

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

CONFIDENTIAL

Pool of short-term experts to support learning processes on several technical sub-topics in the field of nutrition	Project number/ cost centre: G-100006-001
	Tender number 10043287

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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	Federal Ministry for Economic Cooperation and Development
CD	Capacity Development
DC	Development Cooperation
GP MoNA	Global Programme Modular Nutrition Actions
LSFF	Large-Scale Food Fortification
STE	Short Term Expert
TA	Technical Assistance
WAHO	West African Health Organization

1. Context

A balanced, adequate, and diverse diet throughout the lifecycle is essential for a healthy start in life and to prevent diseases. This is particularly important for women as inadequate nutrition not only impacts their own health but also the health of their children.

Ensuring stable access to diverse, affordable foods through sufficient local availability as well as basic knowledge to enhance desirability of healthy diets is a prerequisite for adequate nutrition. As nutrition needs to be addressed through coordinated action across sectors, it is of multisectoral concern. Well-functioning health systems, supportive social systems and food systems which provide availability and access of healthy food and enable a healthy food environment, contribute to improved health and nutrition outcomes.

The Global Programme (GP) Modular Nutrition Actions (MoNA) falls under the BMZ action field 4 “Food and nutrition security”. The objective is: “The nutritional situation of the target group, especially women, of German development cooperation projects has improved”. The programme duration is 01/2026 until 03/2029 (with a prolongation underway until 03/2030). Identified countries and regions where measures are being implemented are India, Madagascar, Malawi, and the West African region, with foci on Nigeria and Togo.

Building on GIZ’s experience and scientific evidence, GP MoNA implements via six modules that are jointly implemented with existing (bilateral/regional) development cooperation projects, so-called “anchor” projects, which operate in various sectors such as agriculture, social protection, health, or climate change. These six modules are: 1) Nutrition-sensitive agriculture, fisheries, and value chains, 2) Nutrition in health systems, 3) Markets for nutritious food / Healthier food environments, 4) Food and nutrition security in the context of climate change, 5) Nutrition-sensitive social protection, 6) Large-Scale Food Fortification (LSFF). Thematic cooperation on LSFF is carried out in collaboration with partners such as the Gates Foundation. The work on the six modules is implemented via three cross-cutting so-called catalysts: 1) Gender and inclusion, 2) Social Behaviour Change and 3) Nutrition Governance.

Through integrating proven nutrition measures, including dietary data collection into different projects and creating synergies between the project’s results and GP MoNA’s objectives, their respective outcomes are sustained, and they contribute to transforming food systems towards healthier diets.

In **India**, the GP MoNA strengthens women self-help groups by supporting their access to existing services and technology for enhanced availability of and demand for nutritious foods. This approach is in line with the Government of India’s priority to advance livelihoods for women in rural areas. By increasing their agency and access to resources and including them in value chains for innovative healthy food products for improved local food environments, women will build livelihoods more resilient against food and nutrition insecurity.

In **Madagascar**, the GP MoNA will support the country’s efforts to sustain and scale the national LSFF system. By strengthening capacity of production and laboratory platforms, generating evidence for evidence-based policy decisions and supporting communication and advocacy measures to increase visibility, consumer awareness and trust, the effective coverage of fortified foods will be improved.

In **Malawi**, the GP MoNA will conduct capacity building measures to improve the government mechanisms between different sectorial departments that support Malawi’s National Social Protection Policy which explicitly includes nutrition. By combining cash transfers with nutrition

interventions under the social protection programme, the nutrition situation of vulnerable people will be improved.

In **Nigeria**, the GP MoNA will integrate nutrition along agricultural value chains through nutrition-related capacity building for farmers and workforce, and through the processing of fortified rice. By providing sustainable and cost-efficient solutions involving food business and private sector actors to reach the most vulnerable, the GP supports Nigeria's nutrition governance efforts to e.g. implement the recently updated nutrition policy.

In **Togo**, the GP MoNA will support the integration of nutrition measures into the health system focussing on delivery services of government health staff including midwives. By anchoring nutrition more effectively in health systems offers opportunities to prevent malnutrition and reduce the burden of diseases.

In the regional of **West Africa**, the GP MoNA will improve the effective coverage of fortified foods through capacity strengthening of the West African Health Organisation (WAHO). It will help to institutionalise the Regional Fortification Alliance, support the development of the next Regional Strategic Plan for Nutrition, and facilitate policy deliberations on premix detaxation and innovative food vehicles. By increasing the coverage and compliance of fortified foods, low coverage rates of fortified foods and high prevalence of micronutrient deficiencies will be prevented.

The outputs of the programme will be implemented through tailored technical assistance (TA), capacity development (CD), grant mechanisms, and multilevel coordination with BMZ and other partners.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Provide and manage a pool of short-term experts (STE) for assignments in the following thematic areas. If applicable, the contractor will organize the travels of the experts, including flight booking, requesting hotel quotes, booking of accommodation and checking invoices.
- Provide high-quality technical and methodological expertise and advice to GIZ staff, government, private sector and/or civil society stakeholders in the areas described below.

Please note: Whilst upholding the overall focus and key activities of the following thematic areas and the number of expert days specified in section 5 of these terms of reference, deviations from the scope of services described are possible by mutual consent between GIZ and the contractor.

The **thematic areas** for which short-term technical expertise is required are:

- Large-Scale Food Fortification
- Nutrition-sensitive value chains and markets
- Nutrition-sensitive social protection
- Nutrition in health systems
- Nutrition governance

Gender-transformative approaches and approaches promoting gender equality are **cross-cutting topics**. Private-sector engagement is a cross-cutting topic especially with regard to LSFF and nutrition-sensitive value chains and markets.

Across all thematic areas, one focus of the support provided by the contractor will lie on facilitating **learning processes** of the project and its partners. These learning processes should make experiences gathered during project implementation usable to other stakeholders (e.g. as elaboration of lessons learnt, best practices, or “proof of concept” for specific approaches) and feed into relevant regional and international fora and initiatives. In this context it will be essential to show the relevance of experience at country-level for global agendas on the mentioned topics.

Tasks may entail:

- Initial assessment of specific support needs with project staff and partners and elaboration of a process and timeline
- Design and facilitation of workshops, trainings, technical exchanges and capacity development measures
- Provision of technical and strategic advice
- Support to the development of strategies, operational guidance, implementation plans and tools
- Provision of TA for the development, revision and implementation of nutrition (incl. LSFF) policies and strategies
- Support to policy dialogue, advocacy processes and preparation of policy briefs and technical documents
- Support to data analysis and interpretation
- Support to the documentation of learnings, good practices and results (within the project and/or with partners), including identification of relevant regional or global initiatives as potential dissemination channels
- Support to result and impact communication, storytelling, including identification of relevant regional or global initiatives as potential dissemination channels

Period of assignment: from 01.12.2026 until 31.12.2028.

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).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes provisional 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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree (equivalent to German 'Diplom'/Master) in Nutrition / Food technology / Health / Agriculture / Climate / Gender / Political or Social Science / Economics or related field
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 5 years of professional experience in project management
- Specific professional experience (2.1.4): 3 years of experience with consultancy services in one of these fields: nutrition, health, agriculture/value chains, social protection, or LSFF.
- Leadership/management experience (2.1.5): 3 years of backstopping-related experience (recruitment or project management)
- Regional experience (2.1.6): 5 years of professional experience in international context

- Development Cooperation (DC) experience (2.1.7): 5 years of DC experience

Short-term expert pool with minimum 4 maximum 8 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Conduct of TA/CD assignments. For more details see tasks listed in section 2,
- Work under the supervision of GIZ staff at country level and/or Germany in the delivery of the assignment,
- Act as team leader under specific assignments, depending on the qualifications of the individual expert.

Qualifications of the short-term expert pool

- Education/training (2.6.1): university qualification (equivalent to German 'Diplom'/Master) in Nutrition / Food technology / Health / Agriculture / Political or Social Science / Economics or related field
- Language (2.6.2): C1-level language proficiency in English: all experts; C1-level language proficiency in French: 1 expert with experience in LSFF and 1 expert with experience in nutrition in health systems (remarks on assessment: the maximum number of 10 points is attributed if the experts meet all the language requirements. For each level lower than the requirement, two points are deducted)
- General professional experience (2.6.3): 8 years of professional experience in providing TA and CD, designing and facilitating learning formats, data interpretation, results communication and storytelling
- Specific professional experience (2.6.4): 1 expert with 7 years of professional experience in LSFF, 1 expert with 7 years of professional experience in Nutrition-sensitive value chains and markets, 1 expert with 7 years of professional experience in Nutrition-sensitive social protection, 1 expert with 7 years of professional experience in Nutrition in health systems, 1 expert with 7 years of professional experience in Nutrition governance, 1 expert with 7 years of professional experience in gender-transformative approaches or promotion of gender equality, 1 expert with 7 years of experience with private sector engagement (remarks on assessment: the maximum number of 10 points is attributed if the experts meet all the experience requirements. For each year less than the requirement, two points are deducted)
- Regional experience (2.6.5): 5 years of experience in one of the following regions or countries: West Africa, Madagascar, South and East Africa, India
- Development cooperation (DC) experience (2.6.6): 7 years of experience in DC

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications. If not otherwise specified, the requirements are valid for all short-term experts in the pool.

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.

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 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 \(German only\)](#) 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 Team leader	1	14	14	No travel foreseen

Designation of short-term expert pool	4-8		154	In-country and home-based work days Per country and topic (see details on the country/topic combinations further down in this table) one assignment is planned (amounting to a total of 14 assignments). Every assignment is calculated with 11 days (4 days home-based and 7 days in-country, including travel).
Transport	Quantity	Number per expert	Total	Comments
CO₂ compensation for air travel	1		1.800.- €	A fixed budget of EUR 1.800.- is earmarked for settling carbon offsets against evidence.
Fixed travel budget	1		48.200.- €	A budget is earmarked for travel for up to 14 assignments in total: 4 on LSFF (West Africa/ Ivory Coast or another country regarding WAHO activities, Nigeria, Madagascar, Ethiopia); 1 on Nutrition-sensitive value chains and markets (Nigeria); 1 on Nutrition-sensitive social protection (Malawi); 1 on Nutrition in health systems (Togo); 7 on Nutrition governance (West Africa/Ivory Coast or another country regarding WAHO activities, Nigeria, Madagascar, Ethiopia, Malawi, Togo, India). A fixed budget of EUR 48.200.- (plus CO₂ compensation) 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	1	20.000.- €	20.000.- €	A budget of EUR 20.000.- 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.

Please note: The maximum budget provided by GIZ for implementing these activities amounts to 205.000.- EUR. Bids that exceed this maximum budget will not be considered.

6. Inputs of GIZ or other actors

GIZ is expected to make the following available:

- Transportation on site with own project vehicle, if applicable
- Logistics for workshops, if applicable

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.

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Costing 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.