

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

CONFIDENTIAL

Support to the WASH in Schools Network and the International Learning Exchange for WASH in Schools	Project number: G-012555-020
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0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	3
3.	Concept.....	5
	Technical-methodological concept	5
	Project management of the contractor (1.6)	5
4.	Personnel concept.....	6
	Pool of experts with min. 2 experts and max. 3 experts	6
5.	Costing requirements	6
	Assignment of personnel and travel expenses	6
	Sustainability aspects for travel	7
6.	Requirements on the format of the tender	8

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
ILE	International Learning Event
KZFK	Short-term expert
ToRs	Terms of reference
WASH	Water, Sanitation, Hygiene
WinS	WASH in Schools

1. Context

GIZ, on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) supports the global efforts to improve water, sanitation, and hygiene (WASH) in Schools.

The global, cross-organizational WASH in Schools (WinS) Network was founded in 2010 with the aim of pooling activities and promoting coordination between development partners and NGOs, as well as supporting ministries of education in improving WinS program implementation and the provision of water, sanitation, and hygiene (WASH) in schools. The network was founded on the joint initiative of UNICEF, GIZ, and WaterAid. Member organizations include GIZ, UNICEF, London School of Hygiene and Tropical Medicine, Emory University, Save the Children, Viva con Agua, and WaterAid. By formalizing knowledge exchange into a network, biannual meetings have been held since 2010, bringing together a wide range of WinS actors within the global development partner landscape with the aim of harmonizing strategies and focusing on achieving the SDGs for WASH in schools. In 2020, in response to the global pandemic, the activities of the WinS network were intensified, and the WinS network secretariat was established, which is hosted by GIZ.

In this context, GIZ is seeking a consultancy to support the WASH in Schools network in achieving its mission to foster a global community of practice and support integrated, sustainable and globally aligned WinS programs to achieve SDG targets by 2030.

The WinS network and its partners are also closely involved in shaping the content of the annual WASH in Schools International Learning Exchange (ILE) event, which brings together education, water, and health ministries and their partners. In March 2023, the first WinS ILE in Africa was organized jointly by GIZ, UNICEF, and the WinS network. In May 2024, the second ILE took place in Tanzania, Africa, while the third ILE took place in November 2025 in South Africa.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Support to the WinS Network Secretariat:

- Support the development of monthly workplans and deliverables for the Secretariat.
- Support the planning and facilitation of quarterly Core Group meetings.
- Contribute to the development of an annual workplan for 2026–2027 for the WinS Network, including a follow-up strategy building on the 2025 International Learning Exchange (ILE) in South Africa.
- Maintain and update a calendar of relevant WinS-related events (global, regional, national)
- Support the development of a governance structure for the WinS Network and its Core Group Members.

2. Knowledge Management and Communication:

- Identify, review and curate relevant resources and documents for the WinS Network website.
- Share relevant webinars, events and updates from partners with WinS Network members.
- Support regular communication with core members, including preparation of a monthly update.
- Strengthen the network's visibility through LinkedIn and other suitable communication channels, such as a quarterly newsletter.

3. Support to the Implementation of the African ILE Follow-up Strategy

- Prepare and facilitate at least four webinars for ILE participating countries on key WinS topics.
- Support the review and update of the Enabling Environment Matrix for the next ILE to make it more action-oriented and quantifiable.
- Strengthen knowledge exchange between ILEs by identifying and sharing best practices from participating countries via the WinS website.

4. Support to the Planning of the 4th African International Learning Exchange (ILE)

- Support the organization and facilitation of planning meetings for the next ILE
- Contribute to the preparation of two technical sessions for the ILE
- Support the facilitation of the next ILE event
- Support follow-up activities after the next ILE, including the contribution to an ILE Outcome Document

5. Support the alignment between WinS and School Meals:

- Contribute to the development of a joint concept/framework on the linkage between WASH in Schools and School Meals
- Support the engagement with relevant partners (e.g. Research Consortium of the Global School Meals Coalition, African Union) to advance this agenda

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
Support to the WinS Network Secretariat	Ongoing/Continuous
Knowledge Management and Communication	Monthly/ Continuous
Joint Concept/Framework on the linkage between WinS and School Meals	Oktober 2026
Four Webinars facilitated on key WinS topics for the participating ILE countries	Until March 2027
Concept for two Sessions at the next ILE	March 2027

Period of assignment: from 01.10.2026 until 31.05.2027.

3. Concept

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

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

Technical-methodological concept

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

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

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

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).

Project management of the contractor (1.6)

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

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment

dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

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.

Pool of experts with min. 2 experts and max. 3 experts

Qualifications

- Education/training (2.6.1): all experts with university degree (Master) in International Development or a related topic
- Language (2.6.2): all experts with C1-level language proficiency in English and one expert with C1-level language proficiency in French
- General professional experience (2.6.3): all experts with 8 years of professional experience in the field of Water, Sanitation and Hygiene (WASH) sector
- Specific professional experience (2.6.4):
 - All experts with 5 years of working experience in the field of WASH in Schools and working with ministries of education on system strengthening approaches for WinS (4/10)
 - All Experts with 3 years of working experience in WASH in Schools with different levels of education governance (School, District, Province and National level) (3/10)
 - 1 reference for one expert working with Government partners of Education, in Lower middle-income countries on WASH in Schools (3/10)
- Regional experience (2.6.5): 2 years of experience in projects in Sub-Saharan Africa (region)
- Development cooperation (DC) experience (2.6.6): 8 years of experience in DC projects
- Other (2.6.7): 1 reference of participation of one expert in an International Learning Exchange for WASH in Schools in Asia or Africa

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
Expert pool 1	2-3		62	
Transport	Quantity	Number per expert	Total	Comments
CO ₂ compensation for air travel	4	70,00	280,00	A fixed budget of EUR 280,00 is earmarked for settling carbon offsets against evidence.
Fixed travel budget	1	6.300,00	6.300,00	A budget of 6.300,00 EURO is earmarked for travel to the following countries: Sub-Saharan Africa. Included in the fixed budget are: Two flights (Round Trip each) to a country in Sub-Saharan Africa

				Visa costs for 2-3 consultants Eight Transportation Costs to and from the airports in the home/ and ILE Country Total of four nights of Overnight accommodation allowance in a country in Sub-Saharan Africa Eight days of Per Diem Allowance. Please note that Accommodation and meals during the ILE Event will be covered through GIZ and do not need to be calculated by the service provider. A fixed budget of EUR 6.300,00 is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	6000,00	6000,00	A budget of EUR 6000,00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Requirements on the format of the tender

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

The complete tender must not exceed 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 (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.