

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

CONFIDENTIAL

SADC RAISE B2B and B2F Events in 2027 – 2028

**Project number/
cost centre:
G-11806-040**

**Tender number
10023142**

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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
B2B	Business to Business
B2F	Business to Finance
BMZ	German Federal Ministry for Economic Cooperation and Development
CESARE	Cooperation for the Enhancement of SADC Regional Economic Integration
COMESA	Common Market for Eastern and Southern Africa
EU	European Union
FK	Expert
FKT	Expert days
GFATM	The Global Fund to Fight AIDS, Tuberculosis and Malaria
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
KZFK	Short-term expert
RAISE SRHR	Regional Access and Accountability for Increased SRHR Equity in East and Southern Africa
RISDP	Regional Indicative Strategic Development Plan
SADC	Southern African Development Community
SADC MRH	SADC Medicines Regulatory Harmonisation
SIPS	Support to Industrialisation and Productive Sectors
SISR	SADC Industrialisation Strategy and Roadmap
SPPS	SADC Pooled Procurement Services
SRHR	Sexual and Reproductive Health and Rights
ToRs	Terms of Reference

1. Context

Underpinning the Southern Africa Development Community (SADC) Industrialization Strategy and Roadmap (SISR) 2015 – 2063 priorities, the development of regional value chains is a crucial element of industrialisation. The SADC Secretariat steers the Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE III) programme, in supporting the SADC goal to strengthen regional economic integration and development. A key component of CESARE III is the Project “Regional Access and Accountability for Increased Sexual and Reproductive Health and Rights Equity in East and Southern Africa.” (RAISE SRHR). Co-financed by the EU and the German Federal Ministry for Economic Cooperation and Development (BMZ), with GIZ responsible for implementation. The project’s overall objective is to advance the realisation of SRHR in Africa by increasing the availability of essential, underused, or difficult-to-access quality-assured sexual and reproductive health (SRH) commodities. Achieving these objectives requires more than technical capacity building; it depends on the establishment of functional, sustainable, and commercially viable business relationships across the pharmaceutical value chain. Strengthened business linkages facilitate technology transfer, manufacturing, pooled procurement, regulatory harmonisation, and improved market access.

The RAISE Project therefore addresses key concerns currently impeding both industrialisation and health systems strengthening in the SADC region, particularly the access to and availability of quality-assured SRH commodities. It does so by tackling market failures, as well as coordination and linkage failures, between the national and regional levels and between the public and private sectors.

GIZ implements RAISE under CESARE VCD as part of the BMZ commissioned and EU cofinanced programme CESARE III, which has an implementation period of up to 36 months, with effect from September 2025 until August 2028.

2. Organisation, Objectives and Deliverables of the B2B/B2F Events

In 2027 and 2028, SADC through the RAISE SRHR project’s financing will convene two business to business (B2B) and business to finance (B2F) events, which will have a strong emphasis on:

1. Ensuring a large participation of private companies and business associations, such as Chambers of Commerce
2. Involving European companies, particularly those involved in technology transfer to and partnerships with African Countries
3. Fostering dialogue between pharmaceutical producers of SRH commodities and related products, as well as and national medicine regulatory agencies and central medical stores.
4. Informing pharmaceutical producers on regional and continental pooled procurement initiatives
5. Providing information on financing opportunities for the pharmaceutical sector.

Venues and Schedule

Both events are scheduled to take place in early February. The first event will be held in South Africa, in February 2027. The venue for the second event, to be held in February 2028 within the SADC region, is yet to be confirmed.

Organisation

The SADC Secretariat will formally convene the participants (some of whom will be financially supported by CESARE III programme) to the meeting. The CESARE III programme, under the RAISE SRHR project will organise the event, in collaboration with the SADC Secretariat, SADC Business Council, as well as Member States' national investment promotion agencies and business councils.

Objectives of the Events

The events will focus technically, but not exclusively, on sexual and reproductive health commodities and sub-categories thereof and (e.g. HIV/AIDS commodities). Manufacturers of commodities and products relating to other important regionally prevalent diseases such as malaria and tuberculosis will also be considered. The event should attract companies from these fields (especially international European companies).

To initiate business linkages among pharmaceutical industry key stakeholders in the SADC regions and beyond (Cfr CESARE output indicator 4.1 and RAISE output indicator 3.1). **Key stakeholders include (i) medicine and medical equipment manufacturers; (ii) product distributors; (iii) raw material vendors; (iv) business associations; (v) financial institutions (multilateral and national development banks, commercial banks, venture capital).** The event is expected to attract at least 50 regional and international companies self-financing their participations. In addition, 25 SADC pharmaceutical sector companies can be sponsored by CESARE which will be implemented under this contract. The event will serve the larger pharmaceutical and medical products sector but will also emphasise opportunities for manufacturing of Sexual and Reproductive Health commodities and pharmaceuticals in the SADC region. The event also seeks to catalyse modernisation of pharmaceutical production practices, strengthen intra-regional trade in essential medicines, and facilitate knowledge transfer to accelerate the adoption of advanced technologies and regulatory best practices across SADC Member States.

To inform pharmaceutical industry key stakeholders about (i) the progress made in medicine and medical products regulations harmonization in the SADC region; and (ii) the progress in setting up SADC pooled procurement services; (iii) financing opportunities for further business development. All of which contribute to greater market access and availability of essential pharmaceutical products such as SRH commodities.

Expected deliverables during the event:

The CESARE programme and the RAISE project have expected targets relevant to value chain development and cross-border trade. As well as the increased availability of quality assured locally produced SRH commodities:

The following target outcomes for the Business Summits are outlined below:

- a) **Target 1:** 10 cross-border transactions take place between regional and international companies with a total or combined target value of EUR 1,000,000, five of which the involved companies are owned or managed women.
- b) **Target 2:** 40 business links between SADC companies have been established, 35 of which are cross-border and 5 of which are through digital formats.
- c) **Target 3:** 15 Sexual Reproductive Health commodity producing companies supported through strengthened collaborations/ expanded market access/ improved overall business and sustainability.”

The overall objective is to have Business linkages among relevant pharmaceutical industry actors within but not limited to SRH manufactures (additional technical focusses may be added later), participating in the events which are created, evaluated and regularly monitored by the contractor. The events’ final report and continuous monitoring between and after the events will provide the list of business linkages and transactions/ relevant outcomes created during the event;

Selection of the participants

The event will include women-led businesses and women representatives across all stakeholder categories. With the CESARE technical support and implemented through this contract, SADC Secretariat will select the 25 regional pharmaceutical manufacturing companies for which CESARE will finance the participation. At least additional 50 companies are expected to attend the networking event, on a self-financing basis.

The SADC Secretariat will issue, with CESARE’s support and implemented through this contract, a call **request for sponsoring (RFS)** to the pharmaceutical sector industries in the region. Full sponsoring (transport + accommodation) or partial sponsoring (transport) will be available.

The companies requesting for sponsoring will provide information about their profile, relevance to the regional market, technical expertise and motivation to attend the event.

3. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Work package 1: Identify relevant potential participants, advertise and promote the event; support the selection of the sponsored participants**
 - a. Compile and refine a list of relevant regional and international companies, business associations, and financial institutions for the events, drawing on existing sources (including CESARE’s and GIZ’s list of pharmaceutical companies, previous event participants, the RAISE project baseline study, the financial institutions 2023 report, and the AMMINA database).
 - b. In close collaboration with GIZ, support SADC to promote and advertise the event, including SADC call for registration and call for sponsoring requests in the relevant national newspapers (one per SADC country, 3 in Europe) and in

- the relevant websites (including SADC website and event website – which will be set up by the contractor). The contractor will ensure the translation of the calls in French and Portuguese for newspaper publication purposes.
 - c. Send individual invitations to relevant companies and institutions 2 months and one month before the events;
 - d. Propose to SADC the list of the sponsored participants, as per agreed-upon criteria.
- **Work package 2: Organize the B2B and B2F event, including: propose schedule and methodology, moderate the event, and provide administrative support to the participants**
 - a. Propose event methodology, which combines active involvement of the participants through innovative methods, and use of IT tools to boost interactive participation
 - b. Recruit, as per GIZ rules, the event moderation services which include preparation of the event methodology and moderation, as well as attendance of at least four local moderators on site during the event.
 - c. Prepare and purchase communications and visibility materials to be used during the event, including banners, participants' badge
 - d. Organize onsite participants' registration and logistic support (including flight bookings, hotel bookings and transfers) during the event
 - e. Organize participants' satisfaction survey
 - f. Produce the draft report of the event and incorporate SADC and GIZ comments
 - g. The location of the 2027 event will be in Durban, South Africa. The location of the 2028 event will be determined at a later stage.
- Furthermore, the contractor is responsible for selecting, preparing, training and steering the regional and national staff assigned to perform the aforementioned tasks:
 - a. promote and advertise the event, including newspapers and website adverts;
 - b. moderate the event; Hire 4 local experts with proven expertise in innovative and participative moderation techniques. Beyond their moderation role, the local experts will encourage interactions among participants and document the participants
 - c. recruit local interpretation services English/French/Portugues (at least during the event; and
 - d. provide local administrative support (2 local staff) before and during the event.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- **Work package 3: Monitor the links among companies during and post the events.**
 - a. Connect relevant information and identify potential matches among companies before the events, as collected in the event website.
 - b. Monitor in real time the interactions among participants during the event through an online match-making system integrated within the CESARE established event website. The contractor is expected to be able to programme and utilise this website or provide a suitable alternative.
 - c. Follow up the acquiring of knowledge to cross border trade among participants at the end of the event through an online survey (If applicable, depends on the content of the inputs during the event)

- d. Follow up the interactions' outcomes through emails, surveys and online interviews of the events' participants, using as appropriate the event website platform
- e. Confirm and/or collect evidence for transactions and broader collaborations among companies.
- f. Integrating online surveys questionnaires in the website App, which shall be conducted directly after the event and on a later reasonable stage to support Monitoring of defined indicators
- g. Monitor the interaction among participants during and between and after the events in collaboration with the monitoring specialist.

- **Work package 4: Improve and maintain the existing event website**

The event website will be set up and maintained during the contract duration. It will be based on an existing website, which was deployed for the October 2025 B2B event in Lusaka. Its functionality needs to include:

- a. Present in an attractive way the focus of the event and the potential benefits for the participating entities.
 - b. Showcase selected participating companies and organizations to the event.
 - c. Receive requests for sponsorship and submit to SADC a list of companies recommended for sponsorship, as per defined criteria.
 - d. Collect relevant information about required flights and accommodation bookings for sponsored participants, format and transfer the relevant information for GIZ.
 - e. The event will follow SADC, EU and BMZ regulations for websites.
- The contractor reports regularly to GIZ in accordance with the current General Contract Conditions (Allgemeine Vertragsbedingungen - AVB) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits to GIZ and SADC the following reports:

- Three weeks after the contract signing: report on the milestones 1-5 achievement (4 – 6 pages)
- Six weeks after the contract signing: 1st intermediary report, which includes
 - a. Status of registrations / request for sponsorship.
 - b. status of follow up invitations to key participants.
- 2.5 months after contract signing: 2nd intermediary report, which includes
 - a. report on registrations / request for sponsorship;
 - b. List of companies recommended for sponsorship, to be submitted to SADC
 - c. Approved methodology and schedule
- Summary of flight and accommodation bookings
- 1 month before event: 3rd intermediary report, which includes
 - a. Participants' list
 - b. Status of bookings, venues preparation, local administrative support
 - c. Schedule and methodology
 - d. Status of the website functionalities

- 2 weeks after event, draft event report, which includes:
 - a. Draft report of the event, including satisfaction survey results
 - b. Interactions among participants, presented in word format and supporting excel sheets
- 2 Post event reports i.e 2-5 months after the events are required to report the interactions, business relationships and business transactions achieved among the participants during and after the events. The consultant will use web-based questionnaires, emails, and online interview of key respondents utilising the website and any other required tools that are GIZ compliant.

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
1. Provide curated list of pharma companies including but not limited to SRH manufacturers in the region, financial companies and business associations	Two weeks after the beginning of assignment
2. Event site web accessible and equipped with all functionalities	Two weeks after the beginning of assignment
3. Advertise event among potential participants (newspapers, websites, email)	Two weeks after the beginning of assignment
4. Present event's draft schedule and methodology	Two weeks after the beginning of assignment
5. Propose to SADC a list of sponsored participants	2.months after advertisement
6. Support the event: moderation	Tentatively February 2027
7. Present event report	31 March 2027
8. Monitor companies' interactions	First event 2027: 1 st report: May 2027 (tentatively 3 months after event) 2 nd report: August 2027
9. For the 2028 event, milestones will be the same or similar as listed but are subject to be evaluated end 2027	
10. Update curated list of pharma companies including but not limited to SRH manufacturers in the region, financial companies and business associations	15 Dec 2027
11. Advertise event among potential participants (newspapers, websites, email)	15 Dec 2027
12. Present event's draft schedule and methodology	15 Dec 2027
13.Support the event: moderation	Feb 2028
14.Present event report	March 2028
15. Monitor companies' interactions	Second event 2028: 1 st report: May 2028 2 nd report: July2028

Period of assignment: from First half of December 2026 until 31 July 2028.

4. 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 strategy will explain in details the methodology used to:

- i. promote and advertise the events among stakeholders and ensure the widest participation and engagement. The tenderer will provide names of institutions and companies it will consider as appropriate to participate to the event. With a focus but not limited to SRH commodity manufacturers.
- ii. ensure active participation of the events' attendants to networking
- iii. ensure post event monitoring of the interactions.
- iv. moderate the event, including participatory innovative methods to foster active interactions among participants.

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 will explain how they will proactively integrate the inputs and contributions to the event of relevant external stakeholders, e.g. German chambers of commerce (AHK), Agency for business and development (AWE) GIZ will support and connect the tenderer to external stakeholders to allow for the integration of these into the event.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system, particularly the monitoring of the business relationships initiated** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which the tenderer is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe their contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its **approaches for coordination with the GIZ project** (1.61). Regular updates to the GIZ team are to be provided in writing (email/ MS Teams) and regular joint planning meetings are to be scheduled. 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** (1.6.2) 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.

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications. The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- a. Overall responsibility for the 4 work packages of the contractor (quality and deadlines)
- b. Coordinate and ensure communicate with and report to GIZ, SADC and others involved in the event.
- c. Personnel management, in lead the planning, recruitment and steering of the relevant experts for (i) event moderation; (ii) interpretation services; (iii) identify the need for short-term assignments within the available budget, as well as planning and steering assignments.
- d. Ensure a wide promotion and advertising of the event.
- e. Propose the list of potential beneficiaries of sponsorship
- f. Ensure that the events' website is functional and has the required functionality (including but not limited to: list of key participants to the events, selection of sponsored participants, flight and accommodation bookings, monitoring of interactions among stakeholders)
- g. Regular reporting to GIZ and SADC in accordance with deadlines
- h. Collaborate with events moderators to establish the events' methodology and schedule and moderate the events;
- i. Monitor the companies' interaction during and after the event.
- j. Supports the event's schedule preparation, methodology moderation
- k. Propose online participants' satisfaction questionnaire, analyse the results and propose recommendations.
- l. Ensure the quality of all the reports, including events' final report.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Economics, business administration, health related topics, marketing, project management or similar
- Language (2.1.2): C2 -level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the economics, marketing, pharma manufacturing, health care sector

- Specific professional experience (2.1.4): 5 years in events organization and management
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or senior manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in the SADC region
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1: IT Specialist for website management

Tasks of key expert 1

Support the team leader in all IT related aspects of the assignment, including but not limited to:

- a. All aspects of work package 4, particularly website setup and maintenance before, between and after the events
- b. Collaborate with key expert 2 (Monitoring specialist) and integrate all aspects of the interaction monitoring into the website
- c. Ensure that all event participants use innovative and interactive tools to maximize the interactions during the events.
- d. Provide GIZ and SADC all the excel format files related to the requests to participate, participants public profile, request to sponsorship and interaction monitoring
- e. Monitoring participants' interactions before and after the event.
- f. Maintain the functionality of the website between events

Qualifications of key expert 1

- Education/training (2.2.1): master's degree in ICT, informatics, computer science or business administration related topics
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 5 years in website design and management
- Specific professional experience (2.2.4): 5 years in related websites maintenance and development
- Regional experience (2.2.6): 3 years of experience in projects in SADC region

Key expert 2: Monitoring Specialist.

Tasks of key expert 2

Support the team leader and the IT specialist for website management in all IT related aspects of the assignment, particularly for the monitoring of the work packages 2, 3 and 4, including but not limited to:

- a. Monitor participants interactions before, during and after the events.
- b. Ensure that the website incorporates features aimed at encouraging and monitoring participants' interactions.
- c. Follow-up and monitor interactions and business relationships among participants through email and online interviews during at least 6 months after the events.
- d. Conduct online follow up interviews with events participants to identify and documents interactions.
- e. Provide all information related to the interactions in excel format and in a narrative report, which format will be determined by GIZ.

Qualifications of key expert 2

- Education/training (2.3.1): Master's degree in economics, business administration, monitoring or health-related topics
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): 6 years professional experience in project management and monitoring
- Specific professional experience (2.3.4): 5 years in monitoring of similar events
- Regional experience (2.3.6): 3 years of experience in projects in SADC region

Key expert 3: Event Manager

Tasks of key expert 3

Support the team leader in all IT related aspects of the assignment, particularly work packages 1 and 2 including but not limited to:

- a. Communicate directly with all potential participants
- b. For participants benefitting of sponsorship, ensure that all necessary information related to flight and accommodation booking is captured in the event website and timely communicated to GIZ.
- c. Organize wide promotion and advertising of the event, particularly ensuring advertisement in local newspaper.
- d. Administer the contracts for moderation services, interpretation and administrative services
- e. Provide administrative and logistical support to the participants before and after the events through the event website (including but not limited to participants registration, gathering of flights and accommodations bookings requests for sponsored participants, interaction monitoring, participants satisfaction survey)
- f. Organize the venues physical set up, banners, participants' name tags

Qualifications of key expert 3

- Education/training (2.4.1): Master degree in Economics, accounting, business administration, marketing or related fields.
- Language (2.4.2): C2 level language proficiency in English
- General professional experience (2.4.3): 6 years
- Specific professional experience (2.4.4): 5 years in health-related projects
- Regional experience (2.4.6): 3 years of experience in projects in SADC region
- Development Cooperation (DC) experience (2.4.7): 3 years of experience in DC projects

6. Costing requirements

Note: We emphasize that this a procedure below the EU threshold (216.000 EUR)

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
Team Leader	1	46	46	Participants management 15 days x 2 events Event attendance 5 x 2 Report writing 3 days x 2 events
Key expert 1: Specialist for website management	1	27	27	Web page set up 6 days x 2 events Event attendance days x 2 events Maintenance websites between events: 3 days
Key expert 2: Monitoring Specialist	1	28	28	Web page set up 3 days x 2 events

				Event attendance 5 days x 2 events Monitoring post event 6 days x 2 events
Key expert 3: Event Manager and logistic support	1	26	26	administrative support 7 days x 2 events Event attendance 6 days x 2 events
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in SADC Region	5	4	20	5 days (including travel day) x 4 persons Add budget for the highest rate of the possible countries
Per-diem allowance in South Africa	5	4	20	5 days (including travel day) x 4 persons
Overnight allowance in SADC Region	4	4	16	4 overnights (including travel day) x 4 persons Add budget for the highest rate of the possible countries Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.

Overnight allowance in South Africa	4	4	16	4 overnights (including travel day) x 4 persons Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments
International flights	4 experts	2	8	2 International regional AR trips against evidence. One trip to South Africa. Second trip will be determined in a later stage.
CO ₂ compensation for air travel	4	2	8	A fixed budget of EUR 560 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • •	4	2	8	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	4	2	8	e.g. visa costs, local transportation, airport transfers for 2 events against evidence.
Other costs	Number	Price	Total	Comments
				All subcontracted services and procurement of equipment / materials must comply to all GIZ contracting and procurement rules.

				! GIZ must pre-approve subcontracts and procurement of materials and equipment must be pre-approved
Subcontracts moderation services	2	EUR 8,0000	EUR 16,000	4 local moderators for 2 events (3 days per events)
Subcontracts interpretation services	2	EUR 6,000	EUR 12,000	3 local interpreters for 2 days events.
Subcontracts local administrative staff	2	EUR 5,400	EUR 10,800	3 local administrative staff for 6 days per event. Participants' management, preparation of the meeting venues.
Procurement of materials and equipment	2	EUR 2,000	EUR 4,000	The budget includes the following costs: participants badges, banners (reimbursement against evidence)
Other costs	2	EUR 7,500	EUR 15,000	The budget includes the following costs: Advertisement in regional and international newspapers and international websites, with translation costs English / French / Portuguese
Flexible remuneration	1	EUR 6.200	EUR 6.200	A budget of EUR 6.200 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.

7. Inputs of GIZ or other actors

- Provide list of participants from previous events, and list of business relationships initiated during the events.
- Provide list of companies identified by the project (including RAISE project inception report, etc)
- List and coordinates of financial institutions.
- Contact coordinates of European pharma companies and business associations

8. 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 5 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. **The CVs shall not exceed 4 pages each.** They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

9. Outsourced processing of personal data

The data protection and information security provisions set out in the currently applicable version of the AVB apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall be solely responsible for ensuring compliance with applicable data protection legislation for all processing activities carried out under its control.

The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The contractor must ensure that an appropriate legal basis for the processing of personal data exists (e.g. consent, contractual necessity or legitimate interest) in accordance with the applicable data protection legislation.

GIZ is NOT in any way responsible for such processing. If the service involves the outsourcing of such data processing, a corresponding annex must also be completed and attached. Where personal data is transferred across jurisdictions (e.g. between the EU and countries in Southern Africa), the contractor shall ensure that such transfers comply with all applicable data protection regulations.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered. The contractor shall furthermore implement appropriate technical and

organisational measures to ensure an adequate level of security and protection of the personal data processed. This includes, but is not limited to, personal data processed through participant registration systems, attendance lists, contact databases, photographs, audio-visual recordings or digital networking tools used in the context of the event.

The present assignment might deal with sensitive and confidential information of partners, organisations or companies (information owners). The confidentiality level as well as further protection or restriction measures must be discussed with the respective information owners prior to the collection. The release or disclosure of such information to third parties is only allowed in strict compliance with the need-to-know principle and duly considering the confidentiality level and agreed requirements or restrictions.