

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



CONFIDENTIAL

Support to Burundi EITI Application Process

**Project number/
cost centre:
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
EITI	Extractive Industry Transparency Initiative
FK	Expert
FKT	Expert days
KZFK	Short-term expert
MIRMEICT	Ministère de l'Hydraulique, de l'Energie et des Mines au Burundi
MSG	Multi-Stakeholder Group
ToRs	Terms of reference



1. Context

The German Federal Ministry for Economic Cooperation and Development (BMZ) has commissioned the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to implement the regional project “Cooperation on Peace, Security and Responsible Resource Governance in the Great Lakes Region of Africa” in partnership with the International Conference on the Great Lakes Region (ICGLR). The current project phase focuses on strengthening responsible mineral supply chains, addressing the links between natural resource governance and peace and security in the Great Lakes Region, and enhancing the institutional capacities of the ICGLR and its Member States.

The ICGLR Regional Initiative on Natural Resources (RINR) is a regional governance framework established by the ICGLR to address challenges related to illegal exploitation of natural resources, conflict financing, and weak governance in the extractive sector. Adopted in 2010 under the framework of the Pact on Security, Stability and Development in the Great Lakes Region, the RINR promotes responsible mineral production, transparency, traceability, harmonisation of policies, and sustainable resource management through six complementary tools, including the Regional Certification Mechanism, the Regional Database on Mineral Flows, artisanal and small-scale mining formalisation, and the Extractive Industries Transparency Initiative (EITI). Within the RINR framework, EITI contributes to strengthening transparency and accountability in extractive sector governance by promoting disclosure of information on revenues, contracts, licenses, ownership structures and government-company transactions, while providing a platform for structured dialogue among government institutions, mining companies and civil society through the Multi-Stakeholder Group (MSG)

The Government of Burundi has renewed its commitment to strengthening transparency, accountability and good governance in the extractive sector through its ambition to join the Extractive Industries Transparency Initiative (EITI). This ambition is well aligned with *Vision Burundi: Emerging Country by 2040 and Developed Country by 2060*, which recognises the important role that responsible development of the country’s mineral resources can play in supporting economic transformation, domestic resource mobilisation and sustainable development, while emphasising the continued strengthening of institutional capacities and governance in the mining sector. This direction is further reflected in recent efforts to strengthen the regulatory and institutional framework for mining, including the revised Mining Code adopted in 2023 and the Government’s subsequent efforts to advance the development of the sector. In this context, EITI offers a constructive platform to support Burundi’s national priorities by promoting greater transparency and access to information on the extractive sector, strengthening dialogue and cooperation among government, companies and civil society, and supporting evidence-based approaches to the management of mineral resources. Building on Burundi’s initial commitment to EITI in 2015 and its renewed commitment in November 2023, the current accession process provides an opportunity to further consolidate these ongoing efforts and establish a nationally owned framework for transparent, accountable and inclusive extractive-sector governance, consistent with Burundi’s broader development objectives.

Burundi is currently in the preparatory phase towards submitting its EITI candidature application. In 2025, the Ministry responsible for Mines (MIRMEICT) initiated key accession activities, including awareness-raising on the EITI process with relevant stakeholders from government, civil society and the private sector, held on 11–12 September 2025. The Government is also working towards establishing the institutional foundations required under the EITI Standard, including the formalisation of a tripartite ad hoc committee representing government, extractive companies and civil society, the preparation of stakeholder commitment declarations, the establishment of the EITI Multi-Stakeholder Group (MSG), and the development of governance arrangements for its functioning.



The next milestones in Burundi's accession roadmap include the appointment of an EITI National Coordinator, establishment of an operational EITI Secretariat, preparation of a fully costed EITI work plan aligned with EITI requirements, and submission of the candidature dossier to the EITI International Secretariat, planned for September 2027. To support this process, technical assistance is required to strengthen stakeholder coordination, provide expertise on EITI requirements, facilitate inclusive multi-stakeholder dialogue, and support Burundi in developing a candidature package that meets the requirements of the EITI Standard.

Following renewed political commitment in 2023, stakeholders have developed a national roadmap outlining the activities required to meet the EITI sign-up requirements. These include:

- strengthening political commitment;
- establishing a formal Multi-Stakeholder Group (MSG);
- ensuring meaningful participation of government, civil society and industry;
- developing governance documents for the MSG;
- recruiting a National Coordinator;
- establishing an operational National Secretariat;
- conducting an initial diagnostic of mining-sector data availability, existing disclosure and publication practices, data systems and key information gaps, and identifying priorities for strengthening systematic disclosure;
- preparing a costed work plan;
- and preparing and submitting Burundi's EITI candidature application.

The Government of Burundi, supported by GIZ intends to recruit a consultant or consulting company to provide technical assistance to the Ad-Hoc Tripartite Commission and the to-be established MSG throughout this accession process and ensure that Burundi meets the EITI Standard requirements for candidate status.

2. Tasks to be performed by the contractor

The overall objective of the consultancy is to provide strategic and technical support to the Ad-Hoc Tripartite Commission and the to-be established MSG and other national stakeholders in preparing and submitting a complete and high-quality EITI candidature application that complies with the EITI Standard. The contractor is responsible for providing the following services:

- **Strengthen the capacity and understanding of national stakeholders** Strengthen the capacity and understanding of national stakeholders by conducting a preliminary assessment of the specific capacity needs of each constituency and relevant institutions, and providing tailored guidance, training and advisory support on EITI principles, accession requirements, stakeholder roles and responsibilities, the functioning of the Multi-Stakeholder Group (MSG), and the obligations associated with EITI implementation. Ensure that capacity-building activities complement and build upon previous awareness-raising activities undertaken in September 2025.
- **Establish and operationalise the EITI governance framework** Establish and operationalise the EITI governance framework by supporting national stakeholders in assessing the appropriate legal and institutional basis for the EITI Multi-Stakeholder Group (MSG), facilitating the formalisation of the tripartite process, supporting the establishment of the MSG, developing its Terms of Reference, clarifying the roles and responsibilities of government, civil society organisations and extractive companies,

and, where appropriate, preparing a draft legal or administrative instrument establishing the MSG in line with EITI Requirement 1.4(a)(iii).

- **Facilitate an inclusive and effective multi-stakeholder dialogue process** by supporting consultations among government institutions, mining companies, civil society organisations and other relevant actors to build consensus around Burundi's EITI accession pathway and ensure meaningful participation of all constituencies.
- **Support the preparation of key institutional and procedural documents required for EITI candidature**, including stakeholder engagement documents, MSG governance instruments, declarations of commitment, recruitment documents for the National Coordinator and Secretariat arrangements.
- **Conduct an initial diagnostic of mining-sector information, data and disclosure readiness** to assess the availability, quality, accessibility and institutional ownership of key extractive-sector data; existing systems and practices for collecting, verifying and publishing information; legal and institutional arrangements for disclosure; and key data, capacity and coordination gaps. The diagnostic will identify priority areas for strengthening systematic disclosure and inform the development of Burundi's first EITI work plan, including recommendations for sequencing reforms and building institutional capacity.
- **Provide technical support for the development of Burundi's first EITI work plan.** Provide technical support for the preparation of Burundi's first EITI work plan through a consultative planning and monitoring cycle involving all MSG constituencies and relevant stakeholders, in line with EITI Requirement 1.5. Ensure that the work plan is fully costed, identifies funding sources, links its objectives to national priorities, explains the EITI Requirements being prioritised, includes measurable activities, indicators and responsible actors, and establishes arrangements for implementation, monitoring, annual review and public disclosure. Support the MSG in approving and publishing the final work plan.
- **Support the preparation, quality assurance and submission of Burundi's EITI candidature** by preparing and regularly updating a compliance and evidence matrix covering all EITI sign-up requirements (Requirements 1.1–1.5), identifying compliance gaps, coordinating stakeholder inputs, reviewing supporting documentation, and finalising the candidature package for submission to the EITI International Secretariat.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Inception phase completed: Review of Burundi's EITI accession roadmap and applicable EITI requirements; assessment of existing preparatory work; preparation of stakeholder mapping, implementation methodology, detailed work plan, risk assessment and coordination arrangements. The inception report will establish the methodological basis for the assignment, confirm the sequencing of activities and provide the framework for supporting Burundi's compliance with the EITI sign-up requirements.	Deadline: Within 4 weeks after contract signature Place: Remote, approx. 7 work days Responsible: Consultant in coordination with MIRMEICT, the Ad-Hoc Tripartite Commission, GIZ and key national stakeholders

Stakeholder mobilisation and establishment of EITI governance structures**Stakeholder mobilisation and capacity strengthening:**

Support to consolidate the outcomes of the September 2025 awareness workshop and strengthen understanding among government institutions, mining companies and civil society organisations of EITI principles, candidature requirements, constituency roles and expectations for implementation (**EITI Requirements 1.1, 1.2 and 1.3**).

Tripartite stakeholder coordination established:

Support to formalise and operationalise the existing ad hoc tripartite commission representing government, companies and civil society, including clarification of roles, preparation of operational arrangements and support to stakeholder engagement processes.

Multi-Stakeholder Group (MSG/GMP) established:

Support for the development and validation of MSG Terms of Reference, constituency representation processes, selection of representatives and formal appointment of MSG members, ensuring an inclusive and independent MSG structure in line with **EITI Requirement 1.4**.

National Coordinator recruitment supported: Technical assistance for preparation of Terms of Reference, recruitment procedures and appointment arrangements for the EITI National Coordinator.

EITI Secretariat established: Support for establishing an operational EITI Secretariat, including definition of functions, staffing arrangements, Terms of Reference, internal procedures and coordination mechanisms.

Deadline: To be confirmed

Place: Burundi, approx. 8 work days;

remote, approx. 8 work days;

2 travel days

Responsible: Consultant in coordination with MIRMEICT, the Ad-Hoc Tripartite Commission, GIZ and key national stakeholders

Diagnostic of mining-sector data, disclosure and institutional readiness

Following the establishment of the MSG and core EITI governance structures, the consultant will conduct a focused diagnostic mission to establish an evidence base for the subsequent development of Burundi's first EITI work plan and candidature dossier. The diagnostic will assess the availability, quality, accessibility and institutional ownership of key mining-sector information and data; existing systems and practices for data collection, verification and publication; legal and institutional arrangements governing disclosure; current publication practices relating to mining licences, contracts, production, revenues and beneficial ownership, where applicable; and key data, capacity, systems and coordination gaps. The mission will include consultations with relevant government institutions, mining companies, civil society organisations and other stakeholders, complemented by a review of relevant legislation, institutional procedures, databases, reports and publicly available information. The consultant will prepare a diagnostic report identifying priority gaps, opportunities for

Deadline: To be confirmed, following establishment of the MSG and prior to development of the EITI work plan

Place:

Burundi, approx. 8 work days

Remote: 8 days

2 travel days

Responsible: Consultant in coordination with MIRMEICT, the MSG, the EITI Secretariat, the Ad-Hoc Tripartite Commission, GIZ and relevant national stakeholders

systematic disclosure, institutional and capacity-building needs, and practical recommendations for sequencing and prioritising reforms under the EITI process.

Development and validation of Burundi's first EITI work plan

Validation of diagnostic findings: Presentation and discussion of the diagnostic findings with the MSG and relevant stakeholders, allowing stakeholders to validate the identified gaps, priorities and recommendations and agree on the key areas to be addressed through the EITI work plan. EITI work plan developed and costed:

Technical support for the preparation of Burundi's first EITI work plan in line with EITI Requirement 1.5 and informed by the diagnostic findings. The work plan will define clear objectives, activities, indicators, responsible institutions, financing sources, implementation timelines and arrangements for monitoring, annual review and public disclosure. It will identify priority actions linked to transparency and disclosure, including: (i) publication of procedures for the allocation of mining licences and contracts; (ii) publication of mining licences and contracts; (iii) establishment and regular updating of the Burundi EITI website; and (iv) measures to address priority data, disclosure, institutional and capacity gaps identified through the diagnostic. The consultant will support the MSG in reviewing, validating, approving and publishing the final work plan.

Deadline: To be confirmed

Place: Burundi, approx. 5 work days;

remote, approx. 10 work days;

2 travel days

Responsible: Consultant in coordination with MIRMEICT, the MSG, the EITI Secretariat, the Ad-Hoc Tripartite Commission, GIZ and key national stakeholders

Preparation and submission of the EITI candidature dossier:

Support to assess Burundi's readiness against all EITI sign-up requirements, compile and quality-assure supporting documentation, identify and address outstanding gaps, and prepare the final candidature application package. The consultant will maintain a compliance and evidence matrix covering **Requirements 1.1–1.5**, coordinate inputs from relevant stakeholders, support final validation by the MSG and government authorities, and assist MIRMEICT with submission of the candidature dossier to the EITI International Secretariat. The consultant will provide follow-up technical support in responding to any requests for clarification, additional information or supporting evidence from the EITI International Secretariat until completion of the candidature assessment process.

Deadline: To be confirmed

Place: Remote, approx. 12 work days

Responsible: Consultant in coordination with MIRMEICT, the MSG, the EITI Secretariat, the Ad-Hoc Tripartite Commission, GIZ and key national stakeholders

Period of assignment: The duration of the assignment will be aligned with the EITI roadmap attached to the Terms of Reference and is tentatively envisaged to run from **1 November 2026 to 30 March 2028.**



Approval of deliverables: All deliverables will be subject to joint review and approval by the Ad-Hoc Tripartite Commission, the EITI Multi-Stakeholder Group (MSG), and GIZ, as appropriate to the respective stage of the EITI accession process.

3. Concept

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

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

Technical-methodological concept

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

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

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

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 delivery of the consultancy assignment, ensuring the quality, coherence and timely completion of all advisory outputs and deliverables.
- Provide strategic and technical guidance on Burundi's EITI accession process, including compliance with the EITI Standard and sign-up requirements.
- Lead the review of EITI requirements, provide quality assurance of governance documents, the EITI work plan and the candidature dossier.
- Coordinate and ensure effective communication with GIZ, MIRMEICT through the Ad-Hoc Tripartite Commission, the EITI Multi-Stakeholder Group (MSG/GMP), the National Coordinator, Secretariat and other stakeholders involved in the process.
- Plan, coordinate and supervise inputs from the national expert, including allocation of tasks, review of outputs and integration of technical contributions.
- Lead key stakeholder consultations, validation workshops and high-level discussions with government, mining companies and civil society organisations.
- Ensure timely preparation and submission of inception reports, progress updates, mission reports and final consultancy reports in accordance with contractual requirements.
- Support risk identification and adaptive management of the consultancy, including addressing delays or challenges affecting Burundi's EITI candidature roadmap.

Qualifications of the team leader

Education/training (2.1.1):	University degree (German 'Diplom'/Master) in public policy, governance, economics, natural resource management, mining governance, international development, law, mining law, or another relevant field.
Language (2.1.2)	C2-level language proficiency in French, B2-level language proficiency in English established through a relevant university degree, language certificates or professional experience
General professional experience (2.1.3)	10 years of professional experience in extractive sector governance, transparency, accountability, natural resource management or related governance fields.
Specific professional experience (2.1.4):	7 years of specific experience supporting EITI implementation, including EITI candidature, MSG establishment, EITI work plans, validation processes or implementation support in EITI countries.
Leadership/management experience (2.1.5)	NA



Regional experience (2.1.6):	5 years of experience in projects in Africa, including 2 years of experience in the Great Lakes Region or Central Africa
Development cooperation (DC) experience (2.1.7):	NA
Other (2.1.8):	The consultant shall provide evidence of four (4) reference projects demonstrating: Proven experience facilitating multi-stakeholder dialogue processes involving government institutions, extractive companies/private sector actors and civil society organisations within the framework of natural resource governance, transparency and accountability initiatives; as well as Practical knowledge and application of the EITI Standard, including experience supporting: • EITI candidature and sign-up processes; • establishment, strengthening or operationalisation of EITI Multi-Stakeholder Groups (MSGs); • development of EITI work plans and governance arrangements; • preparation, coordination or quality assurance of EITI Reports and/or reporting processes; • support to EITI implementation, validation processes and compliance with EITI requirements. Examples of acceptable reference projects include: • Technical assistance to a country preparing or submitting an EITI candidature application; • Support to EITI implementation, including MSG strengthening, stakeholder engagement, EITI reporting, validation preparation or corrective actions; • Consultancy assignments supporting extractive sector transparency, disclosure of mining-related information, revenue transparency or accountability mechanisms

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
Designation of TL/key expert/short-term expert pool	1	72	72	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	1	21	21	
Overnight allowance in country of assignment	1	Up to 21 (depending on flight schedules, etc)	Up to 21 (depending on flight schedules, etc)	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. Overnight stays in Germany (deviation from the travel expense regulations): Note: Overnight allowances of up to EUR 130 can be



				submitted for reimbursement against evidence. Up to EUR 80 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 Bujumbura, Burundi	3	1	3	Travel to the place of service delivery Burundi
CO2 Compensation	3	140 EUR	420 EUR	A budget of 420 EUR is foreseen for the compensation of CO ₂ emissions.
Travel expenses (train, car)	3	1	3	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	3	1	3	e.g. visa costs
Other costs	Number	Price	Total	Comments
Sub-contracts – National Consultant			15000 EUR	The main consultant is required to engage a qualified national consultant based in Burundi to support the assignment under the supervision of the main consultant. The national consultant will provide local technical expertise and stakeholder liaison, including support for consultations, meetings and MSG processes, coordination with national stakeholders, collection and review of relevant information, and local administrative, translation/interpretation and logistical support as required.
Flexible remuneration	1	7000 EUR	7000 EUR	A budget of EUR 7000 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.
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6. Inputs of GIZ or other actors

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

- Transportation on site with own project vehicle
- Logistics for workshops

7. Requirements on the format of the tender

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

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

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

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

8. Annexes

- Burundi EITI Roadmap