

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

CONFIDENTIAL

Environmental and Social Impact Assessment of the ISWM Public-Private Partnership (PPP) Project (Jamaica)	Project number/ cost centre: G-012138-007 12138012300 Tender number 10023984a
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0. List of abbreviations

AFD	French Development Agency, Agence française de développement
AECID	Spanish Agency for International Development Cooperation
AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
CAP	Country Action Plan
CV	Curriculum Vitae
DBJ	Development Bank of Jamaica
DC	Development Cooperation
EIA / ESIA / ESMP	Environmental Impact Assessment / Environmental and Social Impact Assessment / Environmental and Social Management Plan
ECLAC	Economic Commission for Latin America and the Caribbean
EMMP	Environmental Management and Monitoring Plan
EU / EUD	European Union / European Union Delegation
FIAP	Foundation for the Internationalisation of Public Administration
FK	Expert
FKT	Expert days
GDPR	European General Data Protection Regulation
GHG	Greenhouse gas emissions
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GOJ	Government of Jamaica
IFC	International Finance Corporation
ISWM PPP	Integrated Solid Waste Management Public Private Partnership Project
KZFK	Short-term expert
LAC	Latin America and the Caribbean
MLGCD	Ministry of Local Government and Community Development

NEPA	National Environment and Planning Agency
NSWMA	National Solid Waste Management Authority
PIOJ	Planning Institute of Jamaica
SIA	Social Impact Assessment
SMMP	Social Management and Monitoring Plan
SWMET	Solid Waste Management Enterprise Team
ToRs	Terms of reference
TL	Team Lead
UNEP	United Nations Environment Programme
UNDP	United Nations Development Programme

1. Context

Euroclima is a European Union programme that strengthens EU-LAC cooperation to drive a green and just transition in Latin America and the Caribbean. As part of the Global Gateway strategy, the programme works with 33 partner countries and regional organizations to create enabling conditions for sustainable investments, facilitate access to climate finance, and promote knowledge exchange in priority sectors such as energy transition, bioeconomy, sustainable mobility, and water management.

It is co-financed by the European Union and the German federal government through the Federal Ministry for Economic Cooperation and Development (BMZ), and implemented in the Spirit of Team Europe, through the synergistic work of eight agencies: Spanish Agency for International Development Cooperation (AECID), French Development Agency Group (AFD/Expertise France), Economic Commission for Latin America and the Caribbean (ECLAC), the Spanish Cooperation Foundation specialized in the improvement of public systems (FIAP), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, the United Nations Environment Programme (UNEP), and the United Nations Development Programme (UNDP).

In Jamaica, GIZ has been entrusted with implementing a Euroclima Action to conduct a Social Impact Assessment and an updated Environmental Impact Assessment for the Integrated Solid Waste Management (ISWM) Public-Private Partnership (PPP) project. The ISWM PPP aims to modernise Jamaica's solid waste management system by leveraging private-sector expertise and investment to deliver integrated services, to include waste collection, transportation, treatment and environmentally compliant disposal solutions. The Project also foresees the development of a new sanitary landfill infrastructure and the potential integration of waste-to-energy solutions by private sector participation who will build and operate the waste management facilities in Jamaica.

In parallel, the Government of Jamaica (GOJ), seeks to strengthen the institutional role of the National Solid Waste Management Authority (NSWMA) by transitioning it towards a regulatory and oversight function, thereby supporting the establishment of a sustainable, efficient, and financially viable solid waste management system.

The Development Bank of Jamaica (DBJ) serves as Transaction Manager and Secretariat to the Solid Waste Management Enterprise Team (SWMET) for the PPP. The Project is sponsored by the Ministry of Local Government and Community Development (MLGCD) and the National Solid Waste Management Authority (NSWMA). The expected duration of the PPP contract is 25 years.

Jamaica currently faces significant challenges in solid waste management. The NSWMA is responsible for waste collection and disposal nationwide. However, service coverage remains uneven, collection fleets are under-resourced and illegal dumping is widespread. In 2021, approximately 994,500 tonnes of solid waste were collected by the NSWMA. A study of 2022 shows that Jamaica produces 1,475,473 tonnes of waste annually, of which only 80% is collected. Plastics do account for 17% but it is equivalent to 247,545 tonnes annually. Recycling rates remain low.

Disposal infrastructure remains inadequate. Major landfill sites, including the Riverton Disposal Site, which receives more than 60 per cent of Jamaica's waste, operate under suboptimal conditions. These include recurring fires, limited landfill gas capture, insufficient leachate management and inadequate environmental safeguards. These operational challenges are

compounded by structural constraints, (such as regulatory and enforcement gaps, limited availability of sanitary landfill capacity and institutional weaknesses), as well as by behavioural factors, (including persistent littering, low public awareness and minimal waste separation at source).

The current system poses significant environmental and public health risks, particularly for communities located near disposal sites. Air pollution, leachate contamination and uncontrolled dumping contribute to adverse health outcomes and environmental degradation.

Against this background, GIZ seeks to contract a consultancy firm with demonstrated expertise in environmental and social impact assessments to prepare an updated Environmental Impact Assessment (EIA) and a Social Impact Assessment (SIA) for the proposed project locations in Jamaica for the ISWM PPP. The assignment includes the development of a consolidated Environmental and Social Impact Assessment (ESIA) Report and an Integrated Environmental and Social Management Plan (ESMP) that informs the final PPP project design (Phases 2 and 3), risk allocation structures, as well as incorporates waste diversion, separation, and circular economy measures, with practical, implementable recommendations to enhance environmental sustainability, social inclusion and institutional performance of the NSWMA and affiliated companies in environmental, social and waste management sectors, including recommendations to strengthen environmental governance, institutional capacities, regulatory oversight mechanisms, and the long-term role of environmental authorities responsible for planning, permitting, monitoring and enforcement within the reformed waste management system.

2. Tasks to be performed by the contractor

This assignment supports the transition of the ISWM PPP Project from Phase 1 (structuring and transaction preparation) into Phases 2 and 3, which involve a detailed system design and infrastructure planning, value-chain integration, operational structuring, institutional transition, as well as the closure and transformation of the Riverton Disposal Site.

The consultancy shall assess and quantify the environmental and social impacts caused by the implementation of the PPP Project, with particular emphasis on the phased closure of the Riverton Disposal Site, the development of new infrastructure (sanitary landfill, transfer stations, potential waste-to-energy facilities), institutional restructuring of NSWMA and changes in service delivery models.

The ESIA must generate concrete, technically actionable recommendations to be incorporated into the final PPP design, tender documents, contractual provisions, and regulatory oversight mechanisms.

In that regard, the contractor is responsible for delivering the following services, divided into three components, which must be carried out in close coordination with GIZ and the European Union Delegation to Jamaica (EUD), the National Solid Waste Management Authority (NSWMA), the Ministry of Local Government and Community Development (MLGCD), the Development Bank of Jamaica (DBJ), the Transaction Advisors for the ISWM PPP and the National Environment and Planning Agency (NEPA), as well as the Planning Institute of Jamaica (PIOJ).

Component A: Updated Environmental Impact Assessment (EIA)

A.1. Objective:

To assess the environmental impacts (positive and negative) resulting from:

- The implementation of the ISWM PPP Project
- The phased closure and rehabilitation of the Riverton Disposal Site
- The establishment of new waste treatment and disposal infrastructure

And to formulate mitigation, enhancement and monitoring measures that must be integrated into the PPP's Phase 2 and Phase 3 design.

A.2. Scope of Analysis

The EIA should build on the Environmental Impact Assessment (EIA) previously commissioned by DBJ and explicitly analyse:

A. Impacts of Riverton Closure	B. Impacts of New PPP Infrastructure	C. System-Level Environmental Impacts
<ul style="list-style-type: none"> • Air quality changes (including elimination of recurrent fires) • Landfill gas emissions • Surface and groundwater contamination risks • Soil contamination and remediation needs • Biodiversity and wetland impacts • Climate impact (GHG reduction potential) • Long-term land rehabilitation and alternative land-use scenarios 	<ul style="list-style-type: none"> • Sanitary landfill development • Transfer stations • Waste transport restructuring • Potential waste-to-energy facilities • Increased waste diversion measures • Construction-phase impacts • Operational-phase impacts <p>- For consideration around the area and possibility of rehabilitation and remediation for future use of the lands.</p>	<ul style="list-style-type: none"> • Shifts in waste flows • Regional environmental impacts beyond Kingston • Cumulative and indirect impacts • Climate resilience considerations

A.3. Activities

- Review of existing documentation (previous EIAs, PPP feasibility studies, regulatory requirements, NEPA standards, transaction documents).
- 20 Day in-country mission (conducted parallelly with SIA Key Expert): The EIA Key Expert is expected to travel inside and outside Kingston to conduct interviews, field measurements and site inspections, as well as an environmental baseline update at Riverton Disposal Site and the new by PPP-Project proposed facility sites: Outside of Kingston, to be visited and analysed are at least two already identified transfer stations, the waste-to-energy plant site, as well as the Sanitary Landfill site.
- Environmental risk analysis and modelling
- Comparative analysis: "Business-as-usual" vs. PPP implementation scenario
- Impact identification and evaluation (construction and operational phases)
- Development of mitigation and enhancement measures
- Development of Environmental Management and Monitoring Plan (EMMP)

- 2-Day Validation workshop in Kingston (separate from first mission) to validate both, EIA and SIA findings.

A.4. Outputs and deliverables

- Inception Report (methodology, workplan)
- Updated Environmental Baseline Report
- Report that includes the impact assessment Report (PPP-induced impacts clearly distinguished) and Environmental Risk Matrix
- Environmental Management and Monitoring Plan (EMMP) that includes technical recommendations for PPP design refinement, tender specifications, environmental clauses in PPP contracts
- Final EIA Report (validated)

Milestones/process steps/partial services	Deadline/place/person responsible
M1 Inception Report approved	1 month after Kick-Off / virtual
M2 EIA Mission conducted	Within the first 2 months of contract start / on-site Kingston and rural areas
M3 EIA Baseline data validated	Data sent 2 weeks after mission, validated by partners 2 weeks after. Total, 4 weeks after mission end. / virtual
M4 Draft EIA Report submitted	1 month after validation of baseline data / virtual
M5 Stakeholder validation workshop	Within 1 month after Draft EIA Report submission. / on-site Kingston
M6 Final EIA including recommendation integrated, validated.	1 month after validation workshop. / virtual

Component B: Social Impact Assessment (SIA)

B.1.Objective

To assess and quantify the social and socio-economic impacts generated by the closure of the Riverton Disposal Site, transition to a PPP-managed solid waste system, institutional transformation of NSWMA, changes in service provision and tariffs and to provide actionable recommendations to ensure that the PPP design minimizes social harm, enhances welfare gain, ensures just transition principles and supports the inclusion of vulnerable groups.

B.2. Scope of Analysis

The SIA should explicitly analyse:

A. Impacts of Riverton Closure	B. PPP-Induced System Changes	C. Positive Impact Potential
<ul style="list-style-type: none"> • Loss of livelihoods and displacement (informal waste pickers, recyclers, transporters) • Employment shifts for NSWMA employees 	<ul style="list-style-type: none"> • Service coverage changes • Tariff or fee adjustments • Affordability concerns • Rural spillover effects 	<ul style="list-style-type: none"> • Job creation in formal waste sector • Possibility of integrating informal sector in jobs supporting the investor and private sector

<ul style="list-style-type: none"> • Health impacts (positive and negative) • Community-level economic effects and perceptions at 5km radius from Riverton disposal site. • Gender-differentiated impacts • Youth and vulnerable group impacts • Public health cost reduction potential 	<ul style="list-style-type: none"> • Institutional restructuring impacts • Labor market transformation 	<p>partner implementing the PPP Projects</p> <ul style="list-style-type: none"> • Improved welfare from a better managed dump and healthier environment, i. e. lower costs from reduced illnesses and loss of life • Reduced fire and pollution exposure • Increased urban land value • Improved dignity and safety for workers
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B.3. Activities

- Stakeholder mapping (formal and informal actors, communities, women, youth) and development and validation of methodology for study of community perceptions.
- 20 Day in-country mission (conducted parallelly with EIA Key Expert): In Kingston, the SIA Key Expert will conduct a socio-economic baseline analysis in affected communities and study of community perceptions (e. g. household surveys, key informant interviews, focus group, etc.), as well as have institutional consultations (NSWMA, MLGCD, DBJ, NEPA, SWMET).
- Livelihood vulnerability assessment
- Gender and inclusion analysis
- Development of Social Risk Matrix
- Design of Social Mitigation and Inclusion Framework
- Development of Social Management & Monitoring Plan
- 2-Day Validation workshop in Kingston (separate from first mission) to validate both, EIA and SIA findings.

B.4. Outputs and Deliverables

- Inception Note (SIA methodology)
- Report including Stakeholder Mapping, Socio-Economic Baseline, Impact Assessment (PPP-induced impacts clearly distinguished) and Social Risk Matrix
- Social Management and Monitoring Plan (SMMP) that includes recommendations for worker transition framework, informal sector integration model, livelihood restoration measures, PPP contractual safeguards, grievance redress mechanism
- Final SIA Report (validated)

Milestones/process steps/partial services	Deadline/place/person responsible
M7 Inception Report approved	1 month after Kick-Off / virtual
M8 SIA mission conducted	Within the first 2 months of contract start / on-site in Kingston
M9 SIA baseline data validated	Data sent 2 weeks after mission, validated by partners 2 weeks after. Total, 4 weeks after mission end / virtual.
M10 Draft SIA Report submitted	1 month after validation of baseline data / virtual.

M11 Stakeholder validation workshop	Within 1 month after Draft SIA Report submission. / on-site Kingston
M12 Final SIA including recommendation integrated, validated.	1 month after validation workshop. / virtual

Component C: Consolidated Environmental and Social Impact Assessment (ESIA) Report and an Integrated Environmental and Social Management Plan (ESMP)

C.1. Objective:

To consolidate EIA and SIA findings into a unified Environmental and Social Impact Assessment (ESIA) Report that directly informs the PPP Phase 2 and 3 technical design, risk allocation structures, tender documentation and contractual obligations, as well as development of an Integrated Environmental and Social Management Plan (ESMP).

C.2. Activities

- Consolidation of environmental and social findings
- Development of integrated Environmental and Social Management Plan (ESMP), including clearly defined management measures for both the construction and operational phases. The ESMP shall set out construction-phase safeguards, operational-phase mitigation and enhancement measures, as well as long-term monitoring indicators, responsibilities, and reporting arrangements to ensure effective implementation throughout the PPP lifecycle.
- Ensure alignment with Jamaican regulatory standards, international best practice (e.g., World Bank/IFC Performance Standards principles)
- Development of Monitoring and Reporting Framework for 25-year PPP lifecycle
- Final presentation to GOJ stakeholders

C.3. Final Deliverables

- Consolidated ESIA Report
- Integrated Environmental and Social Management Plan (ESMP) that includes a Monitoring and Reporting Framework (construction and operations), a PPP Design Integration Memo (clear list of clauses to be incorporated in Phase 2 & 3 documentation) and an executive Summary for policymakers

Milestones/process steps/partial services	Deadline/place/person responsible
M12 Consolidated ESIA Report submitted.	1 month after validation of final EIA and SIA Report. / virtual
M13 Draft for Integrated Environmental and Social Management Plan (ESMP) submitted.	1 month after submission of consolidated ESIA Report.
M13 Validated Integrated Environmental and Social Management Plan (ESMP)	2 weeks after reception of feedback on draft.

Period of assignment: from 17 August 2026 until 31 May 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.

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**.

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 (1.6.1).

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 (1.6.2).

The tenderer is required to describe its backstopping concept (1.6.3). 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

Further requirements (1.7)

Consideration of involving local universities and/or academic institutions in the activities, studies, elaboration and/or review of findings and documents.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Lead and supervise the full ESIA process, overseeing methodological consistency between EIA and SIA components
- Coordinating and ensuring communication with GIZ, EUD, DBJ, NSWMA, NEPA and Transaction Advisors, partners and others involved in the project
- 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
- Lead high-level stakeholder engagements and validation workshops
- Guarantee quality assurance of all deliverables
- Regular reporting in accordance with deadlines
- Organize and realize the 2-Day Validation Workshop in Kingston

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Environmental Management, Environmental or Civil Engineering, Social and Environmental Governance, Infrastructure Planning, Sustainable Development, Public Policy or related field
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 7 years of professional experience in the infrastructure, environment and public service transformation sectors
- Specific professional experience (2.1.4): 7 years of experience in environmental infrastructure, integrated environmental management, municipal infrastructure, environmental remediation, waste management systems, public utilities, environmental governance, public-private partnerships or related environmental sectors.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 2 years of Experience in Jamaica. Alternatively, 5 years experience in Latin America, the Caribbean, Small Island Developing States (SIDS), or comparable climate-vulnerable developing country contexts may be demonstrated.

- Development cooperation (DC) experience (2.1.7): 5 years experience in internationally funded projects
- Other (2.1.8): Certification or demonstrated professional experience leading Environmental and Social Impact Assessments or environmental safeguard processes financed by international development institutions or PPP advisory

Key expert 1 – International Technical Expert for EIA

Tasks of key expert 1

- Lead the technical analysis of environmental impacts of Riverton closure, development of new waste infrastructure and the system transformation under PPP
- Conduct integrated impact modelling and risk analysis
- Analyse cumulative and system-level impacts
- Develop mitigation and enhancement measures (environmental)
- Develop the Environmental Impact Report and, together with SIA Key Expert, contribute to the development and finalization of the validated Integrated Environmental and Social Management Plan.
- Advise on incorporation of safeguards into PPP technical design and performance standards
- Support the development of monitoring indicators for 25-year PPP lifecycle
- Organize and realize the 20-Day in-country mission (conducted parallelly with SIA Key Expert), Jamaica
- Organize and realize the 2-Day Validation Workshop in Kingston

Qualifications of key expert 1

- Education/training (2.2.1): university degree (German ‘Diplom’/Master) in Environmental Engineering, Environmental Science, Infrastructure Planning, Sustainable Development or closely related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of experience in infrastructure, environment and public service transformation sectors
- Specific professional experience (2.2.4): 5 years in environmental infrastructure, environmental remediation, contaminated sites, municipal infrastructure, waste management systems, environmental permitting, environmental safeguards, climate resilience, environmental planning, natural resource management, landfill rehabilitation or related infrastructure sectors.
- Regional experience (2.2.6): 3 years in Latin America and the Caribbean or SIDS context or climate-vulnerable contexts
- Development Cooperation (DC) experience (2.2.7): 3 years’ experience in internationally funded projects
- Other (2.2.8): Demonstrated experience in environmental risks, livelihood impacts and informal sector integration, institutional transition risks; certifications in EIA or safeguards and inclusion standards

Key expert 2 – Local or Regional Technical Expert for SIA

Tasks of key expert 2

- Lead contextual and technical analysis of social impacts of Riverton closure, development of new waste infrastructure and the system transformation under PPP
- Conduct fieldwork, stakeholder consultations and community engagement and studies
- Ensure compliance with Jamaican social regulatory frameworks
- Analyse livelihood impacts of Riverton closure, informal sector dynamics, community health implications, as well as institutional and governance implications
- Identify feasible local mitigation and inclusion measures
- Advise on realistic implementation pathways within Jamaican institutional context
- Support the development of grievance and monitoring mechanisms
- Support the development of social safeguards
- Develop the SIA Report and contribute, together with the EIA Key Expert, to the development and finalization of the validated Integrated Environmental and Social Management Plan.
- Organize and realize the 20-Day in-country mission (conducted parallelly with EIA Key Expert), Jamaica
- Organize and realize the 2-Day Validation Workshop in Kingston

Qualifications of key expert 2

- Education/training (2.3.1): University degree in Sociology, Social Development, Social Engineering, Public Administration or related field
- Language (2.3.2): C1 -level language proficiency in English
- General professional experience (2.3.3): 7 years experience social and public service transformation sectors
- Specific professional experience (2.3.4): 7 years experience in municipal services, urban community development, informal economy or labour transition, public utilities reform, infrastructure-related impact assessments, stakeholder consultations in sensitive and informal contexts/socio-economic environments, experience conducting stakeholder engagement in Kingston metropolitan and rural areas, demonstrated experience working with vulnerable communities and informal workers
- Regional experience (2.3.6): 3 years in Jamaica
- Development Cooperation (DC) experience (2.3.7): 2 years experience in internationally funded projects
- Other (2.3.8): certifications in SIA or safeguards and inclusion standards

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Proven ability to conduct inclusive and sensitive stakeholder consultations in vulnerable and informal socio-economic settings, demonstrating adaptability, cultural awareness, and conflict-sensitive engagement skills
- Efficient, partner- and client-focused working methods

- Interdisciplinary thinking

Costing requirements

Assignment of personnel and travel expenses

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

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

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

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

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	40	40	Of which up to 2 days on site (validation workshop)
Designation of key expert 1 – EIA	1	60	60	Of which up to 22 days on site
Designation of regional key expert 2 – SIA	1	60	60	Of which up to 22 days on site

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	56	26 (Key Expert 1) 26 (Key Expert 2) 4 (Team Lead)	56 x 39 €	In accordance with the country table in the BMF circular: 39 EUR per day
Overnight allowance in country of assignment	56	26 (Key Expert 1) 26 (Key Expert 2) 4 (Team Lead)	56 x	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts (171 EUR/night for Jamaica) 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. (128,25 EUR/night for Jamaica) <u>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</u>
Transport	Quantity	Number per expert	Total	Comments
International flights <i>Jamaica</i>	3		3	Travel to the place of service delivery – Jamaica 2 international flights (2x in and outbound) Key Expert 1 1 International Flight (1x in and outbound) Team Leader
Regional flights	2 x 1.000 EUR	1	2	In case the regional expert will not be located/based in Jamaica, a budget of 2.000 EUR is earmarked for regional travels round trip, 2 missions.
CO₂ compensation for air travel international	6 x 70 EUR	2	6	A fixed budget of EUR 420 is earmarked for settling carbon offsets against evidence.

CO₂ compensation for air travel regional	4 x 50 EUR	1	4	A fixed budget of EUR 200 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Taxi to/from the airport • Transport within Jamaica	1	2.000 EUR	2.000 EUR	Taxi costs in Jamaica for both missions and both experts. Transport outside of Kingston to remote areas is foreseen. (against evidence)
Other travel expenses	1	500 EUR	500 EUR	e.g. visa costs
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	16.000 EUR	16.000 EUR	A budget of EUR 16.000 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.
Workshops	1	10.000 EUR	10.000 EUR	The budget contains the following costs venue and catering for 2-day validation workshop in Kingston, with 35 participants.

Workshops, events and trainings

The contractor implements the following workshop as part of the assignment:

Two-day Validation Workshop (Kingston, Jamaica):

The contractor is responsible for the design, preparation, organisation and implementation of a two-day in-person validation workshop in Kingston, which will serve to validate the findings of both the Environmental Impact Assessment (EIA) and the Social Impact Assessment (SIA) prior to their consolidation into the ESIA Report and ESMP.

a) Objective and content

The workshop shall:

- Present and validate key findings of the EIA and SIA, including identified impacts, risk matrices and proposed mitigation measures
- Facilitate structured stakeholder feedback to ensure alignment with national priorities, regulatory frameworks and institutional realities

- Strengthen ownership of results among key Jamaican stakeholders involved in the ISWM PPP process

Each workshop day shall focus on one thematic area:

- Day 1: Environmental Impact Assessment (EIA) findings and validation
- Day 2: Social Impact Assessment (SIA) findings and validation

The contractor shall prepare all required materials, including presentations, facilitation guides and documentation templates for capturing feedback.

b) Participants

The workshop shall convene approximately 35 participants representing key stakeholder groups, including:

- Government institutions (e.g. NSWMA, MLGCD, NEPA, PIOJ)
- Development Bank of Jamaica (DBJ) and PPP Transaction Advisors

Relevant sector stakeholders (public, private and civil society actors where appropriate)

Participant lists shall be defined and validated jointly with GIZ and the Euroclima Country Team.

c) Responsibilities of the contractor (logistics and organisation)

The contractor is fully responsible for the logistical organisation and implementation of the workshop, including:

- Identification and booking of a suitable venue in Kingston
- Arrangement of catering services, including:
 - Coffee breaks (morning and afternoon)
 - Lunch (buffet-style, including vegetarian options)
 - Permanent Liquid Water Station
- Provision of workshop materials (e.g. printed materials, name tags, stationery, whiteboards and markers if required)
- Facilitation of the workshop, including moderation of discussions and documentation of results

d) Coordination and invitations

The contractor shall develop the workshop agenda in close coordination with GIZ and the Euroclima Country Team.

Invitations to participants shall be prepared with support from GIZ and national counterparts. It will be jointly decided who sends the invitations out.

The contractor shall ensure proper documentation of the workshop outcomes, including a summary report of discussions and validated inputs

6. Inputs of GIZ or other actors

GIZ will provide:

- Relevant background documentation (CAP, policies, existing studies)
- Approved Euroclima Templates for reports and presentations
- Facilitation of stakeholder coordination and introductions (as needed)
- Technical guidance, review and approval of deliverables.

The national counterparts will provide:

- Strategic guidance to ensure alignment with national priorities
- Access to relevant stakeholders and available data
- Support in identifying priority material streams and value chains
- Participation in consultations, validation processes and the workshop
- Support in convening stakeholders for the validation workshop

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 (language).

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

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

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

8. Outsourced processing of personal data

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent DATA CONTROLLER

and must comply with ALL applicable data protection obligations, including those arising from regional and local laws.

The Contractor may only process personal data if the objective to be achieved cannot be achieved without this 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 observed.

GIZ is in no way responsible for such processing.

In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the Contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used.