

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

CONFIDENTIAL

Basic trainings and coaching for inclusive contract farming in Nigeria and Liberia	Project number/ cost centre: G-011350-008 11350010000 Tender number
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0. List of abbreviations

ABF	Agribusiness Facility for Africa
AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
iCF	Inclusive contract farming
KZFK	Short-term expert
MGF	Matching Grant Fund
ToRs	Terms of reference
ToTC	Training of Trainers and Coaches

1. Context

ABF is a GIZ programme commissioned by the German Federal Ministry for Economic Development and Cooperation (BMZ) and co-funded by the EU under the Samoa agreement with OACPS. Together with GIZ MOVE-ComCashew, under the overall EU/OACPS Framework Programme for support to ACP Agriculture Value Chain Development, ABF implements parts of component 1 on capacity building, named “Business Support Facility for Resilient Agricultural Value Chains”. The Joint Action aims to develop and enhance the capacities of actors along ACP agricultural value chains to attract finance and investment, in particular towards low-emission and climate resilient practices and value chains (cashew, cocoa, maize and livestock). ABF is structured around three interrelated outputs:

(1) Skills for agribusiness

ABF scales successful agribusiness training approaches and tools through self-paced e-learning offers and blended learning. ABF’s longstanding expertise in developing training approaches and materials as well as tools from, e.g., Farmer Business School are integrated in these courses.

(2) The Matching Grant Fund

The competitive Matching Grant Fund (MGF) is designed to maximize outreach across countries and value chains, foster excellence, and ownership, and to mobilize additional resources for implementation. The MGF supports the upgrading of the targeted value chains for competitiveness and resilience with regard to climate change and markets.

(3) Innovation & Agribusiness Linkages through South-South Cooperation

Experiences and achievements under the first two areas will be put to even more value for learning, cooperation, scaling, and institutionalization by various events such as expert talks, sharing of best practices, South-South cooperation, and conferences.

ABF website: [Agri-Business Facility for Africa](#).

Training and coaching on inclusive Contract Farming (iCF):

GIZ promotes inclusive Contract Farming (iCF) as an inclusive business model that drives growth while ensuring small-scale producers are not left behind. The iCF methodology rests on four principles: trust through fair and transparent communication; a real scope for negotiation that recognizes farmers as business partners; aligned incentives that create mutual benefits; and mitigation and sharing of risks. Building on these principles, GIZ’s basic training enables stakeholders to design or optimize context-specific iCF schemes.

The 3.5-day basic training curriculum covers the overall context, partners, definitions and principles; defining roles and responsibilities for effective collaboration; developing viable business models at the buyer–supplier interface; analysing the economics of win-win partnerships; pricing mechanisms and incentives; contract features and negotiations, management systems in contract farming.

Within area (1) Skills for agribusiness, ABF revised the training materials on inclusive Contract Farming, developed a didactic guide for trainers and coaches, enhanced interactive elements, and introduced an excel-based economic tool for cost-benefit analysis and a

linear responsibility chart to clarify roles and responsibilities. iCF Factsheet: [Downloads - iCF Factsheet EN \(pdf\)](#).

ABF is seeking a contractor to deliver the basic training and additional coaching to four Matching Grant Fund partners and their suppliers/offtakers: Three companies in Nigeria (cocoa, maize, cattle) and one in Liberia (cocoa).

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Participate in a kick-off meeting with ABF and kickoff meetings with each of the MGF partners.
- Familiarize with the new tools and content in the revised iCF training materials, via self-study and online meetings. An experienced iCF coach is available to support in the understanding of new features and the excel-based tool.
- Familiarize with the organisations (MGF partners) and their business contexts, sourcing structures and (future) business partners through online meetings prior to the training.
- Prepare the trainings, print certificates and handouts and coordinate with the companies. Venue and catering will be provided by the partners.
- Deliver one 3.5 day basic training for to each of the companies (3 in Nigeria, 1 in Liberia) and spend 0.5 day with the company to better analyse their situation.
- Prepare a coaching plan for each organisation and deliver virtual individual coaching sessions to the organisations online
- Proactively share regular updates with ABF and submit the following reports:
 - Brief inception report after familiarizing themselves with the training materials and partners; including a workplan for the trainings
 - Brief report about the concluded trainings and coaching plan for each MGF partner after finalizing the trainings
 - Final report summarizing the activities and main results, max. 10 pages in total.
- The contractor is responsible for selecting, preparing, training and steering the international / national, short-term experts assigned to perform the advisory tasks.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

Period of assignment: from August 2026 until 31.12.2026.

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) and its contribution to the **results-based monitoring system** (1.3.2).

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 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**. This (1.5.2) refers to the capacity building of the consultants engaged as co-/assistant trainer to further qualify them for independently conducting iCF tasks in future.

Project management of the contractor (1.6)

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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

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. This refers specifically to the mastery of the GIZ approach to promoting inclusive contract farming (iCF) and openness to familiarize with the new tools and materials.

The team will consist of

- 1 team leader, who oversees and backstops the overall consultancy
- 2 experienced iCF trainers/coaches (expert pool 1) – will be responsible for delivering trainings to the MGF partners and their suppliers/offtakers with support from a Co-trainer/assistant trainer. Optionally, the team leader can also be appointed as one expert in expert pool 1 and deliver up to 3 trainings himself/herself.
- 2-4 co-trainers/assistant trainers (expert pool 2) who are qualified iCF trainers/coaches (evidence: participation in ToTC) but might still lack practical experience. Co-trainers/assistant trainers will support the key experts during the trainings on the ground and can hereby deepen their iCF training experience.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Participate in a kick-off meeting with ABF and kick-off meetings with the MGF partners
- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project, including quality insurance for reports and coaching plan.
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Can optionally also be proposed as key expert and train and coach up to 3 MGF partners.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in agribusiness, business administration, agricultural economics, or similar
- Language (2.1.2): C2-level language proficiency (*proficiency level as defined in the CEFR*) in English
- General professional experience (2.1.3): 7 years of professional experience in the agribusiness / value chain development sector
- Specific professional experience (2.1.4): 5 years in managing or promoting contract farming, proven experience in successfully coaching contract farming schemes as to the GIZ approach.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project leader or manager in a company

- Regional experience (2.1.6): 5 years of experience in projects in West Africa (region), of which 2 years in projects in Nigeria or Liberia.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects / working with development agencies and their processes
- Other (2.1.8): evidence of participation in an iCF ToTC and practical experience in delivering iCF trainings and coaching agricultural off-taking companies (buyers) and suppliers to improve and formalize their business relations

Short-term expert pool 1 with 2 members (Experienced iCF Trainers/Coaches)

Tasks of the short-term expert pool 1

- Participate in a kick-off meeting with ABF and kick-off meetings with the assigned MGF partners
- Familiarize with the new tools and content in the revised iCF training materials, via self-study and online meetings with ABF and an experienced coach.
- Familiarize with the organisations (MGF partners) and their business contexts, sourcing structures and (future) business partners
- Prepare and deliver the basic trainings in Nigeria/Liberia and discuss the iCF schemes with the partners
- Collaborate with one qualified but less experienced Co-trainer / assistant trainer
- Develop individual coaching plans for each of the partners and deliver online coaching sessions (up to 4 full days per partner)

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): (all experts in the expert pool) University degree (Master) in agribusiness, business administration, or similar
- Language (2.6.2) (all experts in the expert pool) : C2 -level language proficiency in English.
- General professional experience (2.6.3) (all experts in the expert pool): 7 years of professional experience in consulting and coaching companies in the agribusiness sector.
- Specific professional experience (2.6.4) (all experts in the expert pool): Experience of having trained and coached off-taking companies and suppliers in inclusive contract farming according to the GIZ approach (delivery of five basic trainings). Evidence of coaching three contract farming schemes after the basic training through implementation. Experience in working with farmer organisations.
- Regional experience (2.6.5) (all experts in the expert pool): 2 years' experience in West Africa
- Development Cooperation (DC) experience (2.6.6) (all experts in the expert pool): 2 years' experience in working with development agencies
- Other (2.6.7) (all experts in the expert pool): Evidence of participation in an iCF ToTC. Experience in cocoa/maize/livestock value chains.

Short-term expert pool 2 with minimum 2, maximum 4 members (Co-Trainers / Assistant trainer)

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 2

- Support the iCF trainer/coach during the 3.5 day basic training and 0.5 day discussion on the ground in Nigeria / Liberia

Qualifications of the short-term expert pool 2

- Education/training (2.7.1): (all experts in the expert pool) with university qualification (German 'Diplom'/Master) in agribusiness, business administration, agricultural economics, or similar.
- Language (2.7.2): (all experts in the expert pool) experts with C1-level language proficiency *in English*.
- General professional experience (2.7.3): (all experts in the expert pool) experts with 5 years of professional experience in the agribusiness sector.
- Specific professional experience (2.7.4): (all experts in the expert pool) experts with 3 years of professional experience in business consulting / coaching.
- Regional experience (2.7.5): (all experts in the expert pool) experts with 2 years of experience in West Africa (region).
- Development cooperation (DC) experience (2.7.6): (all experts in the expert pool) experts with 2 years of experience in DC
- Other (2.7.7): Evidence of participation in a ToTC for the GIZ approach on promoting iCF, experience in cocoa/maize/livestock value chains.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Effectively collaborate as a team for the duration of the consultancy
- Openness to familiarize and work with the new tools and the iCF training materials revised by ABF which might differ slightly from the materials introduced during the ToTC
- Proactive communication with ABF and the partnering companies
- Efficient, partner- and client-focused working methods

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 \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of team lead	1	6	6	Participation in kick-off meetings; planning; backstopping; reporting
Designation of expert pool 1 (experienced Trainers/Coaches)	2		40	10days per company*4 (3.5 basic trainings+0.5 day discussion 4 days online coaching 2 days preparation)
Designation of expert pool (Co-Trainer/Assistant trainers)	2-4		16	4 days per company*4
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel costs budget			28000 EUR	A fixed travel budget of EUR 28,000 is provided to cover all travel costs for travel to/in the following countries: Nigeria (Kano, Akure, Kaduna), Liberia (Bong). This amount will be settled <u>against evidence</u> . It includes international flights, domestic flights (in Nigeria), local transportation (required in Liberia to Bong), visa, daily allowances (per diems) and overnight allowances for accommodation.
CO ₂ compensation for air travel Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions.	1		840 EUR	A fixed budget of EUR 840 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
Flexible remuneration.			2000 EUR	A budget of EUR 2000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.

				The budget is included to provide flexibility, but its utilization is not guaranteed. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	4	100 EUR	400 EUR	The budget contains the following costs: printing of certificates, printing of group work hand outs, markers, cards, pins, tape.

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Basic training on iCF (3.5 days + 0.5 day conversation with the partners on their individual cases and coaching needs) for each of the four partners in Kano (Nigeria), Kaduna (Nigeria), Akure (Nigeria) and Bong (Liberia), for 20-24 participants each.
- Venue, catering and costs related to participation of participants as travel and accommodation will be organised and provided by the MGF partners.
- The contractor is responsible for printing of group work handouts, certificates and should bring markers, moderation cards, tape and pins.

6. Inputs of GIZ or other actors

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

- In Nigeria, transportation from the airport to the event venues in Kano, Akure and Kaduna will be arranged by the partnering companies. Car hire only needed in Liberia, from Monrovia to Bong.
- Logistics for workshops: as mentioned above, Venue, catering and cost related to participation of participants as travel and accommodation will be organised and provided by the MGF partners. GIZ will provide the templates for certificates and groupwork materials that need to be printed by the contractor.

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 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.

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

8. Outsourced processing of personal data

Personal data will be processed on behalf of the contracting authority. Therefore, a data processing agreement (AuV) pursuant to Art. 28 GDPR will be concluded with the contractor. Before the contract is signed, the technical and organizational measures (TOM) to ensure compliance with data protection requirements must be presented. If the company has been audited by GIZ in the past, an update in accordance with the GDPR must still be submitted. After a positive review, the contract will be concluded with the AuV annexed.

9. Annexes

Annex 1: iCF Factsheet by ABF: [Download I Factsheet iCF EN I PDF](#)

Annex 2: Annex on Outsourcing of data processing in accordance with Art 28 GDPR (AuV)

Link to ABF website: [Agri-Business Facility for Africa](#)

Link to SNRD website on iCF: [Contract Farming - SNRD Africa](#)