

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

CONFIDENTIAL

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| <b>Project title:</b>                                                       | <b>Processing number/cost centre:</b> |
| Supporting eGovernment and Innovation in the Public Administration (InnoPA) | <b>G-012112-001</b>                   |
| <b>Country:</b>                                                             | <b>Tender number:</b>                 |
| Egypt                                                                       | <b>10017643</b>                       |
| <b>Subject of the tender procedure:</b>                                     |                                       |
| Personal Data Protection Centre - Support Plan                              |                                       |

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**Subject of the tender procedure:** Personal Data Protection  
Centre --Support Plan

**Transaction number:** 10017643



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## **0. List of abbreviations**

|       |                                                                                                                                                              |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AI    | Artificial Intelligence                                                                                                                                      |
| DPO   | Data Protection Officer                                                                                                                                      |
| GDPR  | General Data Protection Regulation                                                                                                                           |
| GTC   | General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH |
| KOMP  | Cost per output monitoring and forecast                                                                                                                      |
| LoI   | Letter of intent                                                                                                                                             |
| MoU   | Memorandum of Understanding                                                                                                                                  |
| RMO   | Risk Management Office                                                                                                                                       |
| ToRs  | Terms of reference                                                                                                                                           |
| PDPC  | Personal Data Protection Centre                                                                                                                              |
| PDPL  | Personal Data Protection Law                                                                                                                                 |
| MCIT  | Ministry of Communications and Information Technology                                                                                                        |
| RoPA  | Recordings of Processing Activities                                                                                                                          |
| NADPA | Network of African Data Protection Authorities                                                                                                               |
| WP    | Work Package                                                                                                                                                 |

## **1. Context**

### **About InnoPA**

Supporting eGovernment and Innovation in Public Administration (InnoPA) is a joint project implemented by the German Agency for International Cooperation (GIZ) in Egypt, on behalf of the German Federal Government, and in partnership with the Ministry of Communications and Information Technology (MCIT). The project aims to strengthen the capacities of the public sector and civil society to drive an inclusive and responsive digital transformation in line with European standards.

The InnoPA project implements a variety of interventions in the areas of institutional capacity building, innovation promotion, digital inclusion, and policy support. The project adopts the principle of “leave no one behind” to ensure that all segments of society benefit from the digital transformation process and enjoy an effective and responsive public administration.

The project has three pillars: 1) Support an inclusive, citizen-centered digital transformation of the public sector, the project aims to bridge the digital divide and increase the uptake of existing digital public services. To this end, collaborations with civil society organizations will be carried out to enhance the digital skills of both citizens and civil servants, alongside additional measures focused on strengthening institutional capacity. 2) promotes innovative solutions for the inclusive and citizen-oriented digital transformation of the public sector. A key part of this effort is the GovTech Innovation Programme, which accelerates startups and the creation of inclusive technological products that enhance government services and responsiveness to citizens' needs and 3) provides support for the development of forward-looking digital strategies and legal frameworks in emerging areas such as trust services, artificial intelligence, and data-driven decision-making, in line with EU digitalization standards.

### **Context:**

Egypt is advancing its digital transformation across public administration and service delivery, expanding the use of digital platforms and data-driven technologies. While these developments improve the accessibility and efficiency of public services, they also increase the need to ensure the protection of personal data and citizens' privacy. In response, Egypt enacted the Personal Data Protection Law (Law No. 151 of 2020) and established the Personal Data Protection Center (PDPC) as the authority responsible for overseeing compliance, regulating data processing, and promoting awareness of data protection rights and obligations.

As a newly operational institution, the PDPC is developing the institutional, technical, and regulatory capacities needed to effectively implement the law and guide both public and private entities in complying with data protection requirements.

Within this context, cooperation between the GIZ project Supporting eGovernment and Innovation in the Public Administration (InnoPA) and PDPC contributes to InnoPA's objective of promoting responsible, citizen-centric digital transformation in Egypt's public administration. By strengthening PDPC's capacities, supporting regulatory tools, and raising awareness of personal data protection, the partnership helps ensure that the expansion of technologies is accompanied by strong safeguards for privacy, trust, and responsible data governance.

### **About the Assignment**

The overall objective of this assignment is to strengthen the PDPC's institutional, regulatory, and operational capacity to effectively implement and oversee personal data protection in Egypt — contributing to a rights-based, inclusive, and sustainable digital transformation ecosystem that balances innovation with privacy, data protection, and responsible data use.

The contractor will provide technical assistance, advisory support, and capacity development inputs across four Work Packages, sequenced to build on one another — with knowledge sharing, international cooperation, and regional engagement woven through each WP rather than treated as a separate workstream.

The assignment begins with sector mapping (WP 1), which includes international benchmarking to contextualize findings. WP 2 develops regulatory tools and policy frameworks informed by comparative international models. WP 3 delivers staff training co-facilitated with international experts and includes study tours to EU data protection authorities. WP 4 establishes the PDPC Training Centre with a sustainability plan that includes a regional partnership roadmap.

This assignment necessitates the continuous involvement of a local Egyptian expert throughout all implementation phases. The contractor is responsible for assigning a local expert pool that will play a pivotal role in bridging the gap between international methodologies and the Egyptian context, ensuring that all strategic planning and execution are operationally grounded. Their participation is mandatory in the planning and delivery of all activities to provide the essential 'on-the-ground' insights that might otherwise be overlooked by international consultants

This sequencing is deliberate, not rigid — some activities across WPs will run in parallel, particularly during Year 1. The contractor is expected to manage knowledge flows across workstreams and ensure that findings and outputs from earlier WPs are systematically incorporated into subsequent activities.

## **2. Tasks to be performed by the contractor**

### **2.1 Term**

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

### **2.2 Objectives, indicators, work packages, milestones**

The contractor is responsible for contributing to achieving the objectives and indicators described in this document.

#### **Module objective:**

Module objective indicator(s)

The capacity of the public sector and civil society to bring about an inclusive and responsive digital transformation has been strengthened in line with European digitalisation standards

**Output 3:** Number of public institutions that have implemented measures to carry out the legal framework for responsible digital governance.

Output indicators:

3.1 Number of defined steering processes which are anchored in public institutions for digital transformation.

3.2 Number of public sector professionals and managers who have demonstrably acquired competencies to implement responsible digital transformation.

The contractor is responsible for contributing to the above- mentioned indicators and for providing the following work packages and for achieving the corresponding milestones:

**Work package 1: Part of Output 3.1: Sector Mapping and Risk-based Prioritization**

Establish the evidence base that will inform and sequence all subsequent work packages, through structured engagement with private sector actors in three priority sectors: education, health, and financial inclusion. Findings from this work package will directly shape the compliance tools that will be developed in the second work package, the training priorities, and the institutional designing, this will be through:

- Mapping the as-is personal data protection landscape through structured private sector engagement in the three priority sectors:
  - Education
  - Health
  - Non-Banking Financial Inclusion
- Assessing the sector-specific data flows, processing practices, compliance gaps, and risk levels, without prejudice to PDPC's regulatory or enforcement powers.
- Supporting PDPC in prioritising regulatory, supervisory, and capacity building interventions based on risks, impact, and institutional readiness.
- Feeding in the sector mapping findings into sector-specific guidance, compliance roadmaps, and targeted capacity building programme designs to be used in the activity design.

| Milestones for work package 1                                                                              | Delivery period                   | Expert days |
|------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------|
| Sector mapping methodology concept, content and stakeholder engagement plan approved by GIZ and PDPC teams | Month 2 (after the contract sign) | 12          |
| Field engagement completed in the three sectors – draft sector-                                            | Month 4                           | 32          |

|                                                                                                  |         |    |
|--------------------------------------------------------------------------------------------------|---------|----|
| specific mapping reports submitted                                                               |         |    |
| Final sector mapping reports and cross-sector report submitted and approved                      | Month 5 | 10 |
| Sector specific compliance roadmaps and guidance notes finalized and handed to GIZ and PDPC team | Month 7 | 8  |
| Total Expert days                                                                                | 63      |    |

### **Work package 2: Part of Output 3.1 Technical and Policy Assistance**

Drawing on the sector mapping evidence generated in WP 1, develop the regulatory tools, compliance frameworks, and policy instruments that the PDPC needs to exercise its supervisory mandate and support regulated entities in meeting their obligations, this will be through:

- Development of practical compliance toolkits for the public and private sector entities, grounded by the sector-specific gaps and risks levels identified in the first WP, including toolkits related to child online protection.
- Review and advice data protection-related laws, sectoral guidelines, regulatory frameworks, and digital governance policies.
- Support in designing and developing certification and accreditation schemes for the DPOs and compliance professionals.
- Facilitation of expert exchanges with European data protection authorities and international experts to inform and validate policy instruments and compliance tools developed under this WP

| <b>Milestones for work package 2</b>                                                                   | <b>Delivery period</b> | <b>Experts-Days</b> |
|--------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| Submission of one compliance toolkit draft from the priority sector identified for GIZ and PDPC review | Month 8                | 16                  |
| All three compliance toolkits (include child online protection guidance) finalized and approved        | Month 10               | 20                  |
| DPO and compliance professional certification scheme submitted for GIZ and PDPC review                 | Month 12               | 18                  |
| Total Experts-Days                                                                                     | 54                     |                     |

### **Work package 3: Part of Output 3.2 Institutional Development and Capacity Building**

Using the sector-specific evidence from WP1 and the tools and frameworks developed in WP2, build the professional competencies of PDPC staff across all key functional areas – drawing from the international and regional experiences – and deliver training outputs that will feed directly into the training centre establishment in WP4, this WP focuses on:

- Capacity building programmes for the PDPC staff across key functional areas, informed by the sector mapping findings in WP1
  - Legal affairs – interpreting and applying the PDPL and Executive Regulations, drafting regulatory decisions and guidance notes, handling complaints and enforcement proceedings.
  - Audit and inspection – risk based, audit planning, sector-specific methodologies drawing in WP1 sector profiles, evidence collection, and reporting standards.
  - Call Centre Operations – Complaint intake, and citizen communication protocols.
  - Digital forensics – regulatory digital investigation, data breach assessment, and digital evidence.
  - Operational workflows – case management, records of processing activities (RoPA) review, inter-unit connection.
- Dedicated material development for the Data Protection Officers (DPOs), using the localized materials developed in WP2:
  - Legal and regulatory requirements under the PDPL
  - Digital and technical aspects of data protection
  - Risk management and incident response mechanisms
- Support in deploying the localised DPOs certification pathways developed in WP2, enabling DPOs to obtain recognized professional certifications.
- Competency development programmes for PDPC auditors and inspectors, aligned with the GDPR.
- Specialized training on GDPR principles, cross-boarder data transfer mechanisms, AI, privacy-enhancing technologies, co-facilitated when possible with international experts from European data protection authorities.
- Training of Trainers (ToT) programme for designated PDPC staff, equipping them to independently deliver training across functional areas and to external stakeholders — a foundational input to the Training Centre

| <b>Milestones for work package 3</b>                                                      | <b>Delivery period</b> | <b>Experts-Days</b> |
|-------------------------------------------------------------------------------------------|------------------------|---------------------|
| Capacity needs assessment report completed and validated                                  | Month 9                | 15                  |
| Comprehensive training curriculum developed and approved by GIZ and PDPC                  | Month 12               | 32                  |
| First round of training delivered across the three functional areas                       | Month 14               | 38                  |
| DPO training programme delivered & certification activated.                               | Month 17               | 27                  |
| TOT delivered for selected PDPC participants                                              | Month 19               | 20                  |
| All training programmes completed; curriculum package and certified trainer roster handed | Month 20               | 18                  |



|                                                             |     |  |
|-------------------------------------------------------------|-----|--|
| over to WP 4; Year 2 progress report submitted <sup>1</sup> |     |  |
| Total Experts-Days                                          | 150 |  |

#### **Work package 4: Part of Output 3.1: Training Centre Establishment**

Drawing on the trained staff, certified trainers, and curriculum assets developed in the previous work package, establish a fully operational and self-sustaining PDPC Training Centre — with clear organisational structure, defined roles and responsibilities, a hierarchical staffing model, operating procedures, and a sustainability plan that incorporates international partnership and accreditation opportunities, a close coordination with the local consultant will be in this work package, this will be through:

- Design of the Training Centre's organisational structure and mandate:
  - Defining the Training Centre's mandate, strategic objectives, and positioning within the PDPC's overall organogram
  - Mapping relationships and coordination mechanisms with other PDPC units (legal, audit, call center, operations)
  - Recommending the appropriate governance model — including whether the Centre operates as an internal unit or as a semi-autonomous body with external-facing functions
- Definition of roles and responsibilities across the centre positions:
  - Head of Training Centre — strategic leadership, stakeholder relations, quality oversight
  - Curriculum specialists — design, updating, and localisation of training content
  - Subject-matter trainers — drawn from the ToT-certified pool developed in WP 3
  - Administrative and logistics coordinator — enrolment, scheduling, venue, materials management
  - Quality assurance and monitoring officer — participant feedback, assessment management, continuous improvement
- Suggested of the hierarchal staffing model:
  - Organogram with clear reporting lines and decision-making authorities at each level
  - Job profiles and qualification requirements for each position
  - Staffing phasing plan — distinguishing between roles to be filled immediately and those to be phased in as the Centre scales
- Design of the training centre operating model and procedures
  - Intake and enrolment procedures for internal PDPC staff and external participants
  - Training scheduling, logistics, and venue management protocols
  - Participant management system — attendance, assessment, certification issuance

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<sup>1</sup> The reports will be needed to evaluate the progress, and accordingly amend the workplan and deliverables when needed.

- Post-training follow-up and impact tracking mechanisms
- Development of the Training Centre's training catalogue, building on the curriculum developed
  - Internal track — covering all PDPC functional areas (legal, audit, digital forensics, operations, call center)
  - DPO and compliance professional track — for regulated entities, drawing on the localised IAPP-aligned materials from WP 2
  - Sector-specific track — tailored programmes for education, health, and financial inclusion sectors, informed by WP 1 findings
  - Advanced and specialised track — GDPR, AI, privacy-enhancing technologies, cross-border data transfers
- Establishment of a quality assurance and continuous improvement framework, including participant evaluation tools, trainer performance assessment, and periodic curriculum review mechanisms

| Milestones for work package 4                                                                                                                             | Delivery period | Experts-Days |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|
| Training Centre organisational structure, roles and responsibilities framework, and hierarchical staffing model submitted and approved by PDPC leadership | Month 14        | 25           |
| Training Centre operating manual and full training catalogue finalised and approved                                                                       | Month 17        | 15           |
| Quality assurance framework established; first training cycle delivered under the Training Centre banner                                                  | Month 19        | 13           |
| Total Experts-Days                                                                                                                                        | 53              |              |

## 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 and covers their operating and administrative costs.

### Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
  - Degree to which activities are implemented
  - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
  - Results that have occurred in the contractor's sphere of responsibility
  - Results that have occurred outside the contractor's direct sphere of responsibility

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 English:

- Inception report within 20 working days of contract starts, outlining the contractor understanding of the assignment, proposed workplan, team composition and allocation, and methodologies for all work packages.
- Interim report(s) on the 6<sup>th</sup> month, 12<sup>th</sup> month, and the 18<sup>th</sup> month.
- Final report on end of month 24.

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

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: the contractor will be responsible for mapping out PDPC to attend/familiarize themselves with regional conferences related to that focus on data protection.
- 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.

All materials, reports, tools, curricula, frameworks, and other outputs produced under this assignment shall be submitted to GIZ InnoPA upon completion and shall remain the sole intellectual property of GIZ InnoPA. The contractor waives any claim to copyright, ownership, or proprietary rights over any output produced in the course of this assignment. All outputs must adhere to GIZ InnoPA's branding and communication guidelines, which will be provided to the contractor by the project team upon contract signature.

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. 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.

The data collection for GIZ M&E must be conducted strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded.

The present assignment might deal with sensitive and confidential information. Under no circumstances are the consultants of the contractor (as a company and as individuals) allowed to provide, share, release or disclose any information or materials of the partner.

## **2.5 Other requirements**

— Not Applicable —

## **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), 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 (referring to the different work packages). 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).

Section 1.2.3 of the assessment grid: Not applicable.

### **3.3 Strategy (section 1.3 of the assessment grid)**

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

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors – specifically the private sector engagement in the above mentioned sectors.
- 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.

#### **3.3.2 Building partnerships with the relevant actors** (section 1.3.2 of the assessment grid)

Not Applicable

#### **3.3.3 Approaches for leverage effects and measures for scaling-up** (section 1.3.3 of the assessment grid)

Not Applicable

#### **3.3.4 Consideration of environmental and social compatibility requirements** (section 1.3.4 of the assessment grid)

Not Applicable

### **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 must 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)

Not Applicable

### **3.4.4 Monitoring** (section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

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.

### **3.5 Further requirements** (section 1.5 of the assessment grid)

- Please elaborate – without exceeding the two pages – the following: (i) the tenderer's understanding of Egypt's Personal Data Protection Law (Law No. 151 of 2020), its Executive Regulations, and the PDPC's supervisory mandate; (ii) a brief comparative analysis of the PDPL and the GDPR, highlighting key alignments and divergences relevant to this assignment; and (iii) two to three concrete examples of previous assignments where the firm delivered comparable work — such as compliance tool development, DPO training, regulatory capacity building, or sector-specific data protection assessments — in jurisdictions with GDPR-influenced legal frameworks.

## **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.

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

### **Expert 1: Team Leader** (section 2.1 of the assessment grid)

This position is a key expert.

#### Tasks of Teams Leader

- The main contractual focal point with GIZ InnoPA team
- Internal coordination with the key experts, ensuring that all outputs of the 5 WP are integrated and mutually reinforced.
- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas mentioned in the TOR.
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensuring that monitoring procedures are carried out effectively and efficiently.
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Supporting the commission manager in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

#### Qualifications of Team Leader

|                                                                          |                                                                                                                             |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Education/training (section 2.1.1 of the assessment grid):               | Master's degree in project management, public administration, international development, law.                               |
| Language (section 2.1.2 of the assessment grid):                         | Knowledge of English, C1-level in the Common European Framework of Reference for Languages                                  |
| General professional experience (section 2.1.3 of the assessment grid):  | 10 years of professional experience in the project management in the public sector or international development cooperation |
| Specific professional experience (section 2.1.4 of the assessment grid): | 7 years of experience in working in law, technology and organizational governance                                           |



|                                                                                                                        |                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 of relevance for the assignment |
| International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid): | 5 years of experience in EU-countries in data protection and experience in GDPR                                                                            |
| Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):                           | 4 years of experience with MENA region institutional context (5 of 10 Points), of which<br>2 years must be in Egypt (5 of 10 Points)                       |
| Development cooperation experience (section 2.1.8 of the assessment grid):                                             | 5 years of experience in GIZ-funded or EU-funded technical assistance contracts, including compliance with reporting, and quality assurance requirements.  |
| Other (section 2.1.9 of the assessment grid):                                                                          | Not Applicable                                                                                                                                             |

**Expert 2: Legal Expert (Data Protection Law and Regulatory Frameworks)** (section 2.2 of the assessment grid)

This position is a key expert.

Tasks of expert 2

- Review of the existing documents, Executive Regulation (ER), and the sector specific legal documents in the Egyptian context
- Embedding the legal dimension in the reports that will be submitted
- Preparation of international and regional benchmarking and best practices
- Development of the compliance toolkits in the identified sectors
- Design the DPO certification and accreditation scheme, drawing on IAPP and EU models and adapting into the Egyptian context.
- Facilitation of expert exchange between the partner in Egypt and European data protection Authorities.
- Design and delivery of legal affairs capacity building programme for PDPC staff, covering PDPL application, regulatory decision making and compliant handling.

Qualifications of expert 2.

|                                                                         |                                                                                                |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Education/training (section 2.2.1 of the assessment grid):              | Master's Degree in Law, with specialization in data protection, privacy law or regulatory law. |
| Language (section 2.2.2 of the assessment grid):                        | Knowledge of English – C1 level in the Common European Framework of Reference for Languages    |
| General professional experience (section 2.2.3 of the assessment grid): | 10 of years of experience in data protection, law, legal advisory or regulatory compliance     |

|                                                                                                                        |                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Specific professional experience (section 2.2.4 of the assessment grid):                                               | 5 years of experience in drafting and reviewing data protection legislation, sectoral guidelines, regulatory frameworks, and compliance instruments |
| Leadership/management experience (section 2.2.5 of the assessment grid):                                               | Not Applicable                                                                                                                                      |
| International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid): | 7 years of experience in working on GDPR, cross boarder data transfer mechanism, and European data protection authority operations                  |
| Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):                           | 3 years of experience with PDPL and with other African or MENA regional data protection frameworks                                                  |
| Development cooperation experience (section 2.2.8 of the assessment grid):                                             | Not Applicable                                                                                                                                      |
| Other (section 2.2.9 of the assessment grid):                                                                          | Professional certification in data protection is required (i.e IAPP, CIPP/E or equivalent)                                                          |

**Expert 3: Policy Expert (Institutional Development & Capacity Building)** (section 2.3 of the assessment grid)

This position is a key expert.

**Tasks of expert 3**

- Policy level analysis in all the reports and findings, embedded in all documents submitted to GIZ and PDPC.
- Design all training materials for PDPC in all functional areas, including the PowerPoint presentations, pre and post assessments, assignments, guidelines, etc.
- Delivery for the trainings and the TOT for the PDPC staff
- Supporting the institutionalized of the training centre, focused on internal reforms.
- Development of the needed operational effectiveness frameworks.
- Development of different operated manuals that will be used throughout the assignment.

**Qualifications of expert 3.**

|                                                            |                                                                                                                                                                                                                         |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education/training (section 2.3.1 of the assessment grid): | Master's Degree in Public Policy, Public Administration or political science                                                                                                                                            |
| Language (section 2.3.2 of the assessment grid):           | Knowledge of English C1-Level in the Common European Framework of Reference for Languages (5 of 10 Points)<br>Knowledge of Arabic C1-Level in the Common European Framework of Reference for Languages (5 of 10 Points) |

|                                                                                                                        |                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General professional experience (section 2.3.3 of the assessment grid):                                                | 10 years of experience in institutional development and public administration reform, specifically in data protection or digital governance                                                                                                                                                            |
| Specific professional experience (section 2.3.4 of the assessment grid):                                               | 10 years of experience in designing, delivering, and evaluating capacity building programmes, training curricula, and competency frameworks (5 of 10 Points)<br>and<br>10 years experience in establishing or advising development of training centres in public sector contexts. (5 out of 10 points) |
| Leadership/management experience (section 2.3.5 of the assessment grid):                                               | Not Applicable                                                                                                                                                                                                                                                                                         |
| International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid): | Not Applicable                                                                                                                                                                                                                                                                                         |
| Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):                           | 5 years of experience in working in the MENA region context                                                                                                                                                                                                                                            |
| Experience in the field of development cooperation (section 2.3.8 of the assessment grid):                             | 3 years of experience in facilitating twinning arrangement or knowledge exchange between regulatory institutions in the context of development cooperation projects                                                                                                                                    |
| Other (section 2.3.9 of the assessment grid):                                                                          | 10 years of experience in training delivery (5 out of 10 points)<br>7 years of experience in training of trainers (TOT) methodologies and delivery (5 out of 10 points)                                                                                                                                |

**Expert 4: Pool 1: 3 Digital Experts with Technology, AI and Digital Governance experts**  
(section 2.4 of the assessment grid)

In derogation of the three experts mentioned above, **3** CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. 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**

- Technical dimensions of all the interventions, embedding this technical lens into the reports submitted to GIZ and PDPC
- Advisory on the digital governance policies, AI governance frameworks, and privacy-enhancing technology standards.
- Design and deliver specialized training on GDPR technical requirements, AI governance, cross-boarder data transfer and privacy enhancing technologies.

- Technical support for the PDPC and DPO training programmes
- Technical advisory on the training centres curricula, including LMS recommendations.

Qualifications of the expert pool

|                                                                                                                        |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Education/training (section 2.4.1 of the assessment grid):                                                             | University degree in computer science, information technology, data science, or cyber security.                        |
| Language (section 2.4.2 of the assessment grid):                                                                       | Knowledge of English C1-Level in the Common European Framework of Reference for Languages                              |
| General professional experience (section 2.4.3 of the assessment grid):                                                | 10 years of experience in digital governance, data protection technology, AI policy, or cyber security.                |
| Specific professional experience (section 2.4.4 of the assessment grid):                                               | 5 years of demonstrated experience in advising public sector                                                           |
| Leadership/management experience (section 2.4.5 of the assessment grid):                                               | Not Applicable                                                                                                         |
| International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid): | 10 years of professional experience in OECD countries.                                                                 |
| Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):                           | Not Applicable                                                                                                         |
| Experience in the field of development cooperation (section 2.4.8 of the assessment grid):                             | 5 years of experience in working in funded projects from GIZ, EU or similar.                                           |
| Other (section 2.4.9 of the assessment grid):                                                                          | 5 years of experience in designing and delivering technical training programmes for non-technical regulatory audience. |

**Expert 5: Pool 2: 3 experts: Localization and Contextualization Expert** (section 2.5 of the assessment grid)

In derogation from the three experts mentioned above, **3** CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. 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 Expert Pool:

- Facilitate and contribute to the different work packages with the local actors.

- Advice and participate in localizing across the different work packages.
- Attend the in-person meeting when is needed with the national partners.
- Provide contextual inputs across the different work packages.

Qualifications of the expert pool

|                                                                                                                        |                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education/training (section 2.5.1 of the assessment grid):                                                             | Master's Degree in Law, Public Policy, Public Administration                                                                                                                                                                      |
| Language (section 2.5.2 of the assessment grid):                                                                       | Knowledge of English C1-Level in the Common European Framework of Reference for Languages (5 out of 10 points)<br>Proficiency in Arabic C1-Level in the Common European Framework of Reference for Languages (5 out of 10 points) |
| General professional experience (section 2.5.3 of the assessment grid):                                                | 10 years of experience in data protection, digital governance, or regulatory affairs.                                                                                                                                             |
| Specific professional experience (section 2.5.4 of the assessment grid):                                               | 10 years of demonstrated experience in working with Egyptian public sector                                                                                                                                                        |
| Leadership/management experience (section 2.5.5 of the assessment grid):                                               | Not Applicable                                                                                                                                                                                                                    |
| International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid): | Not Applicable                                                                                                                                                                                                                    |
| Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):                           | 10 years of professional experience in Egypt                                                                                                                                                                                      |
| Experience in the field of development cooperation (section 2.5.8 of the assessment grid):                             | 10 years of experience in working in funded projects from GIZ, EU or similar.                                                                                                                                                     |
| Other (section 2.5.9 of the assessment grid):                                                                          | 5 years of experience in working in data protection in fields of Education, Health and non-banking financial sector                                                                                                               |

**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 the country of assignment * in expert days | Expert days in total | Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2) | Number of international flights (Round Trip) | Number of national flights |
|------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------|----------------------------------------------|----------------------------|
| <b>Expert 1: Team Leader</b>                                                       | 44                                              | 19                                                                   | 63                   | No                                                                            | 4                                            | N/A                        |
| <b>Expert 2: Legal Expert (Data Protection Law and Regulatory Frameworks)</b>      | 52                                              | 12                                                                   | 64                   | No                                                                            | 2                                            | N/A                        |
| <b>Expert 3: Policy Expert (Institutional Development &amp; Capacity Building)</b> | 85                                              | 10                                                                   | 95                   | No                                                                            | 2                                            | N/A                        |
| <b>Expert 4: Pool 1 'Digital Experts' with Technology, AI and Digital</b>          | 44                                              | 10                                                                   | 54                   | No                                                                            | 4                                            | N/A                        |

|                                                                    |                |                |                |                |                |                |
|--------------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Governance experts</b>                                          |                |                |                |                |                |                |
| <b>Expert 5: Pool 2: Localization and Contextualization Expert</b> | 0              | 44             | 44             | No             | N/A            | N/A            |
| <b>Backstopping</b>                                                | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable |
| Total Days                                                         |                |                | 320            |                |                |                |

## 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 (CO<sub>2</sub> 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 CO<sub>2</sub>-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO<sub>2</sub> 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:

The specified lump sums are the maximum amounts the tenderer can include in the tender. In other words, the tenderer can offer lower individual lump-sum amounts. The corresponding lump sums are to be entered into the price schedule by the tenderer. **Higher lump sums are not to be included in the tender.**

| Travel expenses item                           | Number/Quantity | Lump sum/unit price up to                                                                                                                  |
|------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| International flights (Roundtrip)              | 12              | 600 EUR (against evidence)                                                                                                                 |
| CO <sub>2</sub> offsets for flights            | 1               | 396 EUR<br><b><u>A fixed and unalterable</u></b><br>budget for CO <sub>2</sub> offsets for<br>settlement against<br>evidence is specified. |
| Per-diem allowances                            | 60              | 50 EUR                                                                                                                                     |
| Accommodation allowances                       | 60              | 112 EUR                                                                                                                                    |
| Other travel expenses (visa acquisition costs) | 4               | 125 EUR                                                                                                                                    |

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (download at <https://www.bundesfinanzministerium.de>).

#### Notes on the settlement of accommodation allowances outside Germany

For the country Egypt tenderers may offer accommodation allowances up to EUR 112 per night. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement. The **evidenced expenses** will be reimbursed up to the contractually agreed amount.

- If the contractor offers accommodation allowances at up to 75% (EUR 84) 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 84 and EUR 112) 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.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

## 5.4 Materials and equipment

– Not applicable –



## **5.5 Operating costs in the country of assignment**

– Not applicable –

## **5.6 Workshops, education and training**

– Not applicable –

## **5.7 Local contributions**

– Not applicable –

## **5.8 Other costs**

– Not applicable –

## **5.9 Flexible remuneration item**

Budget for flexible remuneration: EUR 29.500,00

**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 English.

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.

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 items shown in section 5 (Costing requirements) of these Terms of Reference can be increased by up to EUR 85,000 and extended by up to 6 months. Within this framework, the options can be exercised in up to two parts.

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

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

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

#### **Scope of possible services:**

**Subject of the tender procedure:** Personal Data Protection  
Centre --Support Plan

**Transaction number:** 10017643



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

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

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