

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

CONFIDENTIAL

National and International Travel Arrangements for Project Partners

**Project number:
G-012229-001**

**Tender number
10037603**

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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
BCCA	Blue Benguela Current Action
BMZ	German Federal Ministry for Economic Cooperation and Development
EU	European Union
FAO	United Nations Food and Agriculture Organization
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GP SAF	Global Programme Sustainable Aquatic Food
KZFK	Short-term expert
SADC	Southern African Development Community
SP	Service Provider
ToRs	Terms of reference

1. Context

The Global Programme “Sustainable Aquatic Food” (GP SAF) is part of the German Federal Ministry for Economic Cooperation and Development (BMZ) special initiative “Transformation of Agricultural and Food Systems”. The programme’s objective is that small-scale producers have successfully contributed to the transformation of agricultural and food systems. The programme actively supports the aquaculture development in Malawi, Madagascar, Uganda, and Zambia. Additionally, it has a SADC component which is co-funded by the European Union (EU) as part of the “Blue Benguela Current Action” (BCCA). The program is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. Through advisory services, capacity building measures, and exchange and knowledge formats, the programme aims to achieve the following objectives:

Output 1: The production of aquatic foods from sustainable and climate-adapted aquaculture has increased.

Output 2: The integration of small-scale producers into the “formal” fisheries and aquaculture sector has been strengthened.

Output 3: Relevante politische Akteure setzen neue Maßstäbe für nachhaltige Fischerei und Aquakultur.

Output 4: Income generation from the sustainable use of marine resources has improved.

Output 5: Legal, institutional, and financial frameworks for the conservation and sustainable use of fish stocks and other marine resources in the large marine ecosystem of the Benguela Current have been improved.

The target group of the programme includes small-scale producers in rural aquaculture, owners of and employees in businesses along aquatic value chains that benefit from capacity-building measures, and consumers of aquatic food in the intervention areas. At the meso and macro level, specialists and managers of governmental and non-governmental partners as well as intermediaries in the field of aquaculture are another target group. In the area of fisheries, the target group mainly includes small-scale fisheries organizations. Particular attention is paid to women's groups and organizations, as women are often structurally marginalized and exploited despite their key role in small-scale fisheries, where they account for up to 50% of the workforce along the value chain. Experts from regional political partners and multipliers are also a target group.

In addition, a joint action of the European Union and BMZ is in preparation in the framework of the Global Programme in cooperation with Expertise France. The joint Action will focus on artisanal fisheries in the countries of the Fisheries Committee for the West Central Gulf of Guinea with a special focus on Liberia.

The GIZ Global Programme Sustainable Aquatic Food builds on the experiences and successes of the GIZ Global Programme Sustainable Fisheries and Aquaculture (2016-2025).

For the project activities, the GP SAF often supports project partners in their travels to national, regional and international conferences events (e.g. organized by the FAO, WTO, other multilateral organizations or partners such as SADC). Additionally, the programme often implements side events and meetings at such conferences and beyond.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services. All actions need to be implemented in coordination with the GIZ team. Regular communication and alignment are essential to address logistical requirements, provide updates, and adapt plans to emerging needs or changes.

Travel coordination for project partners

Providing coordinated support to selected partners from African partner countries (SADC countries, Uganda, Liberia, additional countries may be added) for national, regional, or international events held globally - with the majority in Africa and Europe. Travel dates will be communicated by the GIZ team. The trips can but do not have to be related to the events described below.

Providing flight (national – international) and hotel options and booking them in accordance with the travel regulations. 3 hotel options shall be provided to the GIZ project for selection. Payment of per diems for non-provided meals and possible cost reimbursements for public transportation between the hotel and the venue / the airport. Taxi / Uber costs may be reimbursed with justification.

Advice on and coordination of airport transfers where needed.

Book travel health and liability insurance for participants.

Advice on entry and visa requirements. Payment of visa fees (Note: Participants are responsible for ensuring that their passports and visas are valid and that they meet the entry requirements).

Booking of regional or domestic transport and accommodation for the purpose of visa applications.

Communication with the participants in English, French or Portuguese.

Event logistics

Providing coordinated event support around conferences and meetings in different countries (e.g. by the FAO, WTO, other national, regional or international conferences). After providers for the below services have been agreed upon with the GIZ team, the Service Provider (SP) will -in line with GIZ procurement guidelines- sub-contract and coordinate with the service provider. Requirements for each event are to be shared by the GIZ project with the kick-off for each event

Booking of event venues for side events / meetings in the context of conferences or events. 3 options shall be provided to the GIZ project. Events usually range from a few hours up to, but not limited to a week. Event dates will be communicated at least 8 weeks prior to the event.

- Suitable for the required amount of people (up to 100 per event)
- Book venues with breakout rooms, where needed
- Including IT equipment such as screens and microphones.
- Safe access to the venue and accessibility for people using walking aides or wheelchairs.
- The rooms may need to be equipped for hybrid events.

Providing interpretation services between English, French and Portuguese, where needed
Booking and coordination with external moderation, when needed

Provide event catering services (e.g., coffee, tea, water, softdrinks, small bites, lunch) when needed. Needs to can accommodate dietary preferences (e.g. halal, kosher, vegan).

Produce audio video recordings when requested by GIZ team

Provide shuttle services to and from the event venue, where needed

Participant management

SP is required to travel to the event with min. 1 person to coordinate and oversee the design and setup of spaces in the venue, including decorations (e.g. coffee corners for networking, quiet space), IT equipment, and signage that promotes inclusivity of e.g. bathrooms.

SP is required to handle any post-event invoicing

Other

The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts and contracts assigned to perform the advisory tasks.

The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.

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

The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-Off meeting for the contract	within 2 weeks of contract start
Kick-Off for travel requirements for each respective conference/event	Once the support needs for each conference / event are clear
Sub-Contracting of Event venue	1 month before the event

Period of assignment: from 15.10.2026 until 30.09.2027. If feasible, the contract period may be extended cost neutrally beyond this timeframe.

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).

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.

Project management of the contractor (1.6)

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

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

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

Coordination with possible sub-contractors

Qualifications of the team leader

Education/training (2.1.1): university degree (German 'Diplom'/Master) in Event or Travel management

Language (2.1.2): C1-level language proficiency in English

General professional experience (2.1.3): 8 years of professional experience in the event or travel management sector

Specific professional experience (2.1.4): 5 years in experience working with Ministries or Development Cooperation

Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company

Regional experience (2.1.6): 2 years of experience in projects in Southern Africa (region)

Short-term expert pool with minimum 2, maximum 3 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

Event logistics

Travel logistics (including advice on visa processes)

Possible coordination with sub-contractors

Qualifications of the short-term expert pool

Education/training (2.6.1): 2 experts with university qualification (German 'Diplom'/Master) in event or travel management

Language (2.6.2): 2 experts with C1-level language proficiency in English (4/10 Points); 1 of the 2 experts with C1-level language proficiency in French (3/10 Points) and 1 of the 2 experts with C1-level language proficiency in Portuguese (3/10 Points).

General professional experience (2.6.3): 1 expert with 6 years of professional experience in the travel management sector (6/10 Points), 1 expert with 3 years of professional experience in the event management sector (4/10 Points)

Specific professional experience (2.6.4): 1 of 2 expert with 2 years of professional experience in hybrid event implementation,

Other (2.6.7): 1 of 2 expert with 2 years experience in hybrid event set-ups.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances and accommodation costs are paid 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 GIZ 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 TL	1	20	20	Kickoffs, Coordination, Backtopping, Management
short-term expert pool	2-3	16-25	50	Coordination, Travel Booking, Implementation
Transport	Quantity	Number per expert	Total	Comments
CO2 compensation for air travel National Flights & within Africa	20 Flights	60€	1200€	10 roundtrip flights within Africa (20 flights total, 16 for participants, 4 for consultants). For national flights and between African countries 60€ each way.
CO2 compensation for air travel International Flights	100 Flights	70€	7000€	50 international flights roundtrip (100 flights total, 94 for participants, 6 for consultants) For intercontinental flights between Africa and Europe 70€ can be compensated each way.
Fixed travel budget	1	8.000 €	8.000 €	A budget of 8.000,00€ is earmarked for the travel costs of the 1 consultant participating in each implemented event (up to 5 trips) to the following

				countries: South Africa, Namibia, Angola, Uganda, Liberia, Germany, Italy, additional countries may be added (Europe and Africa). Estimated costs are based on the most expensive connections. This includes hotels (5 nights), airfare as described above (3 international roundtrip trips, 2 national or within Africa), transport (public transport 2 times per trip), visa costs 3 Schengen Visa or equivalent and per diems If the budget is not depleted, more flights for additional workshops may be booked The 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	20.000,00	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.
Workshops	1	15.000€	15.000€	The budget contains the following costs for 2-5 events: rent for event venue and if needed: IT equipment and hybrid set up, interpretation between English, French and Portuguese, external moderation, photography and videography costs. Estimated costs are an average. If costs for certain events are

				higher the quantity may be reduced and vice versa.
Catering	1	4.800,00€	4.800,00€	Catering for 2-5 events. Bases on: - 2 Events with 100 participants (15 Euro p.P.) 1 coffee break + 1 lunch per event - 3 Events with 40 participants (15 Euro p.P.) 1 coffee break + 1 lunch per event Estimated costs are an average. If costs for certain catering are higher the quantity may be reduced and vice versa.
Travel Costs for Participants	1	102.000,00	102.000,00	A budget of 102.000,00€ is earmarked for booking participant travel for 47 international and 8 national roundtrip trips to the following countries: South Africa, Namibia, Angola, Uganda, Liberia, Germany, Italy, additional countries may be added (Europe and Africa). Estimated costs are based on the most expensive connections. If costs for certain trips are higher the quantity may be reduced and vice versa. This budget should cover the accommodation including breakfast (60 nights), all transport (airfares as described above 47 international and 8 national roundtrip trips, 120 public transport tickets, 5 shuttles each from and to airport), 120 per diem, travel health and liability insurance and visa costs for 33 Schengen visa or equivalent. More roundtrip trips may be booked if the budget is not depleted. The 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.
Travel and Liability Insurance for Participants	65	2,00	130,00	

Workshops, events and trainings

The contractor implements the following workshops:

As described in chapter 2.

If an event is held in Germany or Belgium, compliance with the following minimum standards must be ensured: (Note: In the case of a negotiated procedure, *you must clarify and ensure that the potential contractor can comply with the minimum standards before submitting the procurement request*).

Vegetarian/vegan catering
Fair trade products if from overseas
Venue is physically accessible
Public transport to the venue is possible
Venue uses green electricity and/or is energy-optimised

Please describe in your concept how you implement the minimum standards specified above.

6. 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 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.

7. Outsourced processing of personal data

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

The AuV (commissioned data processing) is part of the contract. This document must be completed by the responsible party as far as possible before the start of the tendering procedure and published together with the TOR, including the passage on data privacy.