

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

PUBLIC

International Backstopping Advisory for the project "Sustainable and Climate-Sensitive Urban Development in Central Asia"	Project number/ cost centre: G-012576-001
	Tender number 10034411

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
2.3	Short summaries of findings per network meeting (<i>each approx. 4 pages, in EN</i>)	5
2.4	Analysis of cross-border exchanges & recommendations for way forward (per country), (<i>approx. 10 pages per country, in EN</i>).....	5
3.	Concept.....	8
	Technical-methodological concept	8
	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.	10
	Further requirements (1.7).....	10
4.	Personnel concept.....	10
	Team Leader / Senior Urban Development Advisor (International).....	10
	Participative Urban Planning and Training Expert (International).....	11
	Urban Planning / Climate-Sensitive Planning Experts (International).....	12
	Short-term expert pool with minimum 2, maximum 5 members	12
5.	Costing requirements	13
	Assignment of personnel and travel expenses	13
	Sustainability aspects for travel	13
6.	Inputs of GIZ or other actors.....	16
7.	Requirements on the format of the tender	16

0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
Green Cities	Sustainable and Climate-Sensitive Urban Development in Central Asia
ToR	Terms of reference

1. Context

GIZ is implementing the regional project Sustainable and Climate Sensitive Urban Development in Central Asia (Green Cities project), commissioned by the German Federal Ministry for the Economic Cooperation and Development (BMZ).

The project supports selected cities in Kyrgyzstan, Tajikistan and Uzbekistan, with a geographical focus on the Ferghana Valley, one of the most densely populated and environmentally sensitive regions in Central Asia. The region is characterized by rapid urbanisation, increasing pressure on municipal infrastructure and services, climate-related risks, environmental degradation and a strong interdependence of settlements across national borders.

Municipalities in the project area are facing growing challenges related to:

- fragmented urban planning systems;
- weak coordination between municipal departments and sector institutions,

insufficient integration of climate and environmental considerations into urban development processes;

- limited participatory planning practices;
- low institutional capacities for integrated urban management;
- a lack of structured cross-border exchange between cities facing similar development challenges

The Green Cities project aims to strengthen the capacities of selected municipalities and relevant stakeholders to shape climate-sensitive, participatory and cross-sectoral urban development, while promoting practical cooperation and knowledge exchange between cities in the Ferghana Valley.

To achieve this, the project is structured around three core result areas:

- 1) Output 1. Improved cross-border dialogue and cooperation between experts and managers of selected cities on climate-sensitive participatory urban development;
- 2) Output 2. Strengthened technical and methodological capacities of municipal actors and experts for integrated urban development;
- 3) Output 3. Implementation of pilot climate- and gender-sensitive urban measures in selected cities

Within this framework, GIZ intends to contract an international consultancy firm / consortium to provide long-term strategic and technical advisory services over an estimated period of 24–36 months.

The purpose of the assignment is to support the project in the design, implementation and quality assurance of selected activities across the project outputs, in particular:

- (1) develop a more integrated green urban planning approach at city- and/or neighbourhood level based on German experience.

- (2) strengthen cross-border dialogue and exchange among cities in the Fergana Valley to share knowledge, practical experience and solutions for sustainable urban management including exchange with relevant institutions and city administrations in Europe/Germany
- (3) develop a coherent capacity development strategy and implementation of capacity development measures for municipalities and partner institutions;
- (4) technical support for the design and implementation of concrete examples of climate- and gender-sensitive urban initiatives.

The consultancy is expected to combine international expertise with practical urban development experience, while working in close coordination with GIZ country teams, municipal partners, national stakeholders and local service providers.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Package 1: Integrated climate sensitive Planning

Activities:

- Based on baseline studies and additional research (if needed), develop a comparative overview for all 6 cities' planning processes, including identified gaps and possible entry points for climate integration, commonalities, shared priorities etc.
- Support the development of / updating of Environmental Master Plans for the two pilot cities in Uzbekistan (Kokand and Fergana city)
- Support the review / updating of existing plans for the 4 participating cities in Kyrgyzstan and Tajikistan, e.g. advising on the integration of climate and environmental aspects into existing City Master Plans or Socio-economic development plans
- Develop a concept note and implementation plan for participatory planning processes in cities in the Fergana Valley

Deliverable	Deadline/place/person responsible
1.1 Comparative overview for all 6 cities, including identified gaps, commonalities, shared priorities etc. relative to an integrated green planning approach at the city-scale (<i>15 pages max, in EN</i>)	3 months after assignment start Digital
1.2 Written Contributions to new or updated environmental master plans for the pilot cities	Upon demand - ongoing until Q4 2028
1.3 Participatory Planning concept & implementation plan (e.g. 'Green Makhalla') (<i>10 pages max, in EN</i>)	2027

Package 2: Cross-border Exchange [regional]

Activities:

- Develop concepts for three cross-border exchange meetings, together with GIZ Team, that include recommendations for topics of exchanges (based on analysis of Activity 1.1), invited stakeholders, possible host cities etc.
- Support to the Preparation and Facilitation of "Network" Meetings across the six cities, with international peer exchange/input on thematic topics. A total of up to 3 in-person network meetings (up to 1 per year) are planned. Each network meeting will focus on a relevant thematic topic to all six cities, for example: green urban space, water management, air quality, etc.
- Develop summary documents of Network Meetings
- Preparation of a publication of the project findings and recommendations at the end of the project, for the Ministries relevant to each city.

Deliverable	Deadline/place/person responsible
2.1 Concept development for 3 cross border exchange meetings (based on team exchanges) – <i>format: written concept paper of 3 exchange meetings, approx. 6 pages, in EN</i>	2 months after assignment start Digital
2.2 Support to the Preparation and participation in Network Meetings (one per year) - <i>Tasks include: agenda development (interactive formats), --> In combination with Capacity Development workshops see 3.3</i>	3 meetings: (tbd) - Q3/4 2026 - Q3 2027 - Q2 2028 Planning digital, in person participation
2.3 Short summaries of findings per network meeting (<i>each approx. 4 pages, in EN</i>)	3 Summary documents to be finalised 1 week after each network meeting (see above) Digital
2.4 Analysis of cross-border exchanges & recommendations for way forward (per country), (<i>approx. 10 pages per country, in EN</i>)	3 reports (1x per country) to be finalised by Q3 2028 Digital

Package 3: Capacity Development

Activities:

- Prepare one overarching Capacity Development Strategy for climate-sensitive planning in the Ferghana Valley, based on the findings and the needs identified in Package 1 and in the network meetings.
- Conduct **Capacity Development Trainings** ("Rapid Planning Studios") in connection with network meetings (see 2.2) for selected municipal stakeholders from each city, including identification of training topics (together with GIZ Teams), curriculum

development, interactive training methods, cross-departmental learnings, organization of expert input, etc.

- Support 1-2 one-week Study Tour to relevant German and/or other European cities and institutions, across institutions (municipal and regional planning administration, academia, NGO, private practice, etc.).

Deliverable	Deadline/place/person responsible
3.1 One Capacity Development Strategy for Climate Sensitive Planning in the Fergana Valley (in line with GIZ Capacity Works) – <i>written document with concrete application recommendations, maximum 20 pages, in EN</i>	Q4 2026 Digital
3.2 Conduct three Capacity Development Trainings (“Rapid Planning Studios”), incl. identification of training topics, cross-departmental learning, training curriculum, (--> in connection with network meetings – see 2.2)	3 trainings: (tbd) - Q3/4 2026 - Q3 2027 - Q2 2028
3.3 Develop & compile a Resource material package for an integrated green spatial training approach, <i>maximum 10 pages, in EN</i>	Q3 2028
3.4 Support 1-2 Study Tours to Germany (Europe), <i>tasks include: liaison with German partner city(ies), agenda & itinerary development, facilitation during study tour, summary report</i>	Q4 2027 Preparation digital Participation in person, Germany

Package 4: Pilot measures

Activities:

- Provide ad-hoc technical support for the identification, conceptualisation and design of pilot climate- and gender-sensitive urban measures in selected cities, such as supporting the preparation of concept notes, conceptual design proposals, implementation roadmaps and stakeholder engagement formats;

Deliverable	Deadline/place/person responsible
4.1 Ad-hoc Support and back-stopping for identified pilot measures – <i>written document per pilot measure, up to. 3 pages each, in EN</i>	On-going, until Q4 2028
4.2 Stakeholder engagement plans for planning and implementation of pilot measures, <i>measures – written document per pilot measure,</i>	On-going, until Q4 2028

up to 3 pages each (potentially combined with 4.1), in EN

Package 5: Overarching Project Support

Activities:

- Provide strategic, methodological and technical advisory services to GIZ for the implementation of selected activities under Outputs 1–3 of the Green Cities project;
- Deploy and coordinate an international expert team with relevant expertise in urban planning, climate-sensitive development, municipal governance, capacity development, architecture / landscape design and cross-border cooperation;
- Ensure coordination and coherence between different advisory packages and outputs, including regular exchange with the GIZ project team, country offices and other contracted service providers;
- Prepare all required deliverables in English, including reports, concepts, training materials, presentations, technical briefs and implementation recommendations;
- Organise and cover all operational inputs required for service delivery (e.g. internal coordination, logistics, communication, travel arrangements, office costs, consumables and administration);
- Ensure financial management, accounting, invoicing and documentation in line with applicable contractual provisions of GIZ;
- Comply with the applicable rules, standards and contractual conditions of GIZ.

Deliverable	Deadline/place/person responsible
5.1 Organization and attendance at regular (bi-weekly / monthly) check-in meetings with GIZ team (<i>incl. meeting agenda, notes, facilitation of meetings</i>)	2026, 2027, 2028
5.4. Ad-hoc advisory services to Green Cities CA project on strategic, methodological and technical topics	As per need, 2026, 2027, 2028

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the above-mentioned deliverables.

- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Period of assignment: from **03.08.2026 until 31.12.2028** (indicative, subject to final contracting arrangements)

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 (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 (1.1.2). The tenderer shall describe its overall strategy for implementing the assignment, taking into account the objectives of the services and the context of the Green Cities project in Central Asia.

The tenderer shall present and justify the methodological approach for delivering advisory services under Outputs 1-3, including:

- support to integrated environmental / green urban planning instruments and planning processes;
- support to capacity development and institutional strengthening of municipal partners;
- support to the design and implementation of pilot climate- and gender-sensitive urban measures;
- integration of international good practices adapted to local contexts;
- ensuring coherence between advisory packages over the contract duration

Cooperation (1.2): The tenderer shall identify the relevant actors for successful implementation of the services and explain the proposed cooperation model with them, in particular:

- GIZ project team at regional and country levels;
- municipal administrations and technical departments in partner cities;
- relevant national institutions;
- local consultants and service providers;
- academic institutions, civil society organisations and private sector actors where relevant;
- international peer institutions in Germany and/or Europe

The tenderer shall explain how stakeholder ownership, participation and coordination will be ensured.

Steering of measures and contribution to results-based monitoring (1.3): The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2). The tenderer shall describe its approach for steering and quality assuring the requested measures jointly with GIZ and project partners.

This shall include:

- planning, prioritisation and sequencing of advisory packages;
- quality assurance mechanisms for technical outputs;
- adaptive management in response to changing project needs;
- contribution to project indicators, outputs and expected results;
- provision of data, lessons learned and evidence for the project's results-based monitoring system.

Key processes and operational planning (1.4): The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The operational plan shall describe, inter alia:

- mobilisation of experts;
- annual and quarterly planning cycles;
- assignment management and approval procedures;
- preparation and implementation of missions, workshops, trainings and study visits;
- preparation of deliverables and reporting;
- coordination with other actors contributing to project implementation

Learning, knowledge management and innovation (1.5): The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**. The tenderer shall describe how knowledge generated through the assignment will be captured, documented and transferred to GIZ and project partners.

This shall include:

- practical guidance notes, toolkits and training materials;
- documentation of lessons learned and good practices;
- approaches for replication and scaling-up across cities and countries;

- use of innovative and practical formats for peer learning and exchange;
- promotion of sustainable institutional learning within partner organisations

Project management of the contractor (1.6): The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

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

Further requirements (1.7)

The tenderer shall demonstrate how cross-cutting principles will be integrated into service delivery, in particular:

- gender equality and gender-sensitive urban development;
- participation and inclusion of vulnerable groups;
- climate and environmental sustainability;
- intercultural and regional sensitivity in cross-border cooperation;
- practical applicability of outputs for municipal partners;
- efficient use of digital tools and hybrid formats where appropriate.

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 / Senior Urban Development Advisor (International)

Tasks of the Team Leader / Senior Urban Development Advisor

- Overall coordination and strategic steering of the consultancy package and main focal point for GIZ;
- Lead planning, supervision and quality assurance of all advisory assignments under Outputs 1-3;
- Provide high-level technical advice on integrated climate-sensitive urban development and municipal transformation processes;
- Coordinate mobilisation and deployment of all experts and short-term specialists;
- Ensure coherence between planning, capacity development and pilot measure activities;
- Review and approve all key deliverables before submission to GIZ;

- Support identification of strategic opportunities, risks and adaptive measures during implementation;
- Contribute to results-based monitoring, reporting and annual work planning

Qualifications of the Team Leader / Senior Urban Development Advisor

- Education/training (2.1.1): Master's degree in urban planning, architecture, geography, environmental management, engineering, economics, public administration or related discipline;
- Language (2.1.2): English language proficiency at C1 level.
- General professional experience (2.1.3): 7 years of professional experience in urban development, municipal governance, infrastructure planning, public sector reform or related advisory fields;
- Specific professional experience (2.1.4): 7 years of experience in managing or implementing international assignments related to urban development, climate-sensitive planning, municipal governance, or local development;
- Leadership/management experience (2.1.5): 5 years of experience in leading multidisciplinary expert teams and managing consultancy assignments;
- Regional experience (2.1.6): 3 years of professional experience in Central Asia, Eastern Europe, Caucasus, or comparable transition contexts
- Development cooperation (DC) experience (2.1.7): 5 years of experience in projects financed by bilateral or multilateral development partners;

Participative Urban Planning and Training Expert (International)

Tasks of Participative Urban Planning and Training Expert

- Assess institutional and technical capacity needs of partner municipalities;
- Develop a capacity development strategy and implementation roadmap;
- Design training concepts, curricula and learning materials;
- Deliver trainings, workshops, coaching sessions and peer-learning formats;
- Advise on interdepartmental coordination and cross-sectoral governance within municipalities;
- Support development of practical guidance tools for municipal partners;
- Design and coordinate study visits to Germany and/or Europe;
- Identify relevant host institutions and learning topics for exchange visits;
- Prepare summary reports and follow-up recommendations after training measures and study tours

Qualifications of Capacity Development / Participative Urban Planning and Training Expert

- Education/training (2.2.1): Master's degree in urban planning, architecture, spatial planning; political science, economics, urban studies or related discipline;
- Language (2.2.2): English language proficiency at C1 level.
- General professional experience (2.2.3): 5 years of professional experience in urban planning and/or capacity development, governance reform, institutional strengthening or training systems;
- Specific professional experience (2.2.4): 3 years of experience in designing and implementing urban planning and development related training programmes for municipalities, public institutions or development projects;
- Leadership/management experience (2.2.5): 2 years of experience in managing training programmes, institutional reform measures or advisory teams;

- Regional experience (2.2.6): 2 years of professional experience in Central Asia, Eastern Europe, Caucasus or comparable contexts;
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in donor-funded technical assistance or development cooperation projects;
- Other (2.2.8): Experience with study tours, peer learning formats, workshop facilitation and stakeholder engagement

Urban Planning / Climate-Sensitive Planning Experts (International)

Tasks of Urban Planning / Climate-Sensitive Planning Expert

- Review existing planning instruments and planning systems in partner cities;
- Assess integration of environmental and climate aspects into city planning;
- Identify planning gaps and recommend improvements toward integrated green urban development;
- Support or review of environmental master plans, city concepts or planning frameworks;
- Prepare comparative studies and technical briefs on planning approaches across the three countries;
- Develop a capacity development strategy and implementation roadmap;
- Support development of practical guidance tools for municipal partners;
- Design and coordinate study visits to Germany and/or Europe;
- Identify relevant host institutions and learning topics for exchange visits;
- Prepare summary reports and follow-up recommendations after training measures and study tour

Qualifications of Urban Planning / Planning Expert

- Education/training (2.3.1): Master's degree in urban planning, architecture, spatial planning, landscape planning, environmental engineering or related discipline;
- Language (2.3.2): English language proficiency at C1 level.
- General professional experience (2.3.3): 5 years of professional experience in urban planning, city development, infrastructure planning or related fields;
- Specific professional experience (2.3.4): 3 years of experience in designing and implementing urban planning and development related training programmes for municipalities, public institutions or development projects;
- Leadership/management experience (2.3.5): 2 years of experience in managing training programmes, institutional reform measures or advisory teams;
- Regional experience (2.3.6): 2 years of professional experience in Central Asia, Eastern Europe, Caucasus or comparable contexts;
- Development Cooperation (DC) experience (2.3.7): 3 years of experience in internationally financed urban development or planning projects;
- Other (2.3.8): Experience in climate adaptation, green infrastructure, participatory planning or resilient urban development, study tours, peer learning formats, workshop facilitation and stakeholder engagement.

Short-term expert pool with minimum 2, maximum 5 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Gender and social inclusion expert;
- Waste / water / mobility/ housing sector specialist
- GIS / data visualisation expert
- Urban Design
- Graphical support expert

Qualifications of the short-term expert pool

- Education/training (2.5.1): 2-5 experts with bachelor's degree in a discipline relevant to the requested assignment, such as urban development, architecture, engineering, environmental sciences, climate policy, economics, governance, gender studies, transport, water management, waste management, GIS, communication, education or related fields;
- Language (2.5.2): English language proficiency at B2 level.
- General professional experience (2.5.3): 5 years of professional experience in fields relevant to the requested short-term assignment;
- Specific professional experience (2.5.4): 3 years of demonstrated experience in the thematic area relevant to the assignment, such as study visits, municipal advisory services, climate action, gender mainstreaming, infrastructure, finance, urban services, facilitation, research or technical design;
- Regional experience (2.5.5): 2 years of professional experience in Central Asia, Eastern Europe, Caucasus or comparable contexts
- Development cooperation (DC) experience (2.5.6): Experience in donor-funded projects, technical assistance, or cooperation with public institutions is an asset

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

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means

of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](https://allianz-entwicklung-klima.de/wp-content/uploads/2022/08/2208_Qualitaetsstandards.pdf) has published a https://allianz-entwicklung-klima.de/wp-content/uploads/2022/08/2208_Qualitaetsstandards.pdf. GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader / Senior Urban Development Advisor	1	70	70	Overall coordination and strategic advisory support, Lead WP 1,4 & 5
Capacity Development / Municipal Governance Expert	1	60	60	Lead expert, WP 3
Urban Planning / Climate-Sensitive Planning Expert	1	60	60	Lead expert, WP 2
Optional short-term expert pool	1 (-5)	15	15	Mobilised upon request
Travel expenses	Quantity	Number per	Total	Comments

		expert / Price		
Per-diem allowance in country of assignment	42	31 EUR		According to approved missions
Overnight allowance in country of assignment	42	50 EUR		<p>Overnight stays abroad:</p> <p>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.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p> <p>Overnight stays in Germany (deviation from the travel expense regulations):</p> <p>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.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p>
Transport	Quantity		Total	Comments
International flights	6		6	<p>Travel to the place of service delivery (Kyrgyzstan, Tajikistan and Uzbekistan)</p> <p><i>3x workshops/trainings (for 2 experts in each workshop)</i></p>
Domestic flights	6		6	Flights within the country of assignment during service delivery
CO ₂ compensation for air travel	12		12	A fixed budget of EUR 50 is earmarked for settling carbon offsets against evidence.

Travel expenses (train, car) • Airport transfer • In-country transport	As per offer		Lump sum	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	As per offer		Lump sum	Visa / insurance / admin travel costs
Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

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

- Strategic guidance, technical feedback and overall coordination of the assignment through the Green Cities project team;
- Nomination of contact persons within GIZ country offices in Kyrgyzstan, Tajikistan and Uzbekistan;
- Support in communication and coordination with partner municipalities, national institutions and relevant stakeholders
- Introductory letters, official support letters or facilitation requests where required for access to partners;
- Existing project documents, studies, assessments, baseline data and internal planning documents relevant to the assignment;
- Access to project results framework, indicators, monitoring information and operational plans;
- Participation of GIZ staff in steering meetings, technical review meetings and selected workshops;
- Feedback and approval of deliverables within reasonable timeframes;
- Support in identifying participants for trainings, study visits and exchange formats;
- Coordination with other consultants, service providers and partner initiatives financed by GIZ where synergies are relevant;
- Information on GIZ administrative procedures, visibility requirements and safeguarding standards relevant to implementation

7. Requirements on the format of the tender

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

The complete tender must not exceed 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

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

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