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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

| **Gender Audit Toolkit for National Skills Development Authority** | **Project number/ cost centre: G-011907-001**<br>**Tender number 10061787** |
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## 0. List of abbreviations

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| 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

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations. GIZ supports the German Government in the field of international cooperation for sustainable development. GIZ has been working as a development partner of Bangladesh since 1972 under bilateral agreement. Currently, we are working in the areas of renewable energy, adaptation to climate change, private sector development and technical education, biodiversity, as well as good governance and displacement. The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ) is implementing “Skills training and employment promotion for women workers in Bangladesh (ADVANTAGE)” project with National Skills Development Authority (NSDA), under Prime Minister's Office. This three-year project began in April 2024 and will continue until March 2028.

Bangladesh has registered positive economic growth for much of the past decade, yet poverty remains widespread as the country is confronted with major labour market challenges. There is a high prevalence of low-income and informal employment, while wage employment constitutes a small part of the labour market. The Government of Bangladesh has placed strong emphasis on employment generation for young and disadvantaged women, with its development agenda highlighting job creation, economic revitalization, increased investment, and expanded women’s participation in formal employment through education and skills development. In parallel, BMZ’s strategic priorities on Women’s Economic Empowerment (WEE) and feminist development policy emphasize rights, resources, representation, gender-transformative approaches, and stronger private sector engagement. Aligning the project with these complementary priorities provides a strong strategic basis for advancing women’s skills development, private sector partnerships and sustainable job placement outcomes for young and disadvantaged women.

Bangladeshi women face significant structural barriers to participate in the income generation workforce. Compared to men, they are less likely to engage in skills development and more likely to be unemployed. These disparities are rooted in systemic challenges, including gender stereotypes, limited job opportunities, occupational inequality, and the heavy burden of domestic and caregiving responsibilities. Additionally, women often lack access to essential networks, face restrictive social norms, and operate within an environment devoid of supportive gender policies and infrastructure. However, the participation of women in skills development measures and in the labour market is considered as key to economic development. This can be achieved by enhancing women's employment opportunities, and their economic and social empowerment through skills programs and employment promotion.

The project ‘Skills Training and Employment Promotion for Women Workers in Bangladesh’ (ADVANTAGE) works to gear selected elements of the skill development system in Bangladesh more towards the needs of young and disadvantaged women with a particular focus on preparing women with a Competency-Based Training (CBT) for the labour market and supporting their transition to employment.

ADVANTAGE works with the National Skills Development Authority (NSDA) to strengthen the skills development system through Gender Audit Toolkit.eg, which will enable relevant government institutions to identify and address gender-related barriers within the skills development system, on policy and on implementation, i. e. the training providers' level. The project also undertakes capacity development measures on gender-transformative approaches for government officials and aims to create a cohort of gender auditors within NSDA. Furthermore, the Gender Master Trainers, trained from among the representatives of the Skills Training Providers (STPs), will roll out gender-transformative training at their

respective institutions based on the training concepts they have developed. They will also be trained in process management of gender auditing, as the counterparts of NSDA auditors. The project recognises that skills training alone does not necessarily lead to successful labour-market participation. ADVANTAGE therefore complements CBT with measures that aim to strengthen the social, interpersonal and employability skills, career awareness, confidence and workplace preparedness of CBT trainees, through career orientation measures, conducted with selected STPs. As a result, a hands-on career orientation module will be introduced as a self-selected add-on alongside CBT offerings, available to CBT trainees who choose to participate. The content of the career orientation module will be based on results from the project's awareness and empowerment measures. Based on barriers for vulnerable women to skills development identified in the Equal Access Study, campaigns and advocacy measures have been implemented in cooperation with local NGOs. The measures so far include the Gender Action Learning System (GALS), the establishment of She Leads Cafes, a graphic novel, as well as measures, like podcasts and forum theater, among others. An effectiveness study will provide evidence for the further development of the gender-transformative career orientation module. The content of the module will include understanding interests, abilities and career aspirations, addressing and training social skills and soft skills, identifying relevant labour-market opportunities, making informed career choices and recognising and addressing gender-related barriers to employment.

The project also contributes to employment of CBT certified trainees through job matching activities. In a first step, 3,000 CBT trainees from among young and disadvantaged women, men and people from vulnerable groups, of whom 70% should be women, will receive gender-responsive career orientation (as mentioned above) to prepare them for employment and job placement. After that 1,500 CBT graduates, including 1,050 women, will have access to job placement initiatives, with 900 young and disadvantaged women ultimately expected to enter into employment. Job fairs and placement activities will be conducted in cooperation with selected STPs and the private sector.

The target group of ADVANTAGE are women from age 14 to 35 with an education up to grade 10, as well as other vulnerable groups (e.g. Hijra and Persons with Disabilities) with the project implementing its measures in the Dhaka division (Dhaka, Narayanganj, Faridpur, Gazipur, Gopalganj, Kishoreganj, Madaripur, Manikganj, Munshiganj, Narsingdi, Rajbari, Shariatpur, Tangail).

Young and disadvantaged women are empowered to pursue career opportunities through skill development and participate equally in the labour market. Their environment (family, employers, STPs support women to pursue careers.

The National Skills Development Policy (NSDP) 2022 provides a strong policy mandate for the proposed Gender Audit Toolkit. Its gender-related provisions call for expanding traditional and non-traditional skills training to increase women's employment opportunities; reviewing and revising existing programmes to make them more inclusive and supportive of women; and introducing measures such as accommodation, stipends and flexible admission requirements to increase women participation. The policy also emphasises gender-responsive infrastructure, including separate restroom facilities for man and women trainees; the appointment of women trainers and evaluators where feasible; the establishment and enforcement of anti-harassment policies in training institutions; gender-awareness campaigns across institutions and equal access to services regardless of gender. These provisions provide a clear foundation for an NSDA Gender Audit Framework, enabling the Toolkit to assess the extent to which the policy's commitments are reflected in institutional policies, systems, practices and results, while directly supporting NSDA's existing policy responsibilities.

The National Action Plan for Skills Development 2022 - 2027 reinforces the gender dimension of skills development by aligning it with key Sustainable Development Goals (SDGs), including SDG 4.3 on equal access to quality technical and vocational education, SDG 4.5 on eliminating gender disparities and ensuring equal access to vocational training for vulnerable groups, SDG 4.7 on education that promotes gender equality, SDG 5 on gender equality and women's empowerment, and SDG 8.5 on full and productive employment and decent work for women and men. This alignment highlights the need for the proposed Gender Audit Toolkit to go beyond measuring women participation in training and assess the entire results chain, from access, enrolment, participation, completion, assessment and certification to transition into employment, job placement and career progression. Such an approach would help identify gender-based barriers at different stages and determine whether increased women participation in skills training translates into equitable employment outcomes and meaningful career opportunities for women.

Importantly, NSDA itself has already recognised the need to strengthen the gender responsiveness of the skills policy framework. NSDA hosted a Policy Dialogue on the Gender Responsive Review of the National Skills Development Policy 2022, demonstrating that gender responsiveness is already an emerging institutional priority rather than an externally imposed agenda.

This mandate gives NSDA a particularly important role in ensuring that gender equality is embedded not only in individual training programmes, but also in the policies, standards, systems and institutional processes governing the national skills ecosystem.

Against this background, the development of a Gender Audit Toolkit for NSDA offers a practical mechanism to translate gender equality commitments into institutional practice and support continuous improvement. To address this need, GIZ, through the ADVANTAGE project and in close collaboration with NSDA, is supporting the development of a tailored Gender Audit Toolkit. The Toolkit is a practical, evidence-based institutional assessment instrument that enables NSDA and relevant skills-development stakeholders to examine the extent to which gender equality is integrated into skills policies, strategies, governance, standards, curricula, quality assurance, training provision, monitoring systems, institutional practices and employment outcomes and to translate identified gaps into measurable improvement actions. The Toolkit emphasis on three dimensions: Firstly, Assess the current situation, Secondly, Analyse the causes of gender gaps and Lastly, Act through a practical gender action plan.

The objectives of developing a Gender Audit Toolkit for NSDA are:

- To develop a practical and user-friendly Gender Audit Toolkit including a short handbook and supporting tools that helps NSDA and its registered STPs to systematically assess the integration of gender equality and social inclusion into their respective policies, strategies, systems, institutional practices and operations.
- To provide a common framework of assessment criteria, indicators and guiding questions that enables NSDA to examine its own institutional performance and review STP findings, identify gender-related barriers and disparities and determine priorities for institutional improvement, policy development and capacity support.
- To support NSDA and STPs in analysing the underlying causes of identified gender gaps and translating audit findings into practical, prioritised and measurable Gender Action Plans, with clear responsibilities, timelines and indicators for monitoring progress.
- To strengthen the capacity of NSDA officials, Gender Auditors and STP Gender Focal Points to apply the Toolkit consistently, use evidence to inform decision-making, and

promote organisational learning and continuous improvement in gender-responsive and inclusive skills development, with particular attention to women, persons with disabilities and other disadvantaged groups. .

The Toolkit will be developed for NSDA and the STPs registered with NSDA. It will be available in print and digital formats and in Bangla and English. The Toolkit will include tools and guidance for conducting the audit, but its scope will not be limited to the following:

- Policy, strategy and governance structures (Gender commitments in policies and strategies, Institutional responsibilities, Gender-Responsive Planning, Accountability Mechanisms, Leadership commitment)
- Institutional capacity and organisational culture (Gender Expertise, Gender Focal Arrangements, Staff Capacity, Institutional Attitudes, Gender-Sensitive HR Practices, Prevention of Harassment and Discrimination)
- Standards, curricula and learning environment (Gender Responsiveness of Competency Standards, Curriculum Content, Learning Materials, Occupational Stereotypes, Access to Non-Traditional Occupations, Training Methodologies)
- Participation, access to and completion of training by women and marginalized groups (Outreach, Admission, Affordability, Location, Transport, Accommodation, Childcare, Stipends, Participation, Dropout and Completion)
- Training environment and quality (Infrastructure, Sanitation, Safety, Harassment Prevention, Women Trainers; Women Assessors, Gender-Responsive Teaching and Assessment)
- Labour-Market Transition and Employment (Career guidance, Industry exposure, Apprenticeship, Placement, Employment, Occupational Segregation, Wages, Retention and Progression.
- Data, Monitoring and Accountability (Availability of Sex-Disaggregated Data, Gender Indicators, Data quality, Gender Analysis, Reporting, Use of Evidence for Decision-Making)

The key components of the Toolkit will include, but will not be limited to, the following

- Gender Audit Framework: Clear criteria and indicators aligned with NSDA's mandate and national/international commitments (e.g., SDG 5, CEDAW, ILO Gender Equality Toolbox), including audit areas and evidence requirements.
- Step-by-Step Guide: Practical instructions for conducting a gender audit in different NSDA departments and STPs
- Checklists and Assessment Tools: Modular tools to assess organizational commitment, training delivery, physical infrastructure, and gender data systems, especially on STP level
- Stakeholder and Beneficiary Engagement Tools: Focus group discussion guides, interview templates, and participatory tools to capture voices of women, trainees, and marginalized groups.
- Gender Action Plan Template: A simple template for STPs to translate their findings into realistic improvement steps.
- Scoring and Reporting Templates: Templates for scoring, summarizing findings, and preparing actionable recommendations.
- Capacity Building Module: Training outlines and resources for orienting NSDA staff and STP staff on conducting gender audits.
- Monitoring and Follow-up Mechanism: Tools to track progress on audit recommendations over time.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- A standardised Gender Audit Toolkit developed, tested in two STPs (one public, one private) as pilot, validated the toolkit and applied in up to four STPs and handed over to NSDA, in print and digital formats and in Bangla and English.
- Up to 15 NSDA officials are trained on the Toolkit as a Gender Auditors Pool, with defined roles and responsibilities for future gender audits.
- Up to 25 STPs Gender Focal Points/other relevant representatives are trained on the process level of the Toolkit (audit preparation, evidence collection, assessment, documentation, reporting and follow-up of recommendations)

| Deliverable | Description |
|---|---|
| Gender analysis report reviewed<br><br>Briefing and consultation completed. | Brief NSDA Working Group 1 on the Toolkit and its development process. Review the existing situational analysis and relevant existing tools and approaches as reference. Prepare and conduct up to 5 structured consultations (Key Informant Interview, Focus Group Discussions) with nominated NSDA officials to understand existing policies, systems, practices, institutional gaps and expectations. Share the consultation objectives, agenda and guiding questions with GIZ. Subsequently, share the consultation findings and recommendations, including the proposed Toolkit framework and draft indicators. |
| Draft Gender Audit Toolkit shared. Revised Toolkit incorporating NSDA's consolidated technical and institutional feedback | Develop the draft Toolkit reflecting the consultation findings in the areas or domain mentioned under 2.3. Share it with NSDA and GIZ for feedback and revise accordingly |
| Conducted primary testing at institution and arranged review workshop | Test the draft Toolkit in two STPs (one public, one private) selected by NSDA. Document the findings and organize a review session in Dhaka with NSDA, the two testing institutions and Task Force members (TMED, MoWCA, MoC, Social Welfare, MoLE). Provide a summary report not more than 3 to 4 pages (Arial, 11) |
| Arranged validation workshop | Conduct a one-day validation workshop with NSDA and relevant stakeholders to review the revised toolkit, in particular audit areas, indicators, evidence requirements and assessment methodology. Revise the toolkit based on agreed changes. Provide a summary report not more than 3 to 4 pages (Arial, 11) |
| Training completed | Conduct up to 5 day long residential training for up to 15 NSDA officials (Gender Auditors Pool) and 3 day long residential training for STP Gender Focal Points/other relevant representatives on process level of the Toolkit, |

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| | (audit preparation, evidence collection, assessment, documentation, reporting and follow-up of recommendations) Share the training materials including the roles and responsibilities for Gender Auditors Pool and STP Gender Focal Points/ other relevant representatives. Provide a combine summary report not more than 3 to 4 pages (Arial, 11) on lessons learnt and recommendations from the training. |
| Gender Audit Implemented | Implement the Gender Audit Toolkit in collaboration with the pool of trained Gender Auditors in 4 selected STPs, including the application of the toolkit and documentation of key findings and recommendations. |
| Final Gender Audit Toolkit submitted to NSDA. in English and Bangla (print and digital) with supporting tools and templates. Final report. | Incorporate relevant learning from the testing and trainings, make agreed adjustments, in the Toolkit. Hand over the Toolkit English and Bangla (print and digital) with supporting tools and templates accompanied by final report to NSDA and GIZ. |

Project management requirements:

- 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** |
|---|---|
| Milestone 1 (M-1): Briefing of NSDA Working Group 1 and structured consultations with nominated NSDA officials. Review of gender analysis. | 4th week of Dec 2026 |
| Milestone 2 (M-2): Draft toolkit incorporating consultation findings, with consolidated NSDA feedback. | 3rd week of Jan 2027 |
| Milestone 3 (M-3): Conduct testing in two STPs (one public, one private), followed by a review workshop with NSDA, the testing institutions and Task Force members (TMED, MoWCA, MoC, Social Welfare, MoLE). | 2nd week of Feb 2027 |
| Milestone 4 (M-4): One-day validation workshop on the revised toolkit. | 4th week of Mar 2027 |
| Milestone 5 (M-5): Residential training for the NSDA Gender Auditors Pool (up to 15 officials) | 4th week of Apr 2027 |

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| and for STP Gender Focal Points/ other relevant representatives (Up to 25). | |
| Milestone 6 (M-6): Facilitation of up to 4 gender audits in selected STPs. | 4th week of May 2027 |
| Milestone 7 (M-7): Final toolkit with supporting tools and templates submitted to NSDA. | 4th week of Jun 2027 |

Period of assignment: from 15 December 2026 until 30 June 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 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).

### 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.

## 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.

**International Expert (Team Leader)**

Tasks of the International Expert (Team Leader)

- Overall lead and responsibility for the advisory packages of the contractor (quality and deadlines), including the gender toolkit, reports, training manuals and reports, progress and final reports, and lessons learned
- Coordinate and lead the national experts and ensure deadlines and quality expectations are met
- Review the existing prior work on this assignment, e.g. review the gender analysis and develop a clear assignment plan with deadlines and milestones
- Conduct the final debriefing with GIZ (remotely)
- Facilitate data gathering and focus group discussions, jointly with the national experts
- Conduct the testing, review workshop, validation workshop and training in Dhaka, Bangladesh.
- Responsible for effective and efficient communication with GIZ, on contract and strategic issues, as well as on operational level with NSDA and STPs
- Ensure the reporting, deliverables and invoices are in accordance with contract requirements

Qualifications of the International Expert (Team Leader)

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Gender, Development, social science or a similar relevant field
- Language (2.1.2): C1-level language proficiency in English as per the Common European Framework of Reference for Languages (CEFR)
- General professional experience (2.1.3): 7 years of professional experience in gender equality, social inclusion or institutional development in international sector
- Specific professional experience (2.1.4): 5 years in designing and/or conducting gender audits in education, skills development. Experience in integrating gender perspectives into quality assurance frameworks, accreditation systems or institutional monitoring mechanisms, as well as in developing practical toolkits, guidelines or frameworks for national authorities, training providers or educational institutions, ensuring both usability and adaptability.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 1 years of experience in projects in Asia of which experience in projects in south Asia region.
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

**Key National Expert 1 and 2**

Tasks of Key National Expert 1 and 2

- Provide support to the International Expert (Team Leader) in developing and implementing the Gender Audit Toolkit
- Data gathering and desk reviews of the existing gender analysis
- Support the design of the Gender Audit Toolkit
- Facilitate testing, review workshop, validation workshop and training with NSDA and/or STPs
- Support the team leader in developing operational planning of the assignment, the logistics and organisation of all matters regarding this assignment

- Work closely with the International Expert (Team Leader) to contextualise all training materials, ensuring examples and policy references reflect Bangladesh's specific gender landscape
- Support in organising logistics and invitations for the interviews, focus group discussions for the draft Gender Audit Toolkit
- Support in organising logistics and invitations for the review workshop, validation workshop and training with NSDA and STPs
- Facilitation of up to 4 gender audits in selected STPs.
- Deputise the team leader in meetings with NSDA or STPs as required by NSDA

Qualifications of Key National Expert 1 and 2

- Education/training (2.2.1)/(2.3.1): Bachelor in Gender, development, social science or a similar relevant field.
- Language (2.2.2)/(2.3.2): C1- level language proficiency in English as per the Common European Framework of Reference for Languages (CEFR).
- General professional experience (2.2.3)/(2.3.3): 7 years of professional experience in gender equality, education, or skills development in Bangladesh, working with government agencies, training institutions, and donor-funded projects.
- Specific professional experience (2.2.4)/(2.3.4): 3 years of experience in gender mainstreaming within Bangladesh's TVET/education sector, including developing practical toolkits or guidelines, conducting gender audits/assessments, and working with national skills policies, quality assurance, accreditation, and NSDA frameworks.
- Regional experience (2.2.6)/(2.3.6): 5 years of experience in Bangladesh
- Development cooperation (DC) experience (2.2.7)/(2.3.7): 1 year of experience in Development Cooperation 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

## 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 |
|---|---|---|---|---|
| **International Expert (Team Leader)** | 1 | 60 | 60 | Up to 10 expert days homebase- gender analysis report review, Brief NSDA, prepare consultation objectives, agenda and guiding questions, share consultation feedback<br><br>Up to 7 expert days homebase- develop the draft Toolkit and share with NSDA and GIZ<br><br>Up to 12 expert in-person days in Dhaka including travel days- testing the draft Toolkit in the field, findings documentation, prepare and conduct the review session, provide summary report.<br><br>Up to up to 7 expert in-person days in Dhaka including travel days- prepare and conduct the validation workshop session, revise the toolkit based on agreed changes, provide a summary report<br><br>Up to 15 expert in-person days in Dhaka including travel days- Prepare and conduct trainings on the Gender Audit Toolkit for the Gender Auditor Pools ae well as |

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| | | | | STP Gender Focal Points/other relevant representatives.<br><br>Up to 2 expert day homebase- Guiding the national experts to implement the Gender Audit in 4 selected STPs and documentation of key findings and recommendations.<br><br>Up to 7 expert day homebase- Incorporate relevant learning from the testing and trainings, make agreed adjustments, in the Toolkit, submission of the Toolkit English and Bangla (print and digital) with supporting tools and templates accompanied by final report to NSDA and GIZ. |
| **National Expert 1** | 1 | 44 | 44 | Up to 6 expert days- gender analysis report review, Brief NSDA, prepare consultation objectives, agenda and guiding questions, share consultation feedback.<br><br>Up to 4 expert days- develop the draft Toolkit and share with NSDA and GIZ<br><br>Up to 10 expert days- testing the draft Toolkit in the field, findings documentation, prepare and conduct the review session, provide summary report.<br><br>Up to up to 4 days- prepare and conduct the validation workshop session, revise the toolkit based on agreed changes, provide a summary report<br><br>Up to 12 expert days- Prepare and conduct trainings on the Gender Audit Toolkit for the Gender Auditor Pools ae well as STP Gender Focal Points/other relevant representatives.<br><br>Up to 4 expert days- Prepare and implement the Gender Audit in up to 4 selected STPs and documentation of key findings and recommendations. |

| | | | | |
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| | | | | Up to 4 expert days- Incorporate relevant learning from the testing and trainings, make agreed adjustments, in the Toolkit, submission of the Toolkit English and Bangla (print and digital) with supporting tools and templates accompanied by final report to NSDA and GIZ |
| **National Expert 2** | 1 | 44 | 44 | Up to 6 expert days- gender analysis report review, Brief NSDA, prepare consultation objectives, agenda and guiding questions, share consultation feedback.<br><br>Up to 4 expert days- develop the draft Toolkit and share with NSDA and GIZ<br><br>Up to 10 expert days- testing the draft Toolkit in the field, findings documentation, prepare and conduct the review session, provide summary report.<br><br>Up to up to 4 days- prepare and conduct the validation workshop session, revise the toolkit based on agreed changes, provide a summary report<br><br>Up to 12 expert days- Prepare and conduct trainings on the Gender Audit Toolkit for the Gender Auditor Pools ae well as STP Gender Focal Points/other relevant representatives.<br><br>Up to 4 expert days- Prepare and implement the Gender Audit in up to 4 selected STPs and documentation of key findings and recommendations.<br><br>Up to 4 expert days- Incorporate relevant learning from the testing and trainings, make agreed adjustments, in the Toolkit, submission of the Toolkit English and Bangla (print and digital) with supporting tools and templates accompanied by final report to NSDA and GIZ |

| Travel expenses | Quantity | Number per expert | Total | Comments |
|---|---|---|---|---|
| ***Total Travel Cost*** | 1 | Team Leader<br>National Expert-1<br>National Expert-2 | 25,000 EUR | Travel costs will cover per diem and overnight allowances in the country of assignment, international flights to Bangladesh, visa costs and local transportation within the country of assignment, as required to complete the milestones and deliverables outlined in Section 3 above for Team Leader and National Experts 1 and 2. All costs will be reimbursed as bellow:<br><br>Per diem allowances: Lumpsum;<br><br>Overnight allowances, International flights (2 round trip, 4 flights), $CO_2$ compensation, Visa cost: Against Evidence;<br><br>Transportation (Car, Bus, Train): Against evidence<br><br>Local Trasport (CNG, Rickshaw etc): Lumpsum |
| **Transport** | **Quantity** | **Number per expert** | **Total** | **Comments** |
| ***$CO_2$ compensation for air travel*** | 4 | Team Leader | 1,280 | A fixed budget of EUR 1280 (320 per flight) is earmarked for settling carbon offsets against evidence. |
| **Other costs** | **Number** | **Price** | **Total** | **Comments** |
| ***Flexible renumeration*** | 1 | 5,000 | 5,000 | The flexible renumeration will be used against approved budget line item. |

## 6. Inputs of GIZ or other actors

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

- Meeting room at GIZ office
- GIZ provides background documents, studies and information
- Code of Conduct and compliance rules for data security onboarding
- Provide overall facilitation and support for cooperation in liaising with relevant stakeholders, as required.
- Logistic support (Venue, Meal, Accommodation, Materials) for the review workshop, validation workshop, trainings as per GIZ Bangladesh protocol.

## 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 (Arial, font size 11) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 20 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 must 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. Outsourced processing of personal data

*Not applicable.*