

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

CONFIDENTIAL

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Country: Germany	Internal order:
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Subject of the tender procedure:	Transaction number:
GHG Mitigation Technical Advisory and Assessment Services	10060562

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0. List of abbreviations

BMU	Bundesministerium für Umwelt
CIFF	Children's Investment Fund Foundation
DESNZ	Department for Energy Security and Net Zero
DPP	Detailed Preparation Phase
EFKM	Danish Ministry of Energy, Utilities and Climate
GHG	Greenhouse Gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IOs	Implementation Organizations
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
NAMA	Nationally Appropriate Mitigation Action
NDCs	Nationally Determined Contributions
RMO	Risk Management Office
ToRs	Terms of reference
TSU	Technical Support Unit

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1. Context

The Mitigation Action Facility (previously known as NAMA Facility) was jointly established by the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (formerly known as BMU – Bundesministerium für Umwelt) and British Department for Energy Security and Net Zero DESNZ (formerly known as Department for Business, Energy, and Industrial Strategy) governments to provide support to developing countries and countries with emerging economies that show leadership in tackling climate. In 2015, the Danish Ministry of Energy, Utilities and Climate (EFKM) and the European Commission joined the Facility as new Donors. In 2021, the Children's Investment Fund Foundation (CIFF) also became a Donor.

Since the start of the Mitigation Action Facility (MAF), the Donors have made available more than EUR 835 million for supporting the implementation of mitigation projects.

By financing and supporting the implementation of mitigation projects, the Mitigation Action Facility contributes to direct and indirect reduction of greenhouse gas emissions. The activities of the Mitigation Action Facility shall encourage more countries to concretize and implement their Nationally Determined Contributions (NDCs) by preparing project proposals and by mobilizing additional public and private finance for the implementation of the mitigation projects.

The Mitigation Action Facility has no specific regional focus but its focus spans three key sectors: energy, transport, and industry. Through annual competitive calls (Call for Projects), the MAF supports the most ambitious and feasible climate change mitigation projects to implement countries' NDCs under the Paris Agreement. MAF supports the most ambitious and promising projects with a high potential for transformational change towards low carbon development. The Mitigation Action Facility provides grant support of EUR 5-25 million for financial and technical support. Projects can apply the full range of instruments of technical and financial cooperation. It is, however, expected that the focus of the project intervention is on effecting low-carbon investments, i.e. technical assistance should be directly linked to financial mechanisms and respective investments.

On behalf of the Board of the Mitigation Action Facility, the German ministry has commissioned the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to implement the Mitigation Action Facility. This includes the provision of the Technical Support Unit (TSU) as a secretariat for MAF and the role of a Grant Agent ("Trustee"). Qualified organizations can act as Implementation Organizations (IOs) for individual projects, providing technical and financial support to the implementation.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

The expected term of the contract for services is Summer 2027 to 31.12.2028.

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2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for achieving the objectives described in this document.

The amount of GHG emissions reduced is a key indicator in the across all stages of project development and implementation: Concept Phase, Detailed Preparation Phase (DPP), Proposal Assessment, Implementation Phase (including annual monitoring and reporting).

Given the diversity of sectors, approaches, and methodologies covered by its project portfolio, the Mitigation Action Facility seeks expert support to strengthen the overall quality, credibility, and consistency of GHG mitigation-related data and documentation throughout the entire project cycle. This includes providing technical advice, facilitating capacity development, supporting methodological choices, reviewing and verifying mitigation estimates, and contributing to the continuous improvement of related tools, templates, and processes. This support will help the Mitigation Action Facility to:

- Assess Concepts and Proposals with greater accuracy and consistency;
- Provide targeted feedback to Applicants and Implementation Organisations to strengthen their capacities;
- Review, question, and, where necessary, propose corrections to the reported mitigation figures.
- Guide and align with the latest developments in the field of climate mitigation—such as carbon crediting mechanisms, Article 6 of the Paris Agreement, and evolving best practices—by providing technical guidance and strategic insights that can inform both project-level assessments and broader Facility-level approaches.

Ultimately, this will enhance the overall quality, credibility, and reliability of mitigation data across the project portfolio, while also supporting the alignment of the Mitigation Action Facility's mitigation-related guidance and support with current developments and discussions in the global climate policy and carbon market landscape.

Enhanced Support during DPP Stage (Collaborative and preparatory)

In each Call for Projects (CfP), approximately 8-12 Concepts are selected for the DPP stage.

During the Detailed Preparation Phase (DPP), the contractor's role is primarily supportive and collaborative, working closely with each selected project (approx. 6 per year) to ensure that all mitigation-related elements are thoroughly developed and ready for Proposal submission. Working closely with the project teams, the contractor is expected to co-develop a complete draft of the Annex using the latest MAF templates, ensuring that it includes plausible mitigation figures, verified assumptions, and sound methodologies. This joint effort aims to produce a clear, well-structured Annex that not only reflects the project's mitigation potential but also aligns with its carbon crediting strategy and provides the necessary data for assessing both plausibility and eligibility. The goal is to ensure that, by the Proposal stage, a solid and credible mitigation case is already in place.

Contractor's tasks during DPP:

- Provide technical advice to project teams on GHG mitigation calculations, including methodological selection, parameter choice, and assumptions. This also includes identifying appropriate emission factors and activity data;

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- Guide project teams in preparing a transparent and methodologically sound Mitigation Annex;
- Assist project teams in addressing comments or concerns from the Concept stage;
- Strengthen project teams' capacity to develop verifiable and plausible mitigation estimates.
- In case of related ad-hoc questions by TSU, provide technical advice to TSU.

This list may be expanded or refined in coordination with the TSU as needed.

Contractor's deliverables during DPP:

- Jointly (with the project team) developed comprehensive and high-quality Mitigation Annex that includes all relevant information on assumptions, input parameters, methodology and calculations,
- Brief documentation of contractor's intervention and findings in a standard sheet / form, including
 - Any changes to mitigation figures since the Concept stage, including justifications;
 - Summary of status of Annex 7 incl. a statement to which extent the expert advice was taken into consideration by projects team and which critical issues still need to be addressed.

An example of the specifics of the Enhanced Support during DPP Stage assignment is attached as an Annex to this ToR.

Proposal Assessment (independent assessment)

At the end of the DPP, Proposal are submitted and assessed by the TSU. Proposals are evaluated against criteria including ambition, feasibility, and coherence. During Proposal assessment, there is a possibility of asking the applicant for additional clarifications.

The contractor shall support the TSU in assessing the mitigation figures of Proposals (approximately 5 per year). At the Proposal stage, the contractor shifts to an independent assessment role, verifying whether the final submitted documents meet MAF standards, particularly regarding the GHG mitigation Annex.

Contractor's tasks during Proposal Assessment:

- Evaluate the plausibility and accuracy of the submitted GHG figures;
- Review the consistency and transparency of the methodology and assumptions used;
- Verify whether issues raised during the DPP were adequately addressed;
- Assess the completeness and quality of the Mitigation Annex;
- Identify any remaining gaps or deficiencies that must be corrected during implementation.

This list is not exhaustive, and TSU and contractor may amend it with respect to Proposal assessment.

Deliverables of the contractor for the support during Proposal Assessment stage include:

- Written evaluation of each Proposal using a standardized assessment form;

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- Documentation of any changes to mitigation figures since DPP and their rationale;
- Final list of outstanding issues to be addressed post-approval;

For each group of approximately 5 Proposals (the exact number remains to be determined), the contractor shall prepare an overview presentation and report in which they identify:

- issues and patterns (for examples, over-estimation in certain sectors or for certain types of applicants) that were present in multiple Proposals.
- common misunderstandings/mistakes.
- common suggestions to applicants.
- suggestions to the Mitigation Action Facility on how to improve tools, processes and documentation in order to increase plausibility of mitigation figures in Proposals.

An example of the specifics of the Proposal Assessment assignment is attached as an Annex to this ToR.

Revision of Mitigation Annex Templates and Guiding Documents

The contractor may be requested to revise and update MAF's mitigation-related documentation, including the Mitigation Annex, Mitigation Guideline, and M&E guidance documents. Updates shall incorporate feedback and learning from project assessments to ensure clarity, consistency, and alignment with current MAF procedures.

Support and Guidance on Carbon Market Engagement

The contractor shall provide technical support to the TSU and projects expressing interest in engaging with carbon markets. This includes:

- Advising projects, either directly or via the TSU, on eligibility, methodologies, and best practices;
- Supporting projects with the integration of carbon credit considerations into project design and documentation, especially within the Mitigation Annex;
- Supporting the TSU in reviewing project documents for alignment with MAF's carbon crediting policy and evolving frameworks;
- Advising the TSU on technical aspects of carbon markets, including emerging trends, methodologies, and implications for project design and implementation.
- Supporting the TSU in ensuring coherence to the MAF's carbon credit policy and environmental integrity principles as well as potential additional positions

Training of TSU Staff

Upon request by the TSU, the contractor shall provide up to a maximum of two (2) training sessions per year for TSU staff. Each training session shall comprise up to one (1) working day for the delivery of the training. In addition, up to two (2) travel days per training session shall be foreseen, one day for travel to the training location and one day for return travel.

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The trainings are preferably conducted in person at GIZ offices in Germany, specifically in Berlin or Eschborn. Trainings may also be conducted virtually upon mutual agreement with the TSU. Preparation and follow-up activities related to each training session shall be aligned with the specific training content and TSU needs. However, the total effort for preparation, implementation, and follow-up shall not exceed seven (7) expert days per training session.

Travel expenses related to in-person trainings shall be covered under the travel cost budget. The training will focus on, but not be limited to, the following issues:

- Recurrent challenges and patterns in DPP and Project Proposal development and how to identify them; if possible, grouped by sector, intervention mechanism, etc.;
- Recurrent methodological issues and solutions regarding mitigation figures;
- Recommendations to improve tools and processes at the Mitigation Action Facility;
- discussion of reliability of the Mitigation Action Facility's mitigation figures, compared with mitigation figures reported by similar organisations / institutions;
- Detailed look at 1-2 Proposals, the issues identified and how they were resolved.

Deliverables:

- Development of a presentation for each training;
- Training;
- Provision of documentation after each training.

Additional inputs

In addition to the services described above, the contractor shall

- Provide ad-hoc technical advice on mitigation figures as needed by the TSU;
- Conduct internal quality assurance for all outputs before submission to the TSU;
- For each work package, the TSU will request (using standard forms) the contractor to prepare a work plan and to suggest specific team members. This is especially important for the time-critical work packages such as advice during DPP and Proposal assessment;
- Given the time-sensitive nature of certain project phases, the contractor is expected to demonstrate a high degree of flexibility and responsiveness, including the ability to provide short-notice support and adhere to tight lead times, particularly during key stages such as DPP support.

2.3 Project and knowledge management requirements**Requirements on the assignment of experts:**

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

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Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which the objectives, listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following report in English.

- Final report on (30.11.2028).

The final report should provide information on the progress made toward the objectives and work packages specified above. The length of the final report should not exceed six pages, with approximately one page allocated to each work package listed in Section 2.2.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

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2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

Gender equality: The contractor's staffing profile should be balanced in terms of gender and age.

- Environmental protection and climate action (climate change mitigation/adaptation): The contractor should apply environmentally friendly measures and considerations, including but not limited to working digitally to reduce paper use and choosing travel modes with the lowest possible emissions.
- Conflict and context sensitivity: N/A

Human rights: N/A The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

- N/A

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

N/A

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3.3 Strategy (section 1.3 of the assessment grid)

N/A

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

N/A

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

N/A

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

N/A

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

N/A

3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the tasks described in section 2, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (expert days) the objectives as presented in section 2 and, in particular, describe all the necessary work stages in detail.

The tenderer is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.

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3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with TSU. The tenderer manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

In its bid, the bidder describes its approach to and the procedure it intends to adopt with respect to coordination with the TSU.

It is foreseen that for each work package (on the basis of 2), the TSU will share specifications of the assignment (using standard forms) and will request the contractor to prepare a work plan and to suggest specific team members. Examples of the specifications of the assignment are attached in the Annex to this ToR.

In its bid, the bidder shall also indicate lead times before individual assignments can start. This is especially important for the time-critical work packages such as advice during DPP and Proposal assessment.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to outline the approach and procedures for steering, coordinating, and ensuring effective collaboration with the relevant implementing partners. The description should clearly indicate how the tenderer plans to manage communication, responsibilities, and coordination mechanisms to ensure coherent and efficient implementation.

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

N/A

3.5 Further requirements

(section 1.5 of the assessment grid)

N/A

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

It is recommended that the contractor team should be diverse in terms of gender and age.

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

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‘One year of professional experience’ is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Team leader (section 2.1 of the assessment grid)

Tasks of expert 1: (team leader)

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor’s services with other services delivered by 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 short-term experts
- Regular reporting to and coordination with TSU
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ’s officer responsible for the commission

Qualifications of expert 1: (team leader)

Education/training (section 2.1.1 of the assessment grid):	University degree in economics, social sciences, or sector-relevant degree
Language (section 2.1.2 of the assessment grid):	Knowledge of English C1 level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	10 years of professional experience in the sector climate action
Specific professional experience (section 2.1.4 of the assessment grid):	10 years of professional experience in assessment and monitoring of mitigation figures (application of methodologies, and development of MRV systems)
Leadership/management experience (section 2.1.5 of the assessment grid):	6 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	4 years of professional experience outside the EU developing countries
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	N/A
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	7 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	7 years of experience in climate finance or financing mechanisms

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Pool 1 Senior Advisors with 4 experts (section 2.2 of the assessment grid)

This is a pool of short-term experts.

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Review and support for mitigation plausibility check of figures and additional tasks as described in chapter 2
- Training of TSU staff

Qualifications of the expert pool

Education/training (section 2.2.1 of the assessment grid):	4 of experts with university degree in economics, social sciences, <i>sector-relevant degree</i>
Language (section 2.2.2 of the assessment grid):	4 of experts with knowledge of English <i>C1-level</i> in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	4 of experts with 7 years of professional experience in either the sector assessment and monitoring of mitigation figures or climate finance and financing mechanisms
Specific professional experience (section 2.2.4 of the assessment grid):	4 of experts with <i>4 years of professional experience</i> in one or more of the following sectors: transport, renewable energy, energy efficiency, industry, urban development, agriculture and forestry and waste management; (all sectors must be covered by the expert pool through complementary experience of the experts)
Leadership/management experience (section 2.2.5 of the assessment grid):	1 of experts with 5 years of management experience in projects, companies or other organisations with disciplinary leadership of 4 people
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	4 of experts with 4 years of professional experience outside the EU region in developing countries
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	N/A
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	4 of experts with 4 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	2 of experts with knowledge of Spanish <i>C1-level</i> in the Common European Framework of Reference for Languages

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	2 of experts with knowledge of French C1-level in the Common European Framework of Reference for Languages
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The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

Staff presentation

(section 2.11 of the assessment grid)

N/A

Pool 2 'Advisors' with 4 experts (section 2.3 of the assessment grid)

This is a pool of short-term experts.

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

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Tasks of the expert pool

- Review and support for mitigation plausibility check of figures and additional tasks as described in chapter 2
- Support in training of TSU staff

Qualifications of the expert pool

Education/training (section 2.3.1 of the assessment grid):	4 of experts with university degree in economics, social sciences, or a <i>sector-relevant degree</i>
Language (section 2.3.2 of the assessment grid):	4 of experts with knowledge of English <i>C1</i> -level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	4 of experts with 5 years of professional experience in either the sector assessment and monitoring of mitigation figures or climate finance and financing mechanisms
Specific professional experience (section 2.3.4 of the assessment grid):	4 of experts with <i>3 years of professional experience</i> in one or more of the following sectors: transport, renewable energy, energy efficiency, industry, urban development, agriculture and forestry and waste management; (all sectors must be covered by the expert pool through complementary experience of the experts)
Leadership/management experience (section 2.3.5 of the assessment grid):	N/A
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	4 of experts with 3 years of professional experience outside the EU region in developing countries
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	N/A
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	3 of experts with 3 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	2 of experts with knowledge of Spanish <i>C1</i> -level in the Common European Framework of Reference for Languages 2 of experts with knowledge of French <i>C1</i> -level in the Common European Framework of Reference for Languages

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

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Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

Staff presentation

(section 2.11 of the assessment grid)

N/A

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

The number of expert days corresponds to full working days.

Expert	Expert days	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)

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Expert 1: Team lead	50	No
Pool 1 Senior Advisors	150	No
Pool 2 Junior Advisors	142	No

5.2 National administrative staff

N/A

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ 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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

As indicated in Section 2.2 in relation to the work package Training of TSU Staff, the contractor shall travel to GIZ locations in either Berlin or Eschborn in Germany for the in-person trainings. The total are 16 travel days (4 Trips á 2 days for each person) assuming two experts travel per one training. We highly encourage the use of trains rather than flights.

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/budget
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Total number of international flights/trips	16 in total (incl. return flight/trip) to Berlin/Eschborn
CO ₂ offsets for flights	EUR 1600 An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Ground transportation Transport costs (public transport)	16 trips (for 2 persons, each 8 trips)
Per-diem allowances	16 days
Accommodation allowances	16 days
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	2 People

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 (download at <https://www.bundesfinanzministerium.de>).

Tenderers can offer accommodation allowances up to EUR 130.00.

- If a tenderer offers accommodation allowances of up to EUR 80.00, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If a tenderer offers accommodation allowances of up to EUR 130.00, the expenses will be reimbursed **against evidence** up to the contractually agreed amount.

Accommodation allowances that exceed EUR 130.00 can be settled only in exceptional cases (e.g. trade fairs) against evidence and subject to a EUR 250.00 limit if they were unavoidable. A written individual justification must be provided.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

5.4 Materials and equipment

N/A

Subject of the tender procedure:

Transaction number:

5.5 Operating costs in the country of assignment

N/A

5.6 Workshops, education and training

N/A

5.7 Local contributions

N/A

5.8 Other costs

N/A

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 30,500.00

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 6 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project

Subject of the tender procedure:

Transaction number:

- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months) (if relevant)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

N/A

Subject of the tender procedure:

Transaction number:

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

8. Annexes

- a. Specifics of the Enhanced Support during DPP Stage assignment.
- b. Specifics of the Proposal Assessment assignment.