

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

CONFIDENTIAL

Provision of Technical Expertise for the Verification and Validation of the Adaptation Benefits Mechanism's Methodology in Central and West Africa	Project number/ cost centre: G-011977-001
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0. List of abbreviations

ABM	Adaptation Benefit Mechanism
AfDB	African Development Bank
BMUKN	Federal Ministry of Environment, Climate, Nature and Nuclear Safety (Germany)
CCBC	Climate Commission for the Congo Bassin (Republic of Congo)
CCRS	Climate Commission for the Sahel Region (Niger)
CSE	Center for Ecological Monitoring (Senegal)
FIRCA	Interprofessional Fund for Agricultural Council (Ivory Coast)
FNEC	National Environment and Climate Fund (Benin)
GDPR	General Data Protection Regulation
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IKI	International Climate Initiative
IsDB	Islamic Development Bank
LLF	Lives and Livelihood Fund
LoI	Letter of intent
MoU	Memorandum of Understanding
NAP	National Adaptation Plan
NDC	Nationally Determined Contributions
PACO	Regional Programme for Implementing regional and national adaptation priorities in Central and West Africa
PECG	Climate Change and Green Growth Department (of AfDB)
PIK	Potsdam Institute for Climate Impact Research (Germany)
RMO	Risk Management Office
ToRs	Terms of reference
ZUG	Agency for Future, Environment and Society (Germany)

1. Context

Project structure and approach

The regional project “Implementing regional and national adaptation priorities in Central and West Africa (PACO)” financed by the “International Climate Initiative (IKI)” through the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) and is implemented as a technical cooperation module by the German International Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit, GIZ) GmbH in Benin, Republic of Congo, Ivory Coast and Senegal. The project is led by a consortium consisting of five members, namely the African Development Bank (AfDB), the Islamic Development Bank (IsDB), the Potsdam Institute for Climate Impact Research (PIK), the Climate Commission of the Sahel Region (CCRS) and GIZ. The main political partners of the project are the Ministries of Environment of the four countries, the National Environment and Climate Fund of Benin (FNEC), the Center for Ecological Monitoring in Senegal (CSE), the Interprofessional Fund for Agricultural Research in Ivory Coast (FIRCA), municipalities, small and medium enterprises, and civil society organizations.

The project’s overall objective is to improve the resilience and climate change adaptation capacities within governments, civil society, municipalities and small and medium enterprises of the three Western and the one Central African country, as these regions depend heavily on primary sector activities, making them directly vulnerable to the changes in climate. Hence, strong governance on adaptation to climate change is crucial in both regions to protect the livelihoods and well-being of significant portions of the population, as they often lack capacities, approaches and tools for higher resilience and better adaptation.

Objective and Outputs

PACO will contribute to making West and Central African countries more resilient to climate change (**Impact**). This impact will be achieved through implementation of the target countries’ adaptation priorities in line with their NDCs and NAPs (**Outcome**).

The assumption is the actors benefitting from the PACO project will have increased their adaptive capacity and are therefore capable of implementing adaptation measures. Thus, adaptation measures are implemented successfully in West and Central Africa countries making this region more resilient to climate change.

To achieve this outcome, PACO will cover the following outputs through regional, national and sectoral approaches, and south-south collaborations:

- Supporting, coordinating and upscaling climate resilience of the member states of the CCRS and CCBC in line with international agendas (**Output I**)
- Strengthening the national climate governance frameworks and adaptive capacities of key stakeholders in the four target countries (**Output II**)
- Public and private investors implementing transformative NAPs/NDCs actions to improve climate-resilient sectoral productivity in the target countries (**Output III**)
- Strengthening south-south-global (SSG) cooperation to combat climate change through the exchange of experience and transfer of appropriate technologies (**Output IV**)

Output I of the project will build the organizational, institutional, and administrative capacities of the CCBC and CCRS, enabling them to assist their member countries in implementing their adaptation priorities. Moreover, the commissions will be enabled to support identification and the design process of the adaptation indicators in the target countries.

Given the multiplicity of the stakeholders involved in the planning and implementation of national adaptation priorities, it is essential to have a single national body in charge of the coordination of all adaptation interventions in each country.

In **Output II**, PACO will strengthen national systems to track adaptation projects/programs implemented in each of the target countries. In countries with an existing climate coordination body, the project will strengthen its ability to coordinate its activities at the national and local levels; where such a group does not exist yet but is anticipated by legislation, PACO will help create it. Output II also includes support to private sector stakeholders to assess climate risk and determine the actions they must take to mitigate it. Lastly, relevant stakeholders in the target countries will be trained in project proposal development.

To increase climate resilience, it is necessary to implement adaptation projects in line with each country's adaptation priorities. This will be achieved in **Output III**, which will provide small grants to fund transformative adaptation projects. To encourage the replication of successful activities at larger scale, AfDB will test its Adaptation Benefits Mechanisms through Output III projects, and PIK will conduct research on project impacts.

Implementation of **Outputs I, II and III** will yield some benefits that should be shared more widely. In **Output IV**, the project will foster south-south collaboration by establishing reverse linkages, setting up regional thematic groups that are set to meet regularly and hosting regular webinars on diverse topics.

Strategy

The present terms of reference are focused on activities and indicators from Output 3, more specifically on the work packages dedicated to one of the development banks, the AfDB and their Adaptation Benefit Mechanism (ABM).

Under output 3 of the PACO program, GIZ and its consortium partners are supporting the selection and implementation of up to 20 small-scale climate change adaptation projects across PACO countries (five per country) to benefit directly 50,000 people. Through this approach, the program mobilizes public and private investors to support the implementation of these projects and other transformative measures to improve climate-resilient sectoral productivity in the target countries in line with their National Adaptation Plans (NAPs) and their Nationally Determined Contributions (NDCs). For the implementation of this output, GIZ is partnering with several organizations active in the region, including the African Development Bank (AfDB), specifically the Climate and Environment Finance Division (PECG1) of the AfDB Climate Change and Green Growth Department (PECG). The African Development Bank (AfDB) will contribute to the implementation of output 3 of the PACO program by selecting four small-scale projects, from the pool of the 20 projects, that have an Adaptation Benefits Mechanism (ABM) potential – one in each target countries (four ABM in total). The Bank will develop based on the selected project proposals together with another contractor four ABM proposals and implement them. The ABM is a results-based financing mechanism for enhancing the resilience of vulnerable communities and ecosystems piloted by the AfDB in Africa since 2019 and recorded under the United Nations Framework Convention on Climate Change (UNFCCC) as the first non-market approach under Article 6.8 of the Paris Agreement as well as the first cooperative approach on adaptation during the 29th Conference of the

Parties of the UNFCCC held in December 2024. The UNFCCC recording has officially made the ABM one of the tools for the implementation of the Paris Agreement to raise ambition of adaptation goals contained in the NDCs. The selected adaptation projects under the PACO program with an ABM potential will help mobilize new adaptation finance for replication and expansion through the AfDB's mechanism across the African countries targeted.

The consulting firm (also referred to in this document as the “contractor”) shall provide different thematic short-term expert (STE) pools to support the development and implementation of the mentioned focus areas of the adaptation program, which is composed of one work package, as described below in section 2. The STE pool shall consist of experts with relevant expertise and work experience in the fields of adaptation finance and verification and validation of ABM from AfDB, supporting the multilateral development bank in implementing their financing mechanism, as described in Section 2.

2. Tasks to be performed by the contractor

The overall objective of this assignment is to provide independent, rigorous, and timely expert assessment, validation, and verification services to support the implementation of the Adaptation Benefit Mechanism (ABM) under the PACO Programme.

The assignment will comprise: (i) the assessment of newly proposed ABM methodologies to determine their technical robustness and compliance with applicable ABM requirements; (ii) the validation of Activity Description Documents and the application of approved ABM methodologies to eligible projects; and (iii) the verification of monitoring reports for the four ABM small-scale adaptation to climate change projects identified and developed under the PACO Programme.

The assignment is expected to contribute to the approval and publication of robust ABM methodologies for broader, free-of-charge application; the approval of eligible ABM projects; and the verification and certification of achieved adaptation benefits leading to the issuance of Certified Adaptation Benefits (CABs).

Overall, the assignment will help ensure the credibility, transparency, consistency, environmental and adaptation integrity, and timely implementation of the ABM methodologies and projects developed under the PACO Programme.

The contractor needs to work closely with the African Development Bank to align with the ABM standards.

Specific objectives

- Forming and maintaining a roster of experts, Methodology Assessment Panels (AMPs) and Validation or Verification Assessment Teams selected in consultation with the AfDB.
- Review, assess and validate four newly developed ABM Methodologies against the ABM Methodology Guidelines and ABM quality standards.
- Validate four ABM Activity Description Documents submitted by project developers in Benin, Ivory Coast, Senegal and the Republic of Congo.
- Verify ABM Monitoring Reports generated during activity implementation and confirm the number of certified adaptation benefits achieved.
- Support the ABM Secretariat and ABM Executive Committee throughout the activity cycle, from methodology approval to CAB issuance.

The contractor shall provide independent technical expertise to fulfil the validation and verification functions within the ABM Activity Cycle. The scope of work encompasses the following major task categories:

2.1 ABM Methodology Assessment

For each of the four target countries, the contractor shall ensure, under the guidance of the African Development Bank and the ABM Methodology Panel Co-Chairs, the selection of experts from the Roster of Experts to form an AMP, which will:

- Conduct a desk review of the newly developed ABM Methodology against the ABM Methodology Guidelines, including assessment of baseline-setting approach, monitoring indicators, additionality argumentation and stakeholder consultation methodology.
- Engage in iterative technical dialogue with the ABM methodology proponents until all gaps are resolved (according to the standards required by the Bank).
- Prepare recommendations to the ABM Executive Committee via the ABM secretariat on whether the methodology meets ABM standards to inform the decision-making on approval, further review or rejection of the methodology.

The contractor will also attend, if required, the ABM Methodology Assessment Panel (AMP) meeting (in person or remotely) to facilitate the meeting.

2.2 Activity Description Document (ADD) Validation

For each of the four ABM Activities (one per country), the contractor shall, under the guidance of the African Development Bank, ensure the selection of experts from the Roster of Experts to form a Validation Assessment Team, which will:

- Review the ADD submitted by the ABM Activity Participant, verifying consistency with the validated methodology, country NDC/NAP, and ABM eligibility criteria.
- Assess the quality and completeness of baseline data, stakeholder engagement records, environmental and social safeguards documentation, including gender analysis and adaptation (co-)benefits (according to the standards required by the Bank, the ABM Executive Committee and the approved ABM methodology applied to the ABM activity).
- Issue a consolidated ADD Validation Report with required corrective actions (CARs) and clarification requests (CLs) (according to the standards required by the Bank).
- Follow up with the ABM Activity Participant until all CARs and CLs (corrective actions) are satisfactorily addressed.
- Submit the final ADD Validation Statement to the ABM Secretariat for approval by the ABM Executive Committee.

2.3 Monitoring Report Verification

For each project, throughout the monitoring and implementation phases, the contractor shall under the guidance of the African Development Bank, ensure the selection of experts from the Roster of Experts to form a Verification Assessment Team, which will:

- Provide the necessary information to give the good orientation to ABM Activity Participants on the preparation of monitoring reports in line with the approved monitoring scheme.
- Conduct desk review of the monitoring reports and field verification mission reports of the PACO project and the respective implementing organization (CSE in Senegal, FIRCA in Côte d'Ivoire, FNEC in Benin and GIZ itself in the Republic of Congo) to confirm data quality, sampling procedures and reported adaptation benefits.
- Prepare Verification Reports assessing the accuracy of claimed adaptation (co-)benefits and recommending, or not, the issuance of the corresponding CABs.
- Follow-up with the ABM Activity Participant on corrective actions.

- Submit final Verification Statements to the ABM Secretariat to trigger the CAB issuance process.

2.4 Coordination and Quality Assurance

- Maintain close coordination with GIZ Benin country office, the four country project teams, the ABM methodology development contractor, and the AfDB ABM Secretariat (PECG1).
- Participate in all required virtual and in-person coordination meetings organised by GIZ and AfDB.
- Ensure consistency and harmonisation of V&V standards across the four country-level activities.
- Document all V&V processes in an auditable manner, in line with the ABM Operational Guidelines.

The contractor is responsible for providing the following work packages:

WP1 — Inception and Planning

- Inception workshop with GIZ, AfDB and country teams
- Review of all background documents (PACO programme documents, draft methodologies, country NAPs/NDCs, ABM Operational Guidelines)
- Development of detailed V&V work plan per country, including timelines and document submission schedules
- Preparation and submission of Inception Report

WP2 — ABM Methodology Review and Validation for the 4 countries

- Desk review of four draft ABM Methodologies
- Iterative feedback loops with methodology developers (min. 2 rounds per methodology)
- Issuance of four Methodology recommendations
- Participation in ABM Methodology Assessment Panel sessions

WP3 — ADD Validation for the 4 countries

- Desk review of four draft ADDs applying approved ABM methodologies
- Preparation of four ADD Validation Reports (CARs and CLs)
- Follow-up on corrective actions
- Preparation and submission of four ADD Validation Statements to the ABM Secretariat

WP4 — Monitoring and Verification for the 4 countries

- Guidance to Activity Participants during monitoring period
- Desk verification of monitoring data (including reports on field missions to each of the four projects)
- Preparation of four Verification Reports
- Follow up on corrective actions.
- Issuance of four Verification Statements for CAB issuance

- Final reporting to the ABM Executive Committee

WP6 — Programme Management and Reporting

- Overall mission management, quality assurance and expert coordination
- Quarterly progress reports to GIZ
- Final report including lessons learned and recommendations for ABM scale-up

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

Milestones/process steps/partial services	Deadline/place/person responsible
Inception Report: Detailed work plan, document review matrix, V&V schedule per country, expert deployment plan	15 Days after contract signature (CS) / Team Leader
4 Methodology Assessment Reports: Gaps, CARs, CLs and technical recommendations per methodology	2 Months after the CS / Pool 1/Team Leader
4 ADD Validation Reports: Full assessment of ADDs including CARs, CLs, safeguard review, validation statement	3 Months after the CS / Pool 1,
4 ADD Validation Statements: Formal validation submitted to ABM Secretariat	5 Months after the CS / Team leader + Pool 1
4 Verification Reports: Desk verification of existing monitoring data; quantified adaptation (co-)benefits	8 Months after the CS / Pool 1
4 Verification Statements: Trigger for CAB issuance — submitted to ABM Secretariat / ABM EC	9 months after the CS / Team Leader
Final Mission report: Overall lessons learned, recommendations for ABM replication and scale-up, performance against KPIs	11 months after the CS / Team Leader

Period of assignment: from January 2027 until November 2027.

3. Concept

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

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

Technical-methodological concept

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

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

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

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

Consideration of cross-cutting themes (gender equality, gender ratio), need to be considered on the basis of the Project objectives

4. Personnel concept.

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

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

Team leader.

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, including identifying the need for short-term assignments within the available budget; recruiting and hiring short-term experts; maintaining a roster of experts; planning and coordinating assignments; and providing support to local and international short-term experts
- Backstopping and oversight of the assignment and the short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree (e.g. 'Diplom/master's') in Environmental Sciences, Climate Change, Development Finance
- Language (2.1.2): Knowledge of French C1-level in the Common European Framework of Reference for Languages (5 out of 10 points) and knowledge of English C1 level in the Common European Framework of Reference for Languages (5 out of 10 points)
- General professional experience (2.1.3): 07 years of professional experience in climate change adaptation, results-based finance, or international development
- Specific professional experience (2.1.4): 4 years of experience with the AfDB Adaptation Benefit Mechanism, or comparable results-based adaptation finance mechanisms (e.g. Climate Investor One, Adaptation Fund Direct Access) (5 out of 10 points); and 4 years of professional experience as V&V practitioner for climate finance mechanisms (5 out of 10 points)
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Sub-Saharan Africa, (in accordance with UN DESA Statistics Division);
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): 2 years of experience coordinating multi-country technical missions; strong stakeholder engagement and communication skills; no conflict of interest with ABM methodology developers

Short-term expert pool with minimum 4, maximum 10 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 4 to 10 experts with university degree (e.g. 'Diplom or master's') in environmental sciences, or agriculture, or climate change adaptation, or ecosystem services, or rural/agricultural development, or Geography, or Water
- Language (2.6.2): All experts with knowledge of French B2-level in the Common European Framework of Reference for Languages (5 out of 10 points) and with knowledge of English B2-level in the Common European Framework of Reference for Languages (5 out of 10 points)
- General professional experience (2.6.3): 5 years' experience in climate change adaptation projects in Sub-Saharan Africa (in accordance with UN DESA Statistics Division)
- Specific professional experience (2.6.4): 3 years' experience with MRV, project monitoring or results-based programs (5 out of 10 points); 3 years of experience with national climate governance institutions (e.g. Ministry of Environment, national climate / development funds etc.) (5 out of 10 points)
- Regional experience (2.6.5): 2 experts with 5 years of experience in Central & West Africa (in accordance with UN DESA Statistics Division)
- Development cooperation (DC) experience (2.6.6): 2 experts with 5 years of experience in DC
- Other (2.6.7): Prior engagement with GIZ, or UNFCCC related programs in climate finance and adaptation to climate change.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2025 \(GERMAN ONLY\)](#)).

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

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

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

Sustainability aspects for travel

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader (TL)	1	40	40	2 missions to possible ABM board/panel meetings (2 flights) (10 WD, 30 WD home based)
short-term expert pool	4-10	30	120	30 expert days for each PACO Country, possibility to travel if need addressed by AfDB or GIZ for in total 25 WD
Travel expenses	Quantity	Number per expert	Total	Comments
Travel expenses	1		EUR 14 581	The cost estimate sets a total travel cost budget (lumpsum) of EUR 14,581. Instead of individual travel expense line items, bidders shall include one consolidated budget line for travel expenses in their price schedule.
Transport	Quantity	Number per expert	Total	Comments

CO₂ compensation for air travel <i>Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>	6	1	6	A fixed budget of EUR 840 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
Workshops	4	2000	8000	The budget contains the following costs Workshop facilitation costs for the 4 countries.

Workshops, events and trainings

The bidder is mandated to deliver 4 workshops in the 4 countries and is responsible for the catering of the events and perdiems for participants

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

- 1 workshop by country (Benin, Cote d'Ivoire, Senegal, Rep. of Congo)

If an event is held in Germany or Belgium, compliance with the following minimum standards must be ensured: (Note: In the case of a negotiated procedure,

- Vegetarian/vegan catering
- Fair trade products if from overseas
- Venue is physically accessible
- Public transport to the venue is possible
- Venue uses green electricity and/or is energy-optimised

Please describe in your concept how you implement the minimum standards specified above.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- 2, workstations on GIZ premises (in each country of assignment)
- Transportation on site with own project vehicle
- Logistics for workshops: Valise zop, flipshart, Metaplan

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible

(font size 11 or larger) and clearly formulated. It must be drawn up in English or French (language).

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

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

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

8. Outsourced processing of personal data

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

In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the Contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used.

9. Annexes

- Link to the AfdB ABM Guidelines : [ABM AfDB](#)
- Link to PACO program: [IKI PACO](#)
- PACO factsheet