

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

CONFIDENTIAL

Labour Market Measures for Vulnerable Groups in Lebanon	Project number/ cost centre: G-012286-001
	Tender number 10055371

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	8
	Technical-methodological concept	8
	Project management of the contractor (1.6)	9
	Further requirements (1.7).....	9
4.	Personnel concept.....	10
	Team leader	10
	Key Expert 1: Employment Services Coordinator	10
	Short-term expert pool 1 with minimum 10, maximum 12 members (Consultants in the country of assignment)	11
	Short-term expert pool 2 with minimum 2, maximum 4 members (Consultants in the country of assignment)	12
5.	Costing requirements	13
	Assignment of personnel and travel expenses	13
	Sustainability aspects for travel	14
6.	Inputs of GIZ or other actors.....	15
7.	Requirements on the format of the tender	15
8.	Option	16
	Type and scope.....	16
	Requirements.....	16
	Quantitative requirements for the optional services	16
9.	Outsourced processing of personal data	16
10.	Annexes	16

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

Since 2019, Lebanon has been facing a severe financial, economic, political, and monetary crisis – as well as a security crisis in 2024, 2025 and in particular an ongoing one since March 2026 – resulting in high unemployment rates, especially among youth, women and people with disabilities. At the same time, micro, small and medium-sized enterprises (MSMEs), which form the backbone of the Lebanese economy, face existential threats due to damages to their premises, financial shortages, and operational bottlenecks, all of which threaten jobs for their employees. On the other hand, despite high unemployment rates, companies struggle to fill vacancies. This is often due to a lack of qualified workers or problems in effectively articulating hiring requirements and attracting suitable candidates.

Objective of the Employment Promotion Lebanon (EPL) project¹

Young adults², women, and people with disabilities (PwD)³ are better positioned in the Lebanese labour market through support from employment promotion actors⁴.

Approach

To create better conditions in the Lebanese labour market, the EPL project:

- Works to improve cooperation between Lebanese employment promotion actors, enabling more effective coordination of integrated, demand-oriented, and gender-responsive services;
- Improves coherence between labour supply⁵ and demand⁶ through targeted qualification measures, enhancing technical and transversal skills to boost the employability of youth, women and people with disabilities;

¹ **Official Project Brief Description:** <https://www.giz.de/en/projects/employment-promotion-lebanon-0>

² **Young adults:** Persons aged 15 to 35 years, in line with the age range applied by the German Federal Ministry for Economic Cooperation and Development (BMZ). In the context of employment promotion, the term refers to individuals in the transition from education or training into the labour market, as well as those in the early stages of establishing, maintaining, or improving their participation in employment or self-employment.

³ **PwDs:** Persons with disabilities include persons with long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. This definition reflects the human-rights and social model of disability established by the UN Convention on the Rights of Persons with Disabilities (CRPD).

⁴ **Employment promotion actors:** The BMZ defines employment promotion actors as a diverse group that includes private sector companies, higher education institutions, vocational training centers, civil society organizations, and public institutions. These actors are pivotal in fostering job creation, enhancing vocational training systems, and increasing MSMEs competitiveness to support sustainable economic growth.

⁵ **Labour supply:** Labour supply refers to the people who supply, or are available to supply, their labour for the production of goods and services. For statistical purposes, it is principally represented by the labour force, comprising persons of working age who are employed and those who are unemployed and actively participating in the labour market.

⁶ **Labour demand:** Labour demand refers to the quantity and types of labour required by employers to undertake economic activities. It comprises both met demand, represented by occupied jobs, and unmet demand, typically represented by job vacancies, and can be analysed by occupation, skills, sector, location and other characteristics.

Supports MSMEs in attracting and retaining staff to enhance the competitiveness⁷ of MSMEs and improve their ability to maintain or create jobs amidst Lebanon's crises.

During the first phase of the EPL project, many beneficiaries received technical skills training and employment support services. However, they either remained unemployed or found work under indecent conditions. To maximize project impact and ensure that future labour market interventions lead to decent employment opportunities, the project will provide this target group with additional follow-up employment services. The planned services are comprehensive, addressing the diverse needs of beneficiaries, whether they require technical training, transversal skills development, career guidance, or job matching. It will be diversified and tailored to the specific needs of the beneficiaries and the demands of the current market.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Identify, outreach, register, and database project beneficiaries**
 - Review eligibility criteria for beneficiaries receiving the follow-up employment services and develop or update the outreach strategy to ensure targeted and inclusive reach across Lebanon. The contractor is responsible to compile a database of 800 beneficiaries (70% Youth, 50% Women and 10% PwDs).
 - Basic eligibility criteria and target quotas for beneficiaries' enrollment under this contract:
 - Project Participation: Must be a beneficiary of the EPL I project.
 - Employment Status: Currently unemployed or underemployed.
 - Geographic Location: Based in Lebanon.
 - Age Target: 17 to 35 years old (targeting 70% of total participants).
 - Gender Target: Minimum 40% women.
 - Inclusion Target: Minimum 10% Persons with Disabilities (PwDs).
 - Conduct community outreach and mobilization to identify and register eligible beneficiaries in coordination with local partners.
 - Collect and record beneficiary information, ensuring data completeness, accuracy, and compliance with GDPR data protection standards.
 - Input and manage beneficiary data into a unified database. See Annex 3: Individuals Database Template
- **Conduct beneficiary skills needs assessment and baseline profiling**
 - Review and finalize the skills needs assessment methodology, tools, and occupational profiles in coordination with the EPL project team.
 - Administer individual skills needs assessments to 700 beneficiaries (70% Youth, 50% Women and 10% PwDs), capturing occupational skills gaps and employment aspirations.
 - Conduct baseline data collection by administering 700 baseline surveys in parallel with the skills assessments. See Annex 4: Baseline Survey

⁷ **Competitiveness:** Competitiveness is the ability of a firm to design, produce and commercialise a good or service that meets market demand, while connecting with the business environment and earning returns in a sustainable way.

- Analyse assessment data and compile individual skills profiles, identifying priority training needs per beneficiary cohort.
- Prepare a consolidated skills assessment report presenting aggregated findings, gap analysis, and recommendations for training design.
- Following the skills needs assessment and in close coordination with the EPL II project, the contractor will design integrated services packages capable of addressing the diverse needs, profiles and employment readiness levels of the beneficiaries (e.g., career guidance, transversal skills training, job matching, etc.).
- To ensure a clear, objective and transparent process, the contractor must develop a second-level selection framework with specific enrollment criteria for each individual service. The contractor is expected to plan a sequential pathway that guides beneficiaries through the service packages with the aim of finding decent employment.
- **Deliver transversal skills training to selected beneficiaries**
 - Develop or adapt training curricula for 7 transversal skills modules based on assessed needs and occupational profiles, ensuring relevance to the Lebanese labour market context.
 - Prepare training materials, pre- and post-test instruments, and session facilitation guides for all modules.
 - Deliver transversal skills training across 7 training cohorts for overall 140 beneficiaries (70% Youth, 50% Women and 10% PwDs), administering pre- and post-tests for each cohort. Each training cohort should be delivered at least 35 hours delivered in person. Self-learning and practical real-life examples should be included in the training design. The selection of the 140 beneficiaries should be based on the results of the skills need assessment and on selection criteria to be developed in coordination with the EPL II project.
 - Monitor training attendance, participation, and learning outcomes for each cohort, and support beneficiaries requiring additional guidance.
 - Compile and draft 7 training reports (max. 3 pages) documenting session content, attendance, assessment results, and recommendations for follow-up support.
- **Provide collective and individual career guidance services**
 - Design collective career guidance sessions tailored to beneficiary occupational clusters, including presentations on labour market realities, job search strategies, and professional CV writing. Each session should be at least 1 day. Beneficiaries are youth, women and PwDs. The target group of the operational level are a segment of EPL I beneficiaries where the occupational clusters are pre-defined based on the skills development measures implemented during EPL I.
 - Facilitate 15 collective career guidance sessions with beneficiary groups. The sessions should include overall 300 beneficiaries (70% Youth, 50% Women and 10% PwDs) out of the total group, using participatory approaches to build self-awareness and career readiness. The selection should be based on the identified needs of the beneficiaries, occupational clusters and in reference to their profiles and identified employability gaps. The session should be at least 1 full day session. The occupational clusters are partially defined by the occupational focus of the EPL I skills development measures. The contractor, in close coordination with the EPL II project, shall review the list and validate the clustering.
 - Document each collective session and compile 15 session reports (max. 1 page) capturing key outcomes, attendance, and follow-up needs.
 - Conduct 100 individual (70% Youth, 50% Women and 10% PwDs) career and employment counselling sessions, providing personalized guidance on career pathways, CV review, interview preparation, and employment planning. The 100 beneficiaries should be selected based on selection criteria to be developed in

close coordination with the EPL II project, focused on beneficiaries with the lowest employment potential.

- **Facilitate work-based learning placements to strengthen technical and workplace skills**
 - Map available WBL opportunities and WBL please hosts relevant to occupational clusters. The outreach should cover all of Lebanon, it must take into account the beneficiaries' transportation challenges and costs. Additionally, during crisis situations, mapped opportunities must ensure that beneficiaries are not exposed to any safety risks.
 - Match 70 beneficiaries (70% Youth, 50% Women and 10% PwDs) with WBL placements based on skills profiles and career aspirations and maintain an updated referral sheet. The WBL placements should be for a minimum of 20 working days and a maximum of 60 working days.
 - Coordinate with training hosts to confirm WBL placement agreements, draft and execute 70 WBL contracts.
 - Monitor WBL placement progress through regular check-ins with beneficiaries and hosts, providing support where required.
 - Compile and submit WBL final report (max. 5 pages) documenting placement experience, learning outcomes, challenges, and recommendations.
- **Match beneficiaries with sustainable and decent job opportunities**
 - Map available job opportunities and employers, relevant to occupational clusters. The outreach should cover all of Lebanon, it must take into account the beneficiaries' transportation challenges and costs. Additionally, during crisis situations, mapped opportunities must ensure that beneficiaries are not exposed to any safety risks.
 - Refer 320 beneficiaries (70% Youth, 50% Women and 10% PwDs) to appropriate job opportunities.
 - Conduct job matching between 200 beneficiaries (70% Youth, 50% Women and 10% PwDs) profiles and identified job openings, prioritizing decent work conditions and alignment with beneficiary skills.
 - Facilitate interviews and employer engagement to support the placement process, confirm and document 200 employment contracts.
 - Maintain and update the job placements sheet with verified placement records throughout the placement period.
- **Conduct closing ceremony and job fair**
 - The contractor is expected to conduct a job fair and closing ceremony for the operational part of the contract, ensuring the active involvement of private sector and employment promotion actors.
 - Develop a concept for a one day closing ceremony and job fair in coordination with the EPL project team.
 - Coordinate outreach and invitations to employers, implementing partners, project beneficiaries, and key stakeholders.
 - Organize and manage job fair booths (min. 10 and max. 20), beneficiary presentations, and employer networking sessions during the event.
 - Document the event and compile a comprehensive event report (max. 2 pages), including attendance figures, employer engagements, and post-event placement opportunities.
- **Monitor project implementation, assess outcomes, and report against indicators**
 - Develop or adapt the endline survey instrument in alignment with the EPL II project's results framework and indicator definitions.

- Coordinate and administer 700 endline surveys (70% Youth, 50% Women and 10% PwDs) among project beneficiaries, ensuring complete and representative data coverage. The endline surveys should be conducted six months after the completion of the labour market measure. See Annex 5: Endline survey
- Analyze endline data, comparing against baseline findings, and prepare an aggregated performance report (max. 3 pages) against EPL project indicators.
- Maintain the beneficiaries database throughout the project, ensuring data accuracy, completeness, and timely updates.
- Prepare quarterly narrative reports documenting project progress, challenges, and key achievements aligned with the project results framework.
- Compile and submit quarterly indicator reports to the project.
- **Communicate project results and showcase target-group impact**
 - Develop and implement a communication and visibility plan in alignment with GIZ guidelines.
See Annex 6: Corporate Guidelines for Communication and Visibility.
 - Design and publish 50 social media posts documenting project activities, beneficiary stories, and key milestones across relevant platforms, in coordination with the EPL project / GIZ Lebanon.
 - Produce 10 short impact videos capturing project activities and beneficiary testimonials, ensuring professional quality and accessibility standards. The videos will be published on the GIZ Lebanon LinkedIn page. They may also be posted by the contractor, subject to GIZ approval and in strict accordance with corporate communication and visibility guidelines.
 - Write and publish 10 impact narratives highlighting individual beneficiary journeys and the broader project achievements for donor reporting and public communication.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Outreach and selection process completed Deliverables: ● Outreach and selection strategy (max 3 pages) ● List of 800 outreached beneficiaries	8 weeks after contract signature
Skills needs assessment completed and compiled skills needs report submitted Deliverables: ● 700 skills need assessment reports (max one page) ● 700 baseline surveys ● Consolidated skills need assessment report (max 5 pages)	16 weeks after contract signature
Job seekers readiness and employability to access labour market opportunities improved Deliverables: ● 7 transversal skills training reports (max. 3 pages)	25 weeks after contract signature

• 140 beneficiaries (70% youth, 40% women; 10% PwDs) completed transversal skills training • 15 career guidance sessions reports (max. 1 page) • 100 individual career guidance sessions provided	
Technical skills and job readiness of beneficiaries improved Deliverables: • List of beneficiaries matched with WBL opportunities • WBL final report (max. 5 pages)	24 weeks after contract signature
Beneficiaries placed in decent employment opportunities Deliverables: • List of 200 beneficiaries matched with job opportunities.	30 weeks after contract signature
Project progress reported and showcased in closing event Deliverables: • 700 endline surveys of beneficiaries • 3 quarterly reports	32 weeks after contract signature
Project impact presented and communicated Deliverables: • Communication and visibility plan • 50 social media posts • 10 short impact videos • 10 impact narrative texts	32 weeks after contract signature

Period of assignment: from 01.12.2026 until 30.07.2027.

3. Concept

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

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

Technical-methodological concept

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

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

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

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

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

Project management of the contractor (1.6)

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

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

Further requirements (1.7)

In order 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:
 - Encourage women participation during the outreach process with materials dedicated to this purpose.
 - Offer a safe environment for women and LGBTQI+ community participation.
 - Whenever possible and applicable, commit to accommodation measures required for women participation.

In order to promote the inclusion of people with disabilities and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Disability Inclusion:
 - Encourage the active participation of persons with disabilities during the outreach process using accessible communication materials and formats (e.g., easy-to-read text, Braille, sign language, and audio formats).
 - Offer an inclusive and safe environment for individuals with all types of disabilities, ensuring both physical venues and digital platforms are fully accessible.

- Whenever possible and applicable, commit to reasonable accommodation measures (e.g., accessible transportation, sign language interpreters, assistive technology, and flexible scheduling) required to enable full participation.

Description of gender equality measures: 5 Points

Description of PwD inclusion measures: 5 Points

4. Personnel concept

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

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, 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

Qualifications of the team leader

- Education/training (2.1.1): master's degree in economics, labour economics, human resources management, management or business administration.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the employment promotion sector
- Specific professional experience (2.1.4): 5 years in management of projects delivering labour market services.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in MENA, of which 2 years in projects in Lebanon
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other: - Not Applicable -

Key Expert 1: Employment Services Coordinator

Tasks of key expert 1

- Plan and coordinate the delivery of all employment services.
- Supervise the employment-services expert pool and coordinate expert deployment.

- Manage beneficiary pathways, service allocation and referrals.
- Oversee career guidance, training, work-based learning and job placement activities.
- Coordinate employer engagement and identification of employment opportunities.
- Monitor implementation progress, service quality and achievement of targets.
- Ensure accurate documentation of beneficiary services and employment outcomes.
- Coordinate operational reporting and liaise with the Team Leader and EPL II project team.

Qualifications of key expert 1

- Education/training (2.2.1): bachelor's degree in economics, social sciences, human resources management, business administration, labour market studies, education or development studies.
- Language (2.2.2): C1 -level language proficiency in English. C-1 level in Arabic language. (English language 5 points; Arabic language 5 points)
- General professional experience (2.2.3): 7 years of professional experience in employment promotion, labour market services, workforce development, vocational training, livelihoods or related fields.
- Specific professional experience (2.2.4): 4 years of professional experience in coordinating or managing employment-service programmes, including the delivery of integrated services such as beneficiary profiling, career guidance, skills development, employer engagement, work-based learning, job matching and employment placement.
- Leadership/management experience (2.2.5): - Not applicable -
- Regional experience (2.2.6): 3 years of experience in projects in MENA, of which 2 years in projects in Lebanon
- Development Cooperation (DC) experience (2.2.7): - Not applicable -
- Other (2.2.8): - Not applicable -

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 10, maximum 12 members (Consultants in the country of assignment)

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

- Support beneficiary outreach, mobilisation, registration, eligibility verification and profiling.
- Conduct or support skills-needs assessments and identification of beneficiaries' employability gaps and employment aspirations.
- Deliver individual and collective career guidance, career planning, CV preparation, job-search and interview-preparation services.
- Develop, adapt and deliver transversal/employability skills training based on identified beneficiary and labour-market needs.
- Support the development and implementation of individualised employment pathways and appropriate referrals to project services.
- Identify and engage employers, job opportunities and work-based learning opportunities relevant to beneficiary profiles and occupational clusters.
- Conduct beneficiary-to-opportunity matching, job referrals and interview facilitation.
- Facilitate and follow up work-based learning placements and employment placements, including coordination with beneficiaries and employers.
- Support beneficiaries requiring additional employment-readiness, placement or retention assistance.
- Maintain accurate documentation of services delivered, referrals, placements and beneficiary progress and provide required inputs to monitoring and reporting.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 10 experts with bachelor's degree in social sciences, psychology, human resources management, business administration, education, economics, labour/employment studies, sociology or vocational education and training.
- Language (2.6.2): 10 experts with B2-level language proficiency in English. C-1 level in Arabic (English language: 4 points; Arabic language 6 points)
- General professional experience (2.6.3): 1 expert with 3 years of professional experience in the labour market outreach sector, 8 experts with 3 years of professional experience in the employment promotion sector, 1 expert with 3 years of professional experience in the skills development sector
- Specific professional experience (2.6.4): 1 expert with 3 years of professional experience in outreach to individuals and private sector, 4 experts with 3 years of professional experience in career guidance services, 4 experts with 3 years of professional experience in recruitment and job matching, 1 expert with 3 years of professional experience in transversal skills training.
- Regional experience (2.6.5): 10 experts with 3 years of experience in Lebanon
- Development cooperation (DC) experience (2.6.6): 2 experts with 2 years of experience in DC
- Other (2.6.7): Not applicable

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

Short-term expert pool 2 with minimum 2, maximum 4 members (Consultants in the country of assignment)

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

- Maintain and quality-assure beneficiary monitoring data and databases.
- Support baseline, endline and other project data-collection processes.
- Track project indicators, targets and implementation progress.
- Analyse monitoring data and contribute to project reporting.
- Ensure appropriate data protection and confidentiality practices.
- Develop and implement project communication and visibility activities.
- Prepare social-media content, impact stories and communication materials.
- Coordinate production of audiovisual and visibility products.
- Document project results, events and beneficiary outcomes.
- Coordinate monitoring and communication inputs with the project team and technical experts.

Qualifications of the short-term expert pool

- Education/training (2.7.1): 1 expert with bachelor's degree in monitoring and evaluation, economics, statistics, social sciences, development studies or business administration, 1 expert with bachelor's degree in communication, journalism, media studies, business administration or information management.
- Language (2.7.2): 2 experts with B2-level language proficiency in English. C1-1 level in Arabic (English language: 4 points; Arabic language 6 points)
- General professional experience (2.7.3): 1 expert with 5 years of professional experience in the MEAL sector, 1 expert with 5 years of professional experience in the communication sector.
- Specific professional experience (2.7.4): 1 expert with 3 years of professional experience in project monitoring and evaluation, 1 expert with 3 years of professional experience in project communication and visibility management.
- Regional experience (2.7.5): 2 experts with 3 years of experience in Lebanon
- Development cooperation (DC) experience (2.7.6): Not applicable
- Other (2.7.7): Not applicable

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team leader	1	40	40	
Key Expert 1: Employment Services Coordinator	1	50	50	
Short-term expert pool 1 (Consultants in the country of assignment)	Minimum 10, maximum 12 members	600	600	
Short-term expert pool 2 (Consultants in the country of assignment)	Minimum 2, maximum 4 members	80	80	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	4	10	40	
Overnight allowance in country of assignment	4	10	40	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement

				against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments
International flights	2	2	4	Travel to the place of service delivery Lebanon
CO₂ compensation for air travel	2	2	4	A fixed budget of EUR 400 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) Airport transportation	2	2	4	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
Workshops	60 days	EUR 300	EUR 18,000.00	The budget contains the following costs venue, breaks catering and stationery.
Flexible remuneration	1	10.000 EUR	10.000 EUR	A budget of EUR 10.000,00 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

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

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

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

8. Option

- Not Applicable -

Type and scope

- Not Applicable -

Requirements

- Not Applicable -

Quantitative requirements for the optional services

- Not Applicable -

9. Outsourced processing of personal data

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.

Personal data will be processed on behalf of the client. Therefore, an agreement on order processing (AuV) is concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organizational measures (TOM) for compliance with data protection requirements must be presented before the contract is concluded. If the company has already been audited by GIZ in the past, an update must still be sent in accordance with the GDPR. Following a positive review, the contract will be concluded with the AuV Annex. Annex 7: Outsourcing of data processing in accordance with Art. 28 GDPR

10. Annexes

- Annex 1: EPL II project factsheet
- Annex 2: EPL II project results matrix
- Annex 3: Individuals database template

- Annex 4: Individuals baseline survey
- Annex 5: Individuals endline survey
- Annex 6: Corporate guidelines for communication and visibility
- Annex 7: Outsourcing of data processing (AuV)