

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

CONFIDENTIAL

Project title:	Processing number/cost centre:
Pan-African e-Commerce Initiative 3 – Boosting African Digital Trade	G-018154-001
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Subject of the tender procedure:	Tender number:
Advice on implementation of AfCFTA Digital Trade Protocol and technical inputs to related reforms; facilitation and development of partnerships with the private sector on digital trade	10035189

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0. List of abbreviations

AeP	Association of e-Commerce Practitioners in Ghana
AfCFTA	African Continental Free Trade Area
AI	Artificial Intelligence
AU	African Union
Bevh	German E-Commerce and Distance Selling Association
BMZ	Federal Ministry for Economic Cooperation and Development
DTP	Digital Trade Protocol
EAC	East African Community
ECOWAS	Economic Community of West African States
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
iDPP	Integrated Development Partnership with the Private Sector
ITC	International Trade Center
KECA	Kenya eCommerce Alliance
KOMP	Cost per output monitoring and forecast
MITI	Ministry of Investments, Trade and Industry in Kenya
MoCDTI	Ministry of Communication, Digital Technology and Innovation in Ghana
MoTAI	Ministry of Trade, Agribusiness and Industry in Ghana
MoU	Memorandum of Understanding
MSMEs	Micro, Small and Medium-Sized Enterprises
NESC	National e-Commerce Steering Committee in Ghana
PAPSS	Pan-African Payments and Settlement System

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PeCI	Pan-African e-Commerce Initiative
RMO	Risk Management Office
SAA	Smart Africa Alliance
ToR	Terms of Reference
UNCTAD	United Nations Trade and Development

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1. Context

Pan-African e-Commerce Initiative (PeCI 3)

The project “Pan-African e-Commerce Initiative 3 – Boosting African Digital Trade” (PeCI 3) aims to strengthen an enabling environment for cross-border digital trade in selected countries of the African Continental Free Trade Area (AfCFTA), with a particular focus on micro, small and medium-sized enterprises (MSMEs) and women-led businesses. Strategically, the module contributes to BMZ’s core area “Sustainable Economic Development, Training and Employment” and operationalises BMZ’s digital policy and Africa Strategy by supporting implementation of the AfCFTA Digital Trade Protocol (DTP), fostering gender-responsive digital entrepreneurship and promoting environmentally sustainable e-Commerce approaches. The project builds on associated BMZ initiatives, including cooperation with digital transformation centres and the Strategic Partnership with the Smart Africa Alliance (SAA), while coordinating closely with the AfCFTA Secretariat, the East African Community (EAC) Secretariat and other regional, and continental actors, such as the Economic Community of West African States (ECOWAS), to scale tested approaches and disseminate best practices across Africa.

Digital trade in Africa has expanded considerably over the last decade. E-Commerce sales on the continent amounted to approximately USD 28 billion in 2021 and are projected to exceed USD 110 billion by 2029 (techcabal, Future of Commerce Trends Report 2024), driven by rapid mobile penetration, expanding digital payment ecosystems, increasing internet connectivity and demographic growth. By the end of 2025, the number of online shoppers in Africa is expected to surpass 500 million (Tech In Africa, 2025). At the same time, Africa continues to account for only a very small share of global e-Commerce turnover, and many African digital platforms still struggle with scale, profitability and fragmented regulatory environments. MSMEs in particular continue to benefit only partially from the growth of digital trade, especially in cross-border contexts. Key constraints include high costs and delays in cross-border payments despite the gradual rollout of the Pan-African Payments and Settlement System (PAPSS), weak logistics and addressing systems, fragmented transport and delivery chains, insufficient interoperability, gaps in online consumer protection and dispute resolution, and limited coordination between public and private stakeholders. The gender digital divide also remains pronounced. Although women increasingly use mobile money and digital financial services, their participation in e-Commerce remains disproportionately low, while many existing training and support mechanisms are not sufficiently tailored to gender-specific barriers and needs.

At the same time, the enabling environment for digital trade on the continent is evolving rapidly. The African Union’s (AU) Digital Transformation Strategy (2020–2030), regional digital strategies such as the EAC Digital Transformation Strategy, and most importantly the DTP, adopted in 2024, provide a strategic and regulatory framework for greater harmonisation of digital markets in Africa. PeCI 3 builds on the results achieved under previous project phases (2020-2025): More than 1,300 MSMEs – around 60 percent of them women-led – received support to use e-Commerce channels, intermediary organisations expanded training and advisory services, trust-seal mechanisms were piloted, and regional approaches for consumer protection and electronic transactions were advanced, particularly within the EAC framework. Building on these experiences, PeCI 3 addresses critical bottlenecks for MSME participation in digital trade by supporting implementation of DTP-related reforms, strengthening structured public-private cooperation and facilitating development partnerships with the private sector.

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The target groups of the project are owners and employees of MSMEs engaged in e-Commerce, especially women-led enterprises, as well as intermediary organisations, such as chambers of commerce, business and e-Commerce associations, digital platforms, payment service providers and innovation hubs. Geographically, the project focuses primarily on Ghana, Kenya and the EAC, while disseminating best practices and cooperation approaches through pan-African structures, such as Smart Africa and the AfCFTA. Users of e-Commerce platforms and digital sales channels benefit indirectly through improved reliability, consumer trust, market access and digital trade services.

The module objective is: “An enabling environment for cross-border digital trade in Africa has been strengthened, particularly for MSMEs.” Progress towards this objective will be achieved through two outputs: Output 1 aims to support DTP implementation mechanisms for promotion of digital trade, while Output 2 works towards establishing gender-sensitive cooperation concepts between private actors to promote digital trade by MSMEs. The project’s results logic assumes that structured consultation and cooperation between public and private actors on DTP implementation modalities and measures will contribute to more harmonised and predictable framework conditions for MSMEs. At the same time, gender-sensitive cooperation strategies between private actors, combined with stronger intermediary support systems, are expected to improve MSME participation in digital trade and mobilise additional private-sector engagement and investment.

Lead executing agencies are the Ministry of Finance in Ghana, the Ministry of Investments, Trade and Industry (MITI) in Kenya and the EAC Secretariat. Important downstream public partners include Ghana’s Ministry of Trade, Agribusiness and Industry (MoTAI) and its newly established National e-Commerce Steering Committee (NESC) working towards the implementation of the national e-Commerce strategy, Ministry of Communication, Digital Technology and Innovations (MoCDTI), the Bank of Ghana, Kenya’s Ministry of Information, Communications and the Digital Economy (MICDE), the Communications Authority of Kenya and the AfCFTA Secretariat. Regional and continental dissemination partners include the East African Business Council and the Smart Africa Secretariat. Private-sector and ecosystem partners include the German E-Commerce and Distance Selling Association (bevh), African and German chambers of commerce, logistics and platform companies, such as Jumia and Africa Sokoni, women’s business networks and intermediary organisations supporting MSMEs as well as international organisations, such as UNCTAD and ITC.

Methodologically, the project operates at pan-African, regional and national levels. Output 1 focuses on technical and process-related advisory services for the implementation of the DTP, including support to integrate its provisions into national policies and legislation, facilitation of stakeholder consultations and dissemination of validated best practices through public-private dialogues. Exchange formats involving African and European stakeholders – including consumer protection bodies, business associations and other e-Commerce actors – support the validation and adaptation of approaches related to particularly logistics, consumer protection and digital payments. Output 2 focuses on strengthening cooperation between private actors and intermediary organisations through advisory services, onboarding and coaching models for MSMEs, support for market linkages and financing solutions, and the preparation and implementation of partnerships (e.g. iDPPs). Regional exchange formats further support the development and dissemination of gender-sensitive advisory and training approaches. Environmental sustainability is integrated as a cross-cutting theme, including support for sustainable packaging, resource-efficient logistics, e-mobility delivery solutions and reduced return rates.

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A central reference framework for the project is the DTP¹, adopted by the AU in February 2024. The DTP establishes a continental framework for digital trade governance and cooperation and represents one of the first attempts globally to create a region-wide digital trade architecture across a highly diverse group of economies. The DTP addresses key areas relevant for MSME participation in digital trade, including logistics and last-mile delivery systems, digital payment interoperability, online consumer protection, data-related cooperation and MSME support measures. Its objective is to reduce regulatory fragmentation, facilitate interoperability and establish more predictable and trustworthy conditions for cross-border digital trade within Africa. For MSMEs, the DTP is particularly relevant because high compliance costs, inconsistent regulations and weak consumer trust currently limit the ability to scale digital business models across borders.

Despite its political significance, implementation of the DTP remains at an early stage. Ratification and operationalisation at national level are ongoing in many AfCFTA member states, while institutional capacities and implementation readiness differ substantially across countries. The effectiveness of the DTP therefore depends less on formal adoption than on practical translation into regulatory reforms, institutional coordination mechanisms and public-private implementation structures. Regional organisations, such as the EAC, have already initiated complementary frameworks on e-Commerce, consumer protection and electronic transactions that can serve as practical entry points for DTP implementation and alignment. Likewise, continental initiatives, such as PAPSS, provide important infrastructure for reducing payment frictions but still require broader regulatory uptake and market adoption before MSMEs can benefit at scale. PeCI 3 addresses precisely this implementation gap by supporting the translation of selected DTP provisions into concrete reforms, facilitating structured dialogue between regulators and private actors, validating and disseminating practical implementation approaches and promoting gender-sensitive cooperation models that improve market access for MSMEs.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services will 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.

¹ <https://au.int/en/treaties/protocol-agreement-establishing-african-continental-free-trade-area-digital-trade>

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2.2 Objectives, indicators, work packages, milestones

The project seeks the services of a consulting firm to support the implementation of specific areas of the project. PeCI 3's results matrix contains the following key elements:

Module objective

An enabling environment for cross-border digital trade in Africa has been strengthened, particularly for micro, small, and medium-sized enterprises (MSMEs).

Module objective indicators

Module objective indicator 1

Number of reforms initiated to implement selected parts of the Digital Trade Protocol (DTP) of the African Continental Free Trade Area (AfCFTA).

Module objective indicator 2

Number of partnerships established in the private sector to promote digital trade for MSMEs.

Module objective indicator 3

Number of strategy documents of transnational African organisations that include best practices to promote digital trade for MSMEs.

Output 1

Public and private actors have established DTP implementation modalities to promote digital trade for MSMEs.

Output indicators:

- 1.1 Number of consultations between relevant actors in selected countries in which DTP implementation modalities for supporting digital trade for MSMEs have been agreed.
- 1.2 Best practices on key DTP topics have been validated in cross-border dialogue formats between the public and private sector.

Output 2

Gender-sensitive cooperation strategies between private actors for supporting digital trade by MSMEs have been operationalised.

Output indicators:

- 2.1 Number of cooperation strategies for supporting digital trade by MSMEs that are drawn up jointly by private actors.

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2.2 Best practices (particularly gender-sensitive practices), for involving MSMEs in digital trade have been further developed in regional dialogue between intermediary organisations.

Through the delivery of the services described in this ToR, the contractor is expected to contribute to the achievement of the module objective, outputs and indicators outlined above.

The contractor will be in charge of managing the deployment and coordination of experts and assignments. While the project interventions focus on Ghana, Kenya and the EAC, certain tasks might require travel to other African and European countries. All experts therefore need to be able and willing to travel. The contractor shall ensure that the expert team possesses a sound understanding of the international and African digital trade landscape and relevant national and regional contexts, particularly of Ghana, Kenya and the EAC, to ensure that the services provided are tailored to local realities and stakeholder needs. The sequencing and prioritisation of tasks will be further defined at the beginning of the contract, which therefore requires flexibility from the contractor regarding expert availability and timing.

The following work packages (including corresponding milestones) are being tendered, and the contractor is responsible for delivering the services described therein.

Work package 1 (Output 1): Implementation of the AfCFTA DTP

This work package is assigned to Output 1 (100%).

The implementation of the DTP requires strengthened technical capacities, practical implementation approaches and increased coordination among public (and private) stakeholders. While the Protocol creates an important framework for advancing digital trade across Africa, many institutions and ecosystem actors still face limited experience in translating its provisions into effective policies, regulatory approaches and operational practices.

The aim of this work package is to provide technical and process advice with regard to the implementation of the DTP. Activities include technical support and practical guidance for public sector stakeholders, benchmarking, facilitation of stakeholder consultations, and the development of technical inputs and implementation approaches in areas, such as consumer and data protection.

The work package is split into the following two sub-work packages:

- **Technical and process advice on the implementation of the AfCFTA DTP for public and private sector stakeholders with a focus on Ghana, Kenya, and EAC**

The aim of this sub-work package is to strengthen capacities and foster implementation mechanisms for the DTP, particularly in Ghana and Kenya. It contributes to Output Indicator 1.1 (i.e. number of consultations between relevant actors in selected countries in which DTP implementation modalities for supporting digital trade for MSMEs have been agreed), Output Indicator 1.2 (i.e. best practices on key DTP topics have been validated in cross-border dialogue formats between the public and private sector) and Module Objective Indicator 3 (i.e. number of strategy documents of transnational African organisations that include best

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practices to promote digital trade for MSMEs). Activities will support public and private sector stakeholders in understanding the provisions of the DTP, its implementation requirements and its practical implications for digital trade governance, while facilitating dialogue and coordination among institutions responsible for implementing national e-Commerce strategies and digital trade frameworks.

In Ghana, support will be provided to the National E-Commerce Steering Committee (NESC), the principal coordination platform for overseeing the implementation of Ghana's National E-Commerce Strategy and advancing national preparations for the implementation of the DTP. The NESC, which has convened twice since its establishment in November 2025, brings together relevant government institutions (e.g. Ghana Export Promotion Authority, Ghana Enterprise Agency, Ghana Post, Ghana Cybersecurity Agency), private sector institutions (e.g. Association of Ghana Industries, Ghana National Chamber of Commerce and Industry) and development partners to address policy, regulatory and operational challenges affecting digital trade.

In Kenya, the assignment will support the National E-Commerce Strategy Implementation Committee, also known as the National E-Commerce Engagement Platform, which is responsible for monitoring and supporting the implementation of Kenya's National E-Commerce Strategy and its alignment with regional e-Commerce priorities.

Given the important role of the national committees in coordinating digital trade stakeholders and supporting national DTP implementation efforts, the assignment will support the preparation and facilitation of 2 committee meetings and back-to-back capacity-building sessions in each country to strengthen understanding of key digital trade topics and agree on implementation approaches. The first committee meeting that is being facilitated will provide the basis for follow-on support that is being provided under work package 1, particularly with regard to the selection of the technical area(s) of the DTP for further support, such as, e.g. consumer and data protection.

This sub-work package will also promote regional exchange and peer-to-peer learning on best practices on core DTP topics. This includes the facilitation of 2 virtual half-day sessions and 1 in-person 2-day regional workshop for EAC Partner States. The in-person workshop will support cross-border knowledge exchange among policymakers and practitioners, contribute to the dissemination of international and regional best practices, and strengthen regional cooperation on digital trade.

This sub-work package will further support the preparation of technical inputs to 3 strategy documents of transnational African organisations. These inputs will draw on existing experiences and lessons learnt reports and / or international best practices in the area of digital trade.

This sub-work package will also provide advice to the AfCFTA Secretariat and / or regional economic communities on the implementation of the DTP, as needed. These advisory services will be further specified in direct coordination with the AfCFTA Secretariat.

Milestones for work package 1 / Output 1	Delivery period
Ghana (Accra): Two 5-day missions, each consisting of facilitation of a 2-day national e-	Q2/2027, Q4/2027

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commerce committee meeting + 1 day capacity building session for the committee on a selected digital trade topic Kenya (Nairobi): Two 5-day missions, each consisting of facilitation of a 2-day national e-commerce committee meeting + 1 day capacity building session for the committee on a selected digital trade topic	Q2/2027, Q4/2027
EAC (Arusha or Nairobi): Deliver one 2-day workshop on best practices of selected DTP topics for EAC Partner States.	Q3/2027
Prepare technical inputs, based on best practices, to 3 strategy documents of transnational African organisations (approx. 5 pages each)	Throughout the contract period
Advice to the AfCFTA Secretariat and / or regional economic communities on the implementation of the DTP (10 days)	Throughout the contract period

- **Advice on and technical input to digital trade legislation and regulation, with a focus on Ghana and Kenya**

The aim of this sub-work package is to provide technical advice to relevant ministries and regulatory authorities on the legal and regulatory implications of the DTP, as well as to provide technical input to the development and / or revision of national legislation and regulation related to digital trade, particularly in Ghana and Kenya. It contributes to Module Objective Indicator 1 (i.e. number of reforms initiated to implement selected parts of the Digital Trade Protocol (DTP) of the African Continental Free Trade Area (AfCFTA)).

Based on the focus topic(s), identified during the first committee meeting (facilitated under the sub-work package above, e.g. consumer and data protection) in Ghana and Kenya, this sub-work package will conceptualize and deliver one 3-day technical workshop in each country on that topic, including a presentation of international best practices.

Under this sub-work package, a technical 3-day workshop on digital trade laws and policies (incl. presentation of international / EU best practices and standards) for public stakeholders will be conceptualized and delivered one time in Ghana and one time in Kenya. The concrete topics will be specified at the beginning of the contract.

In Kenya, the assignment will also provide a legal and regulatory assessment of the consumer protection framework that is currently undergoing a reform at national level. This will cover benchmarking against international best practices, identification of regulatory gaps, and the formulation of legal and / or regulatory provisions to strengthen the Consumer Protection Act in relation to digital trade. Based on the assessment, the contractor will provide advisory to the committee during the review process when called upon.

This sub-work package will also provide advice to the AfCFTA Secretariat and / or regional economic communities on legal and regulatory aspects of the DTP, as needed. These advisory services will be further specified in direct coordination with the AfCFTA Secretariat.

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Milestones for work package 1 / Output 1	Delivery period
Ghana (Accra): Deliver one 3-day technical workshop on one DTP topic, such as consumer and data protection for public and private sector actors	Q3/2027
Kenya (Nairobi): Deliver one 3-day technical workshop on one DTP topic, such as consumer and data protection for public and private sector actors	Q3/2027
Ghana (Accra): Deliver one 3-day technical workshop for public stakeholders on digital trade laws and policies (incl. presentation of international / EU best practices and standards)	Q1/2028
Kenya (Nairobi): Deliver one 3-day technical workshop for public stakeholders on digital trade laws and policies (incl. presentation of international / EU best practices and standards)	Q1/2028
Provide a legal and regulatory assessment of Kenya's consumer protection framework for digital trade, including benchmarking, formulation of legal and / or regulatory provisions (approx. 10 pages)	Q3/2027
Advice to the AfCFTA Secretariat and / or regional economic communities on legal and regulatory aspects of the DTP (10 days)	Throughout the contract period

Work package 2 (Output 2): Supporting digital trade through private sector cooperation

This work package is assigned to Output 2 (100%).

Cooperation with the private sector is a key component of PeCI 3, ensuring that project interventions are aligned with market realities and contribute to the sustainable development of Africa's digital trade ecosystem. As digital trade continues to grow in importance, structured engagement with private actors is essential to translate frameworks, such as the DTP, into practical business opportunities.

The aim of this work package is to build capacities on selected digital trade topics for private sector stakeholders, strengthen collaboration between African, European / German private-sector actors through setting up partnerships to foster more connected and inclusive e-Commerce ecosystems. This includes facilitating exchange, setting up partnerships and cooperation among companies and business associations, while improving the readiness of enterprises to engage in cross-border digital trade.

Through these partnerships, the private sector acts both as an implementation partner and as a driver of innovation, fostering market linkages and knowledge-sharing.

The work package is split into the following two sub-work packages:

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- **Strengthening private sector capacities to use new business opportunities arising from the AfCFTA DTP**

The aim of this sub-work package is to strengthen the capacities of private sector stakeholders, particularly MSMEs, business associations and intermediary organisations, particularly in Ghana and Kenya to better leverage opportunities arising from digital trade and the DTP. It contributes to Output Indicator 2.2 (i.e. best practices, particularly gender-sensitive practices, for involving MSMEs in digital trade, have been further developed through regional dialogue between intermediary organisations) and contributes to Module Objective Indicator 2 (i.e. number of partnerships established in the private sector to promote digital trade for MSMEs).

This sub-work package will support business associations and intermediary organisations, such as the Association of e-Commerce Practitioners (AeP) in Ghana, and the Kenya eCommerce Alliance (KECA) to strengthen MSME organisational effectiveness, digital trade readiness and alignment with international standards. The contractor will further support the Kenya National Chamber of Commerce (KNCCI), to expand its uptake of the trust seal by developing a viable and sustainable business model for the seal. The contractor will provide the technical expertise to design and deliver a 3-day workshop on developing cross-border e-Commerce business expansion plans, including growth strategies, market opportunities and practical scaling approaches. AeP, and KECA will support the implementation of the workshops by selecting approximately 10 participating MSMEs from their networks each. After the workshops, virtual follow-up coaching to support participating MSMEs in refining and implementing their business expansion plans will be provided.

Additionally, this sub-work package will further support ecosystem strengthening for MSMEs and intermediaries through the development of a practical guidebook for AeP and KECA. The guidebook (approx. 8 pages) will provide an overview of selected financing opportunities available to Ghanaian and Kenyan MSMEs engaged in digital trade, including relevant public funding schemes, development partner programmes, impact investment facilities and private sector financing instruments. It will also outline key eligibility criteria, application requirements and practical steps for accessing these opportunities, thereby helping MSMEs better understand the financing landscape and improve their readiness to mobilise funding for business growth and cross-border expansion.

Further, this sub-work package involves preparing and accompanying an approximately 10-day study trip for German / European e-Commerce companies to three selected African countries (e.g. Ghana, Kenya and Nigeria). The assignment will include programme design, identification and making appointments with relevant local e-Commerce stakeholders, and preparation of meetings and site-visits. It aims to strengthen mutual market understanding, identify concrete cooperation opportunities and lay the foundation for new cross-border partnerships in digital trade.

Lastly, it will also deliver one 3-day capacity building workshop for private sector associations and intermediary organisations in Ghana and Kenya on strengthening business development, organisational set-up and the operation of e-Commerce activities in line with international standards and best practices. The workshop will focus on improving institutional capacity and enabling organisations to more effectively support MSMEs in cross-border digital trade. This is important to ensure that intermediary organisations can act as effective multipliers,

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translating knowledge and standards into practical support services for a broader base of MSMEs.

Milestones for work package 1 / Output 1	Delivery period
Ghana (Accra) and Kenya (Nairobi): In collaboration with AeP and KECA , deliver one 3-day workshop each for MSMEs on developing business expansion plans for cross-border e-Commerce	Q2/2027
Ghana and Kenya: For AeP and KECA, develop a guidebook on financing opportunities for MSMEs in digital trade, including funding sources, eligibility requirements and practical guidance on accessing finance (approx. 8 pages)	Q3/2027
Conceptualize and facilitate an approx. 10-days study trip for German and European e-Commerce companies to three selected African countries (e.g. Ghana, Kenya, Nigeria) to explore market opportunities, strengthen partnerships and identify cooperation potential in digital trade	Q3/2027
Ghana (Accra): Deliver one 3-day capacity building workshop for private sector associations and intermediary organisations on running e-Commerce operations in line with international standards and best practices, strengthening business development, and organisational set-up	Q2/2027
Kenia (Nairobi): Deliver one 3-day capacity building workshop for private sector associations and intermediary organisations on running e-Commerce operations in line with international standards and best practices, strengthening business development, and organisational set-up	Q3/2027
Kenya: Develop a viable, sustainable business model for the trust seal with complete pricing models and execution strategy	Q3/2027

- **Setting up partnerships with the private sector**

The aim of this sub-work package is to facilitate and operationalise strategic partnerships between African and German / European private sector actors to strengthen collaboration in digital trade. This sub-work package will support the identification, mapping and development of cooperation opportunities between companies, business associations and intermediary organisations, as well as translating them into concrete partnership concepts. It contributes to Module Objective Indicator 2 (i.e. number of partnerships established in the private sector to promote digital trade for MSMEs) and Output Indicator 2.1 (i.e. the number of cooperation concepts for supporting digital trade by MSMEs that are jointly developed by private actors).

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This sub-work package entails the compilation of a long list and short profiles of German / European e-Commerce actors, including companies, platforms, associations and intermediary organisations, and identify potential areas of interest for cooperation with African digital trade stakeholders. This mapping will serve as a basis for identifying priority partners and thematic entry points for African-European cooperation in digital trade.

The implementation of the DTP and the broader expansion of Africa's digital economy are increasingly creating demand for partnerships between African and European private sector actors. The EU Commission presented two partnership models (i.e. EU Tech Business Offer², EU Global Gateway Investment Hub³), which provide important entry points for mobilising European private sector engagement in Africa, fostering investment linkages and strengthening cooperation, including in the area of digital trade. Under this sub-work package, the concept for either an EU Tech Business Offer or an EU Global Gateway Investment Hub proposal will be prepared together with at least one German / European company.

Moreover, a second concept for cooperation with the private sector in Africa (e.g. iDPP) in the area of digital trade, such as on logistics or platform development, will be developed.

In addition, this sub-work package entails the facilitation of two thematic sessions (approx. 1 hour) on a selected digital trade topic at an international event in Germany/ Europe. These sessions are important to position digital trade as a strategic area for joint private sector engagement and investment.

Lastly, this sub-work package entails the facilitation of two one-day matchmaking events in selected African countries (e.g. Ghana and Kenya) to connect African, German and European digital trade stakeholders. The preparation of the events will include agenda setting, based on concrete partnership opportunities, and outreach to potential participants, as well as the identification of concrete partnership opportunities. These matchmaking events are essential to translate strategic dialogue into concrete business linkages and to enable practical, implementation-oriented partnerships across digital trade ecosystems.

Milestones for work package 2 / Output 2	Delivery period
Compile a long list and short profiles of German and European e-Commerce actors, highlighting potential areas of interest for cooperation with African digital trade stakeholders (approx. 5 pages)	Q2/2027
Develop one partnership concept for either an EU Tech Business Offer or an EU Global Gateway Investment Hub proposal (approx. 15 pages)	Q2 to Q4/2027

² <https://digital-strategy.ec.europa.eu/en/factpages/eu-tech-business-offer>

³ https://international-partnerships.ec.europa.eu/investment-hub_en

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Develop one concept for cooperation with the private sector in Africa (e.g. iDPP) (approx. 8 pages)	Q3/2027
Facilitate 2 thematic sessions (approx. 1 hour each) on a selected digital trade topic at an international event in Germany / Europe	Q2 and Q3/2027
Facilitate two one-day matchmaking events in selected African countries (e.g. Ghana, Kenya) to connect African, European and German digital trade stakeholders	Q2 and Q3/2027

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.
- The experts are required to provide their own IT equipment adequate for implementing the demanded tasks (computer/laptop, camera, microphone, software, stable internet connection with sufficient data volume for video transmission as far as local infrastructure allows, etc.), as well as the necessary knowledge and skills in dealing with digital media and methods.

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:

- Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented;
 - Amount of used working days and remaining working days.

The contractor reports to GIZ as follows:

- Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: English;
- Interim reports accompanying all invoices;

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- Final report no later than two weeks before the end of the contract.

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.

Backstopping requirements:

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

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

2.4 Data protection and information security

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

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ regarding 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 General Data Protection Regulation (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.

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2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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:
The contractor shall integrate gender equality throughout the assignment in line with BMZ/GIZ gender strategies and gender-responsive trade principles, ensuring compliance with applicable EU/national legislation and alignment with international frameworks (e.g. SDG 5). The approach shall reflect feminist development policy principles (rights, resources, representation) where relevant to (digital) trade.
 - o Selection of participants in consultations and workshops should reflect a gender balance.
 - o Gender aspects are to be included in the solutions piloted with the private sector and in all analysis and training materials.
- Environmental protection and climate action (climate change mitigation/adaptation):
The contractor shall integrate environmental protection and climate action across whenever feasible in line with partner-country priorities and international frameworks.
 - o Environmental aspects should be considered and integrated into the solutions piloted with the private sector, in training materials developed and delivered as part of the capacity building measures in each country, and in all analysis
 - o Number of flights should be kept as low as possible (back-to-back planning of missions...) to reduce CO2 emissions.
- Conflict and context sensitivity:
The contractor shall implement all activities in a conflict- and context-sensitive manner in line with GIZ approaches (e.g. do-no-harm principle).
- Human rights:
The contractor shall respect, protect and promote internationally recognized human rights throughout the assignment. This includes compliance with the UN Guiding Principles on Business and Human Rights, ILO core labour standards, and applicable EU and national legislation.

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

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3. Technical-methodological concept

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

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

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

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

- summarizing and reflecting on the general approach of the project and the success factors for effective implementation;
- summarizing and reflecting on the general approach of the project, providing an assessment of possible risks in implementation and pathways to address these risks
- 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

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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)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

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)

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

Conflict and context sensitivity

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the

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human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	3 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	3 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	2 points out of 10 (maximum)
Requirement: 'Human rights':	2 points out of 10 (maximum)

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.

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

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

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

– Not applicable –

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3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

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

3.5 Further requirements

(section 1.5 of the assessment grid)

– 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 on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

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

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

Expert 1: International Digital Trade Expert (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1:

- Provide technical and process advice on the implementation of the DTP for public and private sector stakeholders;
- Conduct two 5-day missions to Ghana (Accra) and two 5-day missions to Kenya each consisting of facilitation of a 2-day national e-commerce committee meeting + 1 day capacity building session for the committee on a selected digital trade topic;
- Deliver one 2-day workshop on best practices of selected DTP topics for EAC Partner States in Tanzania (Arusha) or Kenya (Nairobi);
- Prepare technical inputs, based on best practices, to 3 strategy documents of transnational African organisations (approx. 5 pages each);
- Advice to the AfCFTA Secretariat on the implementation of the DTP.

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree (master’s or equivalent) in trade, economics, international development
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Language (section 2.1.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	8 years of professional experience in international trade policy
Specific professional experience (section 2.1.4 of the assessment grid):	6 years of professional experience in advising public sector actors on international digital trade
Leadership/management experience (section 2.1.5 of the assessment grid):	– not applicable –
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	5 years of professional experience outside of Africa
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	6 years of professional experience in Sub-Saharan Africa (5 out of 10 points), out of which 3 years of professional experience in Ghana or Kenya (5 out of 10 points)
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 –

Expert 2: International Trade Law Expert (section 2.2 of the assessment grid)

This position is a key expert.

Tasks of expert 2:

- Provide technical and process advice on the implementation of the DTP for public and private sector stakeholders;
- Deliver one 3-day technical workshop on one DTP topic, such as consumer and data protection, for public and private sector actors in Ghana (Accra) and one 3-day technical workshop on one DTP topic, such as consumer and data protection, for public and private sector actors in Kenya (Nairobi);
- Deliver one 3-day technical workshop for public stakeholders on digital trade laws and policies (incl. presentation of international / EU best practices and standards) in Ghana (Accra) and one 3-day technical workshop for public stakeholders on digital trade laws and policies (incl. presentation of international / EU best practices and standards) in Kenya (Nairobi);
- Provide a legal and regulatory assessment of Kenya's consumer protection framework for digital trade, including advisory to the review committee towards updating the Act, benchmarking, formulation of legal and/or regulatory provisions (approx. 10 pages).

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Qualifications of expert 2:

Education/training (section 2.2.1 of the assessment grid):	University degree (master's or equivalent) in international trade law, public policy
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	8 years of professional experience in international trade law (5 out of 10 points) 8 years of professional experience in legal and regulatory reforms (5 out of 10 points)
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience with consumer protection legislation and regulation
Leadership/management experience (section 2.2.5 of the assessment grid):	– not applicable –
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	– not applicable –
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	6 years of professional experience in the EAC or ECOWAS region (5 out of 10 points), out of which 4 years in Kenya (5 out of 10 points)
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):	3 years of experience on data protection

Expert 3: Business Development Expert (section 2.3 of the assessment grid)

This position is a key expert.

Tasks of expert 3:

- In collaboration with the Association of e-Commerce Practitioners (AeP) and the Kenya Ecommerce Alliance (KECA), deliver one 3-day workshop each for MSMEs on developing business expansion plans for cross-border e-Commerce;
- For AeP and KECA, develop a guidebook mapping financing opportunities for MSMEs and intermediaries, complemented by mentorship plans to strengthen MSME growth and access to finance in digital trade;
- Conceptualize and facilitate a (approx.) 10-day study trip for German and European e-Commerce companies to three selected African countries;

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- Deliver one 3-day capacity building workshop for private sector associations and intermediary organisations on running e-commerce operations in line with international standards and best practices.
- Develop a viable, sustainable business model for the KNCCI ecommerce trust seal with complete pricing models and execution strategy

Provide business development advisory support to up to 10 selected e-Commerce platforms or private sector e-Commerce associations

Qualifications of expert 3:

Education/training (section 2.3.1 of the assessment grid):	University degree (master's or equivalent) in international business administration, economics, trade
Language (section 2.3.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	7 years of professional experience in private sector development or business development
Specific professional experience (section 2.3.4 of the assessment grid):	5 years of professional experience in business expansion to new markets (5 out of 10 points) 5 years of professional experience in business development and mentorship to MSMEs (5 out of 10 points)
Leadership/management experience (section 2.3.5 of the assessment grid):	– not applicable –
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	2 years of professional experience outside of Africa
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	6 years of professional experience in Sub-Saharan Africa (5 out of 10 points), out of which 3 years of professional experience in Ghana (5 out of 10 points)
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	– not applicable –

Expert 4: International Private Sector Expert (section 2.4 of the assessment grid)

This position is a key expert.

Tasks of expert 4:

- Compile a long list and short profiles of German and European e-Commerce actors;

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- Develop one partnership concept for either an EU Tech Business Offer or an EU Global Gateway Investment Hub proposal;
- Develop one concept for cooperation with the private sector in Africa (e.g. iDPP)
- Facilitate two thematic sessions on a selected digital trade topic at an international event in Germany / Europe;
- Facilitate two matchmaking events in selected African countries (e.g. Ghana, Kenya) to connect African, European and German digital trade stakeholders.

Qualifications of expert 4:

Education/training (section 2.4.1 of the assessment grid):	University degree (master's or equivalent) in international economics, trade, business administration
Language (section 2.4.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.4.3 of the assessment grid):	7 years of professional experience in international business development, trade and cooperation with the private sector
Specific professional experience (section 2.4.4 of the assessment grid):	5 years of professional experience in working with private sector actors engaged in digital trade
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):	4 years of professional experience in Europe
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	2 years of professional experience in Sub-Sahara Africa (4 out of 10 points), out of which 1 year of professional experience in Kenya (3 out of 10 points) 1 year of professional experience in Ghana (3 out of 10 points)
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.4.9 of the assessment grid):	Experience in EU Investment approaches/ mechanisms (6 out of 10 points) Experience in facilitating international conferences, stakeholder meetings, and business gatherings (4 out of 10 points)

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

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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 3.6.2)	Number of international flights (round trips)	Number of national flights
Expert 1: International Digital Trade Expert	28	22	50	No	5	0
Expert 2: International Trade Law Expert	43	16	59	No	5	0
Expert 3: Business Development Expert	39	22	61	No	6	0
Expert 4: International Private Sector Expert	27	17	44	No	6	0
Backstopping	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

5.2 National administrative staff

– Not applicable –

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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

Travel expense budget: EUR 53.640,00

Budget for CO₂ offsets for flights: EUR 3,080.00

A fixed, unalterable budget for CO₂ offsets for settlement against evidence is specified.

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

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

The costs are reimbursed as a lump sum (per-diem allowances up to the maximum amounts permissible under tax law for each country) as set out in the country table in the circular from the German Federal Ministry of Finance on the reimbursement of travel expenses (see <https://www.bundesfinanzministerium.de>), or on presentation of evidence (airfares and other main transport costs).

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

5.4 Materials and equipment

– Not applicable –

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5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified.

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 27,000.00

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

6. Requirements on the format of the tender

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 15 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

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

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

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

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

7. Options or follow-on contract

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

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

Nature and scope:

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

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 –

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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.

8. Annexes

Annex 1: PeCI 3 module proposal in German (original version)

Annex 2: PeCI 3 results matrix in German (original version)

Annex 3: PeCI 3 module proposal in English (unofficial translation)

Annex 4: PeCI 3 results matrix in English (unofficial translation)