

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

CONFIDENTIAL

Project title:

Green municipalities II

Processing number:

G-012182-001

Country:

Algeria

Transaction number:

10034737

Subject of the tender procedure:

**Expert Pool Renewable Energy and Energy Efficiency for
Municipalities in Algeria**

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0. List of abbreviations

GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KOMP	Cost per output monitoring and forecast
Lol	Letter of intent
MoU	Memorandum of Understanding
RMO	Risk Management Office
ToRs	Terms of reference
EMDB	Energy Management Dashboard
RME	Energy Management responsible
EPIC	Public Industrial and Commercial Establishment

1. National Context

The Algerian government's ambition is to reduce greenhouse gas emissions and increase the share of energy produced from renewable sources. The NDC plans to reduce greenhouse gas emissions by 7% to 22% compared with a baseline scenario by 2030 (the 22% is conditional on international support).

A major contribution to Algeria's energy transition could result from a significant reduction in energy consumption in the 1,541 municipalities in the 69 wilayas (provinces). By introducing energy-efficient technologies and practices, municipalities can reduce the climatic and environmental impact of their services, while achieving long-term cost savings.

MICLT aims to optimize the use of public services provided by the municipalities and municipal assets such as schools, mosques, and administrative buildings, particularly with regard to energy issues. However, extremely low energy prices for households and for municipalities alike (€0.003/kWh for natural gas, €0.04/kWh for electricity and €0.20/l for diesel, in spring 2026) are an obstacle to the implementation of energy-saving measures and the rapid spread of renewable energy sources. In addition, the rigidity of public accounting budget allocations also prevents savings from being made. Funds released cannot be used flexibly, contributing to inefficient use of resources. In addition, technical and managerial staff in municipalities and wilayas lack the confidence, technical know-how and organizational tools to deliver effective services as part of the implementation of their action plans.

Companies specializing in renewable energy and energy efficiency products are faced with counterparts in municipalities who are unfamiliar with the sector and unable to evaluate bids based on sound criteria (such as photovoltaic projects or public lighting projects). As a result, tenders are not awarded based on the necessary quality and efficiency criteria (e.g., regarding the efficiency of lamps and PV systems or the compliance with electrical and safety standards). Companies themselves often lack qualified staff or do not provide products of quality for both their renewable energy installations and energy efficiency technologies.

Project Context

In a first implementation phase the Green Municipalities (*Communes Vertes*) project focused on the energy-saving potential of municipal assets (street lighting, the use of photovoltaic and solar thermal energy, and improving the energy efficiency of public buildings). Today, many municipalities in Algeria have already equipped their street lighting with LED (light-emitting diode) lamps. But in those who have not, street lighting still accounts for more than two-thirds of energy costs. Energy management in municipalities also faces challenges due to the lack of training for technical staff for new solutions and appropriate management tools.

Among the key results of the project are comparative studies and municipal case studies that identified cost-effective renewable energy and energy efficiency solutions, including solar PV installations for schools without battery storage and the replacement of low-efficiency LED lighting systems with higher-performance solutions. These measures contributed to significant reductions in municipal energy consumption and costs. In addition, technical trainings for municipal staff strengthened energy management practices and further supported reductions in energy consumption and expenditure. One of the challenges encountered in the first phase of the project was the lack of coordination between technical departments provided at municipal and wilaya (province) levels. Wilayas usually have several own directorates which are under the supervision of the respective national line ministry, and each wilaya directorate

can propose and implement projects on municipal territory (e.g., solar PV or street lighting installations). This commonly occurs without adequate coordination with the municipal technical services. In turn this creates a lack of responsibility for maintenance and operation of these systems, as these projects are ultimately transferred to the municipalities upon completion.

Within the framework of the green municipalities project, the MICLT pursues the objective of a more integrated approach at a higher level (wilaya), which involves better coordination between the different services of the municipalities and the wilaya, as well as improved management of select municipal services such as waste collection and the management of green spaces. It also seeks support for the introduction of the concept of intelligent and more sustainable cities.

In addition, the project aims to digitalize training programs and build the capacities of Algerian municipalities through training on the use of the already introduced Energy Management Dashboard (EMDB).

2. Tasks to be performed by the contractor

2.1 Term

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

2.2 Objectives, indicators, work packages, milestones

The contractor contributes to achieving the objectives and indicators described in this document.

Module objective: The climate efficiency of Algerian local authorities, particularly their energy consumption, has improved.

Module objective indicator(s)

- The CO2 emissions of 30 local authorities were reduced from 225,000 tons of CO2 equivalent to 216,000 tons of CO2 equivalent.
- The energy costs of 30 local authorities have each fallen by 15 % in 3 years.
- 36 street lighting sections meet the quality standards of the Ministry of the Interior, Local Authorities and Regional Planning (Ministère de l'Intérieur, des Collectivités Locales et de l'Aménagement du Territoire, MICLT) for climate-efficient public lighting.

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Output 01: The technical capacities of Algerian local authorities to control their energy consumption have been strengthened.

Output indicators:

- 1.1 In all Algerian regional authorities, the responsible technical staff (1,500 people, 375 of whom are women) have been successfully trained in the energy management of public facilities.
- 1.2 Digital tools for managing their energy consumption are used by all 1,541 Algerian local authorities.

Output 02: The management capacities of local authorities to provide climate-efficient services have been strengthened.

Output indicators:

- 2.1 All 1,541 Algerian local authorities have standard documents for the provision of high-quality climate-efficient services.
- 2.2 In 10 wilayas, local governments have started implementing 30 priority measures of their multi-year integrated action plans.

Output 03: Citizens, especially women, were involved in the planning and implementation of measures to improve municipal climate efficiency.

Output indicators:

- 3.1 3 Municipal-level projects led by women that contribute to the objectives of the multi-annual integrated action plans were implemented with the participation of civil society, universities or start-ups.
- 3.2 100,000 citizens (50,000 man and 50,000 women) have successfully taken part in awareness-raising measures to save climate-relevant municipal resources.

Specific context of the assignment:

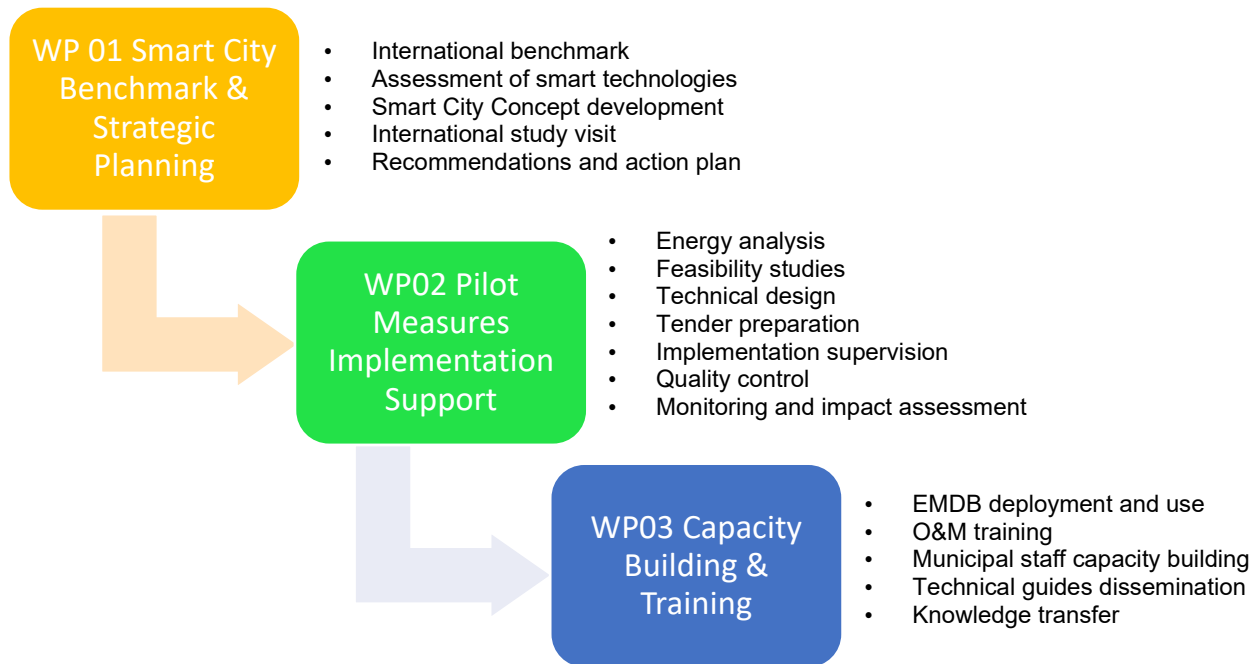
The overall objective of the assignment is to support the implementation of Outputs 1 and 2 of the Green Municipalities II Project by strengthening the technical, institutional, and operational capacities of six pilot wilayas and the 30 pilot municipalities in the fields of municipal energy management, and sustainable urban services, supporting the implementation of pilot measures, and develop an adapted concept for a smart city.

The project has already launched energy assessments in the 30 participating municipalities, focusing on annual and quarterly energy consumption, energy sources, and the overall state of municipal energy infrastructure. Building on the energy assessments currently being conducted by the project, the contractor will support local authorities in identifying, planning, implementing, and monitoring practical and smart solutions in energy efficiency and renewable energy that contribute to reducing energy consumption, improving municipal service delivery, enhancing urban management, and promoting sustainable resource management.

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The contractor will combine smart city strategic planning, pilot implementation, and capacity-building activities to establish an integrated framework for sustainable and data-driven municipal management. Attention will be given to the main energy-consuming sectors within municipalities, including public lighting, schools, mosques, administrative buildings, green spaces, and other public facilities, while promoting the use of digital technologies and smart management tools.



The assignment is divided into three work packages.

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

Work package 01: Smart City Concept Development

This work package aims to support Algerian municipalities in their transition toward smarter, more sustainable, and energy-efficient urban management models through the identification, assessment, and adaptation of international smart city best practices and technologies

The objective is not only to analyze successful international experiences, but also to assess their applicability to pilot wilayas and municipalities in Algeria. Based on this analysis, the work package will propose concrete recommendations, pilot actions, and integrated smart city solutions related to energy management, public lighting, renewable energy integration, green spaces, waste management, urban equipment, and digital monitoring systems.

In addition, the work package will include an international study visit dedicated to local stakeholders and partner institutions. This study tour will provide an opportunity to discover successful smart city projects, exchange with international municipalities and technology providers, and gain direct insight into innovative urban management solutions. The visit will

also strengthen cooperation opportunities and support knowledge transfer between international and Algerian partners.

The final outcome will support local authorities in defining a realistic roadmap toward smarter, more sustainable, and energy-efficient municipalities adapted to national priorities and local conditions.

1. Project Initiation and Coordination

- Organize a kick-off meeting with the GIZ and local stakeholders.
- Define the methodology, work plan, communication process, and expected deliverables.

2. International Benchmark on Smart City Practices

- Conduct an international benchmarking of a minimum of 3 models for smart city strategies, governance models, and urban management practices implemented by municipalities worldwide.
- Identify and analyse successful case studies related to:
 - Energy efficiency
 - Smart public lighting (e.g., adaptive dynamic lighting (sensors), central lighting management systems, IoT infrastructure)
 - Renewable energy integration
 - Smart mobility
 - Waste management
 - Green spaces and urban services
- Highlight innovative technologies, operational approaches, and financing mechanisms applicable to local authorities.

3. Assessment of Smart Technologies and Urban Solutions

- Collect and review available documents, data, and studies related to municipalities, energy management, and urban development in Algeria.
- Evaluate existing international smart city technologies and technical solutions suitable for municipalities

4. Development of a Smart City Concept for 2 Pilot Municipalities

- Assess the feasibility of implementing selected smart city solutions in Algerian municipalities.
- Develop an integrated smart city concept adapted to the Algerian context and the needs of pilot municipalities.
- Propose integrated solutions for municipal assets covering:
 - Public lighting
 - Rooftop solar PV installations monitoring (O&M and generation)
 - Smart public services (minimum 3 public services)
 - Green spaces
 - Urban furniture (e.g., public benches, traffic signs, tram shelters)
 - Waste management
 - Efficient public buildings

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- Prepare conceptual schemes, a solution architecture, benefits and advantages and implementation approaches for at least 7 pilot projects.
- Define short-, medium-, and long-term priority actions.
- Organize workshops and technical presentation sessions for local stakeholders.
- Present the benchmark findings, proposed solutions, and implementation approaches.

5. Organization of International Study Visits

- Identify relevant international municipalities, institutions, and smart city projects for the study visit.
- Organize and coordinate 1 to 3 study tours for local stakeholders and partner institutions.
- Arrange technical meetings, site visits, and presentations with municipalities, technology providers, and research centres.
- Facilitate exchanges on best practices, implementation challenges, and lessons learned.

6. Reporting and Final Deliverables

- Prepare and submit all required reports and technical deliverables, including:
 - Benchmark report
 - Technology assessment report
 - Smart city concept document
 - Study visit report
 - Recommendations and action plan
 - Final mission report
- Present the results and recommendations to the GIZ and stakeholders.

Milestone	Key Activities	Execution Period	Deliverables
Project Kick-off	Kick-off meeting with contracting authority and stakeholders, validation of methodology, work plan, communication process	Week 1	Inception note + detailed work plan
International Smart City Benchmark	Analysis of global smart city strategies, governance models, and best practices (energy, lighting, waste, mobility, etc.)	Month 1 – Month 2	International benchmark report
Smart Technologies Assessment	Review and evaluation of smart city technologies and urban solutions applicable to municipalities	Month 2 – Month 3	Technology assessment report

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Local Context Diagnosis & Adaptation	Analysis of Algerian municipal context, needs assessment, and feasibility evaluation of solutions	Month 3 – Month 4	Diagnostic report + applicability analysis
International Study Visit Organization	Selection of international cities, coordination of visits, technical meetings, exchanges with municipalities and providers	Month 4 – Month 5 (parallel)	Study visit report
Recommendations & Action Plan	Design of an integrated smart city concept tailored to pilot municipalities (energy, lighting, waste, green spaces, buildings, etc.) Development of short-, medium-, and long-term implementation roadmap, workshops with stakeholders	Month 5 – Month 6	Action plan + recommendations report
Final Reporting & Closure	Consolidation of all outputs and presentation to contracting authority and stakeholders	End of Month 6	Final mission report

Work Package 2: Supporting the implementation of Pilot Solutions in 6 Wilayas

This work package builds on the outcomes and recommendations developed under Work Package 01 as well as the municipal energy action plans developed as part of the project and focuses on the implementation of pilot smart and energy-efficiency solutions in six pilot wilayas and their municipalities. The objective is to support local authorities in transforming the identified priority actions into concrete and operational pilot projects adapted to the Algerian context.

The work package includes the technical support for the implementation of 18 pilot measures across the selected wilayas, with an indicative implementation budget of approximately 150,000 EUR total, which is covered directly by the project outside the indicated budget in section 5.4 included in this contract.

This budget is made available by the project to partners for the procurement of equipment for the pilot measures. It is only indicative for purposes of costing the solutions appropriately and does NOT form part of this proposal financially.

A potential allocation of budget could be the following (purely exemplary): 30% to PV systems, another 30% to public lighting, and another 40% to remote management or other energy efficiency and smart solutions.

The proposed measures will demonstrate practical, scalable, and cost-effective solutions that can improve municipal energy performance, reduce operational costs, and strengthen local capacities in sustainable urban management.

The contractor will provide technical assistance throughout the full implementation cycle, including feasibility studies, technical design, procurement support, implementation supervision, quality control, training, and impact assessment. The contractor will also ensure that the implemented measures comply with technical and operational standards and that municipalities are capable of maintaining and replicating the solutions in the future.

The contractor will support municipalities through the following activities:

1. Field Assessment and Data Collection

- Conduct site visits to the 6 pilot sites (wilayas or municipalities).
- Assess municipal infrastructures and aggregate and analyse existing energy data.
- Identify local priorities and implementation opportunities.

2. Energy Analysis and Identification of Pilot Measures

- Analyse energy consumption, operational practices, and infrastructure conditions.
- Identify and prioritize pilot solutions with high technical, economic, and environmental impact potential.
- Proposed measures may include:
 - Smart public lighting
 - LED retrofitting
 - Solar photovoltaic systems
 - Energy efficiency in public buildings
 - Smart monitoring systems
 - Renewable energy solutions

3. Feasibility Studies and Technical Design

- Prepare feasibility studies and technical sizing for selected measures.
- Assess investment costs, operational costs, energy savings, and CO₂ reduction potential.
- Carry out technical and economic evaluations.
- Assist municipalities in preparing procurement and tender documents.
- Develop technical specifications, bills of quantities, and evaluation criteria.

4. Implementation Supervision and Quality Control

- Supervise the implementation of pilot measures.
- Conduct quality control inspections and commissioning verification.

5. Monitoring and Operation Support

- Support municipalities in establishing monitoring and maintenance procedures.
- Assist in implementing monitoring mechanisms to evaluate project performance and impacts.

6. Impact Assessment and Reporting

- Assess the impacts of implemented measures, including:
 - Energy savings
 - CO₂ emission reductions
 - Cost savings
 - Improvement of municipal services

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The final outcome of this work package will provide municipalities with operational pilot projects, strengthened technical capacities, and practical implementation models supporting the transition toward smarter, more sustainable, and energy-efficient municipalities in Algeria.

Milestone	Related Activities	Execution Period	Main Deliverables
Project Mobilization and Field Assessment Completed	Site visits to the 6 locations (wilayas or municipalities), infrastructure assessment, collection of energy and technical data, identification of local priorities	Month 1 – Month 2	Field assessment and data collection report
Energy Analysis and Pilot Measures Identification Validated	Analysis of energy consumption, operational practices, infrastructure conditions, identification and prioritization of pilot solutions	Month 2 – Month 3	Energy analysis report + prioritized list of pilot measures
Feasibility Studies and Technical Design Finalized	Feasibility studies, technical sizing, economic evaluation, estimation of investment and operational costs, CO ₂ reduction assessment	Month 3 – Month 5	Feasibility and technical design reports
Procurement and Tender Documentation Completed	Preparation of technical specifications, bills of quantities, procurement and tender support documents, evaluation criteria	Month 5 – Month 6	Tender dossiers and procurement documentation
Pilot Measures Implementation Completed	Supervision of implementation works, coordination with contractors, execution follow-up	Month 6 – Month 12	Implemented pilot measures in target municipalities
Quality Control and Commissioning Validated	Quality inspections, technical verification, commissioning and operational validation of installed systems	Month 8 – Month 10	Quality control and commissioning reports
Monitoring and O&M Procedures Operational	Establishment of monitoring systems, maintenance procedures, and operational support to municipalities	Month 9 – Month 10	Monitoring framework + O&M procedures

Impact Assessment and Final Reporting Completed	Assessment of energy savings, CO ₂ reductions, cost savings, service improvements, and project outcomes	Month 11 – Month 12	Final impact assessment report + final mission report
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Work Package 03: Capacity Building and Training for Local Municipalities

This work package focuses on strengthening the technical and operational capacities of local stakeholders involved in municipal energy management and sustainable urban services in Algeria. The objective is to support municipalities, wilayas, and local public entities in developing the necessary knowledge and practical skills to effectively manage energy consumption, operate and maintain energy-related infrastructure, and implement smart and sustainable energy solutions.

The work package will target municipal technical services, wilaya representatives, Établissement Public à Caractère Industriel et Commercial (Public Establishment of an Industrial and Commercial Character), and local energy managers through a comprehensive training and knowledge-transfer program combining theoretical sessions, practical workshops, digital tools, and field-oriented approaches.

Special attention will be given to the deployment and use of digital energy management tools, including Energy Management Dashboards (EMDB), as well as to the operation and maintenance (O&M) of renewable energy and energy-efficiency installations such as Rooftop solar PV or street lighting. The work package will also support the dissemination of technical guides, specifications, and best practices developed under the project.

A “training of facilitators” approach will be implemented to establish a network of trained wilaya-level facilitators capable of supporting municipalities and ensuring the long-term sustainability and replication of the project outcomes at local level.

1. Energy Management and Digital Tool Training

1.1. Digitalization of the training content

- Adapt and digitalize the training content for integration into local digital learning platforms.

1.2. Energy Management Dashboard Training Sessions

- Deliver up to 40 practical training sessions for municipalities (4 days / session).
- Supporting facilitators (trained Energy Managers in the wilayas) by providing technical assistance on the use of the Energy Management Database (EMDB) and assisting them in monitoring and supporting Municipal Energy Managers (MEMs) throughout its implementation

2. Operation and Maintenance (O&M) Training

2.1. O&M Training for Municipal Technical Staff

- Organize up to six specialized training sessions of two to four days each for technical staff from municipalities and wilayas.

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- Provide practical training on:
 - Operation of energy systems (e.g., PV systems or LED lighting)
 - Preventive and corrective maintenance
 - Safety procedures
 - Troubleshooting and equipment monitoring
- Promote the adoption of good practices and standardized technical approaches.
- Include both theoretical and practical components
- Provide practical exercises and field-oriented demonstrations whenever possible.

The work package will ultimately establish a sustainable local capacity-building framework supporting the long-term implementation of energy efficiency, renewable energy, and smart municipal management practices across Algerian municipalities.

Milestone	Related Activities	Execution Period	Main Deliverables
Training Program Inception and Methodology Validation	Kick-off meetings, validation of training methodology, identification of target groups, planning of training activities	Month 1	Inception report + training implementation plan
Digitalization of Training Content	adaptation of training materials related to energy management, EMDB, municipal energy planning, and digital monitoring tools; integration into a local platform	Month 1 – Month 3	digitalized training content
Launch of Municipal Energy Management Training Program	Preparation and organization of practical training sessions for municipalities	Month 3	Training schedule + participant mobilization
Delivery of Municipal Energy Management Training Sessions	Conduct up to 40 practical training sessions on, EMDB, energy monitoring, and municipal energy performance analysis	Month 3 – Month 9	Municipal training session reports
O&M Training Program Preparation	Preparation of O&M training materials, practical exercises, demonstration activities, and technical documentation	Month 4 – Month 5	O&M training materials and technical guides

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Delivery of O&M Technical Training Sessions	Conduct specialized training sessions for municipal and wilaya technical staff on operation, maintenance, safety, troubleshooting, and monitoring of energy systems	Month 5 – Month 8	O&M training reports + attendance records
Final Reporting and Sustainability Framework	Consolidation of training results, lessons learned, recommendations	Month 11 – Month 12	Final report

2.3 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.

Requirements on expenditure management and cost control:

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

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility
 - Risks and challenges
 - Recommendations

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 or French

- Inception report (two months after the signature of the contract)
- Interim report(s) (every 8 months)

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- Final report (2 months before the end of the project)

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

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning party
- Brief quarterly reports on the implementation status of the project (5-7 pages)

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences
- The contractor's experts are actively involved in GIZ's sector networks.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.

Backstopping requirements:

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

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

2.4 Data protection and information security

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent DATA CONTROLLER and must comply with ALL applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal data if the objective to be achieved cannot be achieved without this data. 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 observed. GIZ is in no way responsible for such processing.

Whenever the contractor executes the instructions of the partner to the 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.

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as genetic data, biometric data, or data concerning health or data concerning a natural person's sex life or sexual orientation must only be collected in a strictly anonymous and aggregated manner.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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

- Gender equality:
Women currently account for 36% of personnel in Algerian government administration, 16% at the municipal level and 28% of elected municipal representatives. Capacity development measures should be targeted to support women and enable them to participate actively in the energy transition

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

3. Technical-methodological concept

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

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

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be

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directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

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

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

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

– Not applicable –

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

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

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

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

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)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted

measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

3.3.4 Consideration of environmental and social compatibility requirements

(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

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

– Not applicable –

Conflict and context sensitivity

– Not applicable –

Human rights

– Not applicable –

3.4 Project management

(section 1.4 of the assessment grid)

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

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to 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. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

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3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

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

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

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

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

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

– Not applicable –

3.5 Further requirements

(section 1.5 of the assessment grid)

– Not applicable –

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section based on 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.

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

This position is a key expert.

Tasks of key-expert 1: (team leader)

- Overall responsibility for the advisory packages of the contractor

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- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas: RE, EE, Energy Management at the municipal level
- Taking cross-cutting themes into consideration (for example, gender equality)
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, 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
- Supporting the commission manager in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase
- The team leader will serve as the main contact person for the GIZ and the MICLT. He/she is the person who will discuss and agree with the GIZ project team the selection of the expert(s) to be provided for each respective assignment, the required number of person days, the dates for potential missions to the partner countries, the deadlines for submitting the respective outputs as well as all other matters related to the contract (reports etc).

Qualifications of key-expert 1: (team leader)

Education/training (section 2.1.1 of the assessment grid):	University degree (master's degree or higher) in electrical or mechanical Engineering, Energy Management, RE, or similar field
Language (section 2.1.2 of the assessment grid):	Knowledge of English C1-level and French, C1 - level in the Common European Framework of Reference for Languages (6 points on French and 4 points for English)
General professional experience (section 2.1.3 of the assessment grid):	15 years of professional experience in at least one of the following fields: energy management, renewable energy, energy efficiency, sustainable urban development, municipal infrastructure, or related sectors. Only professional experience gained since 2000 will be considered for the evaluation of this criterion.
Specific professional experience (section 2.1.4 of the assessment grid):	10 years of experience in the design, implementation, and management of projects related to: • Municipal energy management; (2 p) • Energy efficiency in public infrastructure and public buildings (1 p) • Renewable energy systems, particularly solar photovoltaic installations (2 p) • Smart city solutions and digital urban management systems (1 p) • Public lighting modernization and energy optimization (2 p)

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	• Preparation of feasibility studies, technical specifications, and implementation roadmaps (2 p)
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management experience in projects, companies or other organizations with disciplinary leadership responsibility for at least 5 staff members
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	Experience in three international assignments outside the country of assignment related to energy management, smart cities, renewable energy, sustainable urban development, or municipal infrastructure, with a total experience of 3 years in international assignments
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	10 years of professional experience in Algeria, Tunisia and/or Morocco
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	not applicable

Key-Expert 2: Team leader with regional experience (section 2.2 of the assessment grid)

This position is a key expert

Tasks of key-expert 2: (team leader with regional experience)

- Support the key-expert 1 Team Leader in the overall coordination and implementation of the assignment.
- Coordinate and supervise the day-to-day activities of the local expert team.
- Support the organization of field missions, workshops, and training activities.
- Coordinate data collection, field assessments, and municipal energy analyses.
- Ensure the proper implementation of project activities at local level across the pilot wilayas and municipalities.
- Supervise the preparation of technical studies, feasibility assessments, and implementation plans developed by local experts.
- Support municipalities in the preparation of technical specifications and procurement-related activities.
- Monitor the implementation of pilot measures and ensure effective coordination with contractors and local service providers.
- Support quality control, commissioning, and operational verification of implemented solutions.
- Coordinate capacity-building activities and ensure the participation of municipal staff and local stakeholders.
- Support the dissemination of technical guides, standards, and best practices.
- Monitor project progress at field level and report regularly to the International Team Leader.
- Contribute to monitoring, evaluation, and impact assessment activities, including energy savings, CO₂ emission reductions, and operational improvements.

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- Support the preparation of technical reports, workshop reports, training reports, and final project deliverables.
- Promote local ownership, sustainability, and replication of project results.

Qualifications of key-expert 2 (team leader with regional experience)

Education/training (section 2.2.1 of the assessment grid):	University degree (master's degree or higher) in electrical or mechanical Engineering, Energy Management, RE, or similar field
Language (section 2.2.2 of the assessment grid):	Knowledge of Arab C1-level and French, C1-level in the Common European Framework of Reference for Languages (6 points for French and 4 points for Arabic)
General professional experience (section 2.2.3 of the assessment grid):	10 years of professional experience in the energy efficiency and/or RE sector. Only professional experience gained since 2000 will be considered for the evaluation of this criterion.
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of experience in the implementation of projects related to: • Energy efficiency (2 p) • Renewable energy systems (2 p) • Public lighting systems (2 p) • Energy audits and feasibility studies (2 p) • Sustainable municipal infrastructure (2 p)
Leadership/management experience (section 2.2.5 of the assessment grid):	5 years of management experience in projects, companies or other organizations with disciplinary leadership responsibility for at least 5 staff members
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	5 years of professional experience in the energy efficiency and/or RE sector outside the Maghreb region
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	10 years of professional experience in Algeria
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	not applicable

Expert 3: Pool 1 expert pool with 2 to 4 experts with international experience (section 2.3 of the assessment grid)

The pool 1 will support and ensure all the activities mentioned in chapter two, especially expert activities such as the benchmark study on smart cities and smart solutions in cities, as well as the technical aspects related to these topics.

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Aspects that can be carried out locally will be handled by the pool 2 (experts with local experience), which must be available locally

A CV for each expert must be added to the tender.

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 1 (expert 3)

- Provide specialized technical expertise in their respective fields throughout the implementation of the assignment.
- Support the key-expert 1 Team Leader in the delivery of Work Packages 1, 2, and 3.
- Contribute to the identification and analysis of international best practices, innovative technologies, and successful implementation models.
- Provide technical inputs for the Smart City Benchmark and the development of the Smart City Concept.
- Support the assessment of smart city solutions applicable to Algerian municipalities.
- Contribute to the preparation and review of feasibility studies, technical assessments, and implementation approaches.
- Provide expertise on energy efficiency, renewable energy, smart public lighting, digital monitoring systems, and sustainable urban services.
- Support the development of technical specifications, implementation guidelines, and operational procedures.
- Contribute to the design and validation of pilot projects and demonstration measures.
- Provide technical quality assurance and peer review of project deliverables.
- Contribute to the digitalization of training materials and the development of e-learning content where relevant.
- Participate in technical workshops, stakeholder consultations, and study visits.
- Contribute to monitoring, evaluation, and impact assessment activities.
- Provide recommendations for the replication and scaling-up of successful solutions in Algerian municipalities.

Support the preparation of technical reports, guidance documents, and final recommendations.

Qualifications of the expert pool 1 (expert 3)

Education/training (section 2.3.1 of the assessment grid):	each expert with university degree (master's degree or higher) in electrical or mechanical Engineering, Energy efficiency, RE or a similar course of study
Language (section 2.3.2 of the assessment grid):	each expert with knowledge of French, B2 (5P) and English, C1 (5p) in the Common European Framework of Reference for Languages

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General professional experience (section 2.3.3 of the assessment grid):	Each expert with 10 years of professional experience in one or more of the following areas (the total of all experts needs to cover every area): • Urban development • Smart city solutions and digital transformation of urban services • Energy efficiency and sustainable energy management • Municipal infrastructure and urban systems Only professional experience gained since 2000 will be considered for the evaluation of this criterion
Specific professional experience (section 2.3.4 of the assessment grid):	Each expert with 5 years of professional experience in at least one of the following fields: • Smart city strategies and implementation; • Municipal energy management; • Public lighting systems; • Energy audits and feasibility studies; • Sustainable urban services; • Training and capacity building. With the total of all experts every area needs to be covered.
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):	5 years of professional experience in the Energy efficiency and/or RE projects sector outside the Maghreb region
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	2 years of professional experience in Maghreb region
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 2 expert pool with 4 to 6 experts with local experience (section 2.4 of the assessment grid)

A CV for each expert must be added to the tender.

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

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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 2 (expert 4)

- Provide technical and operational support for the implementation of all project activities at national, wilaya, and municipal levels.
- Support the collection, verification, and analysis of technical, energy, and operational data from municipalities and public facilities.
- Participate in field assessments, site visits, and consultations with municipalities, wilayas and other local stakeholders.
- Contribute to the identification, assessment, and prioritization of energy efficiency, renewable energy, and smart city solutions adapted to local needs.
- Support the preparation of feasibility studies, technical assessments, sizing calculations, and cost estimates for pilot measures.
- Assist municipalities in the preparation of technical specifications, bills of quantities, and procurement documentation.
- Provide technical support during the implementation of pilot projects and demonstration activities.
- Conduct site supervision, quality control inspections, and commissioning verification of installed systems and equipment.
- Contribute to the development, adaptation, and delivery of training materials and capacity-building activities.
- Facilitate practical training sessions, workshops and activities for municipal staff, wilaya representatives, and EPICs.
- Contribute to monitoring, evaluation, and impact assessment activities, including energy savings, cost savings, and CO₂ emission reductions.
- Prepare technical notes, mission reports, training reports, and other project documentation.

Qualifications of the expert pool

Education/training (section 2.4.1 of the assessment grid):	each expert with a university degree (master's) in either energy-related Engineering, Energy Management, Energy efficiency, RE or a similar course of study
Language (section 2.4.2 of the assessment grid):	each expert with knowledge of Arabic, C1 (5p) and French, B2 (5p) in the Common European Framework of Reference for Languages
General professional experience (section 2.4.3 of the assessment grid):	each expert with 10 years of professional experience in the energy (RE and/or EE) sector. Only professional experience gained since 2000 will be considered for the evaluation of this criterion.
Specific professional experience (section 2.4.4 of the assessment grid):	Each expert with 10 years of professional experience in one or more of the following areas: • Public lighting systems • Renewable energy projects • Technical studies and feasibility assessments • Operation and maintenance of municipal infrastructure • Capacity building and training activities in the energy field

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	With the total of all experts every area needs to be covered.
Leadership/management experience (section 2.4.5 of the assessment grid):	not applicable
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	not applicable
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	each expert with 10 years of professional experience in Algeria. Only professional experience gained since 2000 will be considered for the evaluation of this criterion
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	not applicable
Other (section 2.4.9 of the assessment grid):	not applicable

Expert 5: Pool 3 training pool with 6 up to 8 experts with local experience (section 2.5 of the assessment grid)

A CV for each expert must be added to the tender

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 3 (expert 5)

- Support the delivery of training sessions for municipal staff, wilayas, and EPICs across the pilot regions.
- Facilitate practical and hands-on training activities on energy management, renewable energy systems, and energy efficiency measures.
- Deliver training on the use and application of Energy Management Dashboards (EMDB) and other digital monitoring tools.
- Support the implementation of the “Training of Trainers” (ToT) approach at wilaya level.
- Act as local facilitators for training activities, workshops, and capacity-building sessions.
- Support the digitalization of training content and the use of e-learning platforms
- Contribute to the organization and logistics of training sessions (participants, venues, coordination with municipalities).
- Provide technical demonstrations and practical exercises during training sessions.
- Support O&M training activities for municipal technical staff and EPICs.
- Contribute to the dissemination of technical guides, manuals, and best practices.
- Collect feedback from trainees and support training evaluation and reporting.

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- Assist in monitoring the effectiveness and impact of capacity-building activities.
- Support continuous knowledge transfer between municipalities and technical stakeholders.

Qualifications of the expert pool 3 (expert 5)

Education/training (section 2.5.1 of the assessment grid):	each expert with a university degree (master's) in either Engineering, Energy Management, Energy efficiency, RE or a similar course of study
Language (section 2.5.2 of the assessment grid):	each expert with knowledge of Arabic, C1 (5p) and French, C1 (5p) in the Common European Framework of Reference for Languages
General professional experience (section 2.5.3 of the assessment grid):	each expert with 5 years of professional experience in the energy (RE and/or EE) sector
Specific professional experience (section 2.5.4 of the assessment grid):	Each expert has completed three training sessions in the energy sector related to the municipal context.
Leadership/management experience (section 2.5.5 of the assessment grid):	not applicable
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	not applicable
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	each expert with 5 years of professional experience in Algeria
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	Each expert with 2 years of experience in development cooperation projects
Other (section 2.5.9 of the assessment grid):	Each expert is certified EMDB trainer (energy management dashboard for municipalities). Only experience gained since 2020 will be considered for the evaluation of this criterion (no exclusion criteria)

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

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Soft skills of team members

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

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

Soft skills are not evaluated.

Staff presentation

– Not applicable –

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, section 3.3.2)	Number of international flights	Number of national flights
Key-Expert 1:	60	20	80	No	4	6
Key-Expert 2:	30	50	80	No	4	4

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Expert 3: pool 1	70	30	120	No	6	6
Expert 4: pool 2	300	-	300	No	-	16
Expert 5 pool 3	200	-	200	No	-	16

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	Quantity/budget
Total number of international flights	14
Total number of regional/national flights	48
CO ₂ offsets for flights	EUR 3,600

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	An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transfer costs in Algeria	62
Transport costs in Algeria (This covers land transport to/ from and within the pilot wilayas/municipalities)	EUR 2,000 An unalterable budget for transport costs in Algeria for settlement against evidence is specified.
Per-diem allowances in Algeria	320
Per-diem allowances in Germany (study trip)	15
Accommodation allowances in Algeria	320
Accommodation allowances in Germany (study trip)	15
Visa expenses	EUR 1,500 An unalterable budget for visa expenses for settlement against evidence is specified.

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

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

- Flight costs
- Transport costs in Algeria
- Visa acquisition costs

Notes on the settlement of accommodation allowances outside Germany (Algeria):

For the country Algeria, tenderers may offer accommodation allowances up to EUR 120. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 90) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 120) of the maximum amounts permissible under tax law as per the BMF circular on

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travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

Notes on the settlement of accommodation allowances in Germany (Study trips):

- Accommodation allowances up to EUR 80 will be reimbursed **on a lump-sum basis**.
- Accommodation allowances between EUR 80 and EUR 130 will be reimbursed **in the amount evidenced**.
- Overnight accommodation allowances that unavoidably exceed EUR 130.00 can be settled only in exceptional cases (e.g. trade fairs) **in the amount evidenced** and subject to a EUR 250.00 limit. A written individual justification must be provided.

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 costs related to the contract in the country of assignment (see section 3.3.2 of the General Terms and Conditions). Please cost these items if applicable in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

5.4 Materials and equipment

Budget for materials and equipment: **EUR 100,000**

The fixed, unalterable budget above is earmarked for the procurement of the materials and equipment described in the table below (payment against evidence).

materials and equipment likely to be purchased as part of the project
300 high-performance luminaires
30 electrical Street lighting control panel
30 Astronomical clocks
Any equipment that can be used to achieve the contract's objectives or that is not available locally

The purchase of equipment must be approved by the national or international pool and by the GIZ team responsible for the project.

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5.5 Operating costs in the country of assignment

– Not applicable –

The contractor's expert will perform their duties within the GIZ offices or at designated partner institutions, while retaining the flexibility to carry out part of the tasks via a hybrid or home-based setup. As part of this collaboration, the project will provide basic workspace infrastructure (such as hot-desking or office space based on availability), along with access to reference documents and key institutional networks required for the mission. Unless otherwise specified in the contract, the bidder remains responsible for their own professional IT equipment.

5.6 Workshops, education and training

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

- 1 to 3 study trips in Germany

Study trips budget: **EUR 45,000**

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/ study trips:

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting services
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

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

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

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5.9 Flexible remuneration item

Budget for flexible remuneration: **EUR 50,000**

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 3.3.5.7 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 **French**.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed **30 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 of the ToRs must be in the EU format and not more than four pages in length. The CVs can be submitted **in English or French**.

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: 2024: 2 months, 2025: 10 months, 2026: 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) (if relevant)
- 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) (if relevant)

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.

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7. Options or follow-on contract

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

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

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 **EUR 450,000.00** and extended by up to **12 months**. Within this framework, the options can be exercised in up to two parts.

Precondition:

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

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

– Not applicable –

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

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

Scope of possible services:

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

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

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

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8. Annexes

– Not applicable –