

Terms of reference (ToR) for the procurement of services / framework agreement above the EU threshold

CONFIDENTIAL

Project title:	Processing number:
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PtX & Battery Value Chains in South Africa – Expert Pool (H2.SA II /G-018088-001 BVC)

Contract number:

Country:

10020615

South Africa

Works/services put out to tender:

Framework agreement for expertise on green hydrogen and battery value chains in South Africa

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0. List of abbreviations

AVB General Terms and Conditions of Contract for the Provision of Services and Works

BMZ Federal Ministry for Economic Cooperation and Development

BVC Battery value chains

CDTK Green hydrogen community development toolkit

CO₂ Carbon dioxide

CRM Critical raw materials

EIA Environmental impact assessment

ESG Environment, sustainability & governance

EU European Union

FPIC Free, prior, and informed consent

GDPR General Data Protection Regulation

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

H₂ Hydrogen

H2.SA II / BVC Promoting green hydrogen and battery production in South Africa

OEM Original equipment manufacturers

PtX Power-to-X

RED II Renewable Energy Directive II

SEA Strategic environmental assessment

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1. Context and general information

1.1. Information on GIZ's Power-to-X and Battery Value Chains (BVC) work

In recent years, green hydrogen as an energy source has played an increasingly important role in the question of how countries around the world can achieve climate neutrality. Green hydrogen and Power-to-X (PtX) derivatives are seen as a key element of the energy transition, especially in the industrial and transport sectors, where complete electrification is not possible. South Africa could play a meaningful role in the PtX sector due to its competitive renewable energy potential, existing infrastructure, available land, and industrial base as a potential domestic offtake market in addition to export destinations.

In order to support South Africa in the promotion of a green hydrogen economy, the project H2.SA was funded by the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2021 until 2025. It worked to create an enabling environment and to help private projects move closer to bankability. Renewed for a second phase with co-funding by the European Union (EU), the project (H2.SA II / BVC) will run until 2030 and added battery value chains as an additional focus topic to the existing four workstreams:

- Strategy, policy and regulatory frameworks: Support to the South African government in strategy development and setting up the right regulatory framework
- Private sector cooperation and finance: Assist private sector stakeholders in improving the bankability of their projects
- Capacity strengthening, research and development: Building capacities for a green hydrogen economy and supporting South Africa's research and development
- Sustainability and just transition: Developing knowledge and piloting of solutions around potential impacts of a sustainable hydrogen economy
- Battery value chains: Building a sustainable South African supply chain for battery products and components.

The project's increasingly diverse stakeholder and partner base frequently approaches GIZ with requests for support covering a wide range of topics along the hydrogen and battery value chain. Instead of launching various smaller tenders, these expected requests are summarised in this call for proposals. In order to be able to meet the consulting needs quickly and efficiently, a framework agreement is to be concluded with a contractor for the provision of expertise in the field of green hydrogen/PtX and battery value chains. The agreement provides for the formation of expert pools on defined thematic focus areas, for which individual service requests can flexibly be submitted when partners and stakeholders are in need of support.

1.2. Notes on tender

The purpose of this tender is to conclude a framework agreement for the provision of technical support and consulting services by qualified experts during the term of the agreement. The aim is to commission one contractor (or a consortium) under the framework agreement. The assignments for the provision of services are called off under this framework agreement.

Tender process

The process is conducted as a negotiated award with competitive tender.

In the course of the **call for competitive tender**, the eligibility of tenderers is firstly determined on the basis of the requests to participate submitted. For details see the documents '05_Self-

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declaration' and '06_Eligibility assessment grid' for the respective lot. A selection of eligible tenderers (qualified group of tenderers) is made on this basis.

In the second stage of the procedure (**tender phase**), these tenderers are invited to submit a technical and financial tender.¹

In the event of ambiguities and/or doubts in the tenders, the tenderers may be invited to attend a (**virtual**) **clarification meeting** or asked for written clarification.

If the contradictions/ambiguities/doubts are not resolved by the clarification, the tenderer is awarded 0 points for the criterion concerned.

Tenderers who fail to obtain the minimum requirement of 500 technical points for sufficient qualification under sections 1.1 to 2.10.8 of the assessment grid are not invited to a clarification meeting and are excluded from the further award procedure.

The expected timing for the clarification meetings is announced in the letter of invitation to tender. Deviations are possible with appropriate notification. Invitations with proposed dates are sent to tenderers via the eProcurement platform. Tenderers must then confirm or reject attendance within no more than 10 working days to avoid putting GIZ's schedule at risk. GIZ does not reimburse tenderers for costs incurred for the clarification meetings.

2. Specifications for the contractor (or consortium)

2.1. Term and scope of agreement

The expected term of the framework agreement is specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

GIZ calculates the total amount to be an **estimated amount** of 3,137 expert days for 42 months (initial period of 24 months + potential extension of 18 months). The **maximum amount** is 3,762 expert days for 42 months (initial period of 24 months + potential extension of 18 months). It is expected that these estimated and maximum amounts will be distributed as follows:

	Amounts during the term of the agreement (24 months)	Amounts under the extension(s) of the term of the agreement (18 months)
Team Leader	Estimated amount: 60 Maximum amount: 72	Estimated amount: 45 Maximum amount: 54
Pool 1: Senior International Expertise	Estimated amount: 225 Maximum amount: 270	Estimated amount: 155 Maximum amount: 186
Pool 2: Senior Local Expertise	Estimated amount: 603 Maximum amount: 723	Estimated amount: 330 Maximum amount: 396

¹ The awarding authority is not permitted to subsequently request documents related to the evaluation (technical and financial tenders); all required documents must be submitted at the same time.

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Pool 3: International Expertise	Estimated amount: 288 Maximum amount: 345	Estimated amount: 182 Maximum amount: 218
Pool 4: Local Expertise	Estimated amount: 603 Maximum amount: 723	Estimated amount: 358 Maximum amount: 430
Pool 5: Team Leads	Estimated amount: 117 Maximum amount: 140	Estimated amount: 60 Maximum amount: 72
Pool 6: Junior Expertise	Estimated amount: 81 Maximum amount: 97	Estimated amount: 30 Maximum amount: 36

This is merely an *estimate*; actual call-off amounts may vary annually. There is no entitlement to an actual call-off in the stated order of magnitude, nor do the estimated and/or maximum amounts constitute minimum purchase amounts.

2.2. Services to be provided and requirements to be met by the contractor or the consortium

The aim of the framework agreement and the task of the contractor is to provide technical expertise on various thematic focus areas in the field of green hydrogen and its derivatives, as well as battery value chains. To this end, expert teams are to be put together and coordinated based on individual requests. All advisory services and written deliverables (i.e. policy briefs, studies, etc.) will be in English.

This contract not only covers a wide range of topics but also comprises a total of six expert pools in addition to one expert who manages the contract. The structure is visualized below to make it easier for potential bidders to understand how the different expert pools relate to one another and to the different thematic focus areas described below.



Figure 1: Tender structure overview

Thematic Focus Areas

The five thematic focus areas are described below. Service requests by GIZ may span across multiple focus areas and/or expert pools, combining topics and expertise levels from different pools.

As PtX and battery value chains are dynamic sectors, the need for support may also evolve to include additional thematic focus areas or topics within the focus areas. Therefore, the topics

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within the focus areas described below shall be understood as indications but not as an exhaustive list. GIZ thus reserves the right to

- supplement the services contained in this framework agreement,
- include additional thematic focus areas or topics/tasks within the focus areas
- expand the number and qualifications of the experts deployed and the tasks to be carried out.

GIZ already began working on a number of activities that partially or fully fall within the thematic focus areas listed above. These areas of work – and any procurement or service request related to them – are exempted from this framework contract. GIZ may opt to use the framework contract for these areas of work but is not obliged to do so. An exhaustive list of these activities is provided below under the heading “f. Exemptions”.

a. Engineering & Strategy

The purpose of this thematic focus area is to examine technical, engineering topics related to PtX. Additionally, public institutions at different levels are working on developing and/or implementing strategies focused on PtX. Assistance for this process oftentimes requires a high degree of technical expertise, which is why the two topics are grouped in one focus area.

Below is an indicative list of tasks that predominantly fall in this thematic focus area:

- Preparation of a grid integration study to better understand the grid requirements, implications and bottlenecks PtX project face and/or pose
- Assessment of South Africa’s competitiveness along the electrolyser and fuel cell value chain; incl. identification of localisation potentials and incentive recommendations
- Support the development and or implementation of decarbonization strategies for various industries (e.g. mining, steel, iron)
- Providing technical assistance to provinces in developing, updating green hydrogen strategies, and/or implementation plans aligned with strategies
- Develop monitoring and evaluation tools to track progress, lessons learned, and alignment with provincial and/or regional strategies
- Support the development and application of a technical project assessment methodology for PtX projects in close cooperation with development finance institutions and other investors
- Assist in project assessments by reviewing/interrogating project proposals and financial models from a technical perspective
- Techno-economic analysis and evaluation of existing infrastructures (e.g. ports, gas pipelines, grid, etc.), required additional infrastructure and options to develop said additional infrastructure

b. Economics & Finance

While there are hundreds of PtX projects under development globally – and dozens in South Africa – very few have reached bankability. Difficulty identifying strategic equity partners, finding suitable offtakers, and lack of a banking track record are only some of the contributing factors. This thematic focus area shall work on the nexus of economics and finance from a

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macroeconomic level down to the individual level of examining financial models of individual projects.

Below is an indicative list of tasks that predominantly fall in this thematic focus area:

- Preparation of market analyses and forecasts on supply and demand potential in selected markets and clarification of trade issues.
- Carrying out cost analyses of the various PtX technologies and their investment requirements, taking into account the relevant cost components, including
 - Access to electricity
 - Access to water and desalination plants
 - Electrolysis and PtX power plants
 - Infrastructure: roads, harbours, pipelines, gas/low-temperature liquid terminals, etc.
- Cost-benefit analysis based on defined criteria (e.g. economic, ecological, sustainable, safety criteria, etc.) for options with details of their advantages and disadvantages, identification of the most viable options for South Africa
- Assist in project assessments by reviewing/interrogating project proposals and financial models from a technical perspective
- Economic modelling of PtX sector development scenarios, incl. benchmarking to economic policy and their implementation
- Preparation of likely key players in different offtake markets, incl. assessment of offtake products and volumes in the short-, mid- and long-term
- Development of investment promotion strategies and documents for project enablers (e.g. special economic zones or industrial development zones), provinces or the national level
- Support the preparation of investment and trade missions and roadshows

c. Environmental & People

Due to the linkages of green hydrogen, PtX as well as battery production/electrification to climate change, decarbonisation and sustainability goals, it is vital to ensure that their net impact on the environment and affected people is positive. Ensuring this would improve public acceptance of these technologies and result in a licence to operate for project developers. In addition to this strategic and political dimension, however, community beneficiation and an equitable, just energy transition are important objectives in themselves that merit close attention and constant stakeholder engagement to ensure people affected by PtX projects are included throughout the project lifecycle.

Below is an indicative list of tasks that predominantly fall in this thematic focus area:

- Technical assistance on strategic environmental assessments (SEAs) for managing green hydrogen and PtX projects to boost knowledge and decision-making capabilities of institutions as well as development of SEA tools (e.g. SEA overview materials, case studies from SA and similar markets, SEA handbook, etc)
- Reinforce ability of public and private sector institutions, research entities, and civil society organisations to effectively apply environmental and social sustainability tools
- Water use and supply assessments in different PtX project areas affected by water scarcity

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- In the context of a just transition in the sector, examine strategies to drive an equitable distribution of the benefits stemming from the green hydrogen economy to foster inclusive national development
- Support the development of institutional mechanisms for benefit-sharing, monitoring, community participation, and linking economic benefits to long-term social outcomes
- Identify practical ways of improving participation of communities in project planning, design, and decision-making, embedding the principles of Free, Prior, and Informed Consent (FPIC), transparency, and accountability
- Sustainable land use (including avoiding the displacement of the use of relevant land for food production and forest areas)
- Closed carbon cycle (including evaluation of the use of direct air capture or sequestered CO₂ recovery from industry)

d. Regulatory Framework & Certification

In part due to stronger policy pressure/incentives abroad, most South African PtX projects target the export market where they can realise higher offtake prices. This means that South African PtX producers will not only have to adhere to South African regulations but also comply with different international standards and certification systems. The purpose of this thematic focus area is to unpack these interconnected processes and to provide support and practical guidance to government institutions and project developers alike.

Below is an indicative list of tasks that predominantly fall in this thematic focus area:

- Analysis of the EU bidding zone criteria defined under RED II, focusing on the geographic correlation requirement that hydrogen production and renewable electricity generation must occur within the same bidding zone or an interconnected one
- Assess how South Africa's current electricity market structure and grid configuration compare to the EU bidding zone
- Closely work with government institutions at different levels to identify ways of streamlining PtX regulations
- Identify potential roles and responsibilities of national institutions in administering, verifying and maintaining certification systems
- Map and assess the readiness of South Africa's key institutions involved in certification, accreditation, and standardisation
- Identify regulatory, technical, and institutional gaps, provide recommendations to harmonise standards and verification processes
- Strengthen institutional capacity, including training of verification bodies, developing digital tracking systems, and enhancing coordination between government departments, industry associations, and standardisation bodies to ensure compliance and interoperability with EU certification frameworks
- Support integration of decarbonisation targets into corporate and national climate goals
- Classification and categorisation of the requirements of the analysed certification systems and regulations.
- Presentation of a certification structure for PtX products, processes of the production and export/import value chain and the different levels at which certification could be applied.
- Effect of international certification systems on domestic use

e. Battery Value Chains

Driven by increasing rates of electrification – particularly in the automotive sector – battery value chains are a significant growth market that forms part of decarbonisation and the just energy transition. South Africa succeeded in attracting various automotive original equipment manufacturers (OEMs) as well as first and second tier suppliers, providing hundreds of thousands of jobs. However, this entire industry is focused on internal combustion engines that will face restricted importation into the European Union, South Africa's largest export market. Therefore, switching to electric vehicle production and integrating local value chains as early as possible is not just important to create additional jobs but also to protect all existing automotive jobs. South Africa further is the source of most of the important critical minerals required for the production of battery pre-cursor material, however the minerals are mostly extracted and exported without value addition. Establishing a value chain to benefit local minerals holds vast economic benefits for the country and an interesting alternative for the European Union to diversify their supply of critical materials required for the energy transition.

Below is an indicative list of tasks that predominantly fall in this thematic focus area:

- Mapping of battery value chains with a specific focus on South Africa's competitiveness to identify potential areas of localisation.
- Preparation of market analyses and forecasts on CRM supply and demand potential in selected markets.
- Analysis and international benchmarking of South Africa's policy and regulatory framework.
- Identify regulatory, technical, and institutional gaps for the creation/strengthening of battery value chains in South Africa
- Recommendation of specific incentives and policy changes to support business opportunities in battery value chains.
- Analysis of business and financial models of private companies in the battery value chain.
- Conduct preliminary feasibility studies for potentially viable business models in the battery value chain.
- Provide support to potential projects to increase bankability and ensure financial success.
- Investigate the adoption of the EU battery passport for South Africa.
- Identify potential roles and responsibilities of national institutions in administering, verifying and maintaining certification systems
- Map and assess the readiness of South Africa's key institutions involved in certification, accreditation, and standardisation
- Strengthen institutional capacity, including training of verification bodies to implement the Battery Passport system.

f. IMPORTANT: Exemptions from the framework contract

As mentioned above, certain activities are already in an advanced planning or even procurement stage for other consultancy contracts and/or grant agreements. Therefore, even though these activities partially or entirely fall within the thematic focus areas listed above, they – and any procurement or service request related to them – are explicitly exempted from using

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this framework contract. GIZ may opt to use the framework contract for these areas of work but is not obliged to do so.

Should GIZ wish to separately procure additional pieces of work that fall within the thematic focus areas of this framework contract, they may do so if the Contractor gives their written prior approval.

Two practical examples are provided below to explain the above stipulation; example 1 relates to the first paragraph, example 2 to the second:

Example 1: Exempted work area

The work area “*macroeconomic modelling of South African strategies*” is listed as an exemption below. Therefore, even though macroeconomic modelling would ordinarily fall under the thematic focus area “Economics & Finance”, GIZ does not have to use the framework contract for this work area. However, should GIZ – for whatever reason – wish to use the framework contract despite the exemption, GIZ may do so without requiring any approval.

Example 2: Non-exempted work area

“*Assessing implications of the EU battery passport on South Africa*” is covered by the thematic focus area “Battery Value Chain”. Therefore, the framework contract must be used for any work on this topic. However, should GIZ wish not to use the contract, they can request a specific exception from the appointed Contractor who shall approve or reject in writing.

Below is an exhaustive list of these exemptions:

- ESG Helpdesk: in the first project phase, GIZ developed a green hydrogen community development toolkit (CDTK), an EIA guideline, an HR and gender guides, a PtX atlas, and community beneficiation mechanisms. The CDTK has already been piloted during the first project phase and shall now form part of the so-called ESG Helpdesk that will offer direct support to project developers, municipalities, civil society, academia, and public institutions in the application of the abovementioned tools and guidelines. This work will partially be conducted internally by H2SA II team and partially tendered as a separate contract.
- Macroeconomic modelling of South African strategies: Macroeconomic modelling at national level including Gauteng Province will be exempted.
- Monitoring and evaluation Theory of Change: A separate service package outside will be planned outside of this framework contract to cater for the development of an M&E impact monitoring framework. This will be different to the item ‘develop monitoring and evaluation tools to track progress’ listed under the Engineering and strategy thematic area.
- Circular Economy: A separate service outside of this framework contract is planned to cover activities linked to circular economy specifically within the green hydrogen sector.
- Green hydrogen infrastructure masterplan: This activity will undertake a study to assess the infrastructure requirements necessary to enable South Africa’s green hydrogen economy, with a focus on three key enablers: the electricity grid, ports, and transport corridors. The study will provide evidence-based recommendations for an integrated infrastructure framework aligned with relevant strategy documents. This includes strengthening the electricity grid, transforming ports into hydrogen-ready hubs for production, storage, conversion, and export, and developing a phased roadmap for upgrading and integrating road, rail, and pipeline networks. Collectively, these interventions aim to ensure seamless connectivity, efficient transport, and optimised logistics between production hubs, industrial off-takers, and export ports

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- CRM/database tool: CiviCRM System - a contact management system for the project refers to the process of organizing and maintaining accurate and up-to-date information about stakeholders, events and individuals who participate and engage with the programme. This process involves collecting and storing stakeholder data, communicating (event invitations, reminders e.tc).
- International investment promotion for the South African battery- and CRM value chains: Together with a *CRM Investment Facility* that will deploy blended financing solutions for priority projects through a cooperation of South African and European development finance institutions, the technical assistance provided by GIZ will contribute to project preparation, facilitation of partnerships, and ecosystem development for the local battery value chain in South Africa. Together, these instruments aim to attract investment, create green jobs, and foster joint EU-South African industrial partnerships that enhance the competitiveness and resilience of both regions' clean-energy industries. The aim of promoting partnerships between South Africa and EU under this initiative is therefore: To promote South African - European industrial, research, and policy cooperation along the battery value chain, in order to enable project bankability, technology transfer, and integration of regional supply chains. This will be achieved through stakeholder engagement, capacity development, research & innovation, and demonstration of viable business models across upstream, midstream, and downstream stages of the value chain.
- Regulations, codes and standards overview tool: The activity focuses on developing a regulatory framework tool that assesses potential offtake markets, maps likely key players, and outlines the relevant regulations, codes, standards, and certification requirements for each market. It will analyse different scenarios and time frames to understand how regulatory and market conditions may evolve and will provide clear steps for assessing and ensuring compliance across markets.

2.3. Quality assurance during the term

At the beginning of the term of the framework agreement, GIZ and the contractor or the consortium attend a virtual '**kick-off meeting**', which lasts no more than 150 minutes.

In addition, the contractor or the consortium participate in an annual meeting. In addition to quality assurance, this also serves to exchange information between GIZ and the contractor, clarify open points regarding the provision of services and as an opportunity for the contractor's professional development.

No compensation is paid for these formats. The 'kick-off meeting' is for the purpose of onboarding and participation in it is a prerequisite for the first assignment.

Specifications for backstopping

The following services are part of the contractor's project management ("backstopping"), which are to be included in the fee rates of the personnel offered as ancillary personnel costs:

- Personnel responsibility of the contractor for the personnel/specialists deployed;
- Ensuring the flow of information between GIZ and the contractor's staff abroad;
- Process-orientated technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;

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- 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.

Specifications for expenditure and cost management:

- The Contractor shall carry out expenditure and cost management as well as accounting and invoicing in accordance with GIZ's requirements (for more information, see last section of Chapter 6).

Additional services by national short-term experts:

- The Contractor shall make use of a lumpsum budget line for national short-term experts to offer additional services that complement the core technical work; i.e. design and layout, copy-editing and proofreading, programming, etc.
- The purpose is to offer comprehensive services that result in publishable work rather than submitting intermediate products that will then have to be handed over to a graphic design team
- The Contractor shall outline in their bid how these experts will be looped in for individual service requests on a needs basis
- With design, layout and printing, GIZ may be able to recommend suitable service providers in South Africa

Workshops and events:

- Individual service requests may include workshops or events. The Contractor shall make use of the dedicated lumpsum budget line to cover any event-related cost (e.g. venue rental, catering, audio equipment, etc.)
- Unless explicitly specified otherwise in the service request, event/workshop organisation implies the full end-to-end process from conceptualisation to on-the-day management to post-workshop feedback and reporting
- As a default, GIZ will be in charge of invitation management. However, the Contractor is expected to assume this responsibility if asked to do so

Monitoring and reporting requirements:

- The Contractor shall report regularly to GIZ in accordance with the version of the General Terms and Conditions of Contract for the Provision of Services and Works on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH applicable to this contract.

In addition to the reports specified in the General Terms and Conditions, the Contractor shall provide GIZ with monthly update of an Excel file to track the number of expert days and budget used. GIZ developed a template for this purpose.

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2.4. Materials and technical requirements

The respective technical support and consulting services can be carried out either at the project location or remotely/from home. GIZ makes the final decision on the format of the assignment. This does not affect the specification of inputs.

The contractor or the consortium is required to have adequate IT equipment (PC or laptop, camera, microphone, stable internet connection with sufficient data volume for image transmission, software, etc.), as well as the necessary knowledge and skills in dealing with digital media and methods.

For virtual consultations, GIZ sends the contractor or the consortium a link for a Microsoft Teams meeting. It is possible to accept the meeting invitation without a Microsoft Teams account using the respective browser or app. It is the responsibility of the contractor or the consortium to ensure that Microsoft Teams can be used without restrictions.

2.5. Data protection and information security

The data protection and information security provisions set out in the most recent GIZ AVB (sections 1.7. Confidentiality and 1.11 Data Protection) apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall 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. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

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

3. Technical-methodological design

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

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

The bidder should interpret the objective of the framework agreement. A mere repetition of the objective formulated in Chapter 2 of the ToR is not desired. Rather, the proposal should critically analyse the objective and the intended added value for GIZ (section 1.1.1 of the evaluation grid).

Furthermore, the bidder should critically analyse the tasks to be performed (section 1.1.2 of the evaluation grid) by:

- critically assessing the suggested service request process in Chapter 6 to highlight potential bottlenecks and mitigation measures,
- providing a list of possible risks during implementation incl. mitigation strategies

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 the implementation of the tendered services is the core element of the technical-methodological concept. Its main focus is on the Contractor's procedure for achieving the objectives set out in chapter 2 of these ToR.

3.3.1 Strategic approach to achieving the objectives mentioned in the ToR (section 1.3.1 of the assessment grid)

The bidder is requested to comment in particular on the following questions:

- How does the bidder ensure that several individual requests can be processed at the same time? How is the prioritisation, preparation and processing of proposals for the individual requests organised internally at short notice? (2 / 10 points)
- How does the bidder ensure that proposals can be prepared by/with qualified experts for individual requests in a comparatively short time (10 days)? (2 / 10 points)
- How does the bidder ensure high quality of final work products? High quality includes the report content, proof-reading, interface with graphic design where needed, etc. (2 / 10 points)
- How does the bidder ensure access to qualified experts who must cover a wide range of knowledge and experience?
 - Describe to what extent internal experts can be mobilised to work on the thematic focus areas. (1 / 10 points)
 - Describe your strategy and proven ability to recruit suitable external experts for the thematic focus areas not covered by internal experts. (2 / 10 points)
 - Describe how external experts suggested by GIZ can be screened and recruited. (1 / 10 points)

3.3.2 Development of partnerships with the relevant actors (section 1.3.2 of the assessment grid)

- Not applicable -

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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 backstopping strategy and the monitoring procedure.

3.4.1 Operational plan
(section 1.4.1 of the assessment grid)

- Not applicable -

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

In its tender, the bidder should describe its approach to coordination with GIZ or the commissioning project. This should include both the overall coordination with the coordination team and the coordination in the implementation of individual requests for service.

In addition to any operational meetings, GIZ would like to set up a review and learning session every six months to improve internal protocols and processes, and to ensure high quality of outputs. Please elaborate how you intend to collect recommendations to improve process efficiency and how these could be implemented.

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

- Not applicable -

3.4.4 Monitoring
(section 1.4.4 of the assessment grid)

The bidder should describe in its bid how it regularly records and documents the implementation status of the tasks and target achievement as well as the risks in its area of responsibility in accordance with the specifications in Chapter 2.

GIZ will develop a budget tracker to facilitate monitoring of expert days used vs. expert days planned per budget position. The bidder shall outline their approach to providing up-to-date information on budget use and how this can be used for the strategic and operational steering of the contract.

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3.5. Further requirements (section 1.5 of the assessment grid)

Section 4 (“Human resources”) requests the tenderer to submit a number of CVs to assess the quality of offered experts. However, the pools are significantly larger than the number of requested CVs, which is why the tenderer’s ability to offer these additional experts is relevant. Furthermore, GIZ might suggest suitable experts – in terms of the respective pool’s requirements – outside the tenderer’s or the consortium’s network. This shall be assessed by evaluating the tenderer’s:

- proven ability to onboard and manage 20 consultants as part of a single project / contract (1,5 / 10 points)
- quality management/control approach regarding timeliness and quality of submissions. Quality relates to the content but also the formatting, proofreading (e.g. spelling, grammar, capitalization), revisions, and – where requested – design work (3 / 10 points)
- proven ability to collaborate with another organization in a consortium or a consortium-equivalent structure (1,5 / 10 points)
- willingness and proposed approach to screen potentially suitable experts proposed by GIZ and – provided they meet the requirements – contract and onboard them to the project (4 / 10 points).

4. Human resources

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 7.**

The qualifications listed below correspond to the requirements for achieving the maximum number of points in the professional 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: Project & Contract Manager

(section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1:

- GIZ contact for all administrative questions relating to the contract and the offers for the implementation of services;
- Coordination of the preparation of offers for individual service packages (individual requests);
- Organisation of expert teams for service packages;
- Monitoring of the respective service packages or requests, including the experts' working days and budget.

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Qualifications of the specialist 1:

Education/training (section 2.1.1 of the assessment grid):	-not applicable-
Language (section 2.1.2 of the assessment grid):	Language skills in English, level C1 of the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	8 years of professional experience in the administrative management of projects.
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in the administrative management of projects (project budget ≥ EUR 500,000) where services are requested by the client on a needs' basis
Leadership/management experience (section 2.1.5 of the assessment grid):	-not applicable-
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	-not applicable-
Professional experience in the country and/or region of assignment (section 2.1.7 of the assessment grid):	-not applicable-
Experience in the field of development co-operation (section 2.1.8 of the assessment grid):	3 years of experience in international development cooperation projects
Other (section 2.1.9 of the assessment grid):	-not applicable-

Expert pools

General information on expert pool structure and requirements

This framework contract includes six expert pools, of which four are scored and two are unscored. The four scored pools are categorised by seniority – senior experts / experts – and by international and local expertise. Below is an overview of the different thematic areas as well as the expert pools and specific work experiences.

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Figure 2: Tender structure overview

a. Engineering & Strategy	b. Economics & Finance	c. Environment & People	d. Regulatory Framework, Standards & Certification	e. Battery Value Chains (BVCs)
1. Technical assessment and analysing of PtX projects 2. Developing, assessing, and/or implementing strategies in energy transition, decarbonisation, international climate targets or PtX 3. Assessment of electrolyser and fuel cell value chains 4. Supporting provincial and national government in developing and implementing strategies in the PtX / energy sector 5. Assessment of shared infrastructure (e.g. water, transmission, ports, pipeline, etc.) required for PtX projects*	1. Evaluation of financial models and business cases of utility-scale PtX projects (e.g. due diligence) 2. Financial modelling and blended finance instruments 3. Forecasting and assessment of global PtX demand from viable offtake markets for South African PtX products 4. Preparation of macroeconomic analyses (markets, cost, price) in the PtX / energy sector 5. Investment promotion at a provincial or SEZ/IDZ level in the PtX / energy sector	1. Strategic environmental assessments 2. International ESG and community beneficiation best practices, requirements, and investor expectations 3. Supporting just energy transitions around the world (e.g. effective communication, equitable benefit distribution, broad inclusion) 4. Community inclusion and sustainability assessments of large infrastructure, mining or PtX projects 5. Institutional capacity building in the area of PtX or large-scale renewable energy project	1. Analysing regulatory frameworks and policy conditions pertaining to the EU (e.g. RED III) and other likely PtX offtake markets 2. PtX certification mechanisms and carbon credits 3. Supporting public and private sector integrate decarbonisation targets in their commitments 4. Institutional capacity development of regulators, verification and standard-setting bodies in the areas of regulations, codes and standards of the energy sector/PtX 5. Coordination and streamlining of regulatory and permitting process in the PtX / energy sector	1. Analysing and mapping global BVCs, incl. competitiveness drivers and hurdles 2. Analysing or conducting feasibility studies for BVC projects 3. Sourcing strategies by global automotive companies for batteries for electric mobility 4. Analysing and developing policies to incentivise/grow new industrial sectors in South Africa 5. Private sector companies in the BVC 6. Techno-economic and financial assessment of business cases in the BVC 7. Experience with international regulations, codes and standards (RCS), specifically the EU Battery Passport and the development and implementation of relevant South African RCS.

Figure 3: List of specific work experiences

The Contractor does not have to provide any CVs for unscored expert pools (pools 5 and 6). The four scored expert pools – pools 1 to 4 – are evaluated based on five CVs that shall be provided per pool (a total of 20 CVs). Instead of specifying which expert pool shall cover which specific work experience, all relevant specific work experiences are listed above in figure 3. The following rules shall be observed when offering experts for pools 1 to 4:

- Each expert/CV can only be offered once in across all scored pools (pools 1 to 4).
- It must clearly be stated for which pool a given expert is offered (e.g. “Expert Pool 2: Senior Local Expertise”).
- Should an expert/CV be offered twice, he/she will only be scored the first time and will receive a score of zero for the second suggested position.
- Each expert/CV can only cover one specific work experience (e.g. a.1. or c.3. or e.6.).
- It must be clearly stated in the CV as well as in an overview table (see Annex 1) which specific work experience a given expert fulfils (e.g. “b.2: Financial modelling and blended finance instruments”). If no specific work experience is stated, the expert will receive a score of zero.

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- Each specific work experience may only be chosen once; e.g. if “b.2: Financial modelling and blended finance instruments” is already covered by an expert in pool 1, no other expert can be offered for the same specific work experience.
- Should a specific work experience be assigned to two experts, only the first expert will be scored. The second expert will receive a score of zero.
 - o If all CVs are provided in a single file, only the first included CV with the duplicate specific work experience will be scored.
 - o If CVs are provided in separate files, the alphabetical order based on experts' surnames applies.
- **Example of clear assignment of an expert to a pool and specific work experience:**
Peter Smith – Expert Pool 3: International Expertise – e.5: Private sector companies in the BVC.

Important scoring information:

To score full marks in the criterion “Specific professional experience”, any expert included in a “Senior Expertise” pool (Pools 1 & 2) must have five years or more of relevant work experience in the chosen specific work experience area (e.g. seven years of work experience in “financial modelling and blended finance instruments”, see b.2. above). To score full marks in the criterion “Specific professional experience”, any expert included in a regular “Expertise” pool (Pools 3 & 4) must have three years or more of relevant work experience in the specific work experience area. Less work experience will result in a linear reduction of marks at twice the rate (e.g. a “Senior Expertise” pool expert only has four instead of five years of relevant work experience; the 20% reduction in work experience will result in a 40% reduction of marks [6/10 will be awarded and for one year relevant work experience 0 points will be awarded]).

Each scored expert pool (Pools 1 – 4) is scored based on five provided CVs. Should a bidder include more than five CVs for a given pool, it must be indicated which five CVs shall be assessed. If no explanation is given, the first five CVs for a given pool will be assessed. As mentioned above, the order is determined alphabetically based on experts' surnames in case CVs are provided in separate files, and in order of being listed in case CVs are provided in a single file.

The scores for each of the nine criteria of each pool (e.g. “education/training”, “language”, “specific work experience”, etc.) are averaged across the five offered experts. Should a bidder include fewer than five CVs for a given pool, a score of zero will be assigned to each missing expert and factored into the average score calculation.

Each of the four expert pools includes the criterion “Other” (e.g. 2.2.9 for expert pool 1) that rewards representation of all thematic areas within a pool. If all five thematic areas are covered in an expert pool, full marks (10/10) will be awarded for the “Other” criteria of that pool. If four thematic areas are covered, a score of 7 out of 10 marks will be awarded. If three thematic areas are covered, a score of 3 out of 10 marks will be awarded. Covering fewer than three thematic areas will result in a score of zero in the “Other” criterion.

Expert Pool 1: International senior expertise with 5 – 12 experts

(section 2.2 of the assessment grid)

CVs of five experts shall be attached to the tender for Expert Pool 1. Please clearly indicate which specific work experience from figure 3 is covered by each expert.

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The pool may be expanded over time on a needs basis. Additional experts must have comparable qualifications as listed below. Where work assignments require alternate specific work experience, GIZ and the tenderer can jointly define new “specific professional experiences” that roughly correspond to the seniority level but are better suited to the planned work of the additional expert(s). This is to ensure that the below requirements do not constrain GIZ in expanding the service pool as new work areas are included in the framework contract. In all cases, GIZ must approve the inclusion of additional experts in writing.

Tasks of expert pool 1

The experts will provide advisory/consulting services, conduct studies, assessments, and feasibility studies on the thematic focus areas listed in Chapter 2.2. They may also have to present findings at suitable events and conferences.

Qualifications of expert pool 1

Education/training (section 2.2.1 of the assessment grid):	-not applicable-
Language (section 2.2.2 of the evaluation grid):	- not applicable -
General professional experience (section 2.2.3 of the evaluation grid):	All experts with 10 years of professional experience in the energy or battery sector
Specific professional experience (section 2.2.4 of the evaluation grid):	- Figure 3 lists all specific work experiences. - Each expert can only cover one specific work experience. - Each specific work experience can only be selected once – even across pools (e.g. the same specific work experience may not be selected in Pool 1 and Pool 3). - Clearly state which specific work experience each of your experts in this pool fulfils. - For an expert to receive 10/10 points, 7 years or more of professional experience in their listed specific work experience are required.
Leadership/management experience (section 2.2.5 of the evaluation grid):	-not applicable-
International professional experience outside the country/region of assignment (section 2.2.6 of the evaluation grid):	-not applicable-
Professional experience in the country and/or region of assignment (section 2.2.7 of the evaluation grid):	-not applicable-
Experience in the field of development co-operation (section 2.2.8 of the evaluation grid):	-not applicable-
Other (section 2.2.9 of the evaluation grid):	The experts offered in this pool cover all five thematic areas (10/10 points). The experts in this pool cover four of the five thematic areas (5/10 points).

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	The experts in this pool cover fewer than four thematic areas (0/10 points).
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Expert pool 2: Local senior expertise with 5 – 12 experts

(section 2.3 of the assessment grid)

CVs of five experts shall be attached to the tender for Expert Pool 2. Please clearly indicate which specific work experience from figure 3 is covered by each expert.

The pool may be expanded over time on a needs basis. Additional experts must have comparable qualifications as listed below. Where work assignments require alternate specific work experience, GIZ can define new “specific professional experiences” that roughly correspond to the seniority level but are better suited to the planned work of the additional expert(s). This is to ensure that the below requirements do not constrain GIZ in expanding the service pool as new work areas are included in the framework contract. In all cases, GIZ must approve the inclusion of additional experts in writing.

Tasks of expert pool 2

The experts will provide advisory/consulting services, conduct studies, assessments, and feasibility studies on the thematic focus areas listed in Chapter 2.2. They may also have to present findings at suitable events and conferences.

Qualifications of expert pool 2

Education/training (section 2.3.1 of the assessment evaluation grid):	-not applicable-
Language (section 2.3.2 of the evaluation grid):	-not applicable-
General professional experience (section 2.3.3 of the evaluation grid):	All experts with 10 years of professional experience in the energy or battery sector
Specific professional experience (section 2.3.4 of the evaluation grid):	- Figure 3 lists all specific work experiences. - Each expert can only cover one specific work experience. - Each specific work experience can only be selected once – even across pools (e.g. the same specific work experience may not be selected in Pool 1 and Pool 3). - Clearly state which specific work experience each of your experts in this pool fulfils. - For an expert to receive 10/10 points, 7 years of professional experience in their listed specific work experience are required.
Leadership/management experience (section 2.3.5 of the evaluation grid):	-not applicable-
International professional experience outside the country/region of assignment (section 2.3.6 of the evaluation grid):	-not applicable-

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Professional experience in the country and/or region of assignment (section 2.3.7 of the evaluation grid):	All experts with 8 years of professional experience in Africa.
Experience in the field of development co-operation (section 2.3.8 of the evaluation grid):	-not applicable-
Other (section 2.3.9 of the evaluation grid):	The experts offered in this pool cover all five thematic areas (10/10 points). The experts in this pool cover four of the five thematic areas (5/10 points). The experts in this pool cover fewer than four thematic areas (0/10 points).

Expert pool 3: International expertise with 5 – 12 experts

(section 2.4 of the evaluation grid)

CVs of five experts shall be attached to the tender for Expert Pool 3. Please clearly indicate which specific work experience from figure 3 is covered by each expert.

The pool may be expanded over time on a needs basis. Additional experts must have comparable qualifications as listed below. Where work assignments require alternate specific work experience, GIZ can define new “specific professional experiences” that roughly correspond to the seniority level but are better suited to the planned work of the additional expert(s). This is to ensure that the below requirements do not constrain GIZ in expanding the service pool as new work areas are included in the framework contract. In all cases, GIZ must approve the inclusion of additional experts in writing.

Tasks of expert pool 3

The experts will provide advisory/consulting services, conduct studies, assessments, and feasibility studies on the thematic focus areas listed in Chapter 2.2. They may also have to present findings at suitable events and conferences.

Qualifications of the expert pool 3

Education/training (section 2.4.1 of the evaluation grid):	-not applicable-
Language (section 2.4.2 of the evaluation grid):	- not applicable -
General professional experience (section 2.4.3 of the evaluation grid):	All experts with 5 years of professional experience in the energy or battery sector
Specific professional experience (section 2.4.4 of the evaluation grid):	- Figure 3 lists all specific work experiences. - Each expert can only cover one specific work experience. - Each specific work experience can only be selected once – even across pools (e.g. the same specific work experience may not be selected in Pool 1 and Pool 3). - Clearly state which specific work experience each of your experts in this pool fulfils.

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	- For an expert to receive 10/10 points, 3 years of professional experience in their listed specific work experience are required.
Leadership/management experience (section 2.4.5 of the evaluation grid):	-not applicable-
International professional experience outside the country/region of assignment (section 2.4.6 of the evaluation grid):	- not applicable -
Professional experience in the country and/or region of assignment (section 2.4.7 of the evaluation grid):	- not applicable -
Experience in the field of development co-operation (section 2.4.8 of the evaluation grid):	- not applicable -
Other (section 2.4.9 of the evaluation grid):	The experts offered in this pool cover all five thematic areas (10/10 points). The experts in this pool cover four of the five thematic areas (5/10 points). The experts in this pool cover fewer than four thematic areas (0/10 points).

Expert pool 4: Local expertise with with 5 – 12 experts

(section 2.5 of the evaluation grid)

CVs of five experts shall be attached to the tender for Expert Pool 4. Please clearly indicate which specific work experience from figure 3 is covered by each expert.

The pool may be expanded over time on a needs basis. Additional experts must have comparable qualifications as listed below. Where work assignments require alternate specific work experience, GIZ can define new “specific professional experiences” that roughly correspond to the seniority level but are better suited to the planned work of the additional expert(s). This is to ensure that the below requirements do not constrain GIZ in expanding the service pool as new work areas are included in the framework contract. In all cases, GIZ must approve the inclusion of additional experts in writing.

Tasks of expert pool 4

The experts will provide advisory/consulting services, conduct studies, assessments, and feasibility studies on the thematic focus areas listed in Chapter 2.2. They may also have to present findings at suitable events and conferences.

Qualifications of the expert pool 4

Education/training (section 2.5.1 of the evaluation grid):	-not applicable-
Language (section 2.5.2 of the evaluation grid):	-not applicable-

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General professional experience (section 2.5.3 of the evaluation grid):	All experts with 5 years of professional experience in the energy or battery sector
Specific professional experience (section 2.5.4 of the evaluation grid):	- Figure 3 lists all specific work experiences. - Each expert can only cover one specific work experience. - Each specific work experience can only be selected once – even across pools (e.g. the same specific work experience may not be selected in Pool 1 and Pool 3). - Clearly state which specific work experience each of your experts in this pool fulfils. - For an expert to receive 10/10 points, 3 years of professional experience in their listed specific work experience are required.
Leadership/management experience (section 2.5.5 of the evaluation grid):	-not applicable-
International professional experience outside the country/region of assignment (section 2.5.6 of the evaluation grid):	- not applicable -
Professional experience in the country and/or region of assignment (section 2.5.7 of the evaluation grid):	All experts with 5 years of professional experience in Africa.
Experience in the field of development co-operation (section 2.5.8 of the evaluation grid):	- not applicable -
Other (section 2.5.9 of the evaluation grid):	The experts offered in this pool cover all five thematic areas (10/10 points). The experts in this pool cover four of the five thematic areas (5/10 points). The experts in this pool cover fewer than four thematic areas (0/10 points).

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Expert pool 5: "Team Lead" with 2 – 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 below are therefore minimum requirements, whose fulfilment must be confirmed by GIZ before the experts are assigned.

The team lead for an individual assignment should preferably have specific sectoral expertise but it is not mandatory. The persons included in this pool may be taken from other expert pools or they may be exclusively offered as team leads.

Not all service requests require a team leader. Small work assignments or assignments with few experts and/or a strong technical involvement of GIZ personnel can be assigned without a team leader. The decision whether to involve a team lead or not is up to GIZ.

Tasks of expert pool 5

- Responsibility for provision of services to individual requests;
- Planning and management of assignments and supervision of local and international experts;
- Responsibility for use of expert days in line with the assignment plan to ensure all deliverables are completed in time and agreed quality within the expert day budget;
- Quality control of all work products – from initial conceptualisation to final report, spell-checking and design;
- Ensuring the coherence and complementarity of the Contractor's services with other project services at local and national level;
- Regular and timely reporting;

Minimum requirements for expert pool 5

Education/training:	-not applicable-
Language:	Language skills in English, level C1 of the Common European Framework of Reference for Languages
General professional experience:	-not applicable-
Specific professional experience:	7 years of management experience as a team leader in projects (budget responsibility of EUR 150,000 or more and management of 5 employees or more, per project) or as a manager in companies (management of 5 employees or more).
Leadership/management experience:	-not applicable-
International professional experience outside the country/region of assignment:	- not applicable -
Professional experience in the country and/or region of assignment:	-not applicable-
Experience in the field of development co-operation:	2 years of experience in development cooperation.
Other:	-not applicable-

Expert pool 6: "Junior Expertise" (2 – 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 below are therefore minimum requirements, whose fulfilment must be confirmed by GIZ before the experts are assigned.

The purpose of this pool is to enable the Contractor to include more junior, less expensive experts in assignments, who can take on work that does not require extensive expertise. This should result in reduced cost of assignments and accelerated delivery times.

Tasks of the expert pool 6

- Support activities of service requests on a needs basis.

Minimum requirements for expert pool 6

Education/training:	Master's degree or similar, i.e. German "Diplom".
Language:	Language skills in English, level C1 of the Common European Framework of Reference for Languages
General professional experience:	2 years of professional experience in their respective area of work.
Specific professional experience:	-not applicable-
Leadership/management experience:	-not applicable-
International professional experience outside the country/region of assignment:	- not applicable -
Professional experience in the country and/or region of assignment:	-not applicable-
Experience in the field of development co-operation:	-not applicable-
Other:	-not applicable-

Soft skills of all 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.

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5. Costing specifications

In your tender, **please do not deviate from the specification of inputs required in these ToR** (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. Personnel assignment and fees

The tenderers are required to indicate in their financial tender a **fee rate per expert day** for each expert and for each expert pool (**daily rate**). One expert day corresponds to one working day. Days used exclusively for travel are not considered to be expert days (section 3.3.1 of the General Terms and Conditions of Contract, calculation basis pursuant to section 6).

Expert	Estimated expert days for 24 months	Estimated expert days for the option (18 months)
Expert 1: Project & Contract Manager	60	45
Expert Pool 1: International Senior Expertise	225	155
Expert Pool 2: Local Senior Expertise	603	330
Expert Pool 3: International Expertise	288	182
Expert Pool 4: Local Expertise	603	358
Expert Pool 5: Team Lead	117	60
Expert Pool 6: Junior Expertise	81	30

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Backstopping	Not applicable	Not applicable	
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Overall, the distribution of quantities shown is for guidance only and may vary depending on actual requirements. This is merely an *estimate*. There is no entitlement to an actual call-off in the stated order of magnitude, nor do the estimated and/or maximum amounts constitute minimum purchase amounts.

Please note that call-off contracts under this framework agreement are invoiced based on a time records per assignment (per project). The template is available at www.giz.de.

5.2. Travel costs

5.2.1. Travel – sustainability considerations

GIZ is keen to reduce the 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 should be offset if they cannot be avoided. GIZ specifies a budget for this which enables carbon offsets to 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](#). GIZ recommends using the standards specified there.

5.2.2. Travel expense requirements

Travel expense budget in the initial period of twenty-four months: EUR 120,000

Budget for carbon offsets for air travel: EUR 10,000. An unalterable budget is to be set up for carbon offsets to be settled against evidence.

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

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

The costs are reimbursed as a lump sum (per-diem allowances and overnight accommodation 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 (download at <https://www.bundesfinanzministerium.de>), or

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on presentation of evidence (reasonable overnight accommodation costs in excess of this amount, airfares and other main transport costs). All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

Assignments – remote

In contrast to assignments carried out on site, no costs of transport or travel expenses are reimbursed for assignments carried out **remotely/from home**.

Assignments – at the project location

If the assignments are conducted on site at the project location, travel expenses are reimbursed in addition to remuneration as follows:

- **For all international travel: Per-diem allowances** as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense reimbursement (download at <https://www.bundesfinanzministerium.de>).
- **For all domestic travel in South Africa by staff based in South Africa: Per-diem allowances** as a lump sum up to the maximum amounts permissible under the table defined by the GIZ Country Office (current rate: ZAR 380 per full calendar day).
- **Overnight accommodation allowance**
 - of up to 50% of the current German Federal Ministry of Finance country table as a lump sum.
 - Where accommodation costs exceed this lump sum, the corresponding cost item is settled on presentation of evidence up to the maximum of the respective lump sum given in the country table.
 - Overnight accommodation costs in excess of the respective lump sum are accepted only in justified exceptions and after prior consultation with GIZ.
- **Costs of transport in the country of assignment** on presentation of evidence
- **Costs of transport at the place of habitual abode** of the contractor (e.g. taxi rides, local public transport) to be settled against evidence
- **Air travel expenses** to be settled against evidence
- **Carbon offset costs** for air travel to be settled against evidence ([working aid for GIZ service providers on avoiding, reducing and offsetting GHG emissions](#))

No air travel is undertaken within Germany.

5.3. Workshops, education and training

Workshop budget: EUR 110,000 (for the initial period of 24 months)

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

Please delete where not applicable or add information if necessary:

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- Venue rents (if not provided by GIZ or partner institutions)
- Technical systems
- Moderation
- Translations/Interpreting services
- Catering
- Workshop materials (e.g. printing, small gifts for speakers/participants, etc.)
- Travel expenses for partner experts (meals, accommodation, travel expenses)
- Other costs associated with 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).

5.4. Other expenses

Additional national short-term experts

There will likely be a need for different support services in conjunction with work conducted under this framework contract. Potential examples include, but are not limited to:

- National junior expertise
- Intern
- Graphic design of work products
- Layout, proofreading and copy-editing support
- Programming or app development for existing or new tools
- Printing services
- Procurement of small gifts for speakers at events

Whenever apps or online tools are developed, the service provider shall pro-actively engage with GIZ to ensure the tool's specifications and hosting requirements are compatible with GIZ's or their partners' server and website.

The required qualifications of the experts, the specification of input and the tasks are defined in the specific ToR for the individual requests. Fee rates for experts and services are agreed individually between GIZ and the Contractor based on standard market rates. As the assignments of the experts have not yet been determined, a fixed, unchangeable budget is provided for this item in the price sheet, which will be reduced in line with the assignments carried out.

Budget for the initial period of twenty-four months: EUR 110,000

5.5. Flexible remuneration

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.

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6. Call-off contract / individual assignment

GIZ sets up a coordination team that acts as a central point of contact for the contractor. This coordination team is the only authorised actor that may place binding orders for the planned requests with the contractor on behalf of GIZ. If requesting GIZ staff/projects contact the contractor directly, the contractor is obliged to contact the aforementioned GIZ coordination team.

GIZ created standard operating procedures as well as a budget tracking tool for individual requests under this contract. The following process is in line with these SOPs and highlights key process steps when requesting services under this contract:

1. The requesting person creates a detailed and GIZ-internally aligned individual service description for each request and sends it to the GIZ project manager (PM).
2. The GIZ PM checks that the requirements formulated in the service description match the agreed scope of services of the contractor and the available budget.
3. If the requirements are met, the GIZ PM forwards the service description to the contractor and asks the contractor to propose experts and a work plan, and – where required – provide input to the service description.
4. Optional: A short meeting can be scheduled with the GIZ PM, the contractor, and the person submitting the service request, to clarify the request and answer questions.
5. The contractor shall send the list of proposed experts, expert days, budget and work plan to the GIZ PM within 10 days of receiving the service description. This offer must be accompanied by CVs of all proposed experts who are not listed in the contractor's offer for the invitation to tender for the framework agreement.
6. Optional: A short meeting can be scheduled with the GIZ PM, the contractor, and the person submitting the service request, to clarify the contractor's offer and answer questions.
7. The offer will be reviewed by the GIZ PM and the requesting person within 10 working days.
8. Once the review has been completed, the offer is accepted or rejected in text form by the GIZ PM - if necessary after negotiation and adjustment by the contractor.
9. If the offer is accepted by the GIZ PM, the implementation of the measure can begin immediately, unless otherwise agreed between GIZ and the contractor.
10. After completion of the measure, the services are accepted by the GIZ PM in consultation with the requesting project.

A separate offer from the contractor is required for each individual request. The service description for the individual request by GIZ and the corresponding offer by the contractor together form the binding basis for the processing of the individual request. Subsequent changes, in particular to service content, specification of input and calculated personnel or costs, are only possible with the prior consent of the GIZ PM in text form.

The implementation of the measure is accompanied by the requesting person with different levels of operational/technical involvement. At one end of the spectrum, involvement can be limited to submitting the request, monitoring work and confirming completion. At the other end, the requesting person can serve as team lead of the requested work and can be involved in operational and technical details of implementation.

The final acceptance of the services is carried out by the GIZ PM, which has the technical acceptance confirmed by the requesting person. To ensure proper financial processing, the contractor is obliged to provide the GIZ PM with information on the status of the implementation

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of individual requests at any time. Invoicing shall take place on a quarterly basis. In addition to the billing requirements defined in § 3.5.1 of the AVB 2023, the billing shall show the allocation of the expert days to the individual requests.

7. Tender format requirements

The structure of the tender submitted by the tenderers must correspond to the structure of the ToR. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToR) must not exceed 20 pages (not including the cover page, list of abbreviations, table of contents, and a brief introduction). Additional annexes not requested will not be assessed.

The CVs of the staff proposed in accordance with section 4. Human Resources of the ToR must be in the EU format (**Europass format**) and not more than four pages in length. Please fill the CV overview document (Annex 1) to provide a full overview of all included CVs – incl. their respective area of specific expertise.

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)

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.

8. Options

8.1. Follow-on measure/extension of service-delivery period

The basic project will initially run for twenty-four month.

GIZ has the option to continue the tendered services for a duration of 18 months. In detail:

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a) There is the option of an extension of 18 months with an increase of up to 1 160 expert days (estimated quantity), which are divided between the expert positions and pools as follows:

Expert	Estimated expert days
Expert 1 "Project or contract manager"	45
Expert pool 1: Senior International Expertise	155
Expert pool 2: Senior Local Expertise	330
Expert pool 3: International Expertise	182
Expert pool 4: Local Expertise	358
Expert pool 5: Team Lead	60
Expert pool 6: Junior Expertise	30

The payment modalities are based on the price sheet.

At the same time, the remaining cost items are provided with the following fixed top-up budgets (estimated values):

National short-term experts: EUR 50,000
Travel expenses budget: EUR 80,000
Carbon offsets for air travel budget: EUR 7,500
Workshop budget: EUR 70,000

8.2. Expansion of the service content

Furthermore, GIZ reserves the right to expand the scope of projects covered by this framework agreement in the event of a change to the terms of the main project. Whether this option is exercised will depend on whether there is a further need for consultancy services for projects implemented by GIZ.

9. Annexes (optional)

Annex 1: CV Overview

Annex 2: Request for Service