

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

CONFIDENTIAL

TRAINING MODULE & CAPACITY BUILDING ON HUMAN RIGHTS AND RIGHTS OF PERSONS WITH DISABILITIES (PWDs) IN GHANA	Project number G-012031-001
	Tender number 10039633

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AU	African Union
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
CHRAJ	Commission on Human Rights and Administrative Justice
CRPD	Convention on the Rights of Persons with Disabilities
CSO	Civil Society Organization
GFD	Ghana Federation of Disability
NCCE	National Commission of Civic Education
NCPD	National Council for Persons with Disabilities
PWDs	Persons with Disabilities
ToRs	Terms of reference
ToT	Training of Trainers

1. Context

Persons with disabilities (PWDs) in Africa face various intersecting challenges. They are vulnerable to stigma and discrimination, poverty, violence, abuse, and exploitation which are often rooted in stereotypes cultural, traditional, and religious beliefs.

Within the group, there are also many who face compounded challenges such as albinism and those with intellectual disabilities due to entrenched negative beliefs about their conditions. The discrimination and stigma PWDs face at community and structural levels result in their exclusion in different aspects. This exclusion is exacerbated by inaccessibility to services such as education, healthcare, and public infrastructure, consequently leading to limited participation in public activities. As a result of stigma and discrimination there is limited comprehensive data on PWDs in Africa.

Globally, the rights of persons with disabilities have been codified in the Convention on the Rights of Persons with Disabilities (CRPD), that has been ratified by most African Union (AU) member states. The CRPD, along with its numerous General Comments provides a robust legislative framework for understanding state obligations towards people with disabilities. The Convention highlights these principles a) Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons; (b) Non-discrimination; c) Full and effective participation and inclusion in society; d) Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity; (e) Equality of opportunity; (f) Accessibility; g) Equality between men and women; h) Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.

Ensuring the rights, dignity, and inclusion of Persons with Disabilities is central to Ghana's commitment to equality and social justice. Two main bodies work locally with relevant stakeholders including partnership with international agencies to promote disability inclusion in Ghana. The National Council for Persons with Disabilities (NCPD) situated within the Ministry of Gender was established by the National Persons with Disability Act, 2006, Act 715 is tasked with the responsibility of proposing and evolving policies that will mainstream persons with disability in the national development process. The Ghana Federation of Disability (GFD) also advocates the rights of Persons with Disability by influencing policies, programmes and activities at the national and local levels and to strengthen the organisations of Persons with Disability. The GFD current membership are the Ghana Blind Union, Ghana Society of the Physically Disabled, Ghana National Association of the Deaf, Mental Health Society of Ghana, Inclusion Ghana, Ghana Association of Persons with Albinism, Share Care Ghana, Ghana Stammering Association and Burn Survival Foundation. This umbrella body calls on society to shift from the charity model of disability to right-based approaches, recognizing the rights of persons with disabilities as equal citizens with legal rights under national laws and international frameworks such as the CRPD.

Background

The Support to Human Rights, Gender Equality and Civil Society Project in Ghana S(HE), cooperates with the Commission on Human Rights and Administrative Justice (CHRAJ) to strengthen its institutional capacities and to jointly identify citizens-oriented means to better protect and empower victims of discrimination and human rights abuses, based on a thorough understanding of how discrimination and exclusion impact those affected. The project also works jointly with civil society organizations (CSOs) that provide counselling and protection services for victims of gender-based violence. Finally, the project is also commissioned to contribute to UNFPA's work in its mission to enhance young people's access to sexual and reproductive health information and rights.

Against this background, the German Federal Ministry for Economic Cooperation and Development (BMZ) the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is seeking an international renowned expert to develop a comprehensive Human Rights training module that addresses general human rights with a specific focus on rights of persons with disabilities in Ghana. The module is intended to impart practical knowledge and skills on general human rights principles and equip participants (selected staff of CHRAJ and the National Commission of Civic Education (NCCE)) with practical skills on how to include human rights principles and rights of PWDs in their day-to-day work, planning, reporting, behaviour, attitudes and beliefs and in social advocacy efforts against gender-based violence of PWDs in Ghana.

Using a Training of Trainers (ToT) approach, the Consultant will hold capacity building workshops for the selected stakeholders as per the Terms of Reference

2. Tasks to be performed by the contractor

Specific Objectives:

- Analyse how human rights principles are integrated in implementation.
- Identify and validate lessons learned, good practices, examples, and innovations of efforts that support the prevention of violence against persons with disabilities.

The contractor is responsible for providing the following services:

Specific Tasks:

Participate in an Inception Meeting and produce report: The Consultant will participate in an initial kick-off meeting with the GIZ-Human Rights technical team:

- i. To discuss the project, validate critical objectives and agree on learning objectives.
- ii. Provide a detailed work plan and timelines before the assignment begins. This workplan should indicate the number of days for the consultancy work with a realistic action plan. As a guideline, the breakdown should consist of inception phase, pre-training preparation (*training needs assessment, training manual*), pilot training, training workshop and reporting phase.

Conduct a Needs Assessment: The consultant will conduct a needs assessment in the form of desk research of any existing research reports, publications etc. and engage in Ghana in consultative meetings with CHRAJ, SV-GIZ, NCCE, disability groups and any other identified stakeholders.

Develop a comprehensive Human rights and Rights of Persons with Disabilities in Ghana training module: The Consultant will develop a Human rights training module based on the findings from the needs assessment. The module is aimed at raising awareness, promoting understanding, and fostering inclusive practices.

- i. The manual will include content on general human rights principles and the rights of PWDs in line with current international best practices.
- ii. Identify and collaborate with a national consultant with expertise in working on human rights, discrimination and persons with disabilities in Ghana to ensure that materials, case studies and cultural context speak to the realities on the ground.
- iii. The Training module should integrate the use of other online mobile/web applications on online gender-based violence (i.e. ATINGI) to complement the training material.
- iv. The manual and other support material should be adaptable to online training through platforms like Zoom, MS Teams, Webex etc
- v. The manual should be sensitive to the Ghanaian context and provide relatable examples for the training beneficiaries to apply in the context of their own work and sphere of influence.
- vi. The manual should include gender-sensitive language and involve creation of defined storylines or scenarios and need to be interspersed with quizzes, information nuggets, and case studies to enhance the learning experience as well as improve the interaction of training participants.
- vii. PowerPoint and Handouts summarizing key concepts and techniques
- viii. Practical exercises and simulations for hands-on learning
- ix. A resource guide with links to relevant tools, databases, and further reading materials
- x. The Consultant will finalize the training manual according to agreeable standards of GIZ and submit both hard and soft copies of the Manual.

Conduct a Pilot training: The Consultant will conduct a 5-day residential validation workshop in Ghana with selected participants from GIZ, CHRAJ and NCCE, disability groups and align the module contents according to the feedback to finalize the modules.

Organize Training-of-Trainer workshop: The Consultant will organize a 5-day residential Trainer-of-Trainers (ToT) workshop for selected facilitators using the developed training module.

- i. The training's objectives will be to raise participants' awareness of human rights, rights of persons with disabilities and discrimination concepts and to equip them to take greater account of these principles and apply them in the context of their own work.
- ii. Delivery of the workshop as per the agreed curriculum and schedule
- iii. Facilitation of interactive sessions, group discussions, and practical exercises
- iv. Daily recap and feedback sessions to ensure learning objectives are met
- v. The Consultant will evaluate the training session and consolidate the findings in a report

Reporting: The Consultant will provide a comprehensive report on the outcomes of the Training indicating, successes, gaps, lessons learned and good practices.

- a. The Consultant will provide both an electronic and hard version of all the required deliverables at the agreed timelines.

Logistical arrangement: The Consultant will take charge of these deliverables:

- Organize hotel conferencing bookings and any other logistical arrangements (participants transportation etc) associated with both workshops (Pilot training and Trainer-of-trainers)
- Organize flight bookings for all required local participants who may be travelling from other regions
- Reimburse per diem costs, including any applicable transportation and accommodation expenses, for all participants in accordance with the approved GIZ rates
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Inception Meeting and Report with workplan and timelines clearly indicated	October 2026
Needs Assessment exercise conducted	October/November 2026
Develop draft Human rights and Rights of Persons with Disability training module	November 2026
Organized a Pilot Training with project team and selected stakeholders to receive feedback to strengthen materials developed and training style ahead of the main capacity building program.	December 2026
Finalize Human rights and rights of persons with disability training module	January 2027
Conducted Training-of-Trainers Workshop and Evaluation	February 2027
Finalized and shared comprehensive report of the capacity building program with impact analysis, observations, and recommendations to project team.	March 2027

Period of assignment: from approx. **01.10.2026** until **31.03.2027**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Key expert 1: Expert with International experience

Tasks of Expert 1

- Overall responsibility for the assignment (including quality and deadlines)
- Coordinating and ensuring communication with GIZ, CHRAJ and other stakeholders involved in the project
- Pre and Post assessment tools to measure participants understanding and progress. Comprehensive report highlighting key outcomes, challenges, and recommendations.
- Responsibility for checking the use of funds and financial planning in consultation with the office responsible for the commission at GIZ
- Supporting other experts and ensuring timely and high-quality delivery of any task under this assignment.

Qualifications of Expert 1

- Education/training (2.2.1): Advanced University degree (German 'Diploma'/Master) in Law or Human Rights or Social Science or related field of study
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): Seven (7) years' experience in human rights, or gender or rights of persons with disabilities
- Specific professional experience (2.2.4): Seven (7) years expertise in mainstreaming good practices on human rights, disability rights across programming and practices in government, humanitarian organizations, and communities/schools (5 out of max. 10 points).
Five (5) years' experience in developing (online) training modules in the human rights context (5 out of max. 10 points).
- Leadership/management experience (2.2.5): not required
- Regional experience (2.2.6): Three (3) years' experience in Africa working on human rights, discrimination and disability issues at a national, regional, or international level in line with current trends/ international best practices
- Development Cooperation (DC) experience (2.2.7): Three (3) years working collaboratively with a range of actors and stakeholders including government officials and private sector partners, international donors, Governmental and Non-Governmental Organizations, community members and leaders and persons with disabilities
- Other (2.2.8): 2 project references which demonstrate experience using participatory development approaches

Expert 2: Consultant

Tasks of expert 2: Consultant

This role is for a locally based Ghanaian expert to complement the inputs of Expert 1. The local Consultant must have knowledge of the situational analysis and cultural nuances, as well as an understanding of the cultural context in Ghana with regards to disability rights and persons with disability in Ghana

- Provide support to the team lead in reporting and carrying out the activities under this assignment based on the consultants knowledge and expertise of the Ghanaian local context taking into consideration cultural nuances, norms and cultural issues that impact persons with disabilities in Ghana.
- Track all activities, achievements, measures and ensure their coherence to achievement of the objectives and impacts of this assignment

- Coordinating and ensuring communication with GIZ, CHRAJ and other stakeholders involved in the project
- Track project activities and support the team in documenting major milestones, impacts, to enhance visibility and reporting to the project funders and stakeholders.
- Advice and support on communication strategies and plans to ensure visibility for the project progress and outcomes
- Prepare and document reports and lessons learned to ensure sector wide learning from project implementation.

Qualifications of Expert 2

- Education/training (2.3.1): University degree 'Diploma'/Master) in Law or Human Rights or Social Science or related field of study
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): Five (5) years' experience in human rights and rights of persons with disabilities in an international development context (5 out of max. 10 points), Specific professional experience (2.3.4): Five (5) years expertise in mainstreaming good practices on disability rights and human rights across the programming and practices in government, humanitarian organizations, and communities/schools (5 out of max. 10 points).
Two (2) years' experience in developing (online) training modules in the human rights context (5 out of max. 10 points).
Leadership/management experience (2.3.5): not required
- Regional experience (2.3.6): Three (3) years experience in Africa working on human rights, discrimination and disability issues at a national, regional, or international level in line with current trends/ international best practices Development Cooperation (DC) experience (2.3.7): Three (3) years experience working collaboratively with a range of actors and stakeholders including government officials and private sector partners, international donors, Governmental and Non-Governmental Organizations, community members and leaders, young women and men, and children.
- Other (2.3.8) 2 project references which demonstrate experience using participatory development approaches

5. Costing requirements

Assignment of personnel and travel expenses

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 (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Expert 1	1	50	50	International Consultant 20 expert days in country of residence 30 expert days in country of assignment
Expert 2	1	50	50	Local Consultant Expert days in country of assignment
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	1	60	60	Per diem for expert 1 (30days) Per diem for expert 2 (30days)
Overnight allowance in country of assignment	1	50	80	Overnight allowance for days spent on the field in Ghana 30days (Expert 1) 50days (Expert 2)

Transport	Quantity	Price	Total	Comments
International flights <i>Ghana</i>	3		3	Travel to Ghana: 3 return flights covering: - Needs Assessment mission. - Pilot Training - Training of Trainers
Domestic flights	6		6	Flights within Ghana 3 flights - Expert 1 3 flights - Expert 2
CO₂ compensation for air travel (International flight)	1	1,500	1,500	A fixed budget of EUR 1,500 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) Car	14		14	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	3		3	Visa costs
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	18,930	18,930 0	A budget of EUR 18,930 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshop 1: Pilot Workshop – 7days	1	35,000	35,000	A budget of EUR 18,930 is foreseen for workshops taking the following cost items into account: <i>Participants – 25persons</i> Hotel expenses- residential conference package (full board) Transportation for participants Flight for regional participants attending the workshop – <i>(5persons)</i>

Workshop 2: Trainer-of-Trainers Workshop - 7 days	1	66500	66500	A budget of EUR 66500 is foreseen <i>Participants – 50persons</i> Hotel expenses - residential conference package (full board) Transportation for participants Flight for regional participants attending the workshop (<i>10persons</i>)
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Workshops, events and trainings

The contractor will implement the following workshops:

- i) Conduct a Pilot Training: 7days (5 days for workshop; 2travel days) within Eastern region
 - Organize hotel conferencing bookings with hotel and other logistical arrangements
 - Print training materials
 - Flight booking for required participants
 - Refund participants transportation, per diem and dinner (if dinner is not part of the conference booking)
- ii) Conduct Training-of-Trainer's capacity building workshop 7days (5days workshop; 2days travel) for selected facilitators of CHRAJ and NCCE within Eastern region.
 - Organise hotel conferencing bookings with hotel and other logistical arrangements
 - Print training materials
 - Flight booking for required participants
 - Refund participants transportation, per diem and dinner (if dinner is not part of the conference booking)

6. Inputs of GIZ or other actors

- GIZ will assist the Consultant to identify key stakeholders and actors including government agencies in the human rights and disability space and provide the Consultant with administrative support in making appointments, travel arrangements, organising meetings, and other provisions necessary to facilitate his/her work.
- GIZ will coordinate and provide administrative support for the trainings as required

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.