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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Project title:	**Processing number/cost centre:**
Concept Notes and Funding Proposals for the Green Climate Fund	**V000020**
Country:	**Internal order:**
Southeast Asia, Middle East, Montenegro & North Macedonia	
Subject of the tender procedure:	**Tender number:**
Supporting GIZ in the development of Green Climate Fund Concept Notes and Funding Proposals for up to three projects	**10041825**

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0. List of abbreviations

AE	Accredited Entity
AG	Commissioning Parties
AN	Auftragnehmer (Contractor)
AVB	Allgemeine Vertragsbedingungen für die Erbringung von Dienst- und Werkleistungen (General Terms and Conditions of Contract for supplying services and work)
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (Federal Ministry for Economic Cooperation and Development)
BMUV	Bundesministerium für Umwelt, Naturschutz und nukleare Sicherheit und Verbraucherschutz (Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection)
CN	Concept Note
CV	Curriculum Vitae
EE	Executing Entity
ESIA	Environmental and Social Impact Assessment
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
FK	Fachkraft (Expert)
FKT	Fachkraft-Tage (Expert Days)
FP	Funding proposal
FS	Feasibility Study
GA	Gender Assessment
GAP	Gender Action Plan
GCF	Green Climate Fund
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IPP	Indigenous Peoples Plan

iTAP	independent Technical Advisory Panel
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
RMO	Risk Management Office
MDB	Multilateral Development Bank
NDA	National Designated Authority
PAP	Project Approval Process
PDM	Project Development Manager
PDP	Project Development Process
PDT	Project Development Team
Pre-FS	Preliminary Feasibility Study
SAP	Simplified Approval Process
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise supporting the German Government in promoting international cooperation for sustainable development and international education work. The registered offices of GIZ are in Bonn and Eschborn. In Germany, GIZ's main clients are the Federal Ministry for Economic Cooperation and Development (BMZ) and the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) along with several other German Government agencies. GIZ's international clients include the European Union, bilateral donors, philanthropic and private sector entities and multilateral development finance institutions such as the Green Climate Fund (GCF).

The GCF Board approved GIZ's accreditation as an International Accredited Entity (AE) in 2016, enabling GIZ to prepare, propose and implement GCF projects in close coordination with National designated authorities (NDAs). GIZ is continuously expanding its GCF project portfolio and sourcing of new ideas. In this context, GIZ together with its local partners, has identified project opportunities in several countries including, Montenegro and North Macedonia (multi-hazard early warning systems), countries in Southeast Asia (rice and livestock), and countries in the Middle East (water). Additional countries may be added as the project pipeline evolves. Further, innovative approaches like blended climate financing modalities – combining grant, loan, guarantee and/or insurance instruments – are in early stages of idea generation in various countries around the world. Further, a scaling up of the cooperation with Multilateral Development Banks and private sector actors is of strategic importance for GIZ's future business engagement with the GCF.

In its decision B.07/03, the GCF Board adopted an overall project/ programme activity cycle and an initial proposal approval process (later updated and amended through decisions B.11/11 and B.17/09). These two elements represent core pillars of the GCF operational processes, policy framework and governance arrangements. As illustrated in the GCF project activity cycle[1], ten stages – divided in four clusters – have been identified to develop, review and implement GCF projects and programmes:

Strategy, origination and structuring

Stage 1 – Country engagement

Stage 2 – Targeted project generation

Stage 3 – Concept note submission and screening

Technical review and appraisal

Stage 4 – Funding proposal development

[1] Project cycle | Green Climate Fund

Stage 5 – Funding proposal appraisal

Approval and legal arrangements

Stage 6 – Board approval

Stage 7 – Legal arrangements

Implementation

Stage 8 – Monitoring for performance and compliance

Stage 9 – Adaptive management

Stage 10 – Evaluation, learning and project closure

The GCF project activity cycle – particularly stages 1 to 7 – represents the overall framework conditions and orientation that GIZ uses to develop its projects and programmes for the GCF, complemented by several additional internal steps and processes. Within this cycle, the different tasks of the assignment mainly contribute to stage 3 (Concept note submission and screening), stage 4 (Funding proposal development) and stage 5 (Funding proposal appraisal).

The overall objective of this assignment is to support GIZ in developing high-quality Concept notes (CNs) and Funding proposals (FPs) consistent with the requirements of the GCF. In this vein, the Contractor shall support up to three of GIZ's current and future GCF project development processes (PDPs) in which GIZ serves as Accredited Entity (AE) and Executing Entity (EE). These PDPs are in different stages of the GCF project cycle and require different types and intensities of support, inter alia based on their categorisation under GCF's full programming modality Project Approval Process (PAP) or Simplified Approval Process (SAP). They may include one or more of the ongoing PDPs currently at CN stage as well as future PDPs currently at early idea stage. The decision on the specific PDPs will be taken jointly upon inception of the assignment.

It is foreseen that the contractor's work packages include a combination of the following tasks, in accordance with the progress and needs of the respective PDP:

- Development of project approaches and concepts resulting in high-quality CN documents;
- Expanding and complementing existing CN documents having passed the GCF Secretariat's CN approval procedure and advance them into complete, high-quality FP documents; and
- Strategic and technical advice to GIZ in all stages of the project cycle, with a focus on the CN and FP reviews executed by the GCF Secretariat, the independent Technical Advisory Panel (iTAP) and the GCF Board.

2. Tasks to be performed by the contractor

2.1 Term

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

2.2 Objectives, indicators, work packages, milestones

Objectives:

• Develop up to three high-quality CNs aligned with the latest GCF templates and guidance and GIZ instructions

• Develop up to three high-quality FPs aligned with the latest GCF templates and guidance and GIZ instructions

• Support GIZ through GCF CN screening and FP appraisal processes (Secretariat and iTAP reviews), up to Board submission where applicable.

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

Work package 1: Develop high-quality CN documents

This work package includes the following activities:

- Analyse and critically assess all existing project design considerations, analyses and data against overarching and sector specific GCF requirements.
- Identify the relevant sections and elements of the Concept notes, for which more detailed information needs to be provided and/ or modifications from the original project idea document seem necessary.
- Write high-quality CN documents based on the results of the project idea document, pre-feasibility study (pre-FS) and on all other appraisals, including the input provided by the involved national stakeholders (NDAs, EEs, etc.).
- Provide quality assurance for key annexes prepared by GIZ and other experts, ensuring coherence, technical accuracy, and provide technical inputs and contributions as required. Analyse feedback from the GCF Secretariat on submitted CN documents during the respective review phases and provide technical advice on potential reaction.
- Iteratively adjust the CN documents in accordance with feedback received from the GCF Secretariat as part of the review process.

Milestones for work package 1	Delivery period

Inception meeting for up to 3 CN development processes (acceptance: agreed scope, stakeholder map, workplan)	1 month from call-off for a specific Project Development Process (PDP)
Up to 3 CN documents completed in compliance with GCF templates, guidance documents, further GIZ instructions and responding to overall quality requirements (acceptance: conform to current GCF CN template/guidance; incorporates tracked GCF/GIZ comments; passes GIZ PDT quality review)	12-18 months from call-off for a specific Project Development Process (PDP)
Participate in feedback calls with the GCF Secretariat to provide explanations and justifications regarding the project concept, design and narrative (acceptance: concise notes on feedback and agreed follow-up actions with the PDT).	Upon request, based on emerging needs during Months 1–18 for a specific Project Development Process (PDP)
Written responses on specific comments, feedback and questions from the GCF Secretariat provided for up to 3 CN reviews. CNs updated accordingly (acceptance: comment matrix complete, CNs pass GIZ PDT quality review).	As required, following receipt of GCF comments. Specific delivery deadlines agreed upon for each PDP, taking into account the timing of the GCF review process and the respective PDP schedule.

Work package 2: Develop high-quality FP documents

This work package includes the following activities:

- Analyse and critically assess the GCF-approved CN documents, annexes, the Secretariat's recommendations, previous GCF review comments, GIZ-internal products from CN stage as well as additional analyses and data relevant for FP development stage.
- Consider and integrate relevant findings of, inter alia, the following separate parallel appraisal outputs developed by other experts and/ or GIZ internally:
    - Feasibility study (FS)
    - Climate rationale for mitigation and/or adaptation interventions
    - Economic and financial analysis (EFA)
    - Environmental and social impact assessments (ESIAs) and management frameworks (ESMFs) and plans (ESMPs)
    - Gender assessments (GAs) and action plans (GAPs)
    - Indigenous Peoples Plan (IPP)
- Provide comments and/ or specific inputs on draft versions of the above-mentioned documents to ensure their quality and coherence with the FP documents.
- Write complete and high-quality FP documents based on the results of the FS and all other analyses and appraisals as well as input provided by the involved national stakeholders (NDAs, EEs, etc.).
- Analyse feedback from the GCF Secretariat on submitted FP documents during the respective review phases and provide technical advice on potential reaction.
- Revise FPs iteratively in response to feedback coordinated by GIZ.
- Participate in GIZ-coordinated calls with the GCF Secretariat and iTAP as needed.

All formal communications and submissions to the GCF Secretariat and iTAP are channelled by GIZ. The contractor prepares inputs and participates in meetings as requested by GIZ.

Milestones for work package 2	**Delivery period**
Inception meeting for up to 3 FPs development processes (Acceptance: agreed scope, workplan).	1 month from call-off for a specific Project Development Process (PDP)
Up to 3 FPs documents completed in compliance with GCF templates, guidance documents, further GIZ instructions and responding to overall quality requirements (Acceptance: conform to current GCF FP template/guidance; incorporation tracked Secretariat/iTAP and GIZ comments; pass GIZ PDT quality review).	12-18 months from call-off for a specific Project Development Process (PDP)
Participation in feedback calls with the GCF Secretariat to provide explanations and justifications regarding the project concept, design and narrative.	Upon request, based on emerging needs during Months 1–18 for a specific Project Development Process (PDP).
Written responses on specific comments, feedback and questions from the GCF Secretariat and iTAP included in the official response sheets and adaptations made to up to 3 FPs (Acceptance: response sheets complete; dispositions reflected in revised FPs).	As required, following receipt of GCF Secretariat and iTAP comments. Specific delivery deadlines agreed upon for each PDP, taking into account the timing of the GCF and iTAP review process and the respective PDP schedule.

2.3 Project and knowledge management requirements

Requirements on the assignment of expert:

– Not applicable –

Requirements on materials and equipment and operating costs:

– Not applicable –

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:

- Purpose: Ensure timely delivery and quality of document outputs (CNs/FPs) through structured coordination and iteration, not impact monitoring.
- Coordination:

- Maintain a coordination schedule with the GIZ Project Development Team (PDT), with regular check-ins (e.g. bi-weekly) and ad hoc sessions around key milestones.
- Integrate written feedback from GCF Secretariat/iTAP (via GIZ) and from country stakeholders as identified by GIZ.

- Progress tracking:
  - Maintain a living workplan with deliverables, responsibilities, dependencies, and deadlines; update after each coordination meeting.
  - Use a concise progress log (max. 1 page/update) capturing decisions, pending issues, and risks/mitigations related to document development.
- Quality and version control:
  - Apply version control for all draft CNs and FPs; if necessary, provide a change log with each submission.
  - Ensure alignment with latest GCF templates/guidance and GIZ internal guidance provided by the PDT.
- Reporting and documentation:
  - Short inceptions note (scope, approach, workplan, stakeholder map, data needs, gaps) for each project development process.
  - Brief progress notes aligned to meetings/milestones (e.g. monthly), plus a final handover package (final documents, sources, stakeholder consultation summary, and a lessons-learned note) for each development process.
- Filing:
  - Store all deliverables in the GIZ-designated SharePoint structure.

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.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor shall review, consider and systematically integrate the findings, recommendations and actions from all relevant safeguards and gender assessments and plans into the concept notes and funding proposals, ensuring consistency and coherence between documents:

- Gender equality:
  Consider and integrate relevant findings of the Gender assessments (GAs) and action plans (GAPs), developed as separate, parallel appraisal outputs developed by other experts and/ or GIZ.

- Environmental protection and climate action (climate change mitigation/adaptation):
  Consider and integrate relevant findings of Environmental and social impact assessments (ESIAs) and management frameworks (ESMFs) and plans (ESMPs),

developed as separate, parallel appraisal outputs developed by other experts and/ or GIZ.

- Conflict and context sensitivity:
  Consider and integrate relevant findings of conflict sensitivity assessments, developed as separate, parallel appraisal outputs developed by other experts and/ or GIZ.

- Human rights:
  Consider and integrate relevant findings of the environmental and social risk screening, Environmental and social impact assessments (ESIAs) and management frameworks (ESMFs) and plans (ESMPs) (IPPs), developed as separate, parallel appraisal outputs developed by other experts and/ or GIZ.

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, 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 primary objective of this assignment is to develop high-quality CN and FP documents that meet the requirements set by the GCF. As countries and themes are not yet defined, the approach must be generic at tender stage and tailored during inception to each PDP. The emphasis will be on utilizing the GCF's new screening process for CN and the new FP template, along with the comprehensive GCF guidelines (section 1.1.2 of the assessment grid). The tenderer shall demonstrate familiarity with these and how they inform structure and content.

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

In the context of undefined countries, the methodology will include a comprehensive mapping of stakeholders typically associated with GCF projects (section 1.2.1 of the assessment grid). This will encompass, among others, national designated authorities (NDAs), executing entities (EEs), and diverse local stakeholders, which may vary by country (section 1.2.2 of the assessment grid). The approach should ensure country ownership and meaningful stakeholder participation (section 1.2.3 of the assessment grid). GIZ will coordinate identification and invitations; the contractor proposes fit for purpose consultation formats and integrates feedback in CN/FP drafts.

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for developing CNs and FPs will be adaptive, iterative, and responsive to stakeholder feedback.

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

The strategy will encompass the following key elements:

- Application of the GCF investment framework: Proposals will be designed in alignment with the six GCF investment criteria to ensure maximum impact.
- Integration of findings from parallel studies: To promote coherence and mutual reinforcement, findings from relevant assessments will be incorporated, including:
  - (Pre)feasibility studies
  - Climate rationale
  - Environmental and social safeguards assessment
  - Gender assessment
  - Indigenous Peoples assessment
  - Financial and economic analysis
  - Financial mechanism and operations manuals,
  - Other pertinent studies
- Alignment with GCF guidelines: Relevant GCF guidelines will be integrated to ensure that proposals meet GCF objectives effectively.
- Regular iterations and consultations: Continuous feedback loops will be established with the PDT and GCF, via GIZ, alongside proactive stakeholder engagement. This collaborative approach will refine the documents throughout the project cycle.

This comprehensive strategy ensures that the CNs and FPs not only meet GCF requirements and objectives but also effectively address local priorities.

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

– Not applicable –

3.3.3 Approaches for leverage effects and measures for scaling-up
(section 1.3.3 of the assessment grid)

– Not applicable –

3.3.4 Consideration of environmental and social compatibility requirements
(section 1.3.4 of the assessment grid)

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

Requirement: 'Gender equality':	2.5 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	2.5 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	2.5 points out of 10 (maximum)
Requirement: 'Human rights':	2.5 points out of 10 (maximum)

3.4 Project management
(section 1.4 of the assessment grid)

In this section, the tenderer describes the procedure for coordination with GIZ and monitoring. Effective project management is essential for the timely and successful delivery of CNs and FPs. The GIZ project development team will organize regular meetings to ensure alignment specially with stakeholders, with structured milestones tracking progress and compliance for GCF submission timelines.

3.4.1 Operational plan
(section 1.4.1 of the assessment grid)

The tenderer shall provide a concise milestone plan (e.g. Gantt) covering drafting, internal reviews, stakeholder consultations, GCF feedback windows and finalization for typical CN and FP processes.

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

Coordination with GIZ will focus on collaborative planning, regular communication, alignment with GIZ and GCF objectives. All formal communications with the GCF Secretariat/iTAP are channelled by GIZ.

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

– Not applicable –

3.4.4 Monitoring
(section 1.4.4 of the assessment grid)

- Scope: The offer shall outline a light-touch monitoring approach fit for document development (not results monitoring of implementation), covering:
  - Deliverable plan, milestones, and review cycles (with PDT, GCF feedback windows, and country stakeholder consultations).
  - Stakeholder engagement plan for consultations and feedback integration, coordinated with GIZ.
  - Version and quality assurance process (template compliance, completeness checks, cross-references, GCF word limits, annex consistency).
  - Risk and issue management focused on data gaps, dependencies (e.g. NDA letters, co-financing letters), and timeline risks, incl. mitigation.
  - Feedback integration workflow (how comments from GIZ, GCF, and stakeholders are tracked, resolved, and documented).

- Deliverables: Maintain a concise monitoring log (decisions/issues), updated workplan, and change logs with each draft.
- Compliance: Align with current GCF templates and GIZ guidance; ensure data protection and confidentiality.

3.5 Further requirements

– 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: Senior consultant for climate finance & proposal writing with international experience
(section 2.1 of the assessment grid)

This position is the key expert.

Tasks of expert 1: Senior consultant for climate finance & proposal writing

- Overall responsibility for the advisory packages of the contractor
- Development of high-quality CN documents
- Development of high-quality FP documents
- Provision of strategic and technical advice to GIZ with the aim of CN and FP approval by the GCF Secretariat, iTAP and the GCF Board
- Ensuring the coherence and complementarity of the contractor's services with other services delivered in the context of CN and FP development
- Regular reporting in accordance with deadlines

Qualifications of expert 1: Senior consultant for climate finance & proposal writing

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Economics, Environmental Studies, Climate Studies, Energy Economics, Engineering or similar scientific discipline
Language (section 2.1.2 of the assessment grid):	Knowledge of English, *C2*-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	12 years of professional experience in the sector international development in the area of climate change mitigation or adaptation
Specific professional experience (section 2.1.4 of the assessment grid*):*	*10 years of* professional *experience in preparing funding proposals for the GCF, including at least 10 GCF Board-approved projects (5 out of 10 points) and other 10 approved projects by other climate finance institutions* as e.g. Global Environment Facility (GEF), the Adaptation Fund or similar (5 out of 10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of professional experiences in managing and coordinating a team
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	7 years of professional experience in *developing or emerging economies outside Western Europe*
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	– Not applicable –

Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	In total: 12 years of experience in development and international cooperation projects with UN, bilateral, climate, development or multilateral finance institutions
Other (section 2.1.9 of the assessment grid):	– Not applicable –

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

Soft skills of team members

In addition to their specialist qualifications, the expert is also expected to have the following qualifications:

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

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)

Expert 1: Senior consultant for climate finance & proposal writing	325	35	360	No

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO_2 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 CO_2-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO_2 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 13.248,00

Budget for CO_2 offsets for flights (included in the travel expense budget): *EUR 410,04*. An unalterable budget for CO_2 offsets for settlement against evidence is specified.

As the number and duration of the business trips is not yet clear, the above-mentioned unalterable travel expense budget for all trips outside Germany for *the expert* 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).

Accommodation allowances outside Germany will be reimbursed in accordance with the following provision:

- Accommodation allowances up to 75% of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- If the contractor offers accommodation allowances at between 75% (lower percentage where applicable) and 100% of the maximum amounts permissible under tax law regarding the specific country as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

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

5.4 Procurement of services and works

– Not applicable –

5.5 Procurement of materials and equipment

– Not applicable –

5.6 Operating costs in the country of assignment

– Not applicable –

5.7 Workshops, education and training

– Not applicable –

5.8 Local contributions

– Not applicable –

5.9 Other costs

– Not applicable –

5.10 Flexible remuneration item

Budget for flexible remuneration: EUR 45.000

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

6. Requirements on the format of the tender

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 15 pages (not including the cover page, list of abbreviations, table of contents, brief introduction). Additional annexes not requested will not be assessed. References to external content (e.g. links to websites) can be included as part of the technical bid, as external content (links, e.g. most recent content on GCF's website). Please identify the external content with its date of creation. This date must not be outside the tendering deadline.

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 must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- 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 items shown in section 5 (Costing requirements) of these Terms of Reference can be increased by up to EUR *157.500,00* and extended by up to *12* months. Within this framework, the options can be exercised in up to two parts.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for GCF project development. As well as GIZ, in collaboration with local partners, identified project idea(s) with potential for further exploration, including the development of CN(s) and possible progression into FP(s) for the GCF including additional CN/FPs in other countries/themes under the same subject matter.

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

– Not applicable –

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

– Not applicable –

8. Annexes

– Not applicable –