

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

CONFIDENTIAL

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0. List of abbreviations

ADPME	Agence de Développement des Petites et Moyennes Entreprises <i>Agency for the Development of Small and Medium-sized Enterprises</i>
AnpE	Agence nationale pour l'Emploi <i>National Employment Agency</i>
CCI-B	Chambre de Commerce et d'Industrie du Bénin <i>Chamber of Industry and Commerce</i>
CLIDE	Comités Locaux pour l'Insertion et le Développement Economique <i>Local Committees for Employment and Economic Development</i>
CMA	Chambre des Métiers de l'Artisanat <i>Chamber of Crafts</i>
CNA	Chambre Nationale de l'Agriculture <i>Chamber of Agriculture</i>
CNSS	Caisse Nationale de Sécurité Sociale <i>National Social Security Fund</i>
DPE	Direction de la Promotion de l'Emploi <i>Directorate of Employment Promotion</i>
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
HCD	Human Capacity Development
KOMP	Cost per output monitoring and forecast
Lol	Letter of intent
MoU	Memorandum of Understanding
MPMEPE	Ministère des Petites et Moyennes Entreprises et de la Promotion de l'Emploi <i>Ministry of Small and Medium Enterprises and Employment Promotion</i>
MSME	Micro, small and medium-sized enterprises
ProPME	Promotion de la compétitivité des micro, petites et moyennes entreprises, orientée sur la création d'emplois <i>Employment-oriented promotion of the competitiveness of micro, small and medium-sized enterprises</i>
RMO	Risk Management Office
SIMT / LMIS	Système d'Information du Marché du Travail <i>Labour Market Information System</i>
ToRs	Terms of reference
ULPE	Unités Locales de Promotion de l'Emploi <i>Local Employment Promotion Units</i>

1. Context

The project “Employment-oriented promotion of the competitiveness of micro, small and medium-sized enterprises” (*Projet de Promotion de la Compétitivité des Petites et Moyennes Entreprises créatrices d’emploi*, hereinafter: ProPME 2) is a bilateral private sector development project of the Benin-Germany cooperation, that aims to increase the competitiveness of the Beninese private sector. It focuses its interventions on Beninese micro, small and medium-sized enterprises (MSMEs) in the food industry (i.e. processing of agricultural products), renewable energies, crafts and services and the entrepreneurial ecosystem as well as on intermediation on the labour market. It is part of the programme “Improvement of the income and employment situation in Benin” made up of several projects carried out by GIZ and KfW in the areas of Technical and Vocational Education and Training (TVET), Access to Finance and Private Sector Development. The programme objective is: “A needs-based training offer and enhanced investment and business capacities of micro, small and medium-sized enterprises (MSMEs) improve the employment and income situation of the Beninese population”.

The ProPME 2 project is a follow-on module of the project “Promotion of small and medium-sized enterprises” (*Promotion des Petites et Moyennes Entreprises au Bénin*, ProPME). It builds on successful approaches, continues their development and institutionalisation. It also develops new solutions for further challenges taking into account the changing environment, particularly access to markets.

The project contributes to the National Development Plan 2018–2025 (Plan National de Développement, PND), which represents the national implementation of the 2030 Agenda and aims at: (1) Strengthening human capital, (2) Increasing economic productivity and competitiveness, (4) Strengthening the rule of law and good governance as well as the vision 2060 of the Beninese Government. In addition, the project contributes to the national strategy of SME promotion and the national strategy of employment promotion. It is part of the team Europe Initiative of the European Union (EU) and complementary to further interventions such as those by the World Bank, African Development Bank and the Canadian Cooperation.

1.1. Problem analysis

Benin’s economy is expanding rapidly (real GDP growth ~6.4% in 2023; ~7.5% in 2024; ~6.5% expected in 2025), yet MSMEs—over 95% of registered firms—are not translating this momentum into jobs due to structural constraints: low productivity and innovation, weak market integration, limited access to finance and skilled labour, and insufficient support services (including quality assurance and digitalization). Government priorities favour large industrial zones, with weak linkage between industrial policy and the 2025–2034 SME promotion strategy, heightening the risk that MSMEs are sidelined. Enterprise surveys highlight lack of finance (42%) and skills (26%) as top barriers, low adoption of digital tools, and ongoing administrative and corruption risks. Challenges are most acute in northern regions with high youth unemployment and underemployment, TVET weakly connected to enterprise needs, and women concentrated in informal, low-productivity activities with services not tailored to their needs. While national frameworks set objectives on productivity, digitalization, and gender equality, coordination and local translation remain limited.

The core problem—MSMEs’ low competitiveness—stems from three causes that will be addressed by the project: (1) MSMEs lack fundamental capacities in business management, quality and process management, digitalization, and market integration. These deficits can be

addressed through targeted support along prioritized sectors and value chains. (2) Support structures are institutionally weak and poorly coordinated. The project can exert influence through institutional strengthening and improved service delivery. (3) The placement of qualified skilled workers with MSMEs is inadequate because vocational training and business needs are insufficiently linked. Local coordination and improved placement structures can address this.

Benin, through the National Employment Agency (ANPE), aims to strengthen the implementation of its national employment policy by introducing a regional information and guidance system tailored to local economic potential. This system will provide accessible and reliable data on occupations, labour supply and demand, thereby enhancing career guidance, improving coordination among employment actors, and supporting informed decision-making. In parallel, the country plans to establish a Labour Market Information System (LMIS) based on big data and artificial intelligence, designed to centralise, analyse and disseminate both statistical and web-based labour market data. This integrated system will offer comprehensive insights into current trends and future developments in the labour market, benefiting policymakers, employers, researchers and the wider public.

As part of its second phase, ProPME aims to support the response to the need for local and regional-level information on occupations, based on the economic potential of two pilot regions (Atacora and Atlantique), as well as on labour supply and demand in relation to this potential. This data collection and pilot study will help improve career guidance and intermediation services in the regions, strengthen the territorialization of local employment governance, in line with Benin's national guidelines, in particular the National Employment Policy and the Benin Alafia 2060 Vision. Furthermore, addressing this need will help the AnpE to identify, based on the lessons learned of the pilot study, which regional-level information is most relevant for contributing to the labour market information system (LMIS) that is to be established. The ProPME project will therefore not be supporting the full-fledged development of the LMIS but will indirectly contribute to its structure.

1.2. Project approach

Module objective “The competitiveness of micro, small and medium-sized enterprises in selected regions and sectors in Benin has been improved with an impact on employment.”

Outcome Indicators:

- Indicator 1: Number of MSMEs in selected regions and sectors that have demonstrated a measurable improvement in their competitiveness in one of four defined categories.
- Indicator 2: Number of employed persons in selected regions and sectors who have indicated that they benefited from improved working conditions in one of four categories.
- Indicator 3: Number of newly hired employees in MSMEs in selected regions and sectors.
- Indicator 4: Number of sustainably institutionalized support services to promote the employment-effective competitiveness of MSMEs.

Impact hypotheses:

Output 1: If growth-oriented MSMEs in selected sectors gain access to needs-based support, coaching, and further training, they develop improved business models and thereby increase their competitiveness (module objective), which also creates new jobs and improves working conditions. This applies particularly to firms operating in the informal sector, which achieves higher incomes through higher productivity and thus improves working conditions.

Output 2: If local, regional and national economic actors, line ministries and MSME service providers cooperate more effectively and engage in an active, constructive public–private dialogue, framework conditions can be improved in a targeted manner and investment barriers reduced, thereby enhancing the competitiveness of MSMEs (module objective).

Output 3: If the coordination structures for employment promotion are strengthened and the supply of and demand for labour are better aligned, training measures correspond more to the actual skilled labour needs of MSMEs. Combined with in-company training and structured placement, this contributes to improved access to qualified professionals for MSMEs, thereby enhancing their competitiveness (module objective).

The **target group** of the module primarily comprises growth-oriented micro, small and medium-sized enterprises in Benin, especially in priority sectors for ProPME and in value chains with high employment potential, including their upstream and downstream supply chains (e.g., suppliers and contract farmers).

The geographic focus is on the regions Atlantique, Littoral, Ouémé, Mono, Atacora, Borgou, as well as selected municipalities in the Donga region. A particular emphasis is placed on women-led enterprises. Another important target group on the labour supply side consists of graduates of vocational qualification measures and labour market entrants.

Further target groups and implementing partners include actors and institutions for enterprise and employment promotion such as the national enterprise promotion agency (Agence de Développement des Petites et Moyennes Entreprises, ADPME), the Beninese employment agency (Agence nationale pour l'Emploi, AnpE), regional placement services, as well as private providers of support services. These organisations are also implementing partners. Further downstream partner structures are various chambers of industry/commerce, crafts and agriculture (Chambre de l'Industrie et du Commerce du Bénin (CCI Bénin), Chambre des Métiers de l'Artisanat du Bénin (CMA), Chambre National d'Agriculture du Bénin (CNA)) and professional and sectoral associations. These intermediary organizations are to be enabled to provide high-quality services nationwide, particularly for disadvantaged groups.

Additionally, **Output 3 of ProPME collaborates with three core employment-governance actors** in Benin: the Directorate of Employment Promotion (DPE) at the Ministry of Small and Medium Enterprises and Employment Promotion, which steers national employment policy, coordinates strategy design, monitoring and evaluation, and mainstreams employment—especially for youth and women—across sector plans while working closely with AnpE for implementation; the National Employment Agency (AnpE), a financially autonomous public institution that operationalizes employment policy by improving labour market information, matching labour supply and demand nationwide, supporting training and retraining, and co-designing and monitoring programmes for self- and wage employment; and the Local Committees for Economic Development and Employment Integration (Comités Locaux pour l'Insertion et le Développement Economique, CLIDE) in Atacora and Atlantique, which ensure

local employment governance by mobilizing local stakeholders around area-specific economic potentials in line with the National Employment Policy and the Territorial Administration Code—an approach previously supported by German development cooperation through AnpE to strengthen localized employment solutions. Each CLIDE is composed of 11 members from municipalities (local elected officials), decentralised structures of sectoral ministries, the local private sector, and civil society. Additionally, ProPME partners with other local stakeholders, such as the Local Employment Promotion Units (Unité Locale de Promotion de l'Emploi, ULPE), which are small, specialized units with limited resources, present in each municipality.

The project's **political partner** is the Ministry for SMEs and Employment Promotion (*Ministère des PME et de la Promotion de l'Emploi*, MPMEPE).

The **project duration** is from 04/2026 to 03/2029 (3 years).

2. Tasks to be performed by the contractor

2.1 Term

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

2.2 Objectives, indicators, work packages, milestones

The contractor contributes to the achievement of the module indicator 2 and 3, as well as to the achievement of output indicator 3.2. The contractor is responsible for achieving the output indicator 3.1 (see below. further information on the indicators can be found on the Results Matrix in the Module Proposal, Annex 1).

The contractor is responsible for conducting all assessments and producing the documentation required to report on output indicator 3.2. The contractor must allocate the necessary resources for this purpose. Further information on the monitoring system and the allocated costs can be found in chapters 2.3 and 5.8 of the ToRs.

Module objective indicator(s) 2:

Number of employed persons in selected regions and sectors that have indicated that they benefited from improved working conditions in one of four categories.

Baseline value: 275 people in employment (including 110 women, 80 young people, and 80 people in northern Benin) (06/2025)

Target value: 500 people employed (including 200 women, 160 young people, and 150 people in northern Benin) (03/2029)

Module objective indicator(s) 3:

Number of newly hired employees in MSMEs in selected regions and sectors.

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Baseline value: 600 employees (including 240 women, 180 young people, and 180 employees in northern Benin) (06/2025)

Target value: 800 employees (including 320 women, 260 young people, and 240 employees in northern Benin) (03/2029)

Output 3: The conditions for the placement of qualified workers in SMEs have been improved.

Output indicators:

3.1 Number of employees in local and national institutions and committees for employment promotion who use data from the occupational and labour market information system

Base value: 0 actors (an information system exists but is not used effectively) (06/2025)

Target value: 45 actors, including 15 women (12/2029) (45 instead of 30 and 15 instead of 10; cf. Results Matrix)

3.2 Number of priority measures implemented under the new national employment policy to improve the placement of skilled workers in micro, small, and medium-sized enterprises (MSMEs)

Baseline value: 0 measures (06/2025) (As the strategy is new, no corresponding measures have yet been implemented)

Target value: 3 measures, including 1 measure specifically focused on women (03/2029)

To achieve the above-mentioned module objective and output indicators, the contractor is expected to contribute to the capacity development of the MPMEPE's subordinate partner structures and other employment promotion structures, both on macro and meso level, to better undertake their strategic, analytical and technical role and fulfil their tasks comprehensively accordingly to the needs of SMEs and the labour market.

The contractor is responsible for providing the following services (outlined in work packages 1 and 2), making suggestions to further improve the operational plan and for achieving the corresponding milestones:

Work package 1: Occupational and Labour Market Profiling in Atacora and Atlantique Aligned with High-Potential Economic Sectors to Support Employment Promotion and Career Guidance. (linked to Output 3.1)

In this work package, the contractor will support the achievement of Output 3.1 by producing an occupational and labour market profile, which consists of regionally tailored occupational and labour market factsheets linked to the key economic sectors with strong potential for job and income creation in the Atacora and Atlantique regions. The deliverables will serve as a resource for AnpE branches, CLIDE, ULPEs (Unité Locale de Promotion de l'Emploi), and other relevant stakeholders involved in labour intermediation, career guidance as well as job promotion interventions. These regionally-tailored occupational and labour market factsheets will provide the following detailed information for each key economic sector in the two regions: (i) number of SMEs or business owners; (ii) approximate statistics of existing or newly created

jobs in the sector; (iii) types of challenges faced by SMEs or business owners regarding the recruitment of skilled labour as well as their recruitment mechanism; (iv) a forecast of the sector's employment potential over the next five years (strong predictive analysis); (v) a list of the most promising existing occupations within each sector; (vi) estimated average income per occupation identified as promising (i.e. occupations that can provide monthly incomes equal to or greater than the minimum wage in Benin); (vii) the key skills required to perform each of the occupations identified as promising, and whether training programmes (training centres) or on-the-job training offers are available for these occupations within or outside the region; (viii) in which of the specific sectors studied can job still be created based on local demand, infrastructure, and the skills available in the region; (ix) barriers preventing young people from accessing these occupations identified as promising in their regions (especially those aligned with MSME needs). In addition, the contractor may suggest other relevant information and will provide actionable recommendations, strategic options, and policy guidance on how to translate available economic sectors into concrete measures of employment promotion in each region.

These deliverables are intended to transform the identified economic potentials per region into a structured information resource on local labour supply and demand, useful to CLIDE. It will also provide a collection of lessons learned to help identify the most critical data and information on its availability at the regional level for the establishment of the Labour Market Information System (LMIS).

The main economic sectors by region (10 in Atacora and 12 in Atlantique) are already defined, based on findings from a previous study conducted by AnpE.

Key activities

The following activities as part of this work package are to be performed by the contractor in accordance with their proposed implementation plan, as validated by AnpE and GIZ (*N.B.*: all mentioned workshops in this work package will be financially covered by AnpE and not by the contractor. AnpE is the lead on the following activities and, as such, is responsible for the financial and logistical aspects of the activities, whilst the contractor will provide technical support to the agency through the ProPME project).

Collect and analyse local labour market information on promising occupations as well as labour supply and demand in high-potential economic sectors in Atacora and Atlantique.

For each key economic sector, the contractor will collect and analyse labour market data through desk research and a field survey, in order to produce sectoral occupational and labour market factsheets, which should be as concise and exhaustive as possible, covering a sector overview.

The key steps of this activity are:

- Participating in a kick-off meeting with AnpE and the CLIDE of Atacora and Atlantique to clarify the mission and the four previously identified key economic sectors:
 - Present the mission's entire operational plan
 - Present best international practices of regional labour market information production and use
 - Present the implementation plan of the survey and discuss the support needed by the contractor from AnpE

- The AnpE is responsible for organizing this kick-off meeting and determining the members of the steering committee for all following activities in this work package.
- Designing and validating the research methodology for the field surveys in the regions of Atlantique in southern Benin and Atacora in northern Benin:
 - For validation, the research methodology and survey tools must be submitted to the national statistical authority's approval (INStAD) in accordance with their visa issuance methodology manual (This visa/approval is required to certify the quality of the methodology and the final results of the survey)
 - The methodological approach must be mixed (qualitative and quantitative), be contextually appropriate, and maintain cost efficiency as a key factor to ensure replicability and sustainability.
- Complete the desk and field survey in the regions of Atacora and Atlantique in accordance with the approved methodology.
 - The survey must include assessments of labour demand and supply trends linked with each key economic sector per region; the various existing or potential jobs connected with each economic sector; estimative trends of job-demand per sector and their corresponding skills, etc. (as outlined above)
 - The goal is to establish a comprehensive overview of the demand and supply for occupations relevant for each key economic sector
 - The information described above, produced by the contractor through the survey, is intended to serve as a "portfolio of labour market information" for the two regions.
- Hold a one-day results workshop organized by AnpE:
 - Present the results of the study.
 - Incorporate the feedback of the result workshop in the final version of the survey report. All relevant annexes (guides, questionnaires, etc.) should be included in the report.
 - The report will be delivered in a word and pdf format, as well as one short PowerPoint for each region. Each report should have a minimum of 60 pages and not be longer than 85 pages without annexes
- Based on the validated report, produce a set of occupational and labour market factsheets per region providing detailed information on labour supply and demand on each key economic sector (as detailed above) that will be used to improve the career guidance services provided by AnpE, ULPE and other employment promotion actors.

Prepare the produced occupational and labour market factsheets into both print-ready format and web-adapted format on the AnpE website

- Ensure the proper layout of the produced factsheets into a print-ready format
- Prepare a web-adapted format of the produced factsheets
 - All of these tools will be developed in a user-friendly and attractive format with infographics and other relevant lay-out elements, in order to be viewed and uploaded on the partner's website (AnpE).
- Provide any technical support to AnpE for online web-adaptation and upload of the produced occupational and labour market resources.

Support the establishment of career guidance spaces within AnpE branch offices in Atacora and Atlantique

The contractor will support AnpE in opening physical career guidance spaces in its branch offices in the Atacora and Atlantique regions. The goal of these spaces is to make career guidance information accessible to job seekers that wish to access information on labour market trends and training offers or to find their own way to integrate into the jobmarket. Computers for setting up the spaces will be provided by GIZ. AnpE will provide the space within the Atacora and Atlantique branch offices, as well as tables for computers, chairs, and any other necessary interior fittings.

Key tasks of the contractor in this activity include:

- Develop for AnpE branches an operational guide for Jobseeker Information and Guidance Sessions.
 - The contractor will design, draft, and finalize comprehensive career guidance session plan including content, key messages, to be used by employment counsellors within the information and career guidance spaces established in the Atacora and Atlantique AnpE branches, focusing on local economic potential and employment opportunities.
 - The guide will serve as a practical tool for employment counsellors, enabling them to undertake information and career guidance sessions for jobseekers, tailor guidance to local economic potentials, and provide accurate, up-to-date information on employment and training opportunities of their regions.
- Support to AnpE in defining an operational and management strategy for the information and career guidance space in order to reach and sensitize more job seekers.
 - This includes defining the management model of the space (roles and responsibilities, information and career guidance registration procedures for jobseekers), the required human resources, the service offer, and the needed material resources. It also covers the sustainability model (operational costs, integration into the AnpE budget, potential local partnerships, and a validated economic model)
 - Provide feedback on two career guidance sessions conducted by AnpE
 - The engagement of participants will be ensured by the AnpE branches as well as the facilitation of the session

Develop a methodological guide to analyse labour supply and demand within local economic sectors with employment potential

This activity's purpose is to enable stakeholders (DPE, AnpE, CLIDE, and other relevant stakeholders) to independently conduct the Occupational and Labour Market Profiling aligned with High-Potential Economic Sectors and institutionalise the process. This includes simplified survey design, data collection and analysis, integration into routine operations, budget planning, and training-of-trainers to ensure sustainability beyond the project.

- Conceive a guide for conducting occupational and Labour Market Profiling aligned with High-Potential Economic Sectors.
 - That task consists of developing a clear step-by-step methodology for analysing labour demand, labour supply, and skills gaps at the local level.

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- The guide must be designed as a user-friendly operational tool enabling AnpE, CLIDE members to conduct similar analyses independently.
- It includes a description of the methodology, practical tools, templates for data collection and analysis (e.g. interview guides, survey templates, analytical matrices) and a cost model
- The manual should clearly explain the distinction and complementarity between occupational and labour market profiling aligned with economic sectors and the Labour Market Information System (LMIS). It should also identify and detail the data and insights generated through such profiling that could be incorporated into the foreseen LMIS and provide practical guidance on how these can be systematically captured, integrated, and utilized to strengthen and sustainably operationalize the LMIS. The manual must provide recommendations on how to institutionalise these types of surveys and how much budget is needed.
- Conduct one training-of-trainers (ToT) session with a maximum of 35 participants from partner institutions (DPE, AnpE, CLIDE, and other relevant stakeholders) to ensure sustainability beyond the project.
 - This ToT will ensure the sustainability beyond the project period and provide the selected actors with technical knowledge and the ability to transfer these skills internally. This approach promotes ownership, facilitates the continuous dissemination of knowledge, and ensures that key methodologies and tools can be sustainably applied and replicated within institutions over time.

Milestones for work package 1	Delivery period
A kick-off meeting is held between contractor and AnpE/CLIDE to clarify the scope of the work package	2 months after start of contract
A methodological concept and data collection tools for the labour market desk research & field survey are approved by the INStAD (National Statistical Authority).	4 months after start of contract,
A finalized study report is validated for each region (Atacora and Atlantique).	9 months after start of contract
A set of regionally tailored occupational and labour market factsheets linked to the key economic sectors with strong potential for job and income creation for Atacora and Atlantique, is prepared into a ready-to-print version.	12 months after start of contract
The set of regionally tailored occupational and labour market factsheets above mentioned is web-adapted and available online on the web site of the AnpE.	14 months after starting of contract
A comprehensive career guidance session plan as well as an operational and management	15 months after start of contract

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strategy is finalized for the information and career guidance space within AnpE branch offices in the Atacora and Atlantique regions	
2 sessions on jobseeker information and career guidance are conducted and reviewed in the Atacora and Atlantique regions	19 months after start of contract
A guide for conducting occupational and Labour Market Profiling aligned with High-Potential Economic Sectors is developed	20 months after start of contract
A training-of-trainers session for partner institutions (DPE, AnpE, CLIDE, and other relevant stakeholders) is held.	22 months after start o contract

Work package 2: Capacity-building for employment promotion actors at macro and meso level (*linked to Output 3.2*)

This work package aims to ensure that relevant employment stakeholders have a sound understanding of existing best approaches of employment promotion and their appropriation at the regional and local level; strengthen the institutional use of the occupational and labour market resources developed in work package 1, as well as strengthening the capacities of institutional actors involved in the coordination of the employment sector.

The contractor will support the ProPME project by implementing human capacity development (HCD) measures for institutional stakeholders at both the meso and macro levels. Considering that this work package targets macro level institutional actors such as the DPE, the contractor will conduct the below mentioned activities in close coordination with the GIZ team, which will manage all interactions with the macro level actors. Accordingly, all deliverables will be finalized after having been validated by GIZ and the relevant partner.

Key activities

The following activities will be part of this work package.

Develop a Staff Capacity-Building and Institutional Strengthening Plan for the Directorate of Employment Promotion (DPE)

The main task of the contractor is to support GIZ in contributing to the institutional capacity-building of the DPE, while working under GIZ's leadership and in close coordination with the DPE.

- Conduct an initial capacity assessment to identify staff strengths, weaknesses, and training priorities.
- Develop a comprehensive staff capacity-building plan tailored to the roles and responsibilities within the DPE.
 - This plan should identify basic training needs deemed useful for all staff as well as role-specific training relevant to each position.
 - It should include recommendations for available and suitable on-site or remote learning opportunities, free or paid.

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- The capacity-building plan will also include a clear timeline with milestones, indicators of success, and responsibilities assigned for each activity, ensuring accountability and enabling regular progress reviews for the DPE staff.

Key elements that must be integrated in the capacity-building plan to ensure institutionalization and sustainability are:

- A Training-of-Trainers (ToT) approach to build internal trainers who can cascade knowledge and skills within the Directorate over time.
- A post-training follow-up mechanism linked to strategic objectives and performance indicators, including budget considerations and alignment with the Directorate's mission, to monitor practical application and continuous improvement.
- A monitoring tool or database that allows the DPE's leadership to track the progress of the plan's implementation.
- A skills transfer plan that could ensure the practical application of skills in the professional context.

Develop and conduct a training programme for employment promotion stakeholders on employment promotion approaches and their adaptation to local or regional contexts

This workshop aims to increase actors' understanding of relevant employment promotion approaches based on GIZ's AgriJobs 360° (<https://agrijobs.snrd-africa.net/resource-library/>) toolbox for rural areas. The purpose is to enable actors to take action that best fosters employment in their regions, using their local economic sectors and potentials in their context.

- Develop and validate a training workshop concept for institutional actors (DPE; CLIDE; AnpE; ULPE; chambers of commerce, crafts and agriculture; NGOs etc.) on employment promotion approaches, building on AgriJobs 360° (<https://agrijobs.snrd-africa.net/resource-library/>), taking into account other relevant approaches and contributions suggested by the contractor in youth and women employment promotion.
 - The training seeks to raise awareness on the roles and responsibilities played by the participants in implementing policies, in accordance with the regulatory framework and the mandates of their respective organizations
 - Participants will be equipped with tools and best practices for designing employment initiatives,
 - The content of the training will increase the participants' knowledge of employment promotion techniques in order to promote employment potentials in key economic sectors.
- Conduct the training in each region (4-days per training course) with up to 35 participants for each training course.

Develop and implement 2 workshops for the dissemination and training of the previously developed occupational and labour market resources

- Develop a workshop concept for the dissemination and training on the use of occupational and labour market developed in work package 1.
 - This training targets key actors who are in need of labour market data in their employment promotion initiatives at local, regional, and macro levels. Its purpose is not only to disseminate the occupational and labour market resources, but also to train participants on the possible use cases of labour

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market information in the scope of intermediation and career guidance services for job seekers, company staff, and MSMEs, or of employment policy counselling in line with sectoral labour market needs.

- Organise two dissemination and training workshops (max 4-day per workshop) in the Atacora and Atlantique regions with up to 35 participants each made up of members from
 - AnpE branches, CLIDE, ULPE, NGOs, local planning and development Division of the municipality, Chamber of Commerce, Professional organization, CLAPE, DPE and other local stakeholders in the Atacora and Atlantique regions.

Develop and implement one training programme for CLIDE members of the Atacora and Atlantique regions on “Roles, Mandates, Regulatory Frameworks, and Governance Mechanisms in Employment Promotion”

- Develop a training concept for CLIDE members on the Institutional Coordination and Governance of Employment Promotion
 - The goal is to strengthen participants’ ability to understand the institutional landscape of employment promotion and effectively coordinate with key stakeholders involved in employment policies and programmes.
 - Its key topics include mapping and understanding stakeholders involved in employment promotion and the functioning of the public administration in the employment sector, multi-stakeholder coordination in employment governance, partnership building with the private sector and development partners, facilitation and management of employment dialogue and coordination platform.
- Organize one single workshop for CLIDE members and other relevant stakeholders of the Atacora and Atlantique regions
 - The workshop should involve up to 35 participants and last a maximum of 2 days

Organize a results workshop to present lessons learned and share good practices

The contractor will organize and facilitate a one-day capitalization workshop aimed at presenting the results of the implemented employment promotion measures and fostering the exchange of lessons learned and good practices among key stakeholders.

- Present the main results, experiences, and lessons learned from the implementation of employment promotion activities.
- Facilitate knowledge sharing and peer learning among project partners and other relevant stakeholders.
- Identify best practices, success factors, and challenges encountered during implementation.
- Promote discussion on opportunities for scaling, adaptation, or replication of successful approaches in other regions or programmes.
- Produce practical recommendations to strengthen future employment promotion interventions.

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Milestones for work package 2	Delivery period
A staff capacity-building plan is developed for the DPE	6 months after start of contract
Two training workshops on employment promotion approaches are held	7 months after start of contract
Two dissemination and training workshop on the use of occupational and labour market factsheets produced for the Atacora and Atlantique regions are held	9 months after start of contract
A training workshop on Roles, Mandates, Regulatory Frameworks, and Governance Mechanisms in Employment Promotion is held	12 months after start of contract
An implementation report, including lessons learned, stakeholders' feedback and recommendations is produced	22 months after start of contract
A results workshop is held	22 months after start of contract

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:

- The contractor makes the required materials, equipment and consumables available.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements. 100% of the tasks in this lot is linked to Output 3 of the project.

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 2.2 of these ToRs have been achieved and justifications in case there is a delay by more than three months
 - Results that have occurred in the contractor's sphere of responsibility

- Risks
- Results that have occurred outside the contractor's direct sphere of responsibility
- **Use of Existing Monitoring Systems and Specific Monitoring Requirements:**

The implementation of the assignment will use the existing monitoring systems of the ProPME 2 project and its main partner, the National Employment Agency (AnpE). These systems help to follow the progress of activities, ensure good data quality, and align results with national employment policies.

At the project level, ProPME 2 has a results-based monitoring system with clear indicators, baselines, targets, and milestones. This system is used to track progress towards the project objectives and outputs, especially in terms of employment, working conditions, and institutional strengthening. The contractor will use this system by regularly collecting, analysing, and reporting data related to the assigned work packages, in particular Output 3 and its indicators. The monitoring system of AnpE, especially the Labour Market Information System (SIMT), will be used as an important tool for data management and sharing. The contractor will ensure that all data produced, especially under Work Package 1 (such as labour market studies and sector factsheets), are compatible with and integrated into the SIMT. To ensure good coordination with these systems, the contractor will follow these monitoring requirements:

 - **Alignment with indicators and milestones:** All monitoring activities will be linked to the indicators and milestones defined in section 2.2 of the ToRs. The contractor will regularly track progress, the number of actors using labour market data and the implementation of employment measures.
 - **Data collection and validation:** Ensuring respect for personal data, the contractor will use both quantitative and qualitative methods (such as surveys, administrative data, and training records) to collect data.
 - **Integration into partner systems:** All data will be prepared in a format that allows easy integration into GIZ and AnpE systems, especially the SIMT platform.
 - **Regular updates:** The monitoring data will be updated regularly using simple tools such as tracking tables or dashboards to follow progress and identify challenges.
 - **Focus on results:** The monitoring will not only track activities but also results and changes, such as better use of data and improved coordination between partners.
 - **Risk monitoring:** The contractor will identify possible risks and propose solutions in coordination with GIZ and AnpE.
 - **Capacity building:** The contractor will support partners to improve their monitoring skills through training and coaching.

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 the following language: French.

- Inception report 2 months after the start of the contract with a maximum of 10 pages.
- Interim report(s) on 31/07/2027; 31/01/2028; 31/07/2028
- Final report not later than contract end.

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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.

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning party: 30/04/27 and 30/04/28, maximum 20 pages.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: the contractor might be called to share the experiences gathered during the implementation of the present contract during conferences organized by GIZ (as needed).
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.

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 (sections 1.7. Confidentiality and 1.11 Data protection) apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws.

The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

Unless explicitly required by GIZ, surveys or reports shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded, and respective data required for surveys and reports should also only be collected anonymously.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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

- Gender equality:
Ensure the representation of women in all trainings and workshops (women should make up at least 40% of participants and trainers).
Pay particular attention to women-owned businesses, especially in the selection of companies and start-ups to be strengthened.
Promote the job-placement of women in men-dominated fields.
When qualifications are equal, favour female profiles in the selection of trainers and experts.
Address challenges that are specific to women-owned businesses and female job applicants when conducting the project activities.
- Environmental protection and climate action (climate change mitigation/adaptation):
Adopt environmentally conscious behaviour in the implementation of the contract (avoid unnecessary travel, take environmental protection into account in the organization of training sessions and workshops, promote the use of recycled materials, limit the use of single-use material, etc.);
When working with MSMEs, favour (if possible) companies that follow environmental and social management policies;
Where relevant, promote green jobs and greening of jobs in the development of labour market resources.

- Conflict and context sensitivity:

Ensure a strong participation of companies and job-seekers from the Atacora region, where the strengthening of economic resilience is of particularly high importance, in regards to the security context;

Ensure clear and transparent beneficiary selection processes and validate all selection criteria.

- Human rights:

Apply a human rights-based approach and promote the inclusion of disadvantaged groups.

- Security precautions:

The security situation in Benin remains generally stable in the southern urban centres, particularly in Cotonou (Littoral region), which is classified as low risk (green). However, the northern regions, particularly Atacora (high risk level – red) and Donga (moderate risk level – yellow), face heightened security threats related to crime, cross-border tensions, and the activities of non-state armed groups in border areas.

The contractor remains fully responsible for the security of their personnel, assets, and operations. However, in partnering with GIZ, the contractor commits to:

- Complying with GIZ's minimum security standards (a security briefing will be organized online by GIZ)
- Incorporate GIZ's local security analyses into activity planning
- Collaborate closely with GIZ's SRMA

These provisions do not entail any additional costs but should be factored into the contractor's activity planning.

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 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), for example by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;

- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept

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

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

section 1.2.1 of the assessment grid: -not applicable-.

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

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 2) for which it is responsible. The tenderer will explain how the chosen approach may complement the one described in the work packages.

3.3.2 Building partnerships with the relevant actors

(section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

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.

3.3.4 Consideration of environmental and social compatibility requirements

(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Conflict and context sensitivity

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	4 points out of 10 (maximum)
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Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	1 point out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	3 points out of 10 (maximum)
Requirement: 'Human rights':	2 points out of 10 (maximum)

3.4 Project management

(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

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.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them.

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it can ensure that the requirements resulting from the monitoring system of the project or the partner are met (see section 2). In

doing so, the tenderer is required to describe how the information that is relevant for monitoring is collected and in what form and at what intervals monitoring data are updated.

The tenderer will ensure that all requirements from the monitoring systems of the ProPME 2 project and its partner AnpE as mentioned in section 2 are fully respected throughout the implementation of the assignment to ensure quality, consistency, and alignment with project standards.

3.5 Further requirements

(section 1.5 of the assessment grid)

- The tenderer is required to explain and, as far as possible, provide specific evidence of how it will make use of national resources (for example national institutions, network partners etc.) in the context of service delivery.
- The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for technical and, where appropriate, administrative backstopping.

Requirement: National resources: 5 points out 10 (max.)

Requirement: Backstopping: 5 points out 10 (max.)

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

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

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 with regional experience (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1: team leader

- Overall responsibility for the advisory packages of the contractor,
- Primary technical responsibility for the DPE capacity-building plan in work package 2
- Ensuring close cooperation and coordination with the GIZ team and the AnpE
- Planning and monitoring the activities conducted by AnpE in the framework of the ProPME project

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- Ensuring quality, coherence and complementarity of the contractor's services with other services delivered by the project
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality) in the implementation of the work packages assigned to the contractor
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting local and international experts
- Coordinating and ensuring the quality of activities conducted by subcontractors (i.e. communication)
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Supporting the GIZ staff member responsible for output 3 in updating and/or adapting the output's strategy
- Validating technical outputs and deliverables
- Supporting the implementation of field activities and trainings

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree ('master's or German Diplom') in Economics, Social Sciences or HR-Management
Language (section 2.1.2 of the assessment grid):	Knowledge of French C2-level in the Common European Framework of Reference for Languages (6 out of 10) Knowledge of English B2-level in the Common European Framework of Reference for Languages (4 out of 10 points)
General professional experience (section 2.1.3 of the assessment grid):	7 years of professional experience in the sector of labour market and employment promotion, acquired within the last 10 years
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in employment services (4 out of 10 points), 2 years of professional experience with setting up and/or working on labour market information systems (3 out of 10 points), 2 years of professional experience in employment policy design with employment agencies (3 out of 10 points), all acquired within the last 10 years
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 for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	5 years of professional experience in West Africa (in accordance with UN DESA Statistics Division) outside of Benin
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	2 years of professional experience in Benin

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Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	2 reference projects in promoting women's employment.

Expert 2: Expert with international experience (section 2.2 of the assessment grid)

This position is a key expert.

Tasks of expert 2:

- Coordinating and supporting the implementation of Work Package 1
- Designing the survey methodology and supervising its implementation
- Analysing and processing the collected data into useable labour market information
- Presenting and following the validation of the produced labour market information in close collaboration with AnpE and making the data in a format ready for upload
- Supporting the development and implementation of trainings on the use of labour market information for job counselling and employment promotion policies (WP 1 and 2).

Qualifications of expert 2:

Education/training (section 2.2.1 of the assessment grid):	University degree ('master's or German Diplom') in economic statistics or econometrics
Language (section 2.2.2 of the assessment grid):	Knowledge of French C2-level in the Common European Framework of Reference for Languages (6 out of 10) Knowledge of English C1-level in the Common European Framework of Reference for Languages (4 out of 10 points)
General professional experience (section 2.2.3 of the assessment grid):	9 years of professional experience in labour market statistics and data collection acquired within the last 13 years
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience in local employment policies acquired within the last 10 years
Leadership/management experience (section 2.2.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 10 people
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	5 years of professional experience outside West Africa
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	5 years of professional experience in West Africa (in accordance with UN DESA Statistics Division)

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Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	N/A

Expert 3: Pool 1 “Labor Market Statistics & Employment policies counselling” with 4 experts with national experience (section 2.4 of the assessment grid)

A CV for each expert must be added to the tender.

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 1

- Implementing the activities in work package 1 and 2 under the coordination and supervision of Expert 2
- Conducting the desk research and coordinating the field data collection in both regions
- Ensuring compliance with national statistical standards and ethical requirements
- Developing key labour market information (employment, unemployment, sectoral demand, skills gaps, etc.)
- Using appropriate statistic tools (Excel, SPSS, Stata, R, kobo collect) adapted to the survey needs
- Analysing labour supply, demand, and matching dynamics at regional level
- Developing user-friendly information products, including labour market dashboards for Atacora and Atlantique, infographics and summary briefs, regional labour market profiles etc. for key economic sectors
- Developing and implementing HCD concepts and modules and conducting training for key strategic actors on meso and macro level as mentioned in work packages 2 (employment governance, career counselling, inclusion in employment, use of labour market information etc.)
- Supporting the Team Leader in developing the staff capacity-building plan for the DPE

Qualifications of expert pool 1 “Labour Market Statistics & Employment policies:

Education/training (section 2.3.1 of the assessment grid):	1 expert with a university degree (‘master’s or German Diplom’) in Econometrics (03 out of 10 points) 1 expert with a university degree (‘master’s or German Diplom’) in Economic or Social Sciences (03 out of 10 points) 1 expert with a university degree (‘master’s or German Diplom’) in Communication or ICT (02 out of 10 points) 1 expert with a university degree (‘master’s or German Diplom’) in Gender Studies or Social Sciences (02 out of 10 points)
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Language (section 2.3.2 of the assessment grid):	All experts with knowledge of French C2-level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	1 expert with 7 years of professional experience in data collection and analysis at national level acquired within the last 10 years <i>(03 out of 10 points)</i> 1 expert with 7 years of professional experience in the development of labour market policies acquired within the last 10 years <i>(03 out of 10 points)</i> 1 expert with 5 years of professional experience in web infographic design of labour market information acquired within the last 10 years <i>(02 out of 10 points)</i> 1 expert with 7 years of professional experience in supporting the employability of women and vulnerable groups acquired within the last 10 years <i>(02 out of 10 points)</i>
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 5 years of professional experience in the field of labour market information analysis acquired within the last 10 years <i>(04 out of 10 points)</i> 1 expert with 5 years of professional experience in the training of institutional stakeholders in the area of employment promotion acquired within the last 10 years <i>(02 out of 10 points)</i> 1 expert with 5 years of professional experience in data visualization on digital platforms acquired within the last 10 years <i>(02 out of 10 points)</i> 1 expert with 5 years of professional experience in the development of inclusive employment policies acquired within the last 10 years <i>(02 out of 10 points)</i>
Leadership/management experience (section 2.3.5 of the assessment grid):	N/A
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	N/A
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	All experts each with 4 years of professional experience in Benin
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	All experts each with 5 years of experience in development cooperation projects

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Other (section 2.3.9 of the assessment grid):	N/A
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Expert 4: Pool 2 “Field survey investigators” with 10 experts with national experience

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.

Tasks of the expert pool 2:

- Participation in training sessions on survey objectives, tools, and ethical standards.
- Administration of questionnaires to targeted respondents (households, job seekers, SMEs, training centers, employers).
- Accurate recording of responses using paper-based or digital data collection tools (tablets/mobile devices).
- Verification of completeness and consistency of data collected in the field.
- Respect of sampling procedures and respondent selection criteria.
- Obtaining informed consent and ensuring confidentiality of respondents’ information.
- Daily transmission of collected data to field supervisors.
- Reporting field challenges, refusals, and incidents to supervisors.
- Participation in field debriefings and review meetings.
- Compliance with project timelines, quality standards, and ethical guidelines.

Qualifications of expert pool 2 “Statistics Expert / field investigators”:

Education/training:	All experts with a university degree (bachelor) in statistics, economics, sociology, demography or development studies
Language:	All experts with knowledge of French C2-level in the Common European Framework of Reference for Languages
General professional experience:	All experts each with 2 years of professional experience in socio-economic surveys and quantitative surveys
Specific professional experience:	All experts each with 2 years of professional experience in questionnaire administration and digital data collection tools
Leadership/management experience:	N/A
International professional experience outside the country/region of assignment:	N/A
Professional experience in the country/ region of assignment:	All experts each with 2 years of professional experience in Benin
Experience in the field of development cooperation:	N/A

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Other:	N/A
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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 actually 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.

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

Soft skills are not evaluated.

5. Costing requirements

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

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in country assignment* of expert days	of the of in	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions,	Number of international flights	Number of national flights
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				section 3.6.2)		
Expert 1: Team Leader	0	150	150	Yes	2 round trips	N/A
Expert 2: Expert with international experience	30	30	60	No	3 round trips	N/A
Expert 3: Pool 1 "Labor Market Statistics & Employment policies counselling"	0	100	100	No	N/A	N/A
Expert 4: Pool 2 "Field survey investigators"	0	300	300	No	N/A	N/A

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:

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Travel expenses item	Quantity/budget
Total number of international flights	5 round-trips between Benin and countries of residence of Expert 1 and Expert 2
Total number of regional/national flights	N/A
CO ₂ offsets for flights	700 EUR An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transfer costs	5
Transport costs (car travel)	46.000 km
Per-diem allowances	100
Accommodation allowances (Expert 2)	30
Accommodation allowances (other experts)	70
Visa acquisition costs	3

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>).

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs
- Transport costs

Notes on the settlement of accommodation allowances outside Germany:

1) Expert 2:

For the country Benin, tenderers may offer accommodation allowances up to EUR 168.00. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 126.00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.

- If the contractor offers accommodation allowances at between 75% and 100% (EUR 126.01-168.00) of the maximum amounts 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.

2) Other experts:

For the country Benin, tenderers may offer accommodation allowances up to EUR 68.00. This is the maximum amount permissible under the local regulations of GIZ Benin.

- If the contractor offers accommodation allowances at up to 33% (EUR 22.44) of the maximum amounts permissible under the local regulations of GIZ Benin on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 33% and 100% (EUR 22.45-68.00) of the maximum amounts permissible under the local regulations of GIZ Benin on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

Please note: These travel expense items do not cover contract-related costs in the country of assignment (see section 3.6.2 of the General Terms and Conditions). Please cost these items in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

5.4 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

All experts except Expert 2 are expected to work remotely from Cotonou. In the case of Expert 2 with international experience, it is expected that Expert 2 works remotely from his/her country of residence and conducts 3 business trips to Benin during the contract implementation. Travel costs are calculated for experts in case of in-person activities.

5.6 Workshops, education and training

The contractor runs the following workshops/ training courses mentioned in work package 2:

- Trainings on employment promotion approaches
- Trainings on the use of labour market resources
- Trainings on Roles, Mandates, Regulatory Frameworks, and Governance Mechanisms in Employment Promotion
- Results workshop

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Workshop budget: EUR 50.000

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Catering
- Workshop materials
- Travel expenses for national partners and beneficiaries (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

A fixed, unalterable budget of €20,000 is earmarked to cover expenses related to all monitoring & evaluation activities, as well as the validation of the survey methodology by INStAD and the rental of tablets for the survey in WP1.

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 20.000

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

6. Requirements on the format of the tender

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 15 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

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The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English.

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

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/ organisation/ reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- 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)

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

7. Options or follow-on contract

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

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

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The 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 or an agreement is concluded to provide cofinancing for the measure.

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8. Annexes

- Annex 1 - Module proposal (german version)
- Annex 2 - Results matrix (german version)
- Annex 3 – Impact logic (german version)
- Annex 4 - Benin ELMA (Employment and Labour Market Analysis)