a participant becomes distressed or withdraws consent. It shall also set out relevant staff training, codes of conduct, supervision and incident-reporting arrangements, as well as procedures for data minimisation, secure access, retention and deletion. The tenderer shall explain how these measures will be adapted to the local context, how any limitations or incidents will be communicated to GIZ through agreed channels. The tenderer shall not collect information that

is unnecessary for the agreed assignment or make promises of confidentiality or support that cannot be ensured.

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 work 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
Responsibility and quality control of the design of the data collection methods and reports
Ensuring compliance of the team members with GIZ monitoring guidelines and KOMPASS process

Qualifications of the team leader

Education/training (2.1.1): university degree (German 'Diplom'/Master) in political science, sociology, social sciences, mathematics, statistics, evaluation
Language (2.1.2): C2-level language proficiency in English
General professional experience (2.1.3): 9 years of professional experience in the monitoring and evaluation sector
Specific professional experience (2.1.4): 7 years in implementing Third Party Monitoring
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): 4 years of experience in projects in Africa and the Middle East, of which 2 years in projects in Sub-Saharan Africa
Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
Other (2.1.8): experience in designing and implementing similar assignments in fragile contexts and working with a vulnerable target group (e.g. victims of conflict, IDPs and victims of GBV/CRSV), demonstrated by 2 reference projects

Key expert 1: Field coordinator

Tasks of key expert 1

- Responsible for security assessments
- Focal points for planning, data collection and analysis, discussion and presentation of findings and reporting on work-packages
- Designing field work plan
- Coordinate the implementation of the field work and data collection

- Adapt standard data collection tools to each WP
- Ensure standardised data collection in line with the adapted standard tools and review data submitted by field enumerators for accuracy and quality
- Review all reports and data submitted by the field data enumerators,
- Compile and analyse data of monitoring, evaluation, and verification
- Ensure quality and timely drafting and submission of work package reports to the contracting agency
- Responsible for training of field staff
- Responsible for observation of red lines, do-no harm, and other work principles

Qualifications of key expert 1

Education/training (2.2.1): political science, sociology, social sciences, mathematics, statistics, evaluation
Language (2.2.2): C2 -level language proficiency in English, and Amharic
General professional experience (2.2.3): 4 years of professional experience in monitoring and evaluation, and coordinating field research
Specific professional experience (2.2.4): 2 years of professional experience in M&E and TPM
Leadership/management experience (2.2.5): 2 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for
Regional experience (2.2.6): 5 years of professional experience in Ethiopia, of which 2 years in Amhara, Tigray or Afar
Development Cooperation (DC) experience (2.2.7): 3 years of experience in development cooperation projects
Other (2.2.8): experience in monitoring and evaluation in fragile contexts and working with a vulnerable target group (e.g. victims of conflict, IDPs and victims of GBV/CRSV), demonstrated by 2 reference 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 4, maximum 8 members: Field enumerators

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

- Conduct data/information collection for assessment, monitoring, verification and evaluation as described in WP 2-5.

- Translate / interpret / transcribe collected data at the field level; making sure of accuracy and consistency of translations (esp. technical terms)
- Communicate closely with the GIZ team, especially regional colleagues to interpret collected data
- Follow GIZ guidelines on protecting the confidentiality and sensitivity of data and information collected and reported
- Aware of project timelines, to ensure data transcribing and translation is carried in a quality and timely manner

Qualifications of the short-term expert pool

Education/training (2.6.1): All experts with university qualification (German 'Diplom'/Master) in): Political Science, Social Sciences, Sociology, Social Work or Psychology
Language (2.6.2):
All experts with C2 -level language proficiency in Amharic
All experts with B1-level language proficiency in English
1 expert with C2-level language proficiency in Tigrinya,
1 expert with C2-level language proficiency in Afarinya,
General professional experience (2.6.3): All experts with 3 years of professional experience in implementing activities in the area of peacebuilding
Specific professional experience (2.6.4): All experts with 2 years of professional experience in monitoring and evaluation and conducting field data collection
Regional experience (2.6.5): All experts with 3 years of experience in Ethiopia (region),
1 expert with 1 year of experience in Tigray region,
1 expert with 1 year of experience in Afar region,
2 experts with 1 year of experience in Amhara region,
Development cooperation (DC) experience (2.6.6): All experts with 2 years of experience in DC
Other (2.6.7): all experts with experience in working with a vulnerable target group (e.g. victims of conflict, IDPs and victims of GBV/CRSV), demonstrated by 2 reference projects

Members of the expert pool shall be based in or near the respective implementation regions to minimise travel requirements, reduce travel-related costs and ensure timely availability for monitoring assignments. The expert pool shall include the following regional coverage:
1 expert based in/near Gondar (Amhara Region),
1 expert based in/near Dessie/Kombolcha (Amhara Region),
1 expert based in/near Shire or Axum (Tigray Region),
1 expert based in/near Semera (Afar Region).

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 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	Overall responsibility for the advisory packages of the contractor, especially design (WP1) and quality control of deliverables
Designation of key expert 1	1	50	50	Overall responsibility for the advisory packages of the contractor (quality and deadlines), especially of the local implementation of WPs 2-5.
Designation of short-term expert pool	4-8	15-30	120	Main contribution to work packages 2-5.
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
Fixed travel budget	1		5.000	A budget is earmarked for travel to the following countries: Afar, Amhara and Tigray regions in Ethiopia.

				A fixed budget of **EUR 5.000** is earmarked for settling travel expenses **against evidence**. This includes approx. 20 daily per-diem allowances; approx. 10 24hrs per diem allowances, approx. 10 accommodation allowances; 30x car rental and transportation allowance. The costs are reimbursed in accordance with the country table in the GIZ travel expense guidelines - per diem allowances as a lump sum and accommodation against proof (max. EUR 13,00/19,00 per diem allowance, max. accommodation allowance of EUR 96,00), all other travel and travel-related costs against proof. All trips must be agreed in advance with the GIZ project manager. Travel costs must be kept as low as possible. 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	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. **against evidence**
Other costs Operating costs in the country of assignment.	1	1.500	1.500	The budget contains the following costs: maintenance cost for equipment related to TPM such as laptop, tablets, cameras and audio recorders as well as printing of materials. These costs are reimbursed **against evidence**.

6. Inputs of GIZ or other actors

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

GIZ will make all information regarding this project and partner contact details available.

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 (DINA4 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.

8. Outsourced processing of personal data

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

The data collection for GIZ monitoring, evaluation and reporting activities must be conducted strictly anonymously, meaning that any information relating to an identified or identifiable natural person (‘data subject’) must be excluded from the outset. Specifically, sensitive data relating to e.g., gender, age, health, religion, refugee or IDP status, or ethnicity must be collected and processed in an aggregated manner.

Annexes:

- AUV (outsourcing of data processing)