

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

CONFIDENTIAL

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Subject of the tender procedure:	Tender number:
Consultancy services for strengthening the capacities of national and local actors for EU accession and alignment	10029875

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0. List of abbreviations

AA	German Federal Ministry for Foreign Affairs
BEI	Bureau for European Integration
BMZ	German Federal Ministry for Economic Cooperation and Development
DC	Development and Cooperation
EU	European Union
EUISP	EU Integration Support Project
FACE	Facilitating the EU Accession process through Coordination and Engagement in Moldova
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
LPA	Local Public Authorities
MoIA	Ministry of Internal Affairs
MoJ	Ministry of Justice
SC	State Chancellery
SDG	Sustainable Development Goal
STE	Short-term expert
STEP	Short-term expert pool
ToR/ToRs	Terms of reference

1. Context

The Republic of Moldova is undergoing a complex and accelerated transformation process in the context of its objective of European Union accession, which serves as the country's central strategic direction for political, institutional, legal and socio-economic reforms. Following the decision of the European Council of 14 December 2023 to open accession negotiations with the Republic of Moldova, and the formal launch of negotiations in June 2024, Moldova entered a highly demanding phase of alignment with the European Union *acquis communautaire* and preparation for future EU membership.

The accession process requires comprehensive approximation of the national legal, institutional and policy framework to EU standards across all negotiation chapters, as well as the strengthening of governance structures, reform coordination mechanisms, implementation capacities and participatory approaches at national and local level. At the same time, the process requires the establishment of effective cooperation mechanisms between public institutions, local authorities, civil society organisations, academia, development partners and other relevant stakeholders in order to ensure coherent, sustainable and inclusive EU-related reforms.

A major milestone in the accession process was achieved in September 2025, when the Republic of Moldova successfully completed the screening process for all chapters of the EU *acquis*. This milestone enabled the transition to structured technical negotiations across multiple policy areas and provided a detailed overview of the legislative, institutional and administrative gaps that need to be addressed in the coming years.

Following the completion of the screening process, Moldovan institutions are increasingly engaged in the preparation of negotiating positions, addressing follow-up questions from the European Commission and advancing towards the fulfilment of opening benchmarks and subsequent interim requirements identified during the screening process. These requirements generate a growing need for targeted advisory support, specialised expertise and institutional capacity development in order to ensure effective alignment with EU standards and credible implementation of reforms.

The accession process presents substantial challenges due to its technical complexity and the pace at which Moldova is expected to approximate its national legislation, administrative structures and institutional practices to EU requirements. While notable progress has been achieved in recent years, structural constraints such as limited administrative and managerial capacities, fragmented responsibilities, uneven expertise across institutions, high operational workloads and limited availability of specialised expertise continue to affect the country's ability to manage reforms in a strategic, coordinated and results-oriented manner.

Increasing emphasis is also placed on demonstrating a credible implementation track record, including the effective enforcement of adopted legislation, measurable progress in key reform areas and strengthened institutional capacities for implementation, coordination, monitoring and reporting.

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In response to these developments, the Government of the Republic of Moldova adopted the updated National Programme for EU Accession (2025–2029), which integrates legislative, administrative and institutional reform measures across sectors including judiciary, public administration, democratic governance, rule of law and internal security. The programme establishes reform priorities, responsibilities, timelines and monitoring mechanisms, providing a comprehensive framework for advancing Moldova’s alignment with EU requirements. These efforts are further complemented by Moldova’s commitments under the EU Growth Plan and the Reform Agenda, which reinforce the link between EU accession reforms and broader socio-economic development objectives.

Particular importance within the accession process is attached to Cluster I “Fundamentals”, including Chapter 23 (Judiciary and Fundamental Rights) and Chapter 24 (Justice, Freedom and Security), which are central to strengthening the rule of law, democratic governance and the protection of fundamental rights. Chapter 23 addresses reforms related to the independence and efficiency of the judiciary, anti-corruption measures and the protection of fundamental rights, while Chapter 24 focuses on areas such as border management, migration and asylum policy, prevention and combatting of organised crime, public security and cooperation between law enforcement authorities.

At the same time, Moldova’s EU accession process extends beyond legislative approximation and central-level coordination. Effective accession management also depends on the capacity of local public authorities to integrate EU-related approaches into local development planning and implementation processes, as well as on the structured involvement of civil society organisations, diaspora representatives and other societal actors in shaping and supporting reforms.

The European Commission’s 2025 Enlargement Report acknowledges the progress achieved by Moldova while emphasising the continued importance of reforms in the areas of democracy, rule of law, justice, public administration and institutional capacity development. The report also underlines the need for sustained political commitment, strengthened administrative capacities and effective coordination mechanisms in order to maintain the momentum of the accession process.

A key institutional actor in the accession process is the Bureau for European Integration (BEI) within the State Chancellery, which reports functionally to the Deputy Prime Minister for European Integration. The BEI is responsible for the overall coordination of Moldova’s EU accession process, including the management of negotiation working groups, inter-institutional cooperation, alignment planning and monitoring of reform progress. The BEI coordinates the work of 35 national sectoral working groups responsible for the individual chapters of the EU acquis.

At sectoral level, key institutions involved in the accession process include the Ministry of Justice (MoJ), the Ministry of Internal Affairs (MoIA), the Centre for Harmonization of Legislation, the Directorate responsible for Public Administration Reform, the Department for External Assistance and EU Funds Coordination, local public authorities, as well as other line ministries and public institutions responsible for implementing EU-related reforms.

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In this context, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements several initiatives supporting Moldova's EU accession and alignment process, including the project "EU Integration Support Project (EUIISP)", financed by the German Federal Foreign Office (FFO), and the project "Facilitating the EU Accession process through Coordination and Engagement in Moldova" (FACE), financed by the German Federal Ministry for Economic Cooperation and Development (BMZ). This support combines specialised expertise, institutional and organisational development, international peer-to-peer exchange, policy dialogue, pilot interventions and multi-stakeholder cooperation mechanisms aimed at strengthening the capacities of national and local actors to effectively coordinate, implement and monitor EU-related reforms.

The interventions implemented under the respective initiatives support both the technical and methodological dimensions of EU accession and the broader governance, coordination and participatory mechanisms required for sustainable and inclusive reform processes. Activities may include advisory support for legislative and policy approximation to the EU acquis, institutional and implementation gap analyses, support for negotiation preparation and benchmark fulfilment, development of strategic and operational planning mechanisms, strengthening of local governance capacities, facilitation of structured cooperation and dialogue formats, as well as targeted experience exchange and peer-to-peer learning with EU Member States and accession countries.

Particular emphasis is placed on strengthening institutional coordination and negotiation readiness, supporting evidence-based and results-oriented reform management, improving implementation capacities at both national and local level, and promoting inclusive participation of civil society, diaspora organisations, academia and other stakeholders in the EU accession process.

To respond effectively to the growing demand for specialised expertise, rapid advisory support and flexible capacity development measures, GIZ foresees the establishment of a comprehensive Short-Term Expert Pool (STEP). The STEP will serve as a key operational mechanism enabling the flexible, rapid and demand-driven mobilisation of national and international expertise in support of Moldova's EU accession and alignment process.

The STEP will support the implementation of activities related inter alia to:

- legislative and policy approximation to the EU acquis;
- negotiation preparation and benchmark fulfilment;
- institutional and organisational capacity development;
- strategic planning, coordination, monitoring and reporting;
- rule of law, justice and internal security reforms;
- strengthening local governance capacities in the context of EU accession;
- facilitation of international cooperation and peer-to-peer exchange;
- structured dialogue and stakeholder engagement mechanisms;
- development and testing of innovative policy and governance solutions.

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The contractor implementing the STEP will act as a service provider responsible for mobilising and coordinating expert inputs and support measures in close cooperation with GIZ and the Moldovan partner institutions.

Through this integrated approach, GIZ aims to contribute to strengthening Moldova's institutional capacities to manage the EU accession process, improve alignment with EU standards, foster effective multi-level governance and support sustainable, inclusive and results-oriented reform implementation.

2. Tasks to be performed by the contractor

2.1 Term

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

2.2 Objectives, indicators, work packages, milestones

The Short-Term Expert Pool (STEP) will support the implementation of activities under the GIZ projects "Facilitating the EU Accession process through Coordination and Engagement in Moldova" (FACE) and "EU Integration Support Project" (EUISP), both contributing to Moldova's EU accession and alignment process. The objectives, outputs, indicators, work packages and milestones presented below reflect the intervention logic and expected results of the respective projects supported through this assignment. The contractor shall contribute to the achievement of these objectives and indicators through the provision of specialised expertise, capacity development measures, advisory support and cooperation formats implemented under the STEP.

For the FACE project, the following objectives, indicators, outputs and milestones apply to this assignment:

Module objective: State and civil society actors in Moldova are better positioned to shape the EU accession process

Module objective indicator(s)

Module Objective Indicator 1: Number of representatives of public authorities participating in a training programme or implementation measure who have used an example to confirm that they are using the knowledge they have acquired to implement the EU accession process.

Baseline: 50 representatives (02/2026)

Target: 300 representatives (01/2029)

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Module Objective Indicator 2: Number of local administrative units actively involved in planning, implementation or monitoring activities of development processes in the context of EU accession.

Baseline: 1 local administrative unit (02/2026)

Target: 4 local administrative units (01/2029)

Module Objective Indicator 3: Proportion of civil society actors participating in consultation rounds, including from the diaspora, who have confirmed that they are significantly involved in the EU accession process.

Baseline: 20% of 200 actors, of which 100 are women (40 actors) (02/2026)

Target: 70% of 200 actors, including 100 women (140 actors) (01/2029)

Output 1. The technical and methodological capacities of state institutions at national level for the EU accession process in selected subject areas have been strengthened.

Output indicators:

1.1 Number of technical or methodological reform products developed by state institutions at national level with the support of the project in selected thematic areas of the EU accession process.

Baseline: 0 technical or methodological reform products (base value 0, as new projects) (02/2026)

Target: 12 technical or methodological products (01/2029)

1.2 Number of employees of state institutions at national level who, after attending training courses or workshops on EU-relevant topics, indicate that they apply the knowledge and skills they have acquired in their work.

Baseline: 210 employees (02/2026)

Target: 400 employees (01/2029)

Output 2. The technical and organisational capacities of selected local administrative units to help shape local development processes in the context of the EU accession process have been strengthened.

Output indicators:

2.1 Number of local administrative units that demonstrably apply EU accession process guidelines and procedures for the planning and implementation of local development processes in the context of EU accession.

Baseline: 1 local administrative unit (02/2026)

Target: 5 local administrative units (01/2029)

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- 2.2** Number of structured cooperation formats in which representatives of selected local administrative units were involved in the planning and implementation of local development processes in the context of EU accession together with relevant stakeholders.

Baseline: 3 cooperation formats (02/2026)

Target: 5 cooperation formats (01/2029)

Output 3. The structured involvement of the diaspora and civil society in the accession process has improved, especially with the involvement of organisations for women and vulnerable groups.

Output indicators:

- 3.1** Number of structured instruments to engage and mobilise the diaspora for the EU accession process.

Baseline: 2 Instruments (Working Group "Education and Research" with the participation of the diaspora; Diaspora Engagement Hub/DEH - Program to support the short-term return of diaspora members with advanced work experience. (02/2026)

Target: 5 Instruments (01/2029)

- 3.2** Number of structured exchange formats or cooperation initiatives in which representatives of civil society organisations – especially women's organisations and organisations of vulnerable groups – have been involved in the EU accession process.

Baseline: 0 Exchange formats or cooperation initiatives (baseline value 0, as new projects) (02/2026)

Target: 4 exchange formats or cooperation initiatives, of which 3 involve women's organisations and organisations representing vulnerable groups. (01/2029)

For the EUISP project, the following objectives, indicators, outputs and milestones apply to this assignment:

Project objective

The capacities of national key actors to steer and implement a cooperative and participative process of Moldova EU alignment are enhanced.

Project objective indicator(s)

Indicator 1

3 impact assessments (which address reference to important reform projects to promote gender equality) are guiding the alignment to the EU Acquis.

Baseline: 1 in January 2026.

Target value: 3 in December 2027.

Indicator 2

70 percent of state actors participating in the project's activities state that cooperation between the BEI (State Chancellery) and subnational actors has improved significantly.

Baseline: 90% of state actors involved in project activities in 2025 confirm.

Target value: at least 70% confirm in December 2027.

Output 1

National key actors responsible for the alignment to the EU acquis have the technical expertise needed to work towards the achievement of benchmarks in Cluster 1 "Fundamentals" and other relevant Clusters.

Output indicators:

- 1.1.** 20 draft reform documents (draft laws, regulations, strategies, etc.), considered crucial for successful alignment in Chapters 23 and 24, were supported.

Baseline: 10 in January 2026

Target value: 20 in December 2027

- 1.2.** 60 percent of actors who have participated in capacity development measures state that the provided support improved their performance of tasks to implement the needed steps towards accession.

Baseline: 80% in January 2026

Target value: at least 60% in December 2027

Output 2

National key actors have gained the coordinating and methodological competencies for progressing towards EU accession.

Output indicators:

- 2.1.** 10 recommendations identified in the context of experience exchange with EU Member States or other candidate countries are reflected in the overall negotiation approach of the Moldovan government.

Baseline: 07 recommendations in January 2026

Target value: 10 recommendations in December 2027

- 2.2.** 60 percent of participants in study tours state that they are "confident" or "very confident" that they can apply their learnings in the accession negotiations.

Baseline: 86% in January 2026

Target value: at least 60% in December 2027

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GIZ provides consultancy to its partners through a wide range of instruments. In particular, GIZ develops and implements solutions jointly with its partners through close cooperation and process-oriented advisory. GIZ and its Moldovan partners share responsibility for achieving the objectives presented above.

In line with the objectives and intervention logic of the FACE and EUI SP projects, the contractor is expected to contribute to the achievement of the respective project objectives, outputs, indicators and targets through the implementation of the following work packages and the delivery of the corresponding milestones. The work packages presented below constitute an integrated framework of technical advisory, institutional capacity development, coordination, experience exchange and stakeholder engagement measures supporting Moldova's EU accession and alignment process at national and local level. The work packages are complementary in nature and may contribute simultaneously to the achievement of outputs and indicators under both projects, depending on the thematic area, partner institution and type of support provided.

The contractor should ensure a flexible, demand-driven and results-oriented implementation approach, allowing for the mobilisation of expertise and support measures in response to evolving needs related to the EU accession process.

Work package 1: Technical, methodological and legal support for EU accession reforms, acquis alignment and strategic planning.

The contractor provides technical, methodological and legal support to Moldovan partner institutions in the context of the EU accession and alignment process. The support focuses on strengthening legislative approximation, institutional preparedness, strategic planning and reform implementation capacities required for advancing alignment with the EU acquis and supporting the accession negotiation process.

Particular attention will be given to reforms and negotiation processes related to Cluster I "Fundamentals", especially Chapters 23 (Judiciary and Fundamental Rights) and 24 (Justice, Freedom and Security), while remaining open to support other negotiation chapters and thematic areas upon request and in coordination with GIZ and partner institutions.

The support provided under this work package contributes to strengthening the technical and methodological foundations necessary for planning, designing, implementing and monitoring EU-related reforms and alignment measures at national and local level. This may also include strengthening strategic planning and coordination frameworks supporting EU accession-related reforms and EU-aligned development processes.

Activities may include, inter alia:

- preparation and revision of reform draft documents (laws, regulations, strategies, methodologies, guidelines and analytical documents), including transposition tables and legal compatibility assessments in the context of approximation to the EU acquis;

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- institutional, legislative and implementation gap analyses, including assessment of institutional capacities, procedures and resource implications;
- support for negotiation preparation, including expertise related to opening and closing benchmarks, subsequent interim requirements, monitoring, reporting and evidence collection;
- assessment of implementation readiness and effectiveness of adopted legislation and reform measures, including review of institutional procedures, operational capacities and performance indicators;
- development and revision of strategic planning documents, methodologies and coordination frameworks related to EU accession and EU-aligned national and local development processes;
- development of technical methodologies, analytical frameworks and procedural guidance related to EU accession reforms and acquis alignment;
- provision of specialised thematic expertise related to policy development, legislative alignment and implementation of EU-related reforms.

Milestones for work package 1	Delivery period
Expert advisory assignments for EU accession reforms and acquis alignment implemented	During the contract term
Draft policy and reform documents, legal alignment outputs and methodological products prepared or supported	During the contract term
Institutional, legislative and implementation gap analyses completed for selected reform areas	During the contract term

Work package 2: Capacity development, coordination and international experience exchange for EU accession.

The contractor supports Moldovan partner institutions and relevant stakeholders in strengthening institutional capacities, coordination mechanisms and practical competencies required for managing and implementing EU accession-related reforms and cooperation processes.

The support provided under this work package focuses on institutional learning, exchange of experience, peer-to-peer cooperation and strengthening coordination and cooperation capacities at national and local level. The activities aim to facilitate the transfer of practical knowledge, good practices and implementation approaches relevant to the EU accession and alignment process.

Activities may include, inter alia:

- design and delivery of trainings, workshops, mentoring and coaching programmes related to EU accession-relevant topics;

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- organisation and facilitation of international experience exchange and peer-to-peer co-operation formats involving EU Member States, accession countries and international experts;
- organisation of study visits, thematic exchanges, policy dialogues and expert discussions;
- support for strengthening institutional coordination, cooperation and communication mechanisms related to EU accession processes;
- facilitation of institutional learning and exchange of good practices relevant to EU accession and reform implementation;
- design and implementation of innovative cooperation and learning formats, including simulation exercises, policy labs and practical learning approaches;
- support for strengthening practical competencies related to reform implementation, co-ordination and stakeholder cooperation.

Milestones for work package 2	Delivery period
Capacity development measures and institutional learning activities implemented	During the contract term
International experience exchange, peer-to-peer cooperation and policy dialogue formats implemented	During the contract term
Coordination and cooperation capacities strengthened through supported activities	During the contract term

Work package 3: Support for local governance, multi-level cooperation and participatory engagement in the context of EU accession.

The contractor supports local public authorities, civil society organisations, diaspora representatives and other relevant stakeholders in strengthening their capacities to contribute to and participate in EU accession-related reforms and development processes at local level.

The support provided under this work package focuses on strengthening local governance capacities, facilitating multi-level cooperation and promoting structured participatory approaches linked to the EU accession process. Particular attention is given to strengthening cooperation and coordination between local and central authorities, as well as to fostering inclusive engagement of civil society, diaspora actors, women's organisations and organisations representing vulnerable groups in EU-related planning, implementation and consultation processes.

Activities implemented under this work package aim to support more coherent, inclusive and results-oriented local development and governance processes aligned with national reform priorities and EU-related requirements.

Activities may include, inter alia:

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- support for the practical application of EU-related planning, implementation and monitoring approaches at local level;
- advisory support to local public authorities for strengthening organisational and administrative capacities related to EU accession processes;
- facilitation of cooperation and coordination mechanisms between local public authorities, central institutions and relevant stakeholders including civil society, diaspora and women and vulnerable groups;
- support for the implementation and operationalisation of local development processes aligned with EU-related priorities and procedures;
- organisation and facilitation of local-level cooperation, consultation, coordination and peer learning formats;
- development and implementation of participatory and stakeholder engagement mechanisms related to EU accession processes;
- support for structured involvement of civil society organisations, diaspora representatives and other relevant stakeholders in EU-related reforms and development processes;
- support for documenting, monitoring and demonstrating the application of EU-related procedures and practices at local level.

Milestones for work package 3	Delivery period
Local public authorities supported in applying EU-related approaches and procedures in local development processes	During the contract term
Multi-level cooperation, consultation and coordination formats facilitated	During the contract term
Participatory engagement and cooperation initiatives involving civil society, women's organisations, vulnerable groups and diaspora actors implemented	During the contract term
Local capacities for implementation and monitoring of EU-related development processes strengthened	During the contract term

Work package 4: Support for local initiatives and stakeholder-driven actions in the context of EU accession

The contractor supports the implementation of small-scale local initiatives and stakeholder-driven actions contributing to the objectives of the EU accession process, particularly in relation to strengthening local governance capacities, participatory engagement and cooperation mechanisms at local level.

The support provided under this work package focuses on facilitating the implementation of targeted activities by local public authorities, civil society organisations, diaspora initiatives and other relevant stakeholders in support of EU accession-related reforms, cooperation and capacity development processes.

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The activities implemented under this work package aim to strengthen practical engagement and ownership of local actors in the EU accession process, while supporting inclusive dialogue, institutional cooperation, knowledge exchange and implementation of locally driven initiatives aligned with EU-related priorities and development objectives.

Activities may include, inter alia:

- support for the conceptualisation and operationalisation of small-scale funding mechanisms, including identification of priority areas, thematic focus and eligible types of initiatives supporting EU accession-related objectives;
- management and administration of small-scale support schemes and related implementation processes;
- provision of guidance, coordination and follow-up support to beneficiaries implementing supported initiatives and activities;
- facilitation of coordination, communication and visibility activities related to supported local initiatives and actions;
- monitoring and follow-up of supported initiatives and activities to ensure alignment with project objectives and expected results.

Milestones for work package 4	Delivery period
Small-scale funding mechanisms and priority areas for support conceptualised and operationalised	During the contract term
Small-scale support schemes and related implementation processes managed and coordinated	During the contract term
Beneficiaries supported and guided in the implementation of funded initiatives and activities	During the contract term
Monitoring, follow-up and visibility activities for supported initiatives implemented	During the contract term

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for identifying, selecting, preparing, briefing and steering the experts assigned to carry out the advisory services in accordance with the developed terms of reference.

Requirements on materials and equipment and operating costs:

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

Requirements on expenditure management and cost control:

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

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented;
 - Degree to which the resources under the contract are committed.

The contractor reports to GIZ as follows:

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

- Interim report(s) in English every three months after the signature of the contract,
- Final report by end of December, 2028.

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Additionally, the contractor is required to produce:

Brief reports of up to 2 pages for each completed assignment, to be submitted within 5 working days after completion of the assignment.

Requirements for company-wide learning, knowledge and innovation:

- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.

Backstopping requirements:

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

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

- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

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

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must 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 GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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

- Gender equality:
 - In the set-up of the pool of experts as well as in choosing concrete experts for an assignment and when selecting participants of trainings and other project activities, the contractor should always take care of a well-balanced mixture that takes diversity aspects into consideration.
 - When implementing activities and trainings, examine whether linkages to other policies and initiatives targeted at improving gender equality and inclusive development are possible.
- Environmental protection and climate action (climate change mitigation/adaptation):
 - Avoid flights in business class (see chapter 3.7)
 - When implementing activities linked to a high-risk sector, examine whether linkages to other policies and initiatives targeted at improving environmental quality and/or green, resilient and inclusive development are possible.
- Conflict and context sensitivity and human rights:

- Consideration of specific conditions in the regions (by applying intercultural and political awareness and judgement)
- Follow a strict non-partisan approach and ensure that this is applied by partners as well (to mitigate potential reputational damage)

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

3. Technical-methodological concept

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

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

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept.

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

– Not applicable –

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It should demonstrate how the tenderer intends to contribute to the achievement of the project objectives across all three outputs, ensuring a coherent, results-oriented and flexible implementation approach. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements.

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs

(section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

The description should focus on the overall implementation logic and methodological approach, rather than a detailed listing of activities. At the same time, the tenderer is expected to outline key lines of action and types of interventions envisaged under the four work packages.

In particular, the tenderer shall demonstrate:

- how the proposed approach ensures a coherent implementation across the expected outputs;
- how capacity development measures will lead to the practical application of knowledge;
- how flexibility and adaptation to evolving needs will be ensured.

3.3.2 Building partnerships with the relevant actors

(section 1.3.2 of the assessment grid)

– Not applicable –

3.3.3 Approaches for leverage effects and measures for scaling-up

(section 1.3.3 of the assessment grid)

– Not applicable –

3.3.4 Consideration of environmental and social compatibility requirements

(section 1.3.4 of the assessment grid)

– Not applicable –

3.4 Project management

(section 1.4 of the assessment grid)

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

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to describe an indicative operational approach for implementing the services under the contract, taking into account its flexible and demand-driven nature. The description should demonstrate the tenderer's ability to manage a dynamic portfolio of activities rather than a predefined set of tasks.

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required, where applicable, to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them.

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

3.5 Further requirements

(section 1.5 of the assessment grid)

The tenderer is required to describe its backstopping strategy. CVs must be provided for the positions for technical and administrative backstopping (2 out of 8 points).

In addition, the tenderer is required to answer to the following: The Republic of Moldova is increasingly required not only to align legislation with the EU acquis, but also to demonstrate implementation readiness and measurable reform results. Please describe your proposed methodological approach for assessing the implementation readiness and practical effectiveness of adopted EU-related reforms within the Ministry of Justice of the Republic of Moldova. The response should include the proposed assessment methodology, types of evidence and indicators to be used, approach for identifying implementation gaps and formulation of practical recommendations (6 out of 8 points).

4. Personnel

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

The profiles required must fit the tasks outlined in chapter 2 above and are described in more detail in the following. The experts are expected to complement one another in terms of their qualifications, skills and experience. In the set-up of the pool of experts, the contractor should always take care of a well-balanced mixture that takes diversity aspects into consideration.

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

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

Expert 1: Team leader (section 2.1 of the assessment grid)

This position is a key expert.

A long-term expert, referred to as team leader and employed by the contractor, will be responsible for the management of the pool of experts with international and national expertise ('Short-term Expert Pool', STEP) and will coordinate the individual experts based on the needs of the project in close collaboration with the advisors, and project manager. If the involvement of GIZ advisors is required during the assignment of the short-term experts, the team leader is responsible for organising this accordingly.

Tasks of Expert 1:

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Realtime monitoring of resources, implementation and evaluation of all activities under the contract
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts

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- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Ensure planning, coordination and implementation, including logistical support for workshops, peer-learning activities and study visits organised under the contract.

Qualifications of Expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Law, Political Sciences, Governance, Public Relations, Project Management or similar
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C2-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	10 years of general professional experience in public sector or supporting the public sector
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in administrative procedures, contract management, reporting and financial administration
Leadership/management experience (section 2.1.5 of the assessment grid):	3 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 3 or more people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	6 years of professional experience in Eastern Europe (4 out of 10 points), of which 5 years in the Republic of Moldova (6 out of 10 points)
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	2 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	– Not applicable –

Expert 2: Pool 1 consisting of 9 to 25 experts with international expertise serving all working packages (section 2.2 of the assessment grid)

Experts with international expertise provide strategic, technical and methodological support based on the experience and good practices of EU Member States and accession countries. Their role is to bring EU-level expertise and comparative perspectives, support alignment with EU standards and practices, and contribute to strengthening the capacities of national and local actors to effectively coordinate, implement and participate in the EU accession and alignment process.

3 CVs for experts with international expertise must be added to the tender for this pool. The tenderer's ability to provide the pool of experts required here will be assessed on the basis of these **3 sample CVs**.

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Tasks of Expert 2:

- Provide strategic, technical and methodological advice to partner institutions in areas related to EU accession, including policy development, legislative approximation, strategic planning, coordination and implementation processes;
- Prepare and revise draft laws, regulations, strategies, methodologies, action plans, reform roadmaps and other analytical or policy-related documents in the context of alignment with the EU acquis and implementation of EU-related reforms;
- Provide expertise on legal approximation to the EU acquis, including transposition approaches, alignment methodologies and implementation-related aspects;
- Conduct institutional, legislative and implementation gap analyses, assessments and reviews, including recommendations for strengthening institutional capacities and reform processes;
- Support negotiation and EU accession-related processes, including responses to European Commission requests, benchmarks and related coordination processes;
- Design and deliver capacity development and institutional learning measures, including trainings, mentoring, coaching, workshops and peer learning formats;
- Facilitate international experience exchange, peer-to-peer cooperation and expert discussions involving EU Member States, accession countries and relevant international stakeholders;
- Support the design and implementation of institutional, procedural and coordination improvements aligned with EU standards and good practices;
- Support the establishment and facilitation of cooperation, consultation and participatory mechanisms involving public institutions, local authorities, civil society organisations, diaspora representatives and other relevant stakeholders;
- Prepare technical inputs, analytical documents, reports and summaries related to assigned tasks.

Qualifications of Expert 2:

Education/training (section 2.2.1 of the assessment grid):	Each expert with a university degree (e.g. 'master's or German Diplom') in Law, Political Sciences, Governance, Public Administration, or similar
Language (section 2.2.2 of the assessment grid):	Each expert with knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	Each expert with 10 years of professional experience in the public sector or in advising the public sector in the area of public administration, policy development, legal harmonisation, governance or institutional development
Specific professional experience (section 2.2.4 of the assessment grid):	1 expert with 5 years of professional experience in policy development and/or legal approximation to the EU acquis (4 out of 10 points)

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	1 expert with 5 years of professional experience in the areas of justice, rule of law, law enforcement or internal security reforms (3 out of 10 points) 1 expert with 5 years of professional experience in strategic planning, public administration reform, local governance or participatory governance processes (3 out of 10 points)
Leadership/management experience (section 2.2.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	Each expert with 7 years of professional experience in one or more EU Member States or EU candidate countries, with particular focus on experience in countries with recent EU accession or ongoing accession processes
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	All pool experts <u>collectively</u> with 2 years of professional experience in the Republic of Moldova
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	Each of the experts with 4 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	– Not applicable –

Expert 3: Pool 2 consisting of 10 to 30 experts with national expertise serving all work packages (section 2.3 of the assessment grid)

Experts with national expertise provide context-specific, operational and implementation-oriented support to ensure the practical application of EU-related approaches within the Moldovan legal, institutional and administrative framework. Their role is to support the operationalisation of reforms, strengthen institutional and coordination capacities, facilitate cooperation between relevant stakeholders and contribute to the effective implementation of project activities and EU accession-related processes at national and local level.

3 CVs for experts with national expertise must be added to the tender for this pool. The tenderer's ability to provide the pool of experts required here will be assessed on the basis of these **3 sample CVs**.

Tasks of the Expert 3:

- Provide technical and operational support to partner institutions in the implementation of EU accession-related reforms and processes, including planning, coordination, implementation and monitoring activities;
- Prepare and revise draft laws, regulations, strategies, methodologies, action plans, guidelines and other technical or analytical documents in the context of alignment with the EU acquis and implementation of EU-related reforms;

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- Support the development, adaptation and practical application of procedures, methodologies and tools tailored to the national and local administrative context;
- Conduct institutional, legislative and implementation gap analyses, assessments and reviews, including context-specific recommendations for strengthening institutional capacities and administrative processes;
- Support the practical implementation and follow-up of reform measures, including institutional and procedural improvements within public institutions and local authorities;
- Deliver and support capacity development and institutional learning measures, including trainings, mentoring, coaching, workshops and on-the-job support for representatives of public institutions and other stakeholders;
- Support coordination and cooperation processes involving national institutions, local public authorities, civil society organisations, diaspora representatives and other relevant stakeholders;
- Facilitate workshops, working sessions, consultations and cooperation formats (virtually and on-site) in support of project activities;
- Contribute to strengthening participatory and inclusive approaches related to EU accession and reform processes;
- Prepare technical inputs, analytical documents, reports, summaries and other documentation related to assigned tasks.

Qualifications of the Expert 3:

Education/training (section 2.3.1 of the assessment grid):	Each expert with a university degree (e.g. master's degree or equivalent) in Law, Political Science, Governance, Public Administration or a related field
Language (section 2.3.2 of the assessment grid):	Each expert with knowledge of English, B2-level in the Common European Framework of Reference for Languages (4 out of 10 points) Each expert with knowledge of Romanian, C2-level in the Common European Framework of Reference for Languages or native speaker (6 out of 10 points)
General professional experience (section 2.3.3 of the assessment grid):	Each expert with 7 years of general professional experience in the public sector or in providing advisory services to public institutions in the area of public administration, policy development, legal harmonisation, governance or institutional development.
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 5 years of professional experience in policy development, public administration reform and/or legal approximation to the EU acquis (4 out of 10 points) 1 expert with 5 years of professional experience in justice, rule of law, law enforcement, internal security or related reform processes (3 out of 10 points) 1 expert 5 years of professional experience in strategic planning, local governance, participatory governance, stakeholder

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	engagement or coordination of development processes (3 out of 10 points)
Leadership/management experience (section 2.3.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	Each expert with 7 years of professional experience in the Republic of Moldova in the last 10 years
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Each expert with 2 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	– Not applicable –

Expert 4: Grants and local contributions management expert (section 2.4 of the assessment grid)

The local contributions and grant management expert provides operational, financial and coordination support for the implementation of local contributions and small-scale support initiatives under the project. The expert ensures effective, transparent and compliant management of local support schemes and contributes to strengthening coordination and communication with beneficiaries and relevant stakeholders. The **CV** of the local contributions and grant management expert must be added to the tender.

Tasks of the Expert 4:

- Support the conceptualisation and operationalisation of local contributions and small-scale support mechanisms in line with project objectives and GIZ requirements;
- Support the management, coordination and follow-up of local contributions and related implementation processes;
- Provide guidance and operational support to beneficiaries implementing supported initiatives and activities;
- Support administrative, financial and compliance-related processes related to local contributions and grant implementation;
- Monitor implementation progress and support reporting and documentation related to funded initiatives and activities;
- Facilitate communication and coordination with local beneficiaries, partner institutions and relevant stakeholders;
- Prepare technical inputs, summaries and documentation related to assigned tasks.

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Qualifications of the Expert 4:

Education/training (section 2.3.1 of the assessment grid):	University degree (e.g. master's degree or equivalent) in Economics, Finance, Political Science, Governance, Public Administration or a related field
Language (section 2.3.2 of the assessment grid):	Each expert with knowledge of English, B2-level in the Common European Framework of Reference for Languages (4 out of 10 points) Each expert with knowledge of Romanian, C2-level in the Common European Framework of Reference for Languages or native speaker (6 out of 10 points)
General professional experience (section 2.3.3 of the assessment grid):	7 years of general professional experience in the public sector or in providing advisory services to public institutions or development cooperation projects in the area of project implementation, coordination, financial administration, cost estimation, budget drafting and reporting on budget expenditures.
Specific professional experience (section 2.3.4 of the assessment grid):	3 years of specific professional experience in management, administration or coordination of grant schemes, local contributions, support initiatives or development cooperation projects involving financial support to third parties.
Leadership/management experience (section 2.3.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	7 years of professional experience in the Republic of Moldova in the last 10 years
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	1 year of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	– Not applicable –

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

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Soft skills of team members

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

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

Soft skills are not evaluated.

5. Costing requirements

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

5.1 Assignment of experts

Expert days are the basis for calculating the period of assignment of the experts. Expert days are full working days. The standard number of expert days per year is 220. In some countries the annual number of working days for national experts may deviate from this, for example where the working week has 6 days, or if leave or public holidays are governed by other regulations. If a different number of standard working days per year is specified for a particular country, this must be set out in the ToRs.

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence/ remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	International flights (round trips)
Expert 1: Team Leader	0	150	150	No	5

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Expert 2: Pool 1	290	160	450	No	20
Expert 3: Pool 2	0	620	620	No	0
Expert 4: Grant manager	0	30	30	No	0
Backstopping	Not applica- ble	Not applica- ble	Not applica- ble	Not applicable	Not applica- ble

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

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

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

Expense items costed by tenderer

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

Travel expenses item	Quantity/budget
Total number of international flights	25
Total number of regional/national flights	0

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CO ₂ offsets for flights	2,500.00 EUR. An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, public transport) – for airport transfer for international experts and travel in the country of assignment	1,100.00 EUR A fixed budget for transport costs for settlement against evidence is specified.
Per-diem allowances (full days)	120
Per-diem allowances (arrival/departure days)	60
Accommodation allowances	120
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	Not applicable

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for the Republic of Moldova (EUR 26.00 for full days; EUR 17.00 for arrival/departure days) as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (download at <https://www.bundesfinanzministerium.de>).

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs

Notes on the settlement of accommodation allowances outside Germany:

For the Republic of Moldova, tenderers may offer accommodation allowances up to EUR 73.00. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 54.75) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 54.75 – EUR 73.00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

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

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Please note: These travel expense items do not cover contract-related costs in the country of assignment (see section 3.6.2 of the General Terms and Conditions). Please cost these items in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

5.4 Materials and equipment

– Not applicable –

Office space in Chisinau for short term experts will be provided by GIZ and partner institutions.

It is assumed that all personnel assigned to this contract are in possession of the required basic equipment (laptop, MS Office standard software, mobile phone).

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

The contractor runs the following workshops/study trips/training courses:

- Up to 6 study trips, up to 5 working days each;
- Up to 50 workshop days.

Overall budget for workshops and study trips: EUR 145,000.00

The fixed, unalterable budget above is earmarked for study trips and workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of study trips and workshops:

For study trips:

- Flights (round trips) of the representatives of beneficiary institutions
- Accommodation and per diem allowances/meals for the representatives of beneficiary institutions (based on the GIZ travel regulations)
- Internal transportation in the country of destination
- Room hire
- Travel insurance
- Other costs relating to study trips.

For workshops:

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting services
- Catering

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- Workshop materials
- Travel expenses for the representatives of beneficiary institutions (subsistence, accommodation, travel costs (as specified above for the study trips))
- Other costs relating to the workshops.

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

Local contributions may be provided to support small-scale local initiatives and stakeholder-driven activities contributing to the objectives of the projects related to local governance, participatory engagement and EU accession-related cooperation processes. The local contributions may support activities implemented by local public authorities, civil society organisations, diaspora initiatives and other relevant stakeholders, including trainings, workshops, study visits, dialogue events, awareness-raising activities, pilot initiatives and other locally implemented actions aligned with project objectives. The contractor shall ensure the transparent, efficient and compliant management, administration, monitoring and follow-up of local contributions in accordance with the applicable contractual provisions and GIZ requirements.

Budget for local contributions: EUR 100,000.00

Local contributions are awarded on the basis of the attached annex 'Mustervertrag Örtliche Zuschüsse' (Contract template for local contributions) and in accordance with the provisions of the General Terms and Conditions and the annex 'Handreichung Örtliche Zuschüsse' (Guideline for local contributions) to the General Terms and Conditions.

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 90,000.00

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 25 pages (not including the cover page, list of abbreviations, table of contents, brief introduction, CVs including the ones for the backstopping team and the information related to the question included in the section 3.5). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format and not more than 4 (four) pages in length. The CVs must also be submitted in English.

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

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

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

7. Options or follow-on contract

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

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

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Nature and scope:

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

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

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

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

Scope of possible services:

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

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

A follow-on contract under 7.2 can be considered only as an alternative to the option in 7.1.