

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

CONFIDENTIAL

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Subject of the tender procedure: Short Term Expert Support on Sustainable and Inclusive Mobility	Transaction number: 10012255

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List of abbreviations

AV	Project Leader
ANSV	Colombian National Agency for Road Safety
AMCO	Área Metropolitana Centro Occidente
BMZ	Federal Ministry for Economic Cooperation and Development
CV	Curriculum Vitae
DC	Development Cooperation
DKTI	German Climate and Technology Initiative
GHG	Green House Gases
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MaaS	Mobility as a Service
MoU	Memorandum of Understanding
MRV	Monitoring Reporting and Verification
NDC	Nationally Determined Contributions
NMT	Non-Motorized Transport
PND	National Development Plan
RMO	Risk Management Office
SITM	Integrated Mass Transit Systems
SETP	Strategic Public Transport Systems
ToR	Terms of reference

1. Context

Colombia has committed to ambitious climate targets under its Nationally Determined Contributions (NDCs), establishing a maximum emissions level of 169.44 million tons of CO_{2eq} by 2030, equivalent to a 51% reduction compared to projected emissions. Achieving these targets requires decisive action in the transport sector, which currently accounts for approximately 45% of energy-related greenhouse gas (GHG) emissions nationwide.

This challenge is particularly critical in urban areas, where 79% of Colombia's population resides. Urban mobility demand is high and continues to grow, driven by rapid urbanization, increasing individual motorization (especially motorcycles), and an ageing, high-emission vehicle fleet. As a result, decarbonizing urban transport is one of the most impactful mitigation opportunities available in the country.

Despite long-standing efforts to promote sustainable urban mobility, the expansion and integration of public transport systems at both local and regional levels remain insufficient. Many Colombian cities continue to experience the long-term effects of the COVID-19 pandemic, which led to a sharp decline in public transport ridership and triggered a financial crisis in the sector. High levels of indebtedness and low profitability have constrained investments in fleet renewal, cleaner technologies and system expansion.

In addition, underdeveloped information systems, low levels of digitalization and limited data availability hinder efficient transport planning and restrict users' access to reliable and real-time public transport information, negatively affecting service quality and attractiveness.

Beyond intra-urban challenges, limited regional integration represents a major barrier to sustainable mobility. Although local and regional transport authorities have been working for several years to strengthen coordination across municipalities, these efforts remain at an early stage. This is particularly problematic in metropolitan regions with high inter-municipal commuting patterns.

For instance, research shows that in the Bogotá-Cundinamarca region, approximately 40% of the population commutes daily to another municipality for work. Similar dynamics are observed in other major metropolitan areas such as Valle del Cauca, Medellín, Barranquilla and the Área Metropolitana Centro Occidente (AMCO). The lack of integrated regional transport systems results in fragmented services, inefficiencies and increased reliance on private or informal transport modes.

Because of limited coverage, poor service quality and insufficient integration of public transport systems, informal mobility services have expanded significantly. In cities such as Cali, the share of trips served by informal transport modes has increased steadily. At the same time, inadequate public transport has contributed to the rapid growth of private vehicle use, as public transport trips are often perceived as slower, less reliable and of lower quality compared to private cars or motorcycles. These trends exacerbate congestion, emissions and social inequalities.

Women and vulnerable groups, including low-income populations and ethnic minorities such as Afro-Colombians, are disproportionately affected, as they depend more heavily on public transport. In addition, sexual harassment and violence in public transport constitute a particularly urgent issue for girls and women, highlighting the need for inclusive and gender-responsive mobility solutions.

1. Public transport policies and priorities areas with German Cooperation

The Colombian government has committed to phasing out fossil fuels and promoting sustainable, low-emission mobility as part of broader sustainable urban development agenda. The National Development Plan (PND as per its acronym in Spanish) 2022–2026 sets specific goals, including the reduction of up to 2,149,630 tons of CO₂ from the transport sector. Priority measures include the promotion of electromobility, active mobility and sustainable public transport.

The integration of public transport systems in metropolitan areas is recognized as a key opportunity for sustainable regional socio-economic development. Over the past years, Colombia has supported the implementation of Integrated Mass Transit Systems (SITM) and Strategic Public Transport Systems (SETP) in large and mediums cities. In parallel, interest in railway infrastructure has increased, as evidenced by projects such as the Bogotá Metro and the Valle de Cauca regional train.

International and national financial institutions are increasingly interested in supporting sustainable urban mobility projects in Colombia. However, implementation remains constrained by several factors, including the requirement for state guarantees for international loans, limited availability of national co-financing (typically covering up to 70% of infrastructure and fleet investments), scarce local resources, and the often-exhausted debt capacity of cities.

Within this context, the German Development Cooperation, led by the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), has been supporting national, regional and local governments in Colombia to address these challenges and advance towards sustainable transport solutions.

During 2022 and 2025, the German cooperation portfolio aimed to integrate the efforts around sustainable mobility with the project ProMOVIS, which promoted building a strong framework to facilitate the implementation of funding mechanisms and mobility transformation on medium-sized cities.

For instance, Palmira (Valle del Cauca) reactivated an urban bus route and integrated it with the city's public bike system through an intermodal payment card. In addition, the project contributed to a solid enabling framework, including legal instruments for new municipal revenue sources, national guiding strategies (such as the Strategy against sexual violence in public transport and active mobility), and practical advisory materials on public transport financing. Finally, through the Conversápolis exchange platform active interchange within cities was promoted.

Despite the existing political commitment and ongoing efforts, Colombian cities continue to face a core structural problem: the limited capacity to plan, finance and implement integrated, inclusive and sustainable public transport systems at both urban and regional levels.

- The existence of significant gaps in organizational and governance arrangements, planning instruments and technical capacities required to design, modernise and operate integrated, inclusive and gender-responsive public transport systems. These shortcomings hinder effective integration not only within individual cities, but also across metropolitan and regional transport networks.

- Limitations persist in mobilizing national and international financing resources, while local governments often lack the capacity to develop complementary municipal revenue streams to ensure the financial sustainability of public transport operations over the long term, restricting access to diversified and sustainable funding mechanisms as well as robust financing schemes.
- Knowledge and experience are still not fully adopted and shared within cities and regions, while the capacities to adopt new technologies for the country (i.e. railway design and operation, information technologies, electrification and charging) are not commonly available.

Consequently, during the bilateral cooperation agreements within Colombia and Germany that took place on June 2024, it was agreed the implementation of a second phase of ProMOVIS (ProMOVIS II), which would aim to concentrate the cooperation efforts around strengthening public transportation, including the perspective of regional integration and focalising the efforts around prioritised areas, initially, Valle del Cauca.

ProMOVIS II supports Colombian cities in strengthening their capacities to deliver integrated, inclusive and environmentally friendly public transport systems. Through technical assistance, financing-related support, and knowledge exchange, the project addresses key institutional, organizational, and operational challenges that limit the effective integration and sustainability of public transport systems.

The project follows a logical framework approach, which intends to achieve tangible transformation at aggregated level (outcome, objectives and indicators), by strategically building products and interventions from a technical cooperation perspective (output objectives, and indicators). Outcomes represent the medium-term changes expected from project interventions, while output corresponds to the direct products and services delivered to achieve those changes. Indicators provide measurable evidence to monitor progress and assess performance at both outcome and output levels.

The objective of the project is that public transport in selected Colombian cities is more integrated, inclusive and environmentally friendly. It therefore defines three outcomes, each addressing a specific dimension of the intervention:

Outcome 1. Number of people benefiting from newly created or improved public transport.

Outcome 2. Funds secured by selected cities for financing projects for environmentally friendly, integrated public transport.

Outcome 3. Number of bus operators and transport authorities who assess that professionals trained in green-jobs training formats contribute positively to integrated, inclusive, and environmentally friendly public transport.

2. Tasks to be performed by the contractor

To achieve the defined objective and contribute to the expected results of ProMOVIS II and other activities that GIZ supports around sustainable mobility in Colombia, the project requires specialized technical expertise and flexible support capacities. The present contract for

services aims to provide the necessary human resources and technical know-how to support the implementation of ProMOVIS II activities through targeted short-term support.

The consulting firm (also referred to in this document as the contractor) shall support the successful implementation of ProMOVIS II through the provision of specialized technical expertise and advisory services, in close coordination with the project team and relevant partners. The contractor will contribute to the achievement of the module objective and its indicators, supporting cities and project partners in planning, financing, implementing, and scaling integrated, inclusive and environmentally friendly public transport solutions.

During the contract period, the contractor shall provide short-term experts (STE) to carry out specific technical tasks aligned with the needs of GIZ and its partners, ensuring the timely delivery of high-quality outputs. The contractor's support shall provide partial or full development of technical cooperation products defined under the project outputs (such as studies, data collection, expert pools, models, policy drafts, technical designs, communication products, or other deliverables specified in section **Fehler! Verweisquelle konnte nicht gefunden werden.**) upon request and in agreement with the ProMOVIS II team, the Colombian National Government, and relevant local authorities and stakeholders.

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 and scope of services

The program **ProMOVIS II** includes the following indicators as part of its value proposition. The activities and deliverables carried out by the tenderer are expected to contribute to the achievement of the **Outcomes and Outputs** of the project.

Module objective: Public transport in selected Colombian cities is more integrated, inclusive, and environmentally friendly.

Module objective indicators:

1. Number of people benefiting from newly created or improved public transport.
Baseline: 1,800 people (10/2024)
Target value: 21,800 people (50% of whom are from vulnerable population groups)
(The contractor is not directly responsible for achieving the indicator; however, all activities and outputs under this contract shall be aligned with it within the scope of services).
2. Funds secured by selected cities to finance environmentally friendly, integrated public transport projects.
Baseline: €0 (Technical expertise built up to date has not yet led to concrete financing agreements and is further limited by limited resources for preparatory studies.)
Target value: 10,000,000 €

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(The contractor is not directly responsible for achieving the indicator; however all activities and outcomes under this contract shall be aligned with it within the scope of services).

3. Number of bus operators and transport authorities that assess that professionals trained in green job training formats contribute positively to integrated, inclusive and environmentally friendly public transport.

Baseline: 0 bus operators and transport authorities *(There are currently no training formats geared towards green jobs.)*

Target value: 10 bus operators and transport authorities

(The contractor is not directly responsible for achieving the indicator; however all activities and outcomes under this contract shall be aligned with it within the scope of services).

Output 1. Gender-sensitive organizational, planning and technical solutions for integrated, inclusive and environmentally friendly public transport in the Valle del Cauca

Output indicators:

- 1.1. Number of organizational or planning solutions for integrated, inclusive, and environmentally friendly public transport available for the Valle del Cauca conurbation

Base value: 1 Planning or organisational solutions

Target value: 3 Planning or organisational solutions

(The contractor is responsible for contributing to the achievement of the indicator).

- 1.2. Number of gender-responsive technical solutions available for integrated, inclusive, and environmentally friendly public transport in the Valle del Cauca conurbation

Base value: 1 Technical solutions

Target value: 4 Technical solutions

(The contractor is responsible for contributing to the achievement of the indicator).

Output 2. Financing models for integrated public transport accessible to cities.

Output indicators:

- 2.1. Number of integrated and environmentally friendly public transport projects that have financing models aligned with new national or international requirements

Base value: 1 Project

Target value: 2 Projects

(The contractor is responsible for contributing to the achievement of the indicator).

- 2.2. Number of additional financing sources for the operation of integrated public transport systems developed by cities and ready for decision-making

Base value: 4 Additional source schemes

Target value: 6 Additional source schemes

(The contractor is responsible for contributing to the achievement of the indicator).

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Output 3. Tools for developing the skills of government, private sector and civil society actors in integrated public transport are available

Output indicators:

3.1. Number of cities awarded in a competition organized by the Conversápolis platform for the dissemination of good practices in integrated public transport.

Base value: 0 awarded cities (no such contest so far)

Target value: 3 awarded cities

(The contractor is responsible for contributing to the achievement of the indicator).

3.2. Number of training formats developed for green jobs in public transport

Base value: 0 persons trained

Target value: 100 persons trained (of which 30% are from vulnerable groups and/or women)

(The contractor is responsible for contributing to the achievement of the indicator).

Further indicators:

O.1. Reduction of greenhouse gas emissions: Specifies the estimated amount of reduced, prevented or sequestered greenhouse gas emissions (GHG emissions) related to the project in tonnes of CO₂e (equivalent)/year compared to a reference scenario.

Target value: N/A

(The contractor is not directly responsible for achieving the indicator; however, all activities and outputs under this contract shall be aligned with it within the scope of services).

O.2. Number of people in urban areas who benefit from new or improved, more sustainable basic infrastructure or services.

Target value: N/A

(The contractor is not directly responsible for achieving the indicator; however, all activities and outputs under this contract shall be aligned with it within the scope of services).

The contractor is responsible for providing the following scope of services and for achieving the corresponding indicators mentioned above.

Activities under this assignment support the design, planning, financing, implementation and capacity development of integrated, inclusive and environmentally friendly public transport systems in Colombia, in close coordination with the GIZ project team, national and local authorities, and other relevant stakeholders.

The consulting firm and its proposed team must demonstrate the ability to respond flexibly to evolving requirements and to jointly design and implement change processes in close coordination with the GIZ project team. The required tasks fall within the scope of planning and implementation of public transport systems in Colombia and for the topics listed below:

I. Public Transport Planning: Planning, design, analysis and implementation of integrated public transport systems (SITM, SETP, TPC), including demand analysis, operational planning, network design and service integration. The Consultant must:

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- Conduct conceptual, prefeasibility and feasibility studies, as well as technical designs, analyses, plans, strategies and other relevant technical documents aligned with the project indicators.
- Prepare and provide advisory support for pilot projects aimed at achieving the defined objectives and indicators.
- Provide technical accompaniment to local authorities and stakeholders for the application, validation and refinement of proposed solutions.
- Prepare activity and impact reports, including outcome/output monitoring and climate-related effects.
- Develop and apply transport and operational models.
- Conduct technical studies, analyses and scenario assessments aligned with project indicators.

II. Transport Modelling: Development and application of demand forecasting, operational and scenario-based models to support evaluation, optimization and decision-making. The Consultant must:

- Develop and apply transport and operational models.
- Conduct technical studies, analyses and scenario assessments aligned with project indicators.
- Develop decision-support tools for planning and system optimization.
- Develop decision-making tools to support planning and optimization of public transport systems.
- Provide technical accompaniment for the validation and refinement of modelling results.

III. Electromobility: Technical advisory services for technological upgrading of public transport systems, including electric and alternative-fuel technologies. The Consultant must:

- Conduct technical, financial and environmental studies (concept, prefeasibility and feasibility) for fleet electrification and alternative fuel technologies.
- Assess charging and refueling infrastructure, operational implications, cost structures and environmental impacts.
- Prepare and accompany pilot projects related to electromobility implementation.
- Align financing approaches with climate finance and green finance mechanisms where applicable.
- Provide advisory support to local authorities for technology selection and deployment.
- Report on environmental and climate-related effects associated with proposed solutions.

IV. Active and Intermodal Mobility: Planning and implementation of walking and cycling solutions integrated with public transport systems. The Consultant must:

- Conduct studies and technical designs for first- and last-mile connectivity and intermodal integration.
- Formulate inclusive and universally accessible infrastructure design criteria.
- Provide technical accompaniment for implementation and validation.
- Report on social, accessibility and climate-related impacts.

V. Urban and Territorial Planning: Urban and territorial planning activities aligned with sustainable mobility strategies. The Consultant must:

- Conduct urban and territorial planning studies, including land-use integration, land value capture and transit-oriented development strategies.
- Prepare and accompany pilot projects aligned with project indicators.
- Provide technical accompaniment to ensure coordination between urban development and transport planning.
- Develop policy recommendations and planning instruments.
- Provide technical accompaniment to local authorities during structuring and validation processes.
- Integrate inclusive, gender-responsive and climate-sensitive approaches.

VI. Financial Analysis: Financial structuring of sustainable urban mobility projects. The Consultant must:

- Conduct financial feasibility studies, business model development, funding assessments and financial sustainability analyses.
- Provide advisory support to align financing models with climate finance, green finance and international funding mechanisms.
- Provide technical accompaniment to local authorities during structuring and validation processes.
- Provide technical accompaniment to local authorities during structuring and validation processes.
- Report on financial sustainability and climate-finance alignment indicators.

VII. Economic Analysis: Economic appraisal of sustainable mobility projects. The Consultant must:

- Conduct economic appraisals including cost–benefit analysis and socio-economic impact assessments.
- Evaluate environmental, social and climate-related externalities.
- Prepare feasibility-level economic assessments aligned with project indicators.
- Provide technical accompaniment to local authorities during structuring and validation processes.
- Document economic impacts and contribution to development outcomes.

VIII. Legal and Regulatory Frameworks: Provision of legal and regulatory advisory services. The Consultant must:

- Conduct legal and regulatory feasibility assessments.
- Analyze governance models and institutional arrangements.
- Develop regulatory recommendations supporting sustainable mobility projects.
- Provide technical accompaniment to local authorities during structuring and validation processes.
- Provide advisory support for institutional validation and refinement processes.

IX. Digital Technologies for Mobility Systems: Digitalization and deployment of mobility technology solutions. The Consultant must:

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- Conduct studies and technical assessments for digital platforms, MaaS systems, ticketing integration and telematics.
- Define guidelines for interoperability across public transport systems.
- Provide training and technical accompaniment related to digital mobility tools.

X. Gender and Social Inclusion: Integration of gender-responsive and inclusive approaches into mobility planning and implementation. The Consultant must:

- Conduct diagnostic assessments to identify differentiated mobility needs.
- Formulate inclusive design criteria ensuring equitable access.
- Integrate gender-responsive and just transition principles across technical solutions.
- Develop guidelines and tools supporting inclusive mobility planning.
- Contribute to monitoring and reporting of inclusion-related indicators.

XI. Stakeholder Engagement and Change Management: Design and implementation of participation and engagement processes. The Consultant must:

- Develop communication and dissemination activities and products aligned with project indicators.
- Conduct stakeholder mapping and engagement strategies.
- Organize and implement workshops, peer-learning activities, webinars and knowledge exchange formats.
- Support co-creation and socialization processes with communities and users.
- Document participation processes and their outcomes.

XII. Communication, Capacity Development and Knowledge Products: Capacity development and knowledge management activities. The consultant must:

- Prepare, implement and document capacity-building and training activities related to Outputs 1 and 2.
- Design and develop capacity development formats, including formats addressing green jobs.
- Prepare training curricula, modules, learning materials and methodological guides.
- Develop communication and dissemination products ensuring compliance with institutional standards.
- Prepare periodic reports documenting activities, outputs, outcomes and climate-associated effects.

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on materials and equipment and operating costs:

Not applicable -

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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:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section **Fehler! Verweisquelle konnte nicht gefunden werden.** of these ToR have been achieved.
 - Follow-up and monitoring on the total assignment and availability of consultancy days for each one of the expert's pools considered in the contract.
 - Filing of the deliverables developed for each task, according to the project and GIZ standards.

The monitoring shall be conducted in accordance with the methodologies and tools selected by ProMOVIS II, and in line with its reporting requirements, including the adoption of a common monitoring platform to be implemented across all GIZ mobility and transport projects.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in Spanish.

The contractor is required to produce:

- Assignment reports due two weeks after each product delivered to cities and project partners (such as studies, data collection, models, policy drafts, technical designs, communications, or other deliverables). These reports shall summarise the assignment implemented and document results, lessons learned and good practices.
- Interim reports on 31.10.2027, 31.10.2028 and 31.10.2029 summarising the activities implemented under the contract, including overall progress, indicators, key results, challenges, and lessons learned.
- Final report on 31.10.2029 summarising the activities implemented under the contract, including overall progress, indicators, key results, challenges, and lessons learned.

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: as agreed with GIZ; may include technical contributions, presentations, panels or moderation of sessions within events, conferences or exchange formats organised under the Conversápolis platform, including, where

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applicable, thematic knowledge-exchange events related to integrated, inclusive and environmentally friendly public transport.

- Contribution to overall knowledge management, including the documentation and processing of lessons learnt and good practices.
- The contractor may be requested to participate in GIZ-internal knowledge sessions open to all GIZ employees to share the results and learnings of implementation.

Data collection:

All data, metadata, and documentation produced under the assignments as part of this contract shall be uploaded to the Transport Data Commons (TDC). The consultant is responsible for ensuring that all relevant datasets are cleaned, properly structured, and accompanied by complete metadata prior to publication. All data must be prepared in open, machine-readable formats (e.g., CSV, XLSX, XML) and published under an open data license (e.g., CC BY 4.0).

Backstopping requirements:

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

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

2.4 Data protection and information security

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

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

To promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- **Gender equality:** Systematic integration of gender-responsive approaches across all technical and advisory services, including the identification of differentiated mobility

needs, the promotion of equitable access to public transport systems, and the application of inclusive design criteria. The contractor shall ensure gender-sensitive participation in stakeholder engagement, capacity development and consultation processes, in close coordination with the ProMOVIS II team and national and local counterparts.

Where relevant, this shall include capacity development activities to strengthen institutional capabilities of national and local counterparts to integrate gender and intersectional perspectives into mobility policies, plans and projects; the use of inclusive and non-sexist language in participatory processes; the promotion of strategic partnerships to better understand the needs and expectations of women in their diversity; and the exchange of good practices and international experiences on gender-responsive transport. The contractor shall support the use of sex-disaggregated data for planning, monitoring and evaluation purposes, and recognise the active role of women as agents of change in sustainable mobility.

- **Environmental protection and climate action (climate change mitigation/adaptation):** Integration of environmental sustainability, climate mitigation and adaptation considerations into planning, technical and financial solutions, including the promotion of low-emission technologies, resource efficiency and climate-resilient transport systems, in coordination with the ProMOVIS II team and relevant authorities.
- **Conflict and context sensitivity:** Application of context- and conflict-sensitive approaches, considering local institutional, social and political conditions, and implementing stakeholder engagement processes in a manner that avoids exacerbating existing tensions, in coordination with the ProMOVIS II team and local and national partners.
- **Human rights:** Respect for and promotion of human rights principles within the scope of the contracted services, including non-discrimination, participation, transparency and accountability, particularly regarding vulnerable and marginalised groups, in close coordination with the ProMOVIS II team and relevant counterparts.
- **Security precautions:** As security-relevant requirements apply, the contractor and their personnel shall fully comply with GIZ security regulations and closely coordinate with the ProMOVIS II team at all times. Given that the project is expected to take place in high-risk areas such as the Valle del Cauca region in Colombia, continuous communication between GIZ and the contractor shall be maintained. The contractor ensures that activities and movements are carried out exclusively in areas explicitly approved at the relevant time by GIZ Colombia's local Risk Management Office (RMO).

As non-compliance may endanger personnel, operations, and critical reputation of GIZ in Colombia, all agreed security-related measures affecting the contractor's activities shall be implemented without exception. Security requirements may change on short notice according to the context and situation.

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

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section **Fehler! Verweisquelle konnte nicht gefunden werden.** 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)

- Not applicable -

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

– Not applicable –

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

Procedure for achieving the objectives stated in section 2.2 of these ToRs.

- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality).
- Appropriate consideration of further requirements.

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

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section **Fehler! Verweisquelle konnte nicht gefunden werden.**) for which it is responsible.

The proposed approach should demonstrate the tenderer's own strategic understanding of the ProMOVIS II programme and clearly explain how the proposed activities contribute to the overall programme objectives, outputs and indicators. The tenderer shall outline the underlying

intervention logic, describing how each activity is expected to support the achievement of results in a coherent and results-oriented manner.

The description should highlight methodological considerations, coordination mechanisms with the ProMOVIS II team and national and local counterparts, as well as the value added of the proposed approach. The approach should not merely reproduce or restate the content of these ToRs but rather complement them with a clear and structured strategy for implementation.

3.1. 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)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

As part of this section, the tenderer is expected to demonstrate a concise understanding of the current situation and key challenges of public transport systems in Colombia, with reference to the specific context of the Valle del Cauca region. This contextual understanding should serve as a basis for identifying realistic leverage effects, scaling-up opportunities and replication potential at local, regional and national levels.

In particular, the tenderer must submit proposals on how innovations, approaches or solutions developed in the context of implementation can be disseminated beyond the sphere of influence of the project, considering the institutional, regulatory and territorial conditions of the Colombian public transport sector and the Valle del Cauca.

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, considering the particular social dynamics in the Valle del Cauca region that may be relevant for the project, and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	4 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	4 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	2 points out of 10 (maximum)

3.4 Project management

(section 1.4 of the assessment grid)

In this section is described the procedure for coordination with GIZ or the project and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

- Not applicable -

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

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

The following aspects are most relevant for the assessment:

- The tenderer is requested to explain their approach for managing the expert pools (most relevant section of the ToR is section 2.2), for a timely service delivery, for troubleshooting, how they intend to assure flexibility, and their strategy for dealing with a possible fluctuating demand for short-term expert services as part of this contract. (max 5 out of 10 points)
- Considering the case that an expert provided through one of the short-term expert pools (see section 4.3 below, experts 4-6) needs to be replaced during implementation (section 2.2) or additional experts shall be integrated into one of the expert pools, the tenderer shall illustrate the process for including alternative or additional experts (e.g. own staff, existing expert network) and provide a realistic estimate on the required timeframe for mobilizing a new expert. (max 5 out of 10 points)

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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)

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

3.5 Further requirements
(section 1.5 of the assessment grid)

The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for technical and administrative backstopping.

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section based on corresponding CVs. **The requirements on the format and content of the CVs are described in section Fehler! Verweisquelle konnte nicht gefunden werden..**

Given the strong technical orientation of the expert pools towards sustainable mobility and transport, as well as the complementary nature of the roles, the contractor may propose the same professional for more than one expert role across different pools, provided that the positions requires not more than one full time position according to the operational plan. For tender evaluation, each expert role will be assessed independently.

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender and age.

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: 'Team leader '(section 2.1 of the assessment grid)

Given the long-term nature of the assignment, the tenderer must provide a team leader for the entire contract period, who will act as the main focal point for the project and ensure effective

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coordination between GIZ, the contractor and the involved experts. As Expert 1 is not a full-time position, the expert could be also part of Pool 2 'Lead Senior Expert with Extensive Experience in Colombia'.

This position is a key expert.

Expert 1 must be available during at least 6 business hours per day correspondent to the Time Zone of Bogotá (GMT-5) throughout the year.

Tasks of expert 1: Team leader

- Overall responsibility for the advisory packages of the contractor
- Acting as the main point of contact for GIZ and ensuring regular coordination and continuous communication throughout the project implementation.
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts, assuring ancillary personnel costs are priced into the fee schedules of the staff.
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines and quality assurance
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Coordinating internally with GIZ administrative staff on pool monitoring, invoicing and related administrative processes
- Ensuring the proper administrative closure of the contract and related assignments
- Ensuring effective internal communication and coordination with experts
- Supporting the development of activities related to transport planning, public transport systems or infrastructure projects

Qualifications of expert 1: Team leader

Education/training (section 2.1.1 of the assessment grid):	Master's degree in engineering, transport planning, urban development, finance, economics, business administration, public policy, international development related to sustainable urban mobility and transport.
Language (section 2.1.2 of the assessment grid):	Knowledge of Spanish, C1-level in the Common European Framework of Reference for Languages (8 of 10 points) Knowledge of English language at B2-level in the Common European Framework of Reference for Languages (CERF) (2 of 10 points).
General professional experience (section 2.1.3 of the assessment grid):	7 years of general professional experience in project management including the coordination of multidisciplinary expert teams, quality assurance of deliverables, contract administration and liaison with public-sector or international cooperation counterparts,

	acquired in the last 10 years of which 3 years managing projects with a cumulative annual budget volume of 100.000 EUR (the total volume of Euro 500,000 may be met through one or multiple projects).
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of cumulative (in total 5 years of experience, no matter if in transport planning, public transport systems or infrastructure projects) professional experience in transport planning, public transport systems or infrastructure projects.
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility.
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	5 years of project management experience in South America, the Caribbean or Central America, including coordination with public institutions, transport authorities, sector agencies and project partners.
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	3 years of experience in development cooperation projects including projects implemented in coordination with international cooperation agencies and public-sector counterparts.

Expert 2: Pool 1 ‘Senior Experts with International Experience’ with 3 - 6 experts (section 2.2 of the assessment grid)

3 CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. The contractor must ensure that these experts will be integrated into the pool and ready to work within a month. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Provide technical and strategic advisory support on sustainable urban mobility and public transport, including planning, policy and institutional dimensions.
- Support the design, analysis and implementation of technical and policy-oriented activities related to integrated, inclusive and environmentally friendly transport systems.
- Advise national and local counterparts on organisational development processes, including institutional arrangements, definition of roles and responsibilities, work planning and coordination mechanisms.
- Contribute to the preparation of studies and analytical products (concept, prefeasibility, feasibility or thematic studies), incorporating international experience and good practices adapted to the Colombian context.
- Develop knowledge products, technical tools and methodological inputs to support decision-making, capacity development and policy formulation.

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Education/training (sections 2.2.1 of the assessment grid):	All experts with a university degree in engineering, economics or urban planning (5 of 10 points) All experts with a master's degree in sustainable urban mobility and transport (5 of 10 points)
Language (sections 2.2.2 of the assessment grid):	All experts with knowledge of English at C1 level in the Common European Framework of Reference for Languages (5 of 10 points). All experts with knowledge of Spanish at B2 level in the Common European Framework of Reference for Languages (5 of 10 points).
General professional experience (sections 2.2.3 of the assessment grid):	All experts with each 7 years of cumulative experience in transport or sustainable urban mobility.
Specific professional experience (sections 2.2.4 of the assessment grid):	Profiles: - 1 expert with 7 years of professional experience in transport planning/engineering, with experience in the design, improvement and implementation of public transport systems, including demand analysis, operational modelling or feasibility studies (4 of 10 points). - 1 expert with 7 years of professional experience in technological upgrading and electromobility, with experience in alternative fuels, vehicle technologies and associated charging infrastructure, including the planning, assessment and implementation of electromobility solutions aligned with the technical standards, policies and operational conditions (3 of 10 points). - 1 expert with 7 years of professional experience in digitalisation and mobility technologies, with experience in data management, telematics and digital platforms for monitoring and controlling mobility operations, including Mobility as a Service (MaaS), mobility platforms and hubs, on-demand services, interoperability, ticketing and fare systems, applied within local public transport and urban mobility systems (3 of 10 points).
International professional experience outside the country/region of assignment (sections 2.2.6 of the assessment grid):	All experts with 7 years of professional experience in the implementation of sustainable urban mobility and public transport projects in countries outside Colombia.
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	All experts with 2 years of professional experience in sustainable urban mobility and public transport projects in Colombia.

**Expert 3: Pool 2 ‘Lead Senior Experts with Experience in Colombia’ with 4 – 8 experts
(section 2.3 of the assessment grid)**

4 CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the experts proposed in the tender.

Tasks of the expert pool

- Support, design and analyse activities related to technical and policy aspects of sustainable urban mobility.
- Coordinate other consultants within the framework of the contract and provide technical backstopping.
- Assume overall responsibility for the advisory packages of the tenderer, ensuring quality standards and compliance with deadlines.
- Ensure the administrative closure of the project.
- Participate either as contract coordinator or as technical expert in studies, as appropriate.
- Ensure coherence and complementarity of the tenderer’s services with other services delivered by the project at local and national levels.
- Develop knowledge products, analytical tools and technical guidelines.
- Ensure reporting and quality assurance in coordination with the GIZ team.
- Prepare, implement and document events such as trainings, webinars, technical workshops, conferences and side events.
- Implement and monitor capacity development activities for local partners according to GIZ’s requests.

Qualifications of the expert pool 2

Education/training (sections 2.3.1 of the assessment grid):	All experts with a university degree in engineering, economics or urban planning (5 of 10 points) All experts with a master’s degree in sustainable urban mobility and transport (5 of 10 points)
Language (sections 2.3.2 of the assessment grid):	All experts with knowledge of Spanish at C1 level in the Common European Framework of Reference for Languages (6 of 10 points) All experts with knowledge of English at B2 level in the Common European Framework of Reference for Languages (4 of 10 points)
General professional experience (sections 2.3.3 of the assessment grid):	All experts with each 10 years of cumulative experience in transport and sustainable urban mobility.

Specific professional experience (sections 2.3.4 of the assessment grid):	Profiles: - 1 expert with 10 years of professional experience in transport planning/engineering, with experience in the design, improvement or implementation of public transport systems in Colombia (2.5 of 10 points). - 1 expert with 10 years of professional experience in financial and economic analysis, evaluation and preparation of sustainable urban mobility and public transport projects including investment appraisal, cost–benefit analysis and financial structuring (2.5 of 10 points) within Colombian urban contexts. - 1 expert with 10 years of professional experience in legal and regulatory planning, with experience in the formulation, design and feasibility of sustainable urban mobility and public transport projects, including regulatory frameworks, institutional arrangements and governance schemes applicable to the Colombian public transport and mobility sector (2.5 of 10 points). - 1 expert with 10 years of professional experience in urban planning, with experience in land management, sustainable territorial development, land-use regulation, land-value capture and the coordination of urban growth strategies linked to public transport systems, with demonstrated application in Colombia (2.5 of 10 points).
Leadership/management experience (section 2.3.5 of the assessment grid):	All experts with 3 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility.

Expert 4: Pool 3 ‘Senior Experts with Experience in Colombia’ with 7 – 12 experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Advise counterparts on organizational development strategies, including institutional restructuring, definition of roles and responsibilities, work planning and coordination mechanisms, within the Colombian public sector and transport governance context.

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- Conduct technical, analytical and feasibility studies related to sustainable urban mobility, ensuring consistency with Colombian regulatory, institutional and planning frameworks.
- Develop knowledge products, analytical tools and technical guidelines tailored to national and subnational mobility policies and implementation conditions in Colombia.
- Implement and monitor capacity development activities for local partners according to GIZ's requests, considering existing institutional capacities and administrative procedures.
- Coordinate and maintain regular communication with project partners and stakeholders, primarily public institutions and local actors at national and subnational levels.
- Prepare, implement and document events such as trainings, webinars, technical workshops, conferences and side events, in coordination with Colombian counterparts and local stakeholders.

Qualifications of the expert pool

Education/training:	All experts with master's degree in disciplines related to sustainable urban mobility and transport, according to their respective area of expertise, with demonstrated academic or professional specialisation relevant to the Colombian transport and mobility context.
Language:	All experts with knowledge of Spanish at C1 level in the Common European Framework of Reference for Languages
General professional experience:	All experts with 7 years of professional experience in the transport and sustainable urban mobility sector of which 5 years have been acquired through work with Colombian public institutions, consulting assignments or projects implemented in Colombia.
Specific professional experience:	Profiles: - 1 expert with 7 years of professional experience in transport modelling, with professional experience in Colombia in demand analysis and operational modelling applied to the planning, evaluation and optimisation of public transport systems, including urban public transport networks and mass transit systems operating in Colombian cities. - 1 expert with 7 years of professional experience in technological upgrading and electromobility, with professional experience in Colombia in alternative fuels, vehicle technologies and associated charging infrastructure, including the integration of electromobility solutions into public transport systems and urban mobility projects. - 1 expert with 7 years of professional experience in legal and regulatory planning, with professional experience in Colombia in the formulation, design and

	feasibility of sustainable urban mobility projects, including regulatory frameworks, institutional arrangements and governance structures applicable to the Colombian transport and mobility sector. - 1 expert with 7 years of professional experience in digitalisation, data management and telematics, with professional experience in Colombia in digital platforms for monitoring and controlling mobility operations, including Mobility as a Service (MaaS), ticketing and fare systems, interoperability, on-demand services and mobility platforms implemented within Colombian urban transport systems. - 1 expert with 7 years of professional experience in urban planning, with professional experience in Colombia in land management, sustainable territorial development, land-use regulation, land-value capture and coordination of urban growth strategies, including their articulation with public transport and mobility systems. - 1 expert with 7 years of professional experience in active mobility, with professional experience in Colombia in the planning, design and implementation of walking and cycling infrastructure integrated with public transport systems, including first- and last-mile connectivity, intermodal integration, universal accessibility and safe access to stations and terminals. - 1 expert with 7 years of professional experience in gender sensitivity, social inclusion and just transition in mobility, with professional experience in Colombia in integrating gender-responsive and inclusive approaches into the planning, design and implementation of mobility policies and projects, ensuring equitable access to transport systems for women, people with disabilities, older adults and vulnerable population groups.
Professional experience in the country/ region of assignment:	All experts with 7 years of professional experience in Colombia, acquired through continuous engagement in projects, advisory services or institutional work related to transport and sustainable urban mobility in Colombian contexts.

Expert 5: Pool 4 ‘Junior Experts with Experience in Colombia’ with 5 Experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

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The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Develop knowledge products, analytical tools and technical guidelines tailored to national and subnational mobility policies and implementation conditions in Colombia.
- Prepare, implement and document events such as trainings, webinars, technical workshops, conferences and side events.
- Implement and monitor capacity development activities for local partners according to GIZ's requests.
- Support data collection processes, systematisation of information and preparation of technical reports and inputs for studies and advisory services.
- Prepare, implement and document events such as trainings, webinars, technical workshops, conferences and side events, in coordination with Colombian counterparts and local stakeholders.

Qualifications of the expert pool

Education/training:	All experts with a university degree in disciplines related to sustainable urban mobility and transport
Language:	All experts with knowledge of Spanish at C1 level in the Common European Framework of Reference for Languages.
General professional experience:	All experts with 3 years of professional experience in the transport and sustainable urban mobility sector.
Specific professional experience:	Profiles: - 1 expert with 3 years of professional experience in transport planning, with experience supporting and participating in the design, improvement and/or implementation of public transport systems, including involvement in planning processes, technical analyses and project development activities carried out within the public transport and mobility framework in Colombia. - 1 expert with 3 years of professional experience in financial and economic analysis, with experience participating in the financial and economic evaluation and preparation of sustainable urban mobility and public transport projects, including support to investment appraisal, cost-benefit analysis and financial structuring processes applied within projects implemented in Colombia - 1 expert with 3 years of professional experience in legal and regulatory planning, with experience participating in the formulation, design and feasibility

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	analysis of sustainable urban mobility and public transport projects, including the application of regulatory frameworks, institutional arrangements and governance schemes governing the mobility and transport sector in Colombia. - 1 expert with 3 years of professional experience with experience in stakeholder engagement, social participation and change management in mobility projects, acquired through participation in initiatives implemented in Colombia including support to participatory processes, stakeholder mapping and engagement activities, socialisation and communication actions, co-creation workshops with communities and users, and/or change management approaches supporting the acceptance, appropriation and long-term sustainability of transport and mobility interventions within the national institutional context. - 1 expert with 3 years of professional experience with experience in editing, graphic layout and visual design of technical and policy-oriented documents for publication, acquired through work on mobility or transport-related projects implemented within the country of assignment, providing professional editing, formatting and design services in accordance with institutional standards and public-sector publication guidelines applied by public entities and international cooperation projects in Colombia.
Professional experience in the country/ region of assignment:	All experts with 3 years of professional experience in Colombia, including regular participation with local institutions, public authorities, and stakeholders in the transport and urban mobility sector.

UN DESA regions are defined as East Africa, Central Africa, North Africa, Southern Africa, West Africa, South America, the Caribbean, Central America, North America, Central Asia, East Asia, South Asia, Southeast Asia, West Asia/Middle East, Eastern Europe, Northern Europe, Southern Europe, Western Europe, Australia, Melanesia, Micronesia and Polynesia; refer to [USND methodology](#) for country assignment.

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

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Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

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

Staff presentation (section 2.11 of the assessment grid)

- Not applicable -

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs). 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: Team leader	160	0	160	No
Expert 2: Senior experts with international experience	130	30	160	No
Expert 3: Lead Senior Expert with experience in Colombia	150	30	180	No

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Expert 4: Senior Experts with experience in Colombia	740	60	800	No
Expert 5: Junior Professionals with experience in Colombia	160	0	160	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 (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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

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

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/budget
Total number of international flights	6
Total number of regional/national flights	15
CO ₂ offsets for flights <i>Link to working aid and table for setting the budget</i>	1000 € An unalterable budget for CO ₂ offsets for settlement against evidence is specified.

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Transport costs (rail travel, car travel, public transport)	1350 € An unalterable budget for settlement against evidence is specified.
Per-diem allowances	90
Accommodation allowances	90
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	720 € An unalterable budget for settlement against evidence is specified.

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 (download at <https://www.bundesfinanzministerium.de>).

Notes on the settlement of accommodation allowances outside Germany:

For the country Colombia, tenderers may offer accommodation allowances up to EUR 123. This is the maximum amount permissible under tax law 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 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

The experts will carry out their assignments primarily through remote work and on-site activities as required within the country of assignment. No permanent office infrastructure will be established or operated by the contractor for the implementation of the contract.

The project does not require the provision of dedicated office space, vehicles or related operating infrastructure. All coordination, technical work and project-related activities will be conducted using existing facilities of partner institutions, when necessary, as well as digital communication and collaboration tools.

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Accordingly, no operating costs for office infrastructure, vehicles or security measures are incurred under this contract.

5.6 Workshops, education and training

– Not applicable –

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 65.000

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 3.3.5.7 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 Spanish.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 30 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section **Fehler! Verweisquelle konnte nicht gefunden werden.** of the ToRs must be submitted using the standardised Europass CV format (<https://europass.europa.eu/es/create-europass-cv>) and not more than four pages in length. The CVs must be submitted in **Spanish**.

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

- Name of the company/organisation/reference project in which the expert worked

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

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

7. Options or follow-on contract

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

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

Nature and scope:

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

Precondition: GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project in the areas of mobility and transport in Colombia and/or an agreement is concluded to provide cofinancing for the measure.

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

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

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Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.2 can be considered only as an alternative to the option in 7.1.