

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

Project title: Event management contract African Union	Processing number/cost centre: B100038
Country: African Union, Ethiopia	Tender number: 10035001
Subject of the tender procedure: Event management service for GIZ-African Union partner events in various countries	
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0. List of abbreviations

AU	African Union
AUDA-NEPAD	African Union Development Agency-New Partnership for Africa's Development
AuV	Commissioned processing
BMF	German Federal Ministry of Finance
BMZ	German Federal Ministry for Economic Cooperation and Development
CO ₂	Carbon Dioxide
CSOs	Civil Society Organisations
CV	Curriculum Vitae
DSGVO	Datenschutz-Grundverordnung (General Data Protection Regulation)
EAC	East African Community
ECOWAS	Economic Community of West African States
EU	European Union
GDPR	General Data Protection Regulation
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GWB	German Act against Restraints of Competition
IDs	Project Numbers
ISO	International Standard Organisation
IT	Information Technology
RECs	Regional Economic Communities
RMO	Risk Management Office
SADC	Southern African Development Community
TOM	Technical and Organizational Measures
ToR	Terms of Reference
UN DESA	United Nations Department of Economic and Social Affairs
USD	United States Dollar

**Subject of the tender procedure: Event management
contract African Union**

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UNSD	United Nations Statistics Division
UVgO	Unterschwellenvergabeordnung (German Sub-Threshold Procurement Regulation)
VgV	Vergabeverordnung (German Ordinance on the Award of Public Contracts)
VIP	Very Important Person

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development dedicated to shaping a future worth living around the world. As a public-benefit federal enterprise, GIZ supports the German Government – in particular the Federal Ministry for Economic Cooperation and Development (BMZ) – and many public and private sector clients in achieving their objectives in inter-national cooperation in around 120 countries.

Since 2004, GIZ has been a reliable and trusted partner of the African Union (AU) to enhance inclusive growth and sustainable development on 250 African continent in line with the AU's Agenda 2063: The Africa We Want. With more than 200 staff, GIZ African Union cooperates with the AU Commission, as well as the AU's specialised institutions and agencies, such as the Development Agency AUDA-NEPAD, at continental, regional and national level in more than 43 member states. Key areas of engagement include Peacebuilding and Conflict Prevention, Governance, Sustainable Economic Growth, Health and Social Development, and Just Transition.

Many of the programmes pursue a multi-level approach and work not only at the continental level, but also at the regional and national level. Most staff work in the respective offices while some are seconded to the Regional Economic Communities (RECs) including the Economic Community of West African States (ECOWAS), Southern African Development Community (SADC) and the East African Community (EAC) and to 19 of the AU's Member States. They strategize together with the respective partners on how to best realize and implement continent-wide agendas, protocols and declarations. An important measure to create awareness and sensitize stakeholders that need to be involved in the design, implementation, and evaluation of continental, regional, and national policies – ranging from (high-level) policy-makers, legislators, representatives of the media, academia as well as private sector, and members of the civil society and different communities, including Civil Society Organizations (CSOs) – on relevant policy issues as well as facilitate networking between these actors are virtual and physical/face-to-face dialogue events. Such exchanges can focus on a particular country (national level), but also on specific regions or the continent as a whole (regional and continental level). The different exchange formats vary in length and number of participants.

Some GIZ projects organize up to 25 events per year, depending on the requests and needs of partners as well as commissioning parties. Implementing such events, especially larger face-to-face events with participants from different countries and regions in Africa, and sometimes in other parts of the world requires a lot of resources and coordination efforts on the side of GIZ and its partners, including the procurement of air tickets for participants, booking of conference venues and accommodation for participants, securing catering, interpretation services and technical equipment as well as supporting the reimbursement of participants for expenditures such as visa and transport costs.

Against this background, the projects within the GIZ AU portfolio across the four sectors, seek to engage an experienced event management company or consortium of event management experts with international experience and networks all over the world and a track-record of having supported different types of events on the different continents, to deliver on different event-related services as outlined in chapter 2 below, in time and at a high level of flexibility, quality, efficiency, and reliability. Most of the projects are funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). For further information on the projects, please refer to the website of GIZ AU ([African Union \(giz.de\)](https://giz.de)).

2. Tasks to be performed by the contractor

2.1 Term

The contract duration is from the contract award until 31.12.2030.

Since 2023, GIZ AU has established a bundled event management service to support the growing demand for high-quality, efficient, and compliant event implementation across its projects. The use of this service has significantly increased, with most projects actively utilizing it for the organization of events across the African continent and worldwide. As a result, the service has become a critical operational component for the office.

GIZ AU requires the provision of comprehensive, end-to-end event management services for the planning, coordination, and execution of physical, virtual, and hybrid events. These services shall be delivered in a flexible and demand-driven manner, including the capacity to respond to short-notice requirements and multi-country implementation contexts. The contractor shall ensure that all services are delivered in full compliance with applicable GIZ rules and regulations, as well as relevant national legal frameworks.

The events to be supported under this contract include small-scale (10–20 participants), medium-scale (20–40 participants), and large-scale events (up to 500 participants), sometimes big fare exhibitions upto 1000 participants as well as virtual events typically ranging from 50 to over 200 participants. The duration of events generally ranges from two to three days, with occasional extensions of up to five days, depending on programmatic needs.

The adoption of a bundled event management approach ensures a high level of cost-efficiency, operational consistency, and risk mitigation for GIZ AU. By consolidating event-related services under a single contractual framework, GIZ AU benefits from economies of scale, standardized pricing structures, and reduced administrative overhead associated with managing multiple individual procurements. This approach enables more efficient budget utilization and improved financial predictability across projects.

Furthermore, the bundled model ensures consistency in service quality, compliance with GIZ rules and procedures, and the application of harmonized processes and templates across all events. This significantly reduces coordination efforts and enhances the overall effectiveness and professionalism of event implementation.

From a risk management perspective, engaging a pre-qualified contractor under a centralized contract minimizes operational, financial, and compliance risks. It ensures that service providers are vetted, contractually bound to GIZ standards, and capable of delivering services in diverse and sometimes high-risk environments across multiple countries. The model also allows for quicker response times to short-notice requirements, thereby reducing the risk of delays or disruptions to program activities.

Overall, the bundled approach provides a robust, efficient, and compliant mechanism to support the increasing volume and complexity of events within GIZ AU's operational context.

The contractor shall be required to comply with all applicable national and local laws and regulations in the respective countries of implementation, including security and administrative requirements. In addition, the contractor shall adhere to all GIZ safety, security, and operational guidelines.

The GIZ AU Event Management Unit shall act as the primary interface for the contractor. One to two designated liaison persons shall be appointed to coordinate all contractual and operational matters.

Following contract award, a kick-off workshop shall be conducted between GIZ AU and the contractor. The purpose of this workshop shall be to align on the technical and methodological approach, operational procedures, templates, and communication protocols. All agreed arrangements shall be formally documented in Minutes of Meeting (MoM), which shall serve as the binding basis for contract implementation.

2.2 Objectives, indicators, work packages, milestones

This contract is planned to serve all GIZ AU projects and fulfil the tendering procedures for many outputs under different project numbers (IDs). After the kick-off meeting with the contractor, a list of these projects will be shared with the contractor and for each specific event, a project ID and output/indicator will be shared.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

Work package 1: Event management services for face-to-face events

The contractor shall provide event management services for face-to-face/physical events, including the organisation as well as the management on the ground.

GIZ's requirements for event management services for face-to-face events include:

- Provision of a contact person to GIZ for all necessary coordination during the entire process of each event implementation
- Search for and booking of hotel accommodation for participants based on partner's and GIZ's preferences (if any); at least three-star hotels with preference given to facilities in proximity to venues and with VIP accommodation services and according to GIZ and AU security standards, only upon prior approval of GIZ

- Provision of cash-reimbursement for participants' eligible travel costs based on original receipts (e.g. visa, some vaccination tests, transport to and from the airport in the country of origin, local transport for national events). Preferred currency for reimbursement: USD.
- Procurement of local transport for example car hires for participants to or from airports, hotels, and venues in individual or group arrangements
- Organisation of visas for participants
- Search for and booking of event venues, including break-out rooms, and venue for the evening programme if applicable and based on provided specifications
- Provision or sub-contracting of other materials such as decoration materials (e.g. flowers/bouquets) applicable for the specific needs of each event
- Support to communication management, including but not limited to invitation, (online and on-site) registration, agenda and logistics with all participants, in English and French language
- Provision of reception and support staff at the event venue
- Procurement of moderation/facilitation services based on the provided specifications/needs
- Procurement of interpretation services and hiring of equipment based on the provided specifications/needs
- Provision or sub-contracting of technical equipment, including but not limited to video projectors, audio equipment (e.g., microphone, speakers), moderation and physical equipment
- Provision or sub-contracting of a technician for technical support to participants throughout each face-to-face event
- Procurement of catering services approved by GIZ, for e.g., coffee breaks, lunch, and dinner
- Support the assembly, preparation and distribution of event-related printing materials and publications, including folders and name tags for all participants and speakers
- Provision or sub-contracting of professional photographers and graphic recorders, following required data protection regulations, incl. securing participants' consent for these services
- Provision or sub-contracting of multimedia documentation of contents and results for all sessions and side-events as well as break-out sessions/rooms at each event
- Provision or sub-contracting of medical testing mandatory for that specific event participation at the event venue (if required) and coordination of the conduction of tests for participants and partner/GIZ staff
- Provision of on-site support to GIZ staff and all participants throughout the events

For selected face-to-face events, the contractor needs to provide services on the ground in different countries worldwide. This shall be done through the contractor's network of experts based in different locations (staff or sub-contractors) who will support the delivery of services (e.g. supporting event implementation) on the ground in the different event locations.

Not every face-to-face event will require all services listed above. Different events may require different services and as such, deployment of event management services shall depend on the specifications/needs presented within the service order checklist to be prepared and agreed upon before each event. The initial draft of the service order checklist needs to be provided by the bidders as part of their offer. The draft will be reviewed by the contractor with GIZ after the contract award, and before starting the implementation of the work packages.

Work package 2: Event management services for online events and hybrid events

The contractor oversees the organisation and the conduction of online/virtual events requested by GIZ and its partner organizations. This includes online events that are accessible only upon invitation (or registration), as well as events that will be publicly broadcasted.

GIZ's requirements for event management services for online and hybrid events include:

- Provision of a contact person to GIZ for all necessary coordination during the entire process of each event implementation
- Provision and management of conferencing software and digital tools applicable for the individual purpose of each online and/or hybrid event and with an intuitive and self-explanatory interface, ensuring easy handling for all participants. The set up should allow for active participation by all whether online or in person
- Provision and management of professional digital tools and methods for interactive conferencing including e.g. breakout rooms, whiteboards (remark: GIZ staff is not allowed to actively use the following meeting tools: Zoom, GoToMeeting, BlueJeans, ClickMeeting, Mikogo, Spreed, edudip next, FastViewer, GoMeetNow, GatherPlace, Eyeson and Wire; further meeting tools might be added to this list within the contract period). It will be important for the contractor to take into account that participants might be connecting from different countries where certain platforms could be blocked, and participants cannot access from within firewalls. Government officials and such participants from their respective countries must be able to easily access proposed platforms. The proposed solutions must be suitable in terms of low bandwidth compatibility, high user-friendliness, and accommodating the realities of hybrid participation (such as breakway rooms that must cater for physical and online participations) etc.
- Provision or sub-contracting of online infrastructure for simultaneous translation/interpretation in all AU official languages (English, French, Portuguese, Arabic). This service must be compatible with the reality of hybrid events where interpreters need to deliver their service to people that are both present physically in the room and joining virtually
- Provision or sub-contracting of online design of events and related communication / promotion materials in accordance with GIZ's/ AU's corporate design guidelines and

reflecting the specific content of each event (e.g. event websites, online banners for advertising)

- Communication management, including but not limited to invitation, registration, agenda and logistics with all participants, in the 4 AU working languages – English Arabic, Portuguese and French
- Provision of a technical instruction session (approx. 30 minutes) to participants prior to each online event to provide a short introduction and allow for testing; preparation of written guidelines for the respective platform with event details (e.g. login number, access code)
- Documentation of contents and results for all sessions and side-events as well as break-out sessions/rooms at each event
- Recording of online and/or hybrid sessions and provision of recorded video footage for participants as well as provision of recorded sessions
- Procurement of virtual interpretation services and hiring of equipment based on provided specifications/ needs
- Online and/or hybrid management of the event process including:
 - o public / restricted announcement / personal invitations / call for papers
 - o online registration of participants and communication with participants
 - o storage and handling of participant data in compliance with data protection laws and requirements, guaranteeing confidentiality in all respects (list of participants, documents shared, recording of events etc.)
 - o preparation and communication of the event programme in close cooperation with the hosting GIZ Implementing Partner
 - o administration of moderators', lecturers' and participants' right of access
- Provision of technical support through IT and regular support staff to each session and side-event at all events.
- Based on the partners' needs and part of the support to virtual or hybrid events, the contractor may be required to procure and install hardware and software to facilitate virtual participation to the events.

2.3 GIZ rules and regulations related to event management services

The procurement of services needs to follow certain processes in order to comply with GIZ rules and regulations. That means that the contractor must ensure that the relevant contracting rules provided for by law (e.g. GWB, VgV, UVgO) and those specified by the commissioning party (BMZ) are applied when procuring services, materials and equipment.

The following principles must also be considered:

- value for money and appropriateness,
- competition,
- equal treatment of tenderers,
- transparency, and
- social and environmental compatibility.

The contractor therefore must undertake a proper tender procedure according to the relevant procurement rules for the procurement of services and choose the offer providing the requested service at the most economic offer.

Ensuring compliance with procurement regulations

The contractor is responsible to ensure a proper documentation of each procurement procedure. In this regard the contractor must recruit a competent and experienced procurement specialist (see section 4) to conduct and supervise all awarding procedures (venue, catering, sub-contractors etc.).

The Contractor may only award contracts below the EU-threshold (currently up to 216,000.00) and to competent and capable suppliers, whose reliability is beyond doubt, on competitive terms and conditions.

If the contractor intends to undertake a procurement procedure above the EU threshold (e.g. in the case of a long-term contract or framework contract), a release of the procurement procedure by the Purchasing and Contracts Department of GIZ Headquarters via the GIZ project is indispensable.

In this case, the client prepares the complete award documents and submits them to the GIZ project for review and approval at GIZ headquarters.

The Contractor shall pay attention to transparency, equal treatment, suitability of bidders and sustainability in procurement. As far as possible, award procedures must comply with German procurement regulations (e.g. GWB, UVgO) and be documented accordingly.

The Contractor shall ensure adequate documentation of all procurements. The following minimum requirements (without claim to completeness) must be observed:

- The documentation of the requisition;
- the justification for the applied award procedure;
- the documentation of the solicitation of bids including award documents with comprehensible award criteria;
- the offers;
- a documented evaluation and justification for the award;
- the contract / purchase order;
- a confirmation of performance or notification of receipt of goods with information on the date of performance or the documentation of the performance of services
- the invoice/transport documents, if applicable; any correspondence that may have arisen in connection with this process

Furthermore, procurement of hotel accommodation must be within a given price range. If not agreed otherwise, the lump-sum subsistence and overnight accommodation

allowances must be approved by GIZ. Any deviation from the given maximum allowances must be discussed with GIZ beforehand and requires prior written approval by GIZ.

In the following, the minimum requirements for the procedure for each event management service requested by GIZ are described:

1. After the contract award, GIZ will organize an initial briefing with the contractor
2. Review and approval of the draft service order checklist by GIZ
3. When needed, GIZ sends the request for service to the contractor by email, using the service order checklist created by the contractor indicating among other things the service request number
4. Contractor confirms the receipt of the request and provides executive contact person within 1 working days
5. Frequent update meetings
6. Delivery of requested service (Conduction of the face-to-face / online / hybrid event)
7. Reporting to GIZ (using reporting template) after the implementation of the service.

Invoicing:

The contract is to be settled via a delegated collective invoice procedure or any other procedure as per GIZ rules. Further explanation will be given during the kick-off meeting with the contractor.

Prior to each quarterly instalment, the GIZ through the Service Unit Procurement of the GIZ AU will process an audit of the award procedures of the contractor against the application of the above-described minimum requirements regarding the award procedure and documentation. GIZ has the right to request the complete documentation of the procurements at any time. The contractor must make all documents available to GIZ within seven working days of receipt of the request.

Furthermore, the following guidelines need to be followed by the contractor:

- a. Check of the sanctions list: The contractor must check the sanctions list for each subcontractor prior to the contract awarding. The proof of the sanctions list check must be provided to GIZ upon request.
- b. Data protection: The execution of the Agreement involves the processing of personal data by the contractor for GIZ. Such data processing shall always be carried out only on behalf of and in accordance with the instructions of GIZ. Therefore, GIZ and the contractor shall conclude a contract on commissioned processing (AuV) pursuant to Article 28 DSGVO. It is attached to these tender documents as an annex. (see Annex 4)

The bidder must set out the technical and organizational measures (TOM) it takes to ensure a high level of data protection and data security in an annex to its bid. This also applies if the bidder has already been audited by the contractor in the past. Details on the relevant TOM can be found at the end of the AuV (see section "Note on technical-organizational measures (TOM)"). The TOM of the bidder/contractor must reflect the state of the art, the nature, scope,

context and purposes of the processing of personal data, and the risk to the rights and freedoms of data subjects. After positive review, the contract shall be concluded with the Annex AuV.

The contractor must also specify in its offer all relevant certifications it holds (e.g., according to ISO 27001).

In addition to the obligations of the contractor as a processor, this includes logging the processing of personal data carried out for GIZ in a directory of processing activities in accordance with Article 30 (1) of the GDPR, preparing a notification for the GIZ's directory; if the contractor lacks the information required for this, it shall request this from GIZ.

- c. Project management specifications: The project management specifications below need to be followed at all times by the contractor.
- The contractor is responsible for selecting, preparing, training and steering its staff performing the event management services.
 - The contractor provides equipment and supplies/non-durable items and assumes the associated operating and administrative costs.
 - The contractor will manage expenditures and costs, accounting processes and invoicing in accordance with GIZ's requirements.

The contractor will report regularly to the client in English through the reporting template for feedback and monitoring of each event implemented (with regard to financial and logistical aspects of the event organized, see section 3).

2.4 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

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. 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 English:

- Quarterly reports including:
Number of events with detailed info about each event like how many participants, days of the event, its format

- The contractor shall hold quarterly meetings with GIZ and any delegated officer to address any issues or problems which may arise. Based on GIZ's feedback, the format or content of the report must be adjusted for subsequent reports.
-

Requirements for company-wide learning, knowledge and innovation:

Not Applicable

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.

2.5 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.

2.6 Other requirements

The contractor is expected to be in continuous contact with GIZ Event unit about security issues in countries and assignment regions that are highly fragile and involve security risks. It is imperative to call in the local Risk Management Office (RMO), and the agreed requirements in coordination with the GIZ AU Event Unit.

3. Technical-methodological concept

In the conceptual design of the tender (technical-methodological approach, project management, if necessary other requirements), the tenderer is required to take specific objectives and requirements into consideration and describe them, as explained below.

In the tender, the tenderer is required to show how the specified targets and results are to be achieved for the work packages 1 to 2 in the tender (see section 2). For this purpose, the tenderer must describe the design of the project management system in the narrower sense (section 2.2).

The strategy is the core element of the technical-methodological concept.

The tenderer is required to interpret the targets outlined in the ToR that it is responsible for and undertake a critical appraisal of the tasks and work packages described in section 2 under “tasks to be performed by the contractor” (please refer to section 1.1.1 of the assessment grid).

Subsequently, the tenderer must describe and justify the strategy it intends to use to achieve the milestones, targets and results that it is responsible for (see section 2 “tasks to be performed by the contractor”) by means of the work packages described in section 2 (section 1.1.2 of the assessment grid).

The bidder shall draft the documents listed below and include them in their offer:

1. Process proposal for event management including planning, management and wrap-up phase for work package 1 and 2
2. Service order checklist for event management for work package 1 and 2
 - o The checklist shall contain all points necessary for the successful implementation of face-to-face and online events, at least including all bookings and procurement of services as described in section 2 as well as further necessary organisational steps as suggested by the contractor and approved by GIZ,
3. Reporting template for feedback and monitoring of each event implemented (with regard to financial and logistical aspects of the event organized).

The restrictions on the number of pages given in section 6 of these ToRs must be followed.

The tenderer must avoid repeating information from the description of the implementation approach (see section 2.2 “contractor’s project management activities”).

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 to interpret the targets outlined in the ToR and undertake a critical appraisal of the tasks and work packages described in section 2 under “tasks to be performed by the contractor” (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), for example by:

1. Process proposal for event management including planning, management and wrap-up phase for work package 1 and 2
2. Service order checklist for event management for work package 1 and 2

- o The checklist shall contain all points necessary for the successful implementation of face-to-face and online events, at least including all bookings and procurement of services as described in section 2 as well as further necessary organisational steps as suggested by the contractor and approved by GIZ,
- 3. Reporting template for feedback and monitoring of each event implemented (with regard to financial and logistical aspects of the event organized).

The restrictions on the number of pages given in section 6 of these ToRs must be followed.

The tenderer must avoid repeating information from the description of the implementation approach (see section 2.2 “contractor’s project management activities”).

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 is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- 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 objectives and results (see section 2) for which it is responsible.

The tenderer must describe and justify the strategic approach it intends to use to achieve the milestones, targets and results that it is responsible for (see section 2 “tasks to be performed by the contractor”) by means of the work packages described in section 2 (section 1.1.2 of the assessment grid).

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)

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2, especially section 2.3).

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.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the consultancy tasks.
- The contractor provides equipment and supplies/non-durable items and assumes the associated operating and administrative costs.
- The contractor manages expenditures and costs, accounting processes and invoicing in accordance with GIZ's requirements.
- The contractor reports regularly to the client in accordance with the General Terms and Conditions of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order.

3.4.2 Coordination with GIZ or the commissioning project (section 1.4.2 of the assessment grid)

– Not applicable –

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

Not applicable –

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.

In doing so, the tenderer is required to describe how the information that is relevant for monitoring is collected and in what form and at what intervals monitoring data are updated.

3.5 Further requirements

(section 1.5 of the assessment grid)

For online events the contractor shall provide a track record in facilitating professional online events in a (high-level) political environment in Africa and worldwide and shall have the appropriate technical equipment (software and hardware including licenses) as well as very powerful access to the internet in place.

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 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.

Tasks of expert 1: (team leader)

- Overall responsibility for the advisory packages of the contractor (i.e. all work packages listed below and all other tasks listed; see section 2.2)
 - Event management services for face-to-face events
 - Event management services for online events
 - Event management services for hybrid events
- Effectively overseeing the timely and efficient planning, organization, management and coordination of all events planned
- Hiring, managing and overseeing all staff included in the contract within the available budget (this includes all staff involved ranging from the finance manager, the expert pool, and the networks of event management experts in the different locations)

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- 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
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Overseeing and coordinating the regular financial reporting to GIZ in accordance with agreed upon intervals

Qualifications of expert 1: (team leader)

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in event management or project management or public relations or marketing or communications or Hospitality or business administration
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	7 years of professional experience in the sector Project Management
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in event management sector - 5 years of professional experience in planning, arranging and overseeing face-to-face/physical events (at least 150 participants), including in political or high-level settings (6 out of 10 points) - 3 years of professional experience in planning, arranging and overseeing virtual events (at least 150 participants), including in political or high-level settings (4 out of 10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	3 years of professional experience in managing events in different continents
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	3 years of professional experience in Africa
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	Not Applicable

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Other (section 2.1.9 of the assessment grid):	5 years of experience in financial management of larger projects or the financial management of larger event contracts not less than 3 million EUR.
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Expert 2: Finance Manager (section 2.2 of the assessment grid)

Tasks of expert 2

- Coordination and monitoring of the financial aspects of all service packages of the contractor (i.e. all services listed below and other tasks listed; see section 2)
 - Event management services for face-to-face events
 - Event management services for online events
 - Event management services for hybrid events
- Coordinating financial cost and expenditure planning for the overall contract budget as well as for all individual events
- Ensuring the appropriate use of funds and cost-sensitive financial planning in consultation with the team leader and relevant GIZ project staff
- Ensuring financial legal requirements are met
- Ensuring all expenditures for individual events are efficiently monitored and documented
- Generating regular financial reports, financial statements, and expenditure forecasts for GIZ in accordance with agreed upon intervals and formats to ensure expenditures are within budget and in line with the reporting template.
- Technical supervision of other financial and administrative staff (if any)

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in finance or accounting or business administration
Language (section 2.2.2 of the assessment grid):	Knowledge of English, B2 level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	5 years of professional \work experience as a finance manager (6 out of 10 points) 5 years of professional work experience in the usage of Excel and other finance/budget planning and monitoring tools in terms of financial monitoring of budgets and costs/expenses (4 out of 10 points)
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience in finance management in the context of event management (4 out of 10 points) 5 years of experience in managing finances as part of larger contracts (6 out of 10 points)
Leadership/management experience (section 2.2.5 of the assessment grid):	Not Applicable

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International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	2 years of professional experience in managing financial reports for events internationally
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	2 years of professional experience in Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	Not Applicable
Other (section 2.2.9 of the assessment grid):	Not Applicable

Expert 3: Procurement Specialist (section 2.3 of the assessment grid)

. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 3

- Coordination, supervision and monitoring of all awarding processes in the framework of the event management assignment
- Handling local, regional and/or international tendering procedures for procurement of service and goods according to public procurement regulations
- Advisory and support to the team leader and the project team of the contractor in all procurement related topics
- Ensuring the adequate application of procurement regulations
- Conducting the process for awarding contracts in accordance with relevant legal, contractual requirements and monitoring the processing and fulfilment of those contracts
- Undertaking market survey prior to a specific event and ensuring that a proper tender procedure is conducting on time
- In this regard, elaborating strategies how to balance short-notice requests and procurement regulation (e.g. by organizing tender in the purpose of concluding long-term contracts or framework agreements for specific type of services)
- Coordinating audits from GIZ, staying available for clarification questions and ensuring the implementation of audit remarks as well as recommendations.

Qualifications of expert 3.

Education/training (section 2.3.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in University degree (master's) in Public Administration, Supply-Chain-Management or similar equivalent Education/training in Public Procurement
Language (section 2.3.2 of the assessment grid):	Knowledge of English (5 out of 10 points) and French (5 out of 10 points) (Both Level B2 according to the Common European Framework of Reference for Languages).

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General professional experience (section 2.3.3 of the assessment grid):	5 years of professional work experience as a Procurement Specialist
Specific professional experience (section 2.3.4 of the assessment grid):	5 years of professional experience as Procurement specialist in the public sector (5 out of 10 points) 3 years of experience in working in the context of application of German or European Procurement regulations (5 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):	2 years of professional experience in handling Procurement procedures in a project worldwide with a focus on Africa
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	2 years of professional experience in Africa
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Not Applicable
Other (section 2.3.9 of the assessment grid):	Not Applicable

Expert 4: Pool 1 ‘Local Event Organizers with Minimum 4 up to maximum 6 experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned. The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Delivery of all services listed under work package 1: event management services for face-to-face events and under work package 2: event management services for online events
- Preparation of face-to-face/physical events
- Coordination of transport for participants

- Support to the implementation of face-to-face events (either on ground or through network of experts in different African locations)
- Preparation of online/virtual events including provision of digital platforms
- Report at the end of each event

Qualifications of the expert pool

Education/training:	All experts with a university degree (bachelor's) or vocational training (minimum 12 months) in event management or hospitality or a related field .
Language:	All experts with knowledge of English (Level C1 according to the Common European Framework of Reference for Languages) (6 out of 10 points), 2 experts with knowledge of French (Level B1 according to the Common European Framework of Reference for Languages) (4 out of 10 points)
General professional experience:	All experts with 3 years of professional experience in the preparation, implementation, and management of face-to-face/physical and online/virtual events (150 people or more)
Specific professional experience:	All experts with 3 years of professional experience in coordinating hotel selection processes and hotel bookings/reservations for events and event participants (2 out of 10 points); All experts with 3 years of professional experience in the on-the-ground support to event-related aspects such as organising local transportation, coordinating reimbursements, coordinating COVID-tests, etc. (3 out of 10 points), 2 experts with 2 years experience in handling different digital platforms and tools for events (4 out of 10 points). All experts with proven qualification in IT, digital innovation or similar fields, as well as 2 years experience navigating common interactive tools and common platforms for online events (1 out of 10 points).
Leadership/management experience:	Not Applicable
International professional experience outside the country/region of assignment:	2 experts with 3 years of work experience in event management internationally
Professional experience in the country/ region of assignment:	2 experts with 3 years of work experience in event management in Africa or in cooperation with African partners or organizations
Experience in the field of development cooperation:	Not Applicable
Other:	2 experts with 2 years experience managing events with high amount of attendees (6000 participants)

UN DESA regions are defined as East Africa, Central Africa, North Africa, Southern Africa, West Africa, South America, the Caribbean, Central America, North America, Central Asia, East Asia, South Asia, Southeast Asia, West Asia/Middle East, Eastern Europe, Northern Europe, Southern Europe, Western Europe, Australia, Melanesia, Micronesia and Polynesia; refer to [UNSD methodology](#) for country assignment.

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.

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

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,	Number of international flights	Number of national flights
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				section 3.6.2)		
Expert 1: Team Leader	680	20	700	No	5	0
Expert 2: Finance Manager	480	20	500	No	5	0
Expert 3: Procurement Officer	430	20	450	No	5	0
Expert 4: Expert Pool 1	1600	400	2000	Yes	20	20
Backstopping	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

*Expert days in the country of assignment means the availability of the expert for the project at the assignment location(s).

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

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

Travel expenses item	budget
Travel Expenses Budget: international flights; regional/national flights; Transport costs (rail travel, car travel, public transport); Per-diem allowances; Accommodation allowances; Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	50,000 EUR
CO ₂ offsets for flights	15,000 EUR An unalterable budget for CO ₂ offsets for settlement against evidence is specified.

As the number and duration of the business trips is not yet clear, the above-mentioned unalterable travel expense budget for all trips in Germany and abroad for all experts is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights and other transport costs
- Ancillary travel expenses (visa, etc.)

The costs are reimbursed as a lump sum (per-diem allowances 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 the reimbursement of travel expenses (see <https://www.bundesfinanzministerium.de>), or on presentation of evidence (airfares and other main transport costs).

Notes on the settlement of accommodation allowances outside Germany:

- Accommodation allowances up to 75% of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed in the **amount evidenced**.
- Accommodation allowances outside Germany that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification**.

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

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 –

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Events (Workshops, education and training)

Events budget: EUR 15,000,000

As the number, type and duration of the events (workshops, conferences, trainings, etc.) will vary, the above-mentioned fixed, unalterable budget for all events is specified below.

The budget contains the following expenses:

Work package 1: Face-to-face events

- Hotel accommodation for the participants
- Local transport for the participants
- Visa costs for participants
- Event venues
- Catering
- Event materials (printing)
- Moderation services
- Translation/interpreting services
- Technical systems
- Justified No-show fees
- Conference registration fee
- Other sub-contracts related to the specific needs of the events
- Other costs are the possible such as costs for specific vaccination requirements of each country, if needed.

Work package 2: Online and/or hybrid events

- Hotel accommodation for participants
- Visa costs for participants
- Local transport for participants
- Event venue
- Moderation services
- Catering on site
- Conference registration fee
- Technical systems
- Translation/interpreting services
- Other costs relating to the workshops such as Training or side event.

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

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 200,000

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 15 pages (not including the cover page, list of abbreviations, table of contents, brief

introduction and CV for the backstopper). 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 four pages in length. The CVs can 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 options if it wishes to expand the tendered services. This is described in detail below.

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 items shown in section 5 (Costing requirements) of these Terms of Reference can be increased by up to 100% of the original contract value and extended by up to 36 months. The options can be exercised in up to two parts.

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 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:

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 items shown in section 5 (Costing requirements) of these Terms of Reference can be increased by up to 100% of the original contract value and extended by up to 36 months. the options can be exercised in up to two parts.

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.

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

8. Annexes

- GIZ Travel regulations
- GIZ Guide – Sustainable Event Management
- GIZ African Union Annual Report 2025