

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

CONFIDENTIAL

International Expert on Marine Spatial Planning Implementation – Technical Backstopping for Angola	Project number/ cost centre: G-012229-307
	Tender number 10054669

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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
BBCA	Blue Benguela Current Action
BCC	Benguela Current Convention
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KZFK	Short-term expert
MSP	Marine Spatial Planning
ToRs	Terms of reference

1. Context

The Blue Benguela Current Action (BBCA) supports the conservation and sustainable use of marine and coastal biodiversity and the development of an inclusive and sustainable blue economy in the Benguela Current Large Marine Ecosystem. The project is implemented by GIZ in cooperation with the Benguela Current Convention (BCC) and its Member States Angola, Namibia and South Africa.

In Angola, BBCC supports the responsible national institutions in advancing the implementation of Marine Spatial Planning (MSP). Angola has already developed a national Marine Spatial Plan. The current priority is to support its operationalisation and effective application, including translating spatial priorities and zones into practical implementation provisions; clarifying relevant legal, regulatory, institutional and administrative arrangements; strengthening institutional capacities; and supporting the integration of MSP into planning, licensing, permitting and decision-making processes. The support shall also take into account the objectives and priorities of Angola's National Strategy for the Sea 2030 and ensure alignment with the broader national framework for sustainable ocean governance and blue economy development.

A separate in-country contractor will provide continuous in-country technical coordination and implementation support, including the participatory development, testing and application of an MSP Implementation Manual or equivalent operational guidance, capacity development and stakeholder coordination.

To complement these services, GIZ intends to engage an international expert with practical experience in the implementation of Marine Spatial Planning in a Portuguese-speaking context. The expert shall provide targeted technical and methodological backstopping, comparative implementation experience and independent technical quality assurance. Particular added value is expected from experience in jurisdictions where a Marine Spatial Plan has already been adopted and is being applied through regulatory, licensing, permitting, sector-planning or comparable administrative processes.

The international expert will work closely with GIZ and the in-country contractor to support their continuous implementation and coordination functions and to provide additional international expertise to all collaborative efforts.

Policy decisions, formal adoption of strategies, regulations, implementation guidance or plans, and other sovereign functions remain the responsibility of the competent Angolan authorities.

2. Tasks to be performed by the contractor

2.1 Technical and methodological backstopping on MSP implementation

The expert will provide targeted technical and methodological advice on the operational implementation of Marine Spatial Planning in Angola.

This will include, as required:

- reviewing relevant background documents, including the Angolan Marine Spatial Plan, Angola's National Strategy for the Sea 2030, relevant legal and institutional documents and technical products prepared under the complementary in-country assignment;

- advising on approaches for translating MSP provisions into practical rules, procedures and implementation mechanisms;
- providing relevant comparative experience from MSP implementation in Portuguese-speaking and other appropriate jurisdictions;
- advising on the integration of MSP into sectoral planning, licensing, permitting, environmental assessment and other administrative decision-making processes;
- advising on institutional responsibilities, coordination arrangements, compatibility between marine uses and spatial management objectives, and other practical implementation challenges;
- providing advice on implementation monitoring, adaptive management and periodic review; and
- providing targeted advice on complex MSP implementation issues identified by GIZ or the in-country contractor.

International examples and approaches will be critically assessed and adapted to Angola's legal, institutional and administrative context.

2.2 Backstopping and quality assurance of the MSP Implementation Manual

A central focus of the assignment will be technical backstopping of the development, testing and refinement of the MSP Implementation Manual or equivalent operational guidance being developed under the complementary in-country contract.

The expert will:

- advise on the appropriate structure, methodology and level of detail of the Implementation Manual;
- review relevant drafts and provide concise written technical comments;
- advise on translating MSP zones, spatial objectives and priorities into clear operational provisions;
- advise on practical procedures and implementation tools;
- support the development and review of representative planning, licensing, permitting or decision-making scenarios to test the proposed guidance;
- identify gaps, inconsistencies and implementation risks and recommend practical solutions; and
- undertake a technical review of the advanced/final proposed Implementation Manual and related implementation tools.

The expert's role is advisory and quality-assurance oriented. Primary responsibility for developing the Implementation Manual through the national participatory process remains with the contractor responsible for continuous in-country implementation support.

2.3 Technical exchange, capacity development and coordination

The expert will work under the technical steering of the GIZ BBICA project and in close coordination with the contractor responsible for continuous in-country implementation support.

The expert will, as required:

- participate in selected technical meetings and working sessions;
- provide targeted coaching and technical advice to the in-country expert team;

- contribute to selected capacity development activities for Angolan institutions and stakeholders;
- present relevant practical lessons from MSP implementation in Portuguese-speaking and other jurisdictions; and
- support discussion of complex implementation cases and practical scenarios.

The assignment will be performed predominantly remotely. One mission to Angola is envisaged during the main contracting period. The timing and specific purpose of the mission will be agreed with GIZ according to implementation progress and should preferably coincide with an important stage in the development, validation or practical testing of the MSP Implementation Manual.

The international expert will not establish a parallel coordination structure with Angolan partner institutions. Day-to-day coordination with national partners remains the responsibility of GIZ and the contractor responsible for continuous in-country implementation support.

Any international business travel requires prior written approval by GIZ.

Certain milestones, as laid out in the table below, are to be achieved during the contract term. The exact timing of expert inputs will be determined by implementation progress under the complementary Angola contract:

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off with GIZ and the in-country contractor, review of key MSP documentation and agreement on focus areas and sequencing for international technical backstopping	Within the first 6 weeks / remote / Contractor
Technical input on relevant international and Portuguese-speaking MSP implementation experience, including review of the legal, institutional and procedural findings generated under the separate in-country contract	Within the first 4 months / remote / Contractor
Technical review and written comments on the first substantive draft of the MSP Implementation Manual and related implementation tools	Following availability of the respective draft / remote / Contractor
Technical support to the practical testing and validation of the MSP Implementation Manual, including representative planning, licensing, permitting or sectoral decision-making scenarios and contribution to a targeted technical working session and/or capacity-development activity	During the testing phase / remote and/or Angola / Contractor
Technical review of the advanced/final proposed MSP Implementation Manual and related implementation tools, including concise recommendations on outstanding implementation issues and continued operationalisation	Prior to completion of the main contract period / remote / Contractor

Technical comments and review notes should generally be concise and operational. Extensive standalone reports are not expected unless specifically agreed with GIZ.

Period of assignment: from 30.11.2026 until 31.03.2028.

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

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ under **learning and innovation**.

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.

Key expert

Tasks of key expert

- provide specialised advice on practical MSP implementation;
- technically backstop and quality-assure the MSP Implementation Manual and related implementation tools;
- advise on licensing, permitting, institutional arrangements and practical implementation scenarios;
- review relevant technical products and provide concise recommendations;
- provide targeted coaching and contribute to technical working sessions/capacity development; and
- transfer relevant implementation experience of MSP processes and advise GIZ on complex implementation issues.

Qualifications of key expert

- Education/training (2.2.1): university degree (German 'Diplom' / Master or equivalent) in spatial planning, Marine Spatial Planning, geography, marine or environmental management, marine governance, environmental planning, law or another field directly relevant to the assignment.
- Language (2.2.2): C2 -level language proficiency (as per CEFR) in Portuguese and C1 -level language proficiency (as per CEFR) in English
- General professional experience (2.2.3): 10 years of professional experience in spatial planning, marine/coastal governance, marine or environmental management or related fields
- Specific professional experience (2.2.4): 7 years of professional experience in Marine Spatial Planning
- Regional experience (2.2.6): 3 years of professional experience with Marine Spatial Planning in Portuguese-speaking countries
- Development Cooperation (DC) experience (2.2.7): 2 years of professional experience in DC projects
- Other (2.2.8): 3 years of professional experience in the implementation or operationalisation of adopted Marine Spatial Plans

Soft skills

In addition to the key expert qualifications, the following soft skills are required:

- 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 (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means

of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of key expert	1	20	20	
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	1		€ 5,000	A budget is earmarked for travel to the following countries: Angola. A fixed budget of EUR 5,000 is earmarked for settling travel expenses against evidence. 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			€ 3,000	A budget of EUR 3,000 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.

6. Inputs of GIZ or other actors

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

- provide or facilitate access to relevant project and technical documentation;
- facilitate coordination with the contractor responsible for continuous in-country implementation support;
- determine priority areas and timing for deployment of the international expert in consultation with the relevant actors;
- facilitate participation in relevant meetings with Angolan partner institutions where required; and
- generally organise and/or cover the main event-related costs for larger workshops and meetings organised by GIZ in Angola.

7. Requirements on the format of the tender

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

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

The CV 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 CV shall not exceed 4 pages.** It must clearly show the position and job the proposed person held in the reference project and for how long.

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. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

The optional services shall focus on the practical application, refinement and institutionalisation of the MSP Implementation Manual and related implementation arrangements.

The contractor is responsible for providing the following optional services:

- provide targeted technical advice on experience and implementation challenges arising from the practical application of the MSP Implementation Manual;

- review the practical application of the MSP Implementation Manual and related implementation tools and recommend and/or support targeted refinements to the guidance, procedures or tools as required;
- contribute to targeted coaching, technical working sessions or capacity-development activities; and
- support the documentation of lessons learned and provide recommendations for continued implementation, monitoring, adaptive management and future review of the Marine Spatial Plan.

The optional services shall be performed predominantly remotely. One further mission to Angola is envisaged during the option period, subject to prior written approval by GIZ and depending on implementation needs.

Requirements

Exercising the option will depend on commissioning of extension or follow-on phase by GIZ's commissioning party and the positive assessment of interim results of the original contract. The decision on continuation is expected to be made in the period between January and February 2028. If the option is exercised, it is anticipated that the contract term will be extended to 30.11.2028.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Designation of key expert	1	10	10	
Travel expenses	Quantity	Number of days per expert	Total	Comments
Fixed travel budget			€ 5,000	A budget is earmarked for travel to the following countries: Angola. A fixed budget of EUR 5,000 is earmarked for settling travel expenses against evidence. 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	Quantity	Price	Total	Comments
Flexible remuneration	1		€2,000	A budget of EUR 2,000 is earmarked for flexible remuneration. Please incorporate this budget into the price schedule.

				Use of the flexible remuneration item requires prior written approval from GIZ.
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Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.