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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Support for Integrating MRV, Carbon Pricing and Payment for Ecosystem Services into Climate-Smart Agricultural Value Chain Transformation	**Project number/ cost centre:** **EU-VACE: G-012147-002** **Tender number 10038663**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Action VACE – Value Chains for Agribusiness, Climate & Employment is jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ. The duration of this Action is scheduled from 01/10/2024 to 30/9/2028 (48 months).

The Action is part of and contributes to the Team Europe Initiative (TEI) "Green Economy" which focuses on the transformational potential of diversification, circular economy principles and use of climate-smart technology.

The **Overall Objective** of the Action is to contribute to the **sustainable socio-economic development and social stability of Nigeria**. This will be done with the provision of support to agribusinesses within selected value chains that promote climate-smart technology, circular economy, biodiversity and backward integration, expand processing and value addition, grow businesses and create jobs while enhancing incomes through economy diversification and improving food security. The transformation of the Nigerian agriculture and food sector will be supported through inclusive business approaches integrating smallholder production into general economic growth while ensuring a low environmental footprint in line with the EU Biodiversity Strategy and the EU's Farm to Fork Strategy.

Such transformation of agriculture requires appropriate knowledge and skills, agronomic and agro-ecological techniques, climate-resilient crop varieties and livestock species, fostering biodiversity conservation and enhancing productivity, irrigation and integrated water resources management, and coordination amongst value chain partners. It also requires enhanced mobilisation of finance and risk mitigation, support for agribusiness development, access to energy and to markets, including for export, as well as climate change considerations.

The Action is guided by the geopolitical priorities of the EU as well as Nigeria's development plans. Providing better prospects for a predominantly young population is a vital priority. It is also aligned with the jobs and growth priority and the external dimension of the EU Green Deal strategy, the 2018 Communication on a New Africa – Europe Alliance for Sustainable Investment and Jobs, as well as with the 2030 Agenda for Sustainable Development and the European Consensus for Development. This Action is also aligned with priorities under the EU Industrial Strategy and "Farm to Fork" Strategy as it relates to sustainable food systems. It will implement the objectives of the Global Gateway by promoting and facilitating investments in agricultural infrastructure and will contribute to the achievement of the objectives of the Great Green Wall initiative.

The Nigerian government is trying to address these challenges in several policy documents: the Nigeria Agriculture Transformation Agenda and Nigeria's Agriculture Promotion Policy introducing sustainable agriculture driven by the private sector; the National Livestock Transformation Plan, as well as the Nigeria Digital Agriculture Strategy (NDAS) are important sector strategies, pointing to the introduction of digital technologies and a focus on markets for agricultural and processed goods. In addition, key Vice-presidential initiatives concentrate on jobs' creation for youth and on innovation. Nigeria's First National Determined Contribution document has been updated in 2021 setting new ambitious targets for climate change adaptation and mitigation, highlighting the need for a reduction of the current emissions caused by agriculture, forestry and other land use which contributed to approximately 25% of national Greenhouse Gases (GHG) emissions in 2018, making it the second largest contributor sector after energy.

Project Objective: The Overall Objective of the Action is to contribute to the sustainable socio-economic development of Nigeria. This objective is pursued by building capacity amongst key stakeholders and introducing reforms in focal agricultural value chains offering sustainable and inclusive economic growth with a focus on women and youth and mainstreaming of climate-smart solutions. In order to meet these objectives, the Action is structured along four (4) outputs:

- Output 1: Emergence of new, and growth of existing sustainable and inclusive agri-businesses
- Output 2: Sustainable and inclusive investment opportunities are developed for employment and business growth, and/or for climate change adaptation.
- Output 3: Coordination and collaboration along the agriculture-based value chain is strengthened with a focus on inclusive business approaches.
- **Output 4: Measures for climate-smart and sustainable solutions, enhancing food security and socially responsible investments are promoted.**

The consultancy is expected to make a **significant contribution** to the following VACE/TARED indicators. While not all indicator targets need to be fully reached under this contract alone, **at least one measurable contribution per indicator shall be delivered**, and the work plan shall be formulated explicitly to advance each indicator

Indicators (TARED: BMZ Commissioned Section // EU-VACE: EU Commissioned Section)

- EU-VACE 1.4 Number of nature-based and/or climate-smart solutions implemented with EU support
- EU-VACE 1.4.1 Number of public-private dialogues conducted focused on improving climate adaptation and mitigation concepts and promoting nature-based solutions in value chains relevant for food security
- EU-VACE 1.4.2 Number of nature-based and/or climate smart agricultural solutions and responsible investments that benefit smallholder farmers developed, introduced and/or supported in selected states
- TARED Module Target Indicator 4: 5 evidence-based proposals for the climate-friendly transformation of the agricultural-based value chain, including three aimed at strengthening the economic participation of women and young people, were submitted to decision-making bodies in the agri-food sector
- TARED Output Indicator 4.2: 5 innovations and best practices of the TARED module have been incorporated into the transformation processes supervised by GV AgSys

The rice value chain serves as the explicit operational linkage to the GIZ Global Project “Sustainable Agricultural Systems and Agricultural Policy” (GV AgSys). AgSys promotes evidence-based, climate-friendly transformation of agricultural systems through policy advice, innovation diffusion and multi-stakeholder dialogue. Under this contract, the rice-focused business model(s) shall be designed not only as commercial pilots but also as demonstration cases for AgSys transformation processes. Lessons from rice-straw composting, rainwater harvesting for rice nurseries, and simple water-management improvements shall be documented as innovations and best practices for incorporation into AgSys-supervised advisory and policy processes.

CORE targets smallholder rice farmers across three pilot states; Benue, Nasarawa, and Kano, where rice cultivation is a primary livelihood activity. The project promotes the

adoption of Alternate Wetting and Drying (AWD), an improved water management technique that significantly reduces methane (CH_4) emissions from flooded paddy fields without compromising yields. By reducing greenhouse gas (GHG) emissions from rice cultivation, the project enables the generation of verified carbon credits that can be traded within Nigeria's evolving domestic carbon market or under international frameworks, including Article 6 of the Paris Agreement.

The pilot phase covers an initial cohort of smallholder farmers organized into farmer groups/cooperatives and millers under the ECOWAS Rice Observatory (ERO) with plans for scale-up contingent on the robustness of the MRV framework and the successful issuance of carbon credits. It is within this context that the project seeks to engage a professional to design and operationalize a Monitoring and Information System that will underpin the credibility and efficiency of the CORE carbon project's pilot implementation.

2. Tasks to be performed by the contractor

GIZ seeks an implementation-oriented technical consultancy to identify, design, feasibility-test, pilot, and prepare for replication at least one viable climate-smart business model per value chain in active partnership with private-sector lead processors, under GIZ process management.

The contractor is responsible for providing the following services:

PHASE 1: SELECTION AND CONCEPTUALISATION (Months 1–3)

Work Package 1: Portfolio Selection, Conceptualisation and Partner Identification

- **GIZ facilitates initial partner mapping** and introduces the Consultant to potential processor partners from existing VACE/TARED networks;
- The Consultant conducts a rapid market scan and stakeholder consultations to identify **2-3 candidate business models per value chain** (10 models total). Illustrative examples — all low-cost, pragmatic, and locally implementable — include:
  - **Cocoa:** (i) On-farm composting of cocoa pod husks for organic fertiliser, reducing processor waste disposal costs and farmer input bills; (ii) Pollinator habitat strips and shade-tree management to improve yields and reduce pesticide use; (iii) Rainwater harvesting and efficient irrigation management
  - **Ginger:** (i) Simple solar/biomass drying with rhizome-waste composting loop; (ii) Rainwater harvesting for ginger nurseries and supplemental irrigation.
  - **Dairy:** (i) Manure collection and composting for fertiliser sales, improving fodder plots; (ii) Simple fodder-bank establishment with improved grass/legume mixes.
  - **Tomato:** (i) Rainwater harvesting and simple drip-irrigation kits for outgrower tomato plots; (ii) On-farm composting of tomato residues for nursery substrate.
- For each of the 10 models, conduct **preliminary technical screening**: feedstock availability, technology maturity (favouring locally available materials and skills), regulatory fit, rough revenue potential, and **inclusivity screening** (potential for women and youth employment, ownership, or premium access);

- **GIZ validates the shortlist** and supports approach to **one private-sector implementing partner (lead processor) per model** prioritising processors with existing outgrower networks and willingness to integrate women/youth;

- Shortlist **4 models (1 per value chain)** for full feasibility based on: processor commitment, commercial viability, low implementation complexity, ecosystem-service value, contribution to the indicator framework (especially women/youth participation and AgSys alignment for rice) and potential to advance Voluntary Carbon Pricing;

- **Deliverable 1.1:** Portfolio Concept Paper (max 25 pages) presenting the 10 models, screening criteria, partner profiles, inclusivity analysis, and the rationale for the 5-model shortlist;

PHASE 2: FEASIBILITY (Months 4–7)

Work Package 2: Feasibility Studies for 4 Selected Models

- For each of the 4 shortlisted models (each value chain except Rice), the Consultant develops a **full feasibility dossier** under GIZ quality oversight, covering:

  – **Technical design:** Simple equipment specifications, process flows, and layouts using locally available materials where possible;

  – **Financial model:** 3-year Excel model with capex, opex, and revenue streams (product sales, input cost savings, yield premiums, waste fee reductions), sensitivity analysis, and payback period, with explicit **investment-readiness ratings** for agri-SME finance;

  – **Climate and environmental impact:** Estimated environmental benefits (qualitative or rough quantitative), soil health gains, water savings, emission reduction, biodiversity co-benefits;

  – **Inclusivity and employment plan:** Specific targets and mechanisms for women and youth economic participation (jobs, training, ownership, input supply, simple monitoring agent roles);

  – **Risk matrix:** Technology, market, regulatory, climate, and social risks with mitigation measures;

  – **Implementation plan:** Roles of processor, Consultant, and GIZ; timeline; in-kind contributions; procurement route;

  – **Policy and decision-body submission pathway:** Identification of relevant decision-making bodies (e.g., State Ministries of Agriculture, Federal Ministry of Agriculture and Rural Development — FMARD, Agricultural Development Projects, AgSys coordination unit) to whom the proposal shall be formally submitted, **with GIZ facilitating introductions**;

- Present feasibility results to each processor partner for **go/no-go decision**, with GIZ participating in the decision meeting;

- Rank the 4 models for pilot readiness; select **2 models for piloting** (1 in Phase 3, 1 in Phase 5) and designate **2 models as "watchlist"** for revision;

- **Deliverable 2.1:** Four Feasibility Dossiers (1 per chain, max 15 pages each) with annexed Excel models, each constituting an **evidence-based proposal for climate-friendly transformation**;
- **Deliverable 2.2:** Comparative Investment Brief (max 15 pages) summarising total envelope, returns, environmental potential, inclusivity metrics, and risk ranking across the 4 models;
- **Deliverable 2.3:** Processor Go/No-Go Decision Records (signed minutes, with GIZ representation);
- **Deliverable 2.4:** Submission Records documenting formal submission of the 4 feasibility dossiers to relevant decision-making bodies in the agri-food sector, with at least 2 dossiers explicitly targeting women and youth economic participation, facilitated by GIZ.

PHASE 3: FIRST PILOT TRANCHE (Months 1-6 for 3A; Months 8-12 for 3B)

Work Package 3A: Pilot Implementation for Rice carbon project Monitoring and Information system (GIZ CORE)

- **Deliverable 3A.1:** Digital MRV (dMRV) concept developed for the ECOWAS Rice observatory (ERO) as the national dMRV provider and carbon project implementer, considering Verra VCS VM0051 methodology requirements and national carbon registry (10 days).
  - Monitoring and Evaluation capacity assessment
  - Assess, define and prioritize data collection phases and identify suitable technologies (field data collection APP, modelling, remote sensing)
  - Clarify key functionalities of suitable technologies
  - Specification of data needs (questionnaires, datasets, etc.) for each data collection phase
  - Define expected output (Reports, KPI, etc.)
- **Deliverable 3A.2:** FieldApp ready to use for Rice AWD sensitization, farmer registration and baseline data collection requirements considering VCS VM0051 methodology (service provider expected to offer Software as a Service for 3 years. Database set-up and WebDashboard considering the dMRV concept (60 days, plus software license for 3 years, 3@6,000€).
  - Development of questionnaires and related data quality checks for mentioned data collection phases. Together with NGO field testing of questionnaires.
  - Develop suitable sampling strategy for baseline
  - Configuration of APP
  - Set up of database

  - Development of WebDashboard to access raw data, have an operational overview and access the data for further calculations.

- **Deliverable 3A.3:** Provide training to NGO on digital farmer sensitization, registration and baseline data collection and Rice AWD MRV

- **Deliverable 3A.4:** Develop design for in built dMRV features for data analysis for Project Design Document development

  - Prioritize analysis features and define scope of design phase
  - Describe data pipelines
  - Define data validation and quality control
  - Harmonize analytical capabilities
  - Agree and set up access control and security rules

Work Package 3B: Pilot Implementation of the First Two Models

- **GIZ validates procurement plans** and supports the two selected processor partners, via the Consultant, to **procure, install, and commission** pilot infrastructure (e.g., simple composting pits, rainwater collection tanks, solar dryers, basic drip kits, fodder plots) within their facilities or adjoining farmer clusters, using **locally available materials and labour**;

- The Consultant establishes **simple monitoring and tracking systems**: feedstock intake logs, output records, farmer attendance sheets, basic cost trackers, and simple before/after yield estimates. **A full MRV system for carbon credits is not expected, though the simplified monitoring framework can serve as a basis for later enhancement towards a full MRV system**; monitoring focuses on adoption, cost savings, yield effects, and participation;

- The Consultant runs **training cascades**: processor staff train lead farmers; Consultant certifies trainers and provides on-call technical backstopping (remote + first advisory mission of 5-7 days). Ensure **at least 30% women and 30% youth participation** in training and direct employment created by the pilot;

- Operate pilots for a minimum of **one full production cycle** to generate meaningful operating and financial data;

- The Consultant monitors monthly against feasibility benchmarks and provides rapid troubleshooting, **reporting progress to GIZ for adaptive management steering**;

- Track indicator contributions: count each piloted model as a **nature-based and/or climate-smart solution implemented** (Indicator 1.4) and document smallholder farmer beneficiaries (Indicator 1.4.2);

- **Deliverable 3B.1:** Pilot Operations Manual (max 25 pages) with SOPs, safety protocols, and simple monitoring data-flow diagrams;

- **Deliverable 3B.2:** Monthly Pilot Monitoring Reports (6 reports, max 4 pages each) tracking: output volumes, unit costs, estimated environmental benefits, farmer participation (disaggregated by sex and age), processor revenue/cost savings, and operational issues;

- **Deliverable 3B.3:** First Advisory Mission Report (max 10 pages);
- **Deliverable 3B.4:** Inclusivity and Beneficiary Tracking Report (max 5 pages) documenting women and youth participation, economic benefits, and lessons for scaling.

PHASE 4: KNOWLEDGE SHARING AND SCALING ASSESSMENT (Month 13)

Work Package 4: Learning from First Pilots and Scaling Potential

- **GIZ chairs a structured learning review** with the two first-tranche processors, facilitated by the Consultant: what worked, what failed, cost deviations, technology performance, farmer acceptance, environmental observations, and inclusivity outcomes;
- The Consultant identifies **scaling parameters**: unit-cost reduction at scale, replication sites, additional processor partners, financing instruments required, policy bottlenecks, and gender/youth-responsive scaling levers;
- The Consultant prepares **knowledge products** for broader value-chain dissemination: case study briefs (max 4 pages each), infographic fact sheets, and a short video script;
- **GIZ convenes a closed technical session** with the other three feasibility-stage processors to feed lessons into their pilot design, with the Consultant presenting findings;
- **Deliverable 4.1:** Learning Review Report (max 20 pages) with go/no-go recommendations and refined financial models for scaling;
- **Deliverable 4.2:** Two Pilot Case Study Briefs (max 4 pages each);
- **Deliverable 4.3:** Scaling Potential Note (max 10 pages) covering replication roadmap, policy asks, and finance instruments;

Deliverable 4.4: AgSys Innovation Brief (max 8 pages) documenting best practices and innovations from the first pilots for integration into GV AgSys advisory and policy processes.

PHASE 5: SECOND PILOT TRANCHE, BARRIER ANALYSIS AND MODEL REFINEMENT (Months 14–17)

Work Package 5: Second Pilots, Barriers, and Revised Feasibility

- **Pilot the second 2 models** (Months 15-19): replicate WP3 activities for the second tranche, incorporating lessons from Phase 4 (equipment tweaks, training improvements, monitoring refinements, inclusivity mechanisms);
- Provide **on-call troubleshooting** (remote + second advisory mission of 5-7 days);
- **Barrier analysis for the 5th model** (the watchlist model from WP2): investigate why it was not piloted (technical bottleneck, partner withdrawal, cost overrun, feedstock shortage, policy block, inclusivity gaps), and produce a revised feasibility or termination recommendation;

- **Identify new partners** for the 5th model if the original processor exits, or redesign the model for an alternative value chain or site, **with GIZ facilitating introductions**;
- Expand the **AgSys best-practice repository**: document additional innovations from the second tranche, ensuring the cumulative total reaches at least 5 innovations/best practices for Output Indicator 4.2;
- **Knowledge sharing on barriers:** Prepare a "Barrier Brief" for internal and external circulation summarising implementation obstacles encountered across all pilots and how they were resolved, with specific attention to finance-access barriers for Agri-SMEs;
- **Deliverable 5.1:** Second Tranche Pilot Operations Manual and Monthly Reports (as per WP3);
- **Deliverable 5.2:** Second Advisory Mission Report (max 10 pages);
- **Deliverable 5.3:** Barrier Analysis and Revision Note (max 15 pages) for the 5th model, with revised financials and new partner identification;
- **Deliverable 5.4:** Cross-Cutting Barrier Brief (max 10 pages) synthesising obstacles and solutions across all pilots, including finance-access and inclusivity barriers;
- **Deliverable 5.5:** Updated AgSys Best-Practice Compendium (max 10 pages) consolidating ≥5 innovations/best practices for incorporation into AgSys transformation processes.

PHASE 6: PUBLIC-PRIVATE DIALOGUE AND FINAL SYNTHESIS (Months 17–18)

Work Package 6: Public-Private Dialogue (PPD) for Best Practices, Scale and New Pilots

- **GIZ chairs or co-chairs** a **two-day Public-Private Dialogue event** (Month 21), bringing together:
    - The 4–5 processor partners (anchor and peer companies);
    - Government (Agriculture, Environment, Water Resources, Trade/Industry at federal and state levels);
    - Financial institutions and development finance institutions;
    - Farmer organisation leaders, with explicit representation of women and youth networks;
    - Development partners, including the GV AgSys coordination team;
    - Technical networks and research institutions.
- **The Consultant supports event design, prepares evidence materials, and facilitates technical sessions.** GIZ manages invitations, government liaison, and high-level political messaging.

- **Day 1:** Processor-led “evidence market” — each pilot processor presents **live operating data** (compost volumes, water savings, yield changes, cost reductions, farmer premiums, women/youth employment metrics); plenary on **economic risks of biodiversity loss and climate change in agrifood systems** and the business case for ecosystem-based adaptation and nature-based solutions, grounded in nexus scientific evidence;

- **Day 2:** Structured commitment sessions where processors, financiers, and government sign or announce **letters of intent** for replication, scale finance, and policy support; breakout sessions on “additional pilot potential” for the 5th revised model and new value-chain opportunities; dedicated session on **rice value chain transformation** and AgSys replication pathways;

- Produce an Outcome Document capturing: validated results, scale commitments, policy asks, finance pledges, women/youth participation pledges, and expressions of interest for additional pilots;

- This PPD counts directly toward Indicator **1.4.1** (public-private dialogues on climate adaptation, mitigation and NbS in food-security value chains);

- **Deliverable 6.1:** PPD Event Report & Outcome Document (max 30 pages) with participant list, commitments, and media coverage plan.

Work Package 7: Final Synthesis and Handover (Month 18)

- The Consultant integrates PPD feedback and 18 months of evidence into a **final synthesis**, reviewed by GIZ;

- Prepare **Commercial Replication Blueprints** (2027–2030) for each of the 4 piloted models, specifying: simple capex envelopes, replication sites, staffing, basic monitoring protocols, processor onboarding criteria, supply-chain integration, and **women/youth employment targets**;

- Draft **Terms of Reference for full-scale implementation contractors** if scale finance is mobilised beyond this contract;

- Transfer all data, financial models, monitoring templates, SOPs, and training materials to **GIZ and the processors**;

- Conduct a final **knowledge-transfer workshop** (half-day) for GIZ staff, processor technical teams, and AgSys representatives;

- **Deliverable 7.1:** Final Report (max 50 pages) synthesising all phases and indicator contributions;

- **Deliverable 7.2:** Four Commercial Replication Blueprints (1 per piloted model, max 8 pages each);

- **Deliverable 7.3:** Policy Brief & Dissemination Package (PowerPoint, infographics, short video);

- **Deliverable 7.4:** Indicator Contribution Matrix (max 5 pages) detailing measurable contributions to Indicators 1.4, 1.4.1, 1.4.2, TARED Module Target Indicator 4, and Output Indicator 4.2.

Milestones/process steps/partial services	Deadline/place/person responsible
1.1 Portfolio Concept Paper	Month 2
2.1 3 Feasibility Dossiers + 2.2 Investment Brief + 2.3 Go/No-Go Records + 2.4 Submission Records to Decision Bodies	Month 6
3A.1 Digital MRV (dMRV) concept developed for the ECOWAS Rice observatory (ERO) + 3A.2 Monthly Pilot Monitoring Reports	Month 6
3B.1 Operations Manual + 3B.2 Monthly Monitoring Reports (×6) + 3B.3 Advisory Mission 1 Report + 3B.4 Inclusivity & Beneficiary Tracking Report	Month 10
4.1 Learning Review + 4.2 Case Study Briefs (×2) + 4.3 Scaling Potential Note + 4.4 AgSys Innovation Brief	Month 13
5.1 Second Tranche Ops Manual & Reports + 5.2 Advisory Mission 2 + 5.3 Barrier Analysis & Revision Note + 5.4 Cross-Cutting Barrier Brief + 5.5 AgSys Best-Practice Compendium	Month 16
6.1 PPD Event Report & Outcome Document	Month 17
7.1 Final Report + 7.2 Replication Blueprints (×4) + 7.3 Policy Brief + 7.4 Workshop Report + 7.5 Indicator Contribution Matrix	Month 18

Period of assignment: from 15.12.2026 until 28.02.2028. (contract start date with reservation)

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 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).

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

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 subcontractors involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Responsibility for all tasks in the three phases of the assignment

Qualifications of the team leader

- Education/ training (2.1.1): Diploma/Master in agricultural economics, Business Administration or other relevant field
- Language (2.1.2): Business fluency in English (oral and written, C1 level)
- General professional experience (2.1.3): 10 years of experience in providing support to agricultural value chain actors on climate-smart agriculture
- Specific professional experience (2.1.4):
  - 2 reference projects in performing feasibility analyses of climate-smart agriculture solutions (3 of 10 points)
  - 2 reference projects in implementing pilot trials of climate-smart agriculture solutions (3 of 10 points)
  - 1 reference project in advising farmers for each value chain cocoa, ginger, tomato, dairy, rice (4 of 10 points)
- Leadership/ management experience (2.1.5): 5 years of experience in project and personnel management
- Regional experience (2.1.6):
  - 1 project reference in Nigeria (3 of 10 points)
  - 2 project references in other African countries than Nigeria (2 of 10 points)
  - 2 project references in non-African countries (5 of 10 points)
- -

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

Short-term expert pool 1 with minimum 2, maximum 5 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.

Tasks of the short-term expert pool

- Contribution to the services of assignment in coordination with the Team lead

Qualifications of the short-term expert pool

- Education (2.6.1): Diploma/Master in investment, agricultural economics, environmental sciences or other relevant field
- Language (2.6.2): Business fluency in English (oral and written, C1 level)
- General professional experience (2.6.3): 5 years of experience in value chain development for all of the pool's experts
- Specific professional experience (2.6.4):
  - 2 reference projects in performing technical feasibility analyses of climate-smart agriculture solutions for one of the pool's experts (3 of 10 points)
  - 2 reference projects in performing economic business model analyses in the agricultural sector for one of the pool's experts (3 of 10 points)
  - 1 reference projects in advising farmers for each value chain cocoa, ginger, tomato, dairy for one of the pool's experts (4 of 10 points)
- Regional experience (2.6.5): 5 years working experience in Nigeria for all of the pool's experts
- Other (2.6.7): 6 month working experience as staff of a Nigerian climate research institution for one of the pool's experts

Short-term expert pool 2 with minimum 1, maximum 3 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.

Tasks of the short-term expert pool 2

- Contribution to the services of assignment in coordination with the Team lead

Qualifications of the short-term expert pool 2

- Education (2.6.1): Degree/Master in investment, agricultural economics, environmental sciences or other relevant field
- Language (2.6.2): Business fluency in English (oral and written, C1 level)
- General professional experience (2.6.3): 2 years of experience in value chain development for all of the pool's experts
- Specific professional experience (2.6.4):
  - 1 reference projects in performing economic business model analyses in the agricultural sector for all of the pool's experts (5 of 10 points)
  - 1 reference projects in advising farmers for each value chain cocoa, ginger, tomato, dairy for all of the pool's experts (5 of 10 points)
- Regional experience (2.6.5): 2 years working experience in West Africa for all of the pool's experts

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

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 (GERMAN ONLY)).

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

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

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

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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 (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**
Designation of TL	1	50	50	Team Lead
Short-term expert pool 1	2-5		100	Senior Expert Pool
Short-term expert pool 2	1-3		75	Junior Expert Pool
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**

Fixed travel budget	1	1	15.000	A budget is earmarked for travel to the following countries: Nigeria. A fixed budget of EUR **15.000** is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
CO_2 compensation for air travel 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.	1	1	1.140	A fixed budget of EUR 1.140 is earmarked for settling carbon offsets against evidence.
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	15.000	15.000	A budget of EUR 15.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

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

Transportation on site with own project vehicle
Logistics for workshops: provided by GIZ

7. Requirements on the format of the tender

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

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

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

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.