

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

CONFIDENTIAL

Endline Evaluation for the Project “Promoting Climate Resilience in Food Security in Southern Somalia (CFSP)”	Project number/ cost centre: G-012237-001
	Tender number 10031062

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The population of Somalia remains exposed to extreme weather conditions, significantly straining their resilience. Following the severe drought and subsequent floods, combined with a failing *Deyr* rainy season, the food security situation has deteriorated dramatically. Currently, approximately 6.5 million people face acute food insecurity (IPC Phase 3 or higher), including 2 million in IPC Phase 4 (Emergency).

The combined effects of escalating droughts, extreme weather, and persistent conflicts have driven internal displacement figures to nearly 4 million people. In the Kismayo region, the influx of Internally Displaced Persons (IDPs) has put enormous pressure on infrastructure, with settlement projects like the "New Luglow" camps hosting over 9,000 households at their peak.

Simultaneously, the security situation in Kismayo (Jubaland) and Baidoa (South West State) remains highly volatile. Armed political clashes, asymmetric attacks by Al-Shabaab (AS), and local armed conflicts severely restrict project access, mobility, and operational implementation.

The CFSP project aims to improve the food security of selected target groups in Southern Somalia, with a strong focus on climate adaptation strategies. The political partners include the Jubaland Ministry for Planning and International Cooperation (JMoPIC) and the South West State Ministry of Planning, Investment and Economic Development (MoPIED).

The project addresses the core problem of rural populations and IDPs being unable to meet their basic food needs and mitigate the impacts of climate change on their livelihoods. It is structured around three core fields of action:

- **Output A:** Improving access to nutrient-rich food through climate-resilient agricultural production, distribution of seeds/tools, and solar-powered irrigation.
- **Output B:** Enhancing income generation via vocational training, Village Savings and Loans Associations (VSLAs), and value-addition facilities (e.g., sesame/peanut oil processing, tomato processing, milling).
- **Output C:** Strengthening institutional capacity for safely managed drinking water supply (via the Jubaland Water Agency - JUWA)

The objectives of this consultancy are to:

1. Conduct a Detailed End of Project Evaluation: Clearly showing the achievement against each indicator in the project's results matrix, split by the project locations, and indicating achievement against established baseline figures.
2. Produce a high-quality **Success Stories and Communication Package** showcasing human impact, resilience, and institutional change.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following highly detailed tasks:

2.1 .Conduct the Endline Study

Phase 1: Inception and Methodology Design

- **Comprehensive Document Review:** Review the project's results matrix and other relevant project documents, including the project offer, progress reports (e.g., PFB 2025), monitoring data, and contextual analyses.
- **Inception Report Development:** Develop an inception report outlining the data collection approach, including all instruments. This must include the design of data collection and analysis instruments necessary to acquire enough information for each indicator (e.g., interview guidelines, questionnaires, target groups, sample size, secondary data sources). The project will provide draft questionnaires and comprehensive beneficiary lists.
- **Security Adaptation:** Design must account for severe access constraints and incorporate remote strategies where physical access to locations like Baidoa or specific Kismayo corridors is suspended.
- **Stakeholder Alignment:** Discuss the survey design with project management and adjust, if needed, according to quality standards jointly discussed and defined.

Phase 2: Field Implementation and Data Collection

- **Logistics and Training:** Organise and conduct data collection; as deemed necessary, this may include the training of local enumerators. It must include a team travelling to all the project sites in Gobweyn/Luglow in Kismayo district.
- **Targeted Thematic Evaluation:** The data collection must actively evaluate the specific interventions implemented, including:
 - The efficacy of agricultural inputs (seeds, tools, solar irrigation) and trainings in Luglow and Gobweyn.
 - The adoption of nutrition campaigns and trainings into daily practices.
 - The impact of vocational training, in-kind assets, VSLAs, and agro-processing businesses (e.g., sesame oil, tomato paste, fodder machines) on household budgets
 - The operational status of JUWA, the implementation of cost-recovery models, and the utility of DRM infrastructure like the Gabion dam and the Multipurpose Community Meeting Hall.
 - The data collection must include georeferenced photographs
- **Needs Assessment Integration:** The contractor must add a specific question at the end of evaluating each output to assess and include the ongoing needs of the target population regarding that specific intervention.
- **Reality Validation Protocol:** If any of the data collection discussions reveal that the specific information provided to define and describe an indicator does not reflect reality as perceived by local stakeholders, the consultant must proactively collect additional information to clarify these incongruences.

Phase 3: Data Analysis and Reporting

- **Indicator Assessment:** Conduct data analysis assessing the current situation against the dimensions outlined in the output and outcome indicators, especially against the indicators from the results matrix, split by the project locations. Clearly indicating progress against baseline data in all indicators.

- Reporting Requirements: Compile the draft report, facilitate the inclusion of feedback received, and finalize the report. Presentation of the report in form of a in presence meeting to partners, stakeholders, and project management.
- The final report must explicitly contain a dedicated section detailing operational "Challenges and recommendations and LL (Lessons Learned)".

2.2. Develop the Success Stories Product

2.2.1 Identification: Identify compelling transformation narratives that demonstrate the project's impact at different levels (individual, household, community and institutional strengthening level) prioritize stories demonstrating pathways from vulnerability to resilience

2.2.2 Content Creation: Conduct in-depth qualitative interviews and capture high-resolution, culturally sensitive photography of beneficiaries and project infrastructure.

2.2.3 Product Compilation: Design and compile a set of well –written publication ready case success stories and best practices eventually as a pictorial booklet. Integrate behavioral change dimensions such as adoption of climate-smart agriculture, improved nutrition practices, savings behavior and risk reduction mechanisms. Adapt stories for multiple formats including print, digital, and social media use. Design and produce a professionally designed magazine-style pictorial booklet. The publication shall combine:

- Human-interest success stories
- High-quality photography with captions
- Key project achievements and lessons learned
- Best practices and scalable models for replication

2.2.4: Audio-Visual Documentation : Design and produce three 2 minute documentaries capturing key impact themes such as:

- Livelihood transformation and resilience building
- Climate adaptation and DRM infrastructure impact
- Institutional strengthening and community-led systems

Ensure all outputs are aligned with GIZ/BMZ visibility requirements and suitable for use by government counterparts and development partners.

3. Expected Deliverables

1. Inception Report: Outlining the data collection approach and all instruments.
2. Endline Study Report: Detailing achievements against the results matrix, challenges, recommendations, and lessons learned.
3. Raw Data Submission: Collected raw clean data submitted in an interactive format that allows for easy data utilization, able to produce reports, comparison graphs/charts, etc.
4. Summary Power Point Presentation: Delivered to GIZ, stakeholders, and partners.
5. Pictorial Booklet: Documenting success stories and best practices
6. 3x 2-minute documentaries

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception report for Endline Study	no later than 6 weeks after contract signature
Draft Endline report & Raw Data	no later than 12 weeks after contract signature
Draft Success Stories & Communication Package (including pictorial booklet concept and draft case stories)	No later than 4 months after contract signature
Presentation to GIZ and stakeholders	no later than 16 weeks after contract signature
Submission of Final Endline report and communication products	no later than 16 weeks after contract signature

Period of assignment: from 01.08.2026 until 31.03.2027.

4. Concept (30%)

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**.

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.

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

5. Personnel concept (70%)

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)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments e.g., of enumerators, 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

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in social science, socio-economics, community development, or another related field.
- Language (2.1.2): C2-level language proficiency in English

- General professional experience (2.1.3): 8 years of professional experience in the participatory qualitative and quantitative research methods and sampling strategies sector
- Specific professional experience (2.1.4): 5 years in conducting evaluations
- Leadership/management experience (2.1.5): 8 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in East Africa (region) (5 points), of which 2 years in projects in Somalia (country) (5 points)
- Development cooperation (DC) experience (2.1.7): 8 years of experience in DC projects

Key expert 1

Tasks of key expert 1

- Design of the study (Endline) including the development of the inception report
- Lead the assessment including training of enumerators (if applicable)
- Analyse collected data
- Compile the Endline report and presentations
- Incongruence Resolution: Assist in collecting additional qualitative information if endline data reveals discrepancies between intended indicator descriptions and the reality perceived by local stakeholders.
- Lessons Learned Integration: Contribute qualitative insights to the "Challenges, Recommendations, and Lessons Learned" section of the final Endline report.

Qualifications of key expert 1

- Education/training (2.2.1): university degree (German 'Diplom'/Master) in social science, socio-economics, community development, project management or another related field.
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 5 years of experience in data collection and Analysis
- Specific professional experience (2.2.4): 5 years of experience in submission of End of Project evaluations for Development Actors
- Leadership/management experience (2.2.5): 2 years of experience managing international teams
- Regional experience (2.2.6): 5 years regional experience in East Africa (5 points) from which 2 in Jubaland (5 points)
- Development Cooperation (DC) experience (2.2.7): 5 years DC experience

Key expert 2

Tasks of key expert 2

- Qualitative Data Collection Strategy: Design the qualitative framework for identifying high-impact success stories across the three project outputs: Climate-Smart Agriculture, Income Generation, and Water/DRM.
- Field-Based Storytelling: Conduct in-depth qualitative interviews and focus group discussions with beneficiaries, with a specific focus on women-led households, IDPs, and youth who have benefited from business grants and vocational training.
- Visual Documentation: Oversee and execute high-resolution photographic documentation of project achievements, including physical infrastructure (e.g., the

Qaamqaam Community Hall and Gobweyn Gabion dam) and individual beneficiary enterprises.

- Product Compilation: Lead the editorial design, writing, and formatting of the "Success Stories and Best Practices" pictorial booklet, ensuring it meets GIZ standards for publication.
- Development of the 2-minute documentary (3x).

Qualifications of Key Expert 2

The following qualifications represent the requirements to reach the maximum number of points in the technical assessment grid:

- Education/training (2.3.1): University degree (Master's level) in Communications, Journalism, International Development, Social Sciences, or a related field.
- Language (2.3.2): C2-level language proficiency in English..
- General professional experience (2.3.3): 5 years of professional experience in development communication, qualitative research, or impact journalism.
- Specific professional experience (2.3.4): 5 years of experience in producing public-facing communication products (e.g., pictorial booklets, impact reports, or success story collections) for international development actors, specifically within the food security or climate resilience sectors.
- Regional experience (2.3.6): 5 years of experience in East Africa, with at least 2 years of experience working in Somalia or similarly volatile, conflict-affected contexts.
- Development Cooperation (DC) experience (2.3.7): 5 years of experience in DC projects, with demonstrated knowledge of the Humanitarian-Development-Peace (HDP) Nexus and social-behavioral change (SBC) communication

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 3, maximum 10 members

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

Tasks of short-term expert pool

- Conduct the surveys on the ground for the sample beneficiaries
- Identify success stories and potential interview candidates for the documentaries
- Support in the development of success stories and documentary material

Qualifications of the short-term expert pool

- Language (2.6.2): 3 experts with C2-level language proficiency in English and Somali
- General professional experience (2.6.3): 3 experts with 2 years of professional experience in data collection,
- Specific professional experience (2.6.4): 3 experts with 2 years of professional experience in data collection and community engagement,
- Regional experience (2.6.5): 3 experts with 2 years of experience in Somalia (country)

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

6. 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
Team Leader	1	10	10	
Key expert 1	1	25	25	
Key expert 2	1	15	15	
<i>Designation of /short-term expert pool</i>			60	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	1	7	7	7 days in somalia
Overnight allowance in country of assignment	1	7	7	<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>7 days in Somalia</p>
Transport	Quantity	Number per expert	Total	Comments

International flights	1	2		Travel to the place of service delivery. 1 return flights to Somalia
CO₂ compensation for air travel	1	130	130	A budget is earmarked for settling carbon offsets against evidence. Number of flights 1 return flight *EUR 130 (maximum offsetting cost for business class.
Travel expenses (train, car) • Car hire and security escort	1		5000 EUR	Travel within the country of assignment, transfer to/from airport and ground transport while in Somalia
Other travel expenses	1	1	1	e.g. visa costs
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	8.000	8.000	A budget of EUR 8.000 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.

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.

In addition to the proposals, GIZ will require as an annex, the company's security concept (5 to 10 pages).

Requirements for the security concept shall be:

- Name of company
- Planned dates in Kismayo (including visiting schedule to the different locations)
- Name of travelling individual (incl. contact information and nationality)
- Approach to health care (including insurance)
- Security set up (including names and SOPs)
- Proof of necessary (ministry) approvals for operation in Kismayo
- Transport arrangements (hard or soft vehicles, security escort etc)

8. Outsourced processing of personal data

The data protection and information security provisions set out in the most recent GIZ AVB (sections 1.7. Confidentiality and 1.11 Data Protection) apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data, or data concerning health or data concerning a natural person's sex life or sexual orientation must only be collected in a strictly anonymous and aggregated manner.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

9. Annexes

- Project factsheet
- Project result matrix