

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

CONFIDENTIAL

Study to Assess Impact and Effectiveness of Implementation of the Project EU-German Cambodia Partnership for Sustainable Agriculture and Food Systems (CAPSAFE) During Mid-term and Endline Evaluation.	Project number/ cost centre: G-012359-001 Tender number 10037842
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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 multi-Donor project “EU-German Cambodia Partnership for Sustainable Agriculture and Food Systems (EU-German CAPSAFE)” is co-financed by the European Union (EU) and the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ Cambodia. The project covers four provinces: Kratie and Kampong Thom for cashews, and Kampot and Tboung Khmum for Pepper.

The project supports smallholder farmers, agricultural cooperatives, micro, small and medium-sized enterprises, and their representative bodies in the form of sector associations and federations in realizing income and employment potential along the cashew and pepper value chains. The Overall Objective is to contribute to green growth and decent jobs by promoting climate-resilient and sustainable agriculture value chain development in Cambodia. The Specific Objective (outcome) is to improve the sustainability, competitiveness and inclusiveness of cashew nut and pepper with higher local value added. Output 1 aims at increasing the institutional capacities for improving the national systems on agri-food safety and climate-resilient agriculture, including decent work. Output 2 aims at increasing the profitability of cashew nut and pepper value chains with climate-resilient and sustainable intensification practices, including deforestation-free production. Output 3 aims at increasing the capacities of agribusiness micro, small and medium enterprises (MSMEs) and industry associations and federations (IAF) to add value in the pepper and cashew nut value chains in accordance with ASEAN and premium markets, including the EU.

In early 2025, a comprehensive baseline study was conducted during the project inception period. The primary objective was to verify the indicator values specified in the project log frame and establish a clear understanding of the initial status of relevant indicator metrics. It involved detailed data collection and analysis to assess applicable indicators. It is expected that the findings from this baseline study will serve as a basis for comparison with the midline and endline evaluations to the widest extent possible.

The EU-German CAPSAFE project is looking for an experienced and qualified contractor to undertake the comprehensive follow-up studies assessing the impact and effectiveness of the project's implementation at both the mid-term and end-term stages. These assessments will involve an evaluation of the project's progress toward all of its specific goals and indicators, analysing both its direct and indirect effects on the selected target groups.

The contractor will review the baseline report and provide benchmarking with the findings of baseline, the midline and endline surveys and the accompanying analysis. The objective of benchmarking is to allow the project team and relevant stakeholders to understand the changes over the course of the project's lifecycle. The benchmark also involves the analysis of external factors, which had an effect on the benchmark numbers.

Specific Objectives:

- Measuring changes over time: The goal is to methodologically assess and analyze the changes over the period of baseline, midline, and endline, enabling the project team and relevant stakeholders to understand trends and fluctuations in key indicator metrics relevant to the EU-German CAPSAFE intervention.
- Collect in-depth qualitative data that contextualizes and explains the quantitative results across all indicators — capturing the perspectives, experiences, and constraints

of the key beneficiaries such as farmers, AC committee members, enterprise owners, value chain actors, and Industry Associations and Federations (IAF).

- Establishing a credible basis for indicator reporting: The objective is to acquire accurate and reliable data that will serve as a robust basis for effectively communicating and reporting on various performance indicators.
- Creating actionable insights for effective project management: The aim is to generate meaningful insights that can directly inform decision-making and enhance project management practices, enabling project teams to make informed adjustments and improvements based on the data collected.

The contractor will be responsible for utilizing research methodologies to gather and analyse data, ensuring a thorough understanding of the project's progress and results. Beyond merely measuring progress, the contractor will also draw actionable insights and recommendations for steering the project implementation, enabling informed decision-making and enhanced strategic planning. The contractor needs to be able to analyse the findings and provide recommendations in their best interpretation according to the project context and set indicators.

Additionally, the assessment will identify best practices and lessons learned throughout the project duration. By facilitating continuous learning and adaptation, the findings are expected to significantly improve project performance and increase the likelihood of achieving the desired outcomes. The midline evaluation will play a crucial role in shaping future initiatives and optimizing resource allocation within the EU-German CAPSAFE framework.

The contractor will carry out a comprehensive Midline assessment during the third and fourth quarters of 2026, evaluating progress and indicator achievement up to that point. Following this, the Endline assessment will be conducted in a similar timeframe, specifically during the third and fourth quarters of 2028, providing a thorough analysis of the project's overall indicator achievement, final impact and overall effectiveness.

2. Tasks to be performed by the contractor

The contractor is tasked with delivering three key work packages, each with specific objectives and timelines:

1. Inception Report: The first deliverable will be an inception report that outlines the methodology and planning for the surveys. This report is aimed at establishing a clear framework for survey approaches, data collection, analysis as well as Midline and Endline report structure. Work on this report is set to commence in September 2026, ensuring adequate preparation and planning for the subsequent phases of the project.

Regarding the qualitative data collection approach, the contracts should specify a qualitative method applicable to the indicators. The proposed methods may include Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and direct observation during site visits — are deployed in sequence across the three phases of data collection. Data is analysed thematically and triangulated with quantitative findings before results are finalised

Moreover, the contractor will establish a comprehensive, verified, and evidence-based data collection that accurately measures employment, local value addition, export market performance, sustainability certification, MSME processing capacity and IAF service improvement across all targeted indicators.

2. Midline Assessment Report: The second deliverable will be a comprehensive mid-term assessment report, which will evaluate the progress and indicators achievement of the project to date. This report is expected to be finalized and submitted in the fourth quarter of 2026. It will include detailed findings, insights, and recommendations that will guide any necessary adjustments to the project's approach.

3. Endline Assessment Report: The final work package involves delivering a project end-term assessment report, expected in the fourth quarter of 2028 (or adjust based on the new timeline agreed with commissioning parties). This report will conduct an in-depth analysis of the indicators' achievement, impact and effectiveness of the EU-German CAPSAFE intervention throughout the entire execution period. It will synthesize data collected over the course of the project and provide a thorough evaluation of the results achieved, to some extent offering valuable insights for future initiatives.

The contractor is responsible for providing the following services:

Work Package 1: Producing Inception Report (Sep 2026)

This work package focuses on the preparation and framework development for Midline and Endline evaluations of the EU-German CAPSAFE project.

Key tasks include:

- Review of Baseline report and dataset conducted in early 2025. These materials will give important background on the project's initial conditions, applicable indicators, and expected results.
- Review the existing project documents and relevant literature, including national and international reports, statistics, value chain analyses, and relevant technical reports.
- Review the existing result-based monitoring data of the EU-German CAPSAFE project. This dataset will serve as a basis for analysing progress towards project expected outputs and outcomes, which are currently being collected and tracked under the monitoring and evaluation system of the project.
- Develop the Midline and Endline evaluation framework, including a detailed implementation timeline, research methodology, and tools for data collection and analysis.
- Specifically, the inception phase should begin by establishing a clear sampling frame prior to the fieldwork based on the baseline survey. This should include a list of eligible treatment households, such as trained farmers, along with a precise definition of the eligible control households. Additionally, the report must specify the selection criteria, which may include factors such as the value chain (e.g., cashew vs. pepper), farm size categories, cooperative membership status, and geographical coverage.
- It is also important to explain how treatment and control groups are made comparable. Define the practical formulation that the control households should be selected from non-supported communes within the same province or comparable agro-ecological zones and should match the treatment group in terms of value chain, farm size category and market access conditions.

- The inception report should explicitly explain the rationale for retaining of a control group, focusing on quality rather than size. It is recommended that the control group comprises about 25–33% of the total sample, requiring a clear justification of how control households are selected, and asking for a short comparability table in the inception report.
- There are some cases where the panel household cannot be contacted. The contractor should clearly address the replacement protocol, specifying the minimum number of attempts to reach a household and the criteria for determining when a household is considered lost. Additionally, it should define explicit guidelines for selecting replacement households, such as maintaining the same value chain, similar farm size, or being located in a neighbouring commune. Similar replacement protocols might be needed for members of Industry Associations and Federations and other target group members.
- Before starting fieldwork, verify the sampling lists to ensure they are complete and usable. Additionally, develop a fallback sampling strategy during the inception phase. For instance, if the cooperative member lists are incomplete, consider an alternative approach, such as conducting a village-based listing.
- Questionnaire design should provide clearer guidance for comparability across survey rounds. It is recommended that core questions remain consistent across Baseline, Midline, and Endline, and that response scales be utilized at Midline and Endline as well.
- Ensure that comparability is an explicit requirement. This includes the timing of the survey, recall periods, definitions of indicators, and core questionnaire items. An important requirement is that the contractor must ensure that both Midline and Endline data are comparable to the Baseline data in terms of timing, recall periods, and key indicators.

Work Package 2: Conducting Midline Assessment Survey (Oct-Dec 2026)

This work package encompasses a series of tasks aimed at conducting a Midline evaluation of the EU-German CAPSAFE project in collaboration with the project team.

Key activities include:

- Consult with the project team to identify key informants and reach out to schedule the interviews at their convenience
- The contractor should prioritize re-contacting baseline households. A household tracking system must utilize contact information provided by the M&E function, and panel analysis should be included where possible.
- Use the questionnaires designed and adjust as necessary in agreement with the project team to carry out interviews with the survey participants
- Take responsibility for testing, revising, and translating all questionnaires into English and Khmer
- Implement the surveys, field data collection and supervision, data entry, data cleaning, and analysis

- To ensure quality assurance, the contractor should conduct back-checks on 5-10% of interviews, including spot checks by supervisors. Daily data quality checks should be performed, and a data cleaning log must document all changes made. Additionally, the final report should include a brief section outlining how data quality was maintained and any issues identified.
- Keep detailed records of the data collection process, including data sources and cleaning steps
- Conduct a comparative analysis to evaluate changes and assess the effectiveness and impact of project interventions in relation to the baseline values. Moreover, the contractor should emphasize operational usefulness, highlighting key differences between groups, identifying patterns across regions or types of farmers, and briefly outlining the implications for project implementation.
- Identify the factors that influence progress by analysing both internal and external factors that affect project execution
- Compile findings that highlight the changes and lessons learned. Recommend adjustments to improve project progress and list key priorities. This will steer project implementation, support informed decision-making, and help with strategic planning for the rest of the project.
- Prepare and finalize a comprehensive Midline evaluation report that summarizes findings from data comparison, highlights significant achievements, gaps, and risks, and provides evidence-based conclusions on project performance.
- Describe an attrition analysis that includes the number of baseline households recontacted, the number of losses, reasons for losses where known, and details on how replacements were handled. This enhances transparency and strengthens the credibility of the results.
- Present findings to relevant stakeholders and facilitate discussions on the assessment results and proposed actions.
- Ensures that raw data is transformed into clean, attributed, disaggregated, and documented results ready for integration into the project's monitoring framework and formal reporting to the commissioning parties.

Work Package 3: Conducting End-Term Assessment (Jul-Dec 2028)

This work package contains a series of tasks aimed at conducting an end-term evaluation of the EU-German CAPSAFE project in collaboration with the project team.

Key activities include:

- Collect and review all relevant project documentation, including the project plan, baseline assessment report, mid-term evaluation report, and result-based monitoring data

- Implement the surveys, field data collection and supervision, data entry, data cleaning, and analysis
- Comparative analysis of baseline, mid-term, and end-term findings to illustrate progress and changes over the project lifecycle
- Highlight key achievements, challenges, and lessons learned throughout the project lifecycle
- Evaluate the overall impact of the project against the expected results and assess unintended consequences, if any, and their significance
- Prepare and finalize a comprehensive end-term evaluation report. Include an executive summary, methodology, findings, conclusions, and recommendations.
- Present findings to relevant stakeholders and facilitate discussions
- Ensures that raw data is transformed into clean, attributed, disaggregated, and documented results ready for integration into the project's monitoring framework and formal reporting to the commissioning parties.

The following milestones are required for the mid-term and end-term assessment:

Milestones/partial works	Deadline/place/ person responsible	Criteria for acceptance
Inception report	30 Sep 2026	A detailed inception report is produced by the contractor and agreed upon with GIZ. It should detail the contractor's understanding of what is being assessed and why. The inception report includes as following: - Propose or adapt baseline sample size calculation and sampling of the target group and the control group - Propose or adapt the baseline data collection methodology - Finalize questionnaires reviewed and approved by the GIZ project team - Detail data analysis techniques - Propose the structure of the Midline assessment report - Timeline of Midline and Endline includes a detailed schedule of data collection - Limitations of the assessment
Final Mid-Term Assessment Report	December 2026	The final report of the mid-term assessment is developed and finalized by the contractor and

		agreed on with GIZ. The criteria for acceptance are as follows: - Clear documentation of selected key informants and contact details - Adequate preparation and briefing prior to interviews. - Completion rate of interviews matching the target sample size and with an agreed timeline - Data analysis results are complete, accurate, and actionable - Clear documentation of internal/external factors and their influence - Well-structured report covering methodology, findings, analysis, and recommendations. Include a clear summary of progress, gaps, risks, and lessons learned. - Presentation delivering an overview of key findings, documented feedback and agreed follow-up actions - Submitted final Midline assessment report, presentation, dataset, and other relevant materials.
Final End-Term Assessment Report	December 2028	- The final report of the mid-term assessment is developed and finalized by the contractor and agreed on with GIZ. The criteria for acceptance are as follows: - Completion rate of interviews matching the target sample size and with an agreed timeline - Data analysis results are complete, accurate, and actionable - Well-structured report covering methodology, findings, analysis, and recommendations. Include a clear summary of progress, gaps, risks, and lessons learned. - Presentation delivering an overview of key findings, documented feedback and agreed follow-up actions - Submitted final Endline assessment report, presentation, dataset, and other relevant materials.

Period of assignment: from **01.09.2026** until **31.12.2028**.

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 (1.3)** 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 (1.4)** 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 (1.5)**.

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 data must be disaggregated by sex, sector, and value chain to ensure a comprehensive analysis. It is essential to employ a well-documented gender-sensitive methodology that encompasses the development of a pre-tested questionnaire tailored to capture insights. Additionally, appropriate tools for data entry and analysis should be incorporated to enhance the accuracy and reliability of the findings.

The final report will go beyond merely presenting the methodology; it will include all supplementary materials utilized throughout the research process, such as detailed maps and high-resolution photographs that provide visual context. Furthermore, the report will encompass the complete database, offering transparency and facilitating future research endeavours. This comprehensive approach aims to ensure that all data is presented clearly and that the findings are actionable and relevant to stakeholders.

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.

The experts proposed by the tenderer should possess a deep understanding of Cambodia's agricultural practices, policies, and socio-economic conditions. They must have experience in managing or leading development projects, particularly in the areas of agriculture or food systems. Additionally, they should have a background in collaborating with local stakeholders, including government agencies, NGOs, the EU delegation team, and community organizations

Team leader (International Research Team leader (IRTL))

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Oversee the full lifecycle of the Midline and Endline Study — from design and approval through execution and reporting
- Coordinating and ensuring communication with GIZ, 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
- Designing the mid-term and end-term assessment framework and data collection methods, such as interviews, or digital data collection tools.
- Conducting data analysis and interpreting results
- Preparing and finalizing reports and/or presentations of research findings to GIZ or relevant stakeholders
- Collaborating with GIZ monitoring and evaluation officers or team members to coordinate and complete the mid-term and end-term assessments
- Ensuring that the mid-term and end-term assessments are conducted ethically and in compliance with relevant regulations or guidelines
- Regular reporting in accordance with timelines

Qualifications of the team leader

- Education/training (2.1.1): Advanced degree (Master's or PhD) in Development Studies, Economics, Agriculture, Environmental Science, or a related field.
- Language (2.1.2): C2-Level or proficiency in English is essential. Knowledge of Khmer would be an advantage for effective communication with local stakeholders.

- General professional experience (2.1.3): 10 years of professional experience in the areas of research, monitoring and evaluation sector
- Specific professional experience (2.1.4): 5 years of experience in data analysis, survey design, and statistical methods. Ability to synthesize complex information into clear and actionable insights
- Leadership/management experience (2.1.5): 3 years' experience managing or leading development projects, particularly in agriculture or food systems
- Regional experience (2.1.6): Experiences in conducting project impact assessment in Southeast Asia (region), of which 1 year in projects in Cambodia (country)
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Key expert 1 (National Research Manager (NRM))

Tasks of key expert 1

- Oversee the full lifecycle of the Midline and Endline Study — from design and approval through execution and reporting
- Overseeing and coordinating all field-level research activities, ensuring that data collection is conducted accurately, consistently, and in accordance with the research protocol
- Plan, organize, and supervise all day-to-day field data collection activities.
- Recruit, lead, train, and mentor field supervisors and enumerators.
- Monitor and report the progress towards the plan and adjust field plans as necessary to stay on track.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Assist in designing the mid-term and end-term assessment framework and data collection methods, such as interviews or digital data collection tools.
- Liaise with the government bodies, local authorities, NGOs, and industry partners to facilitate access
- Ensure all research activities comply with ethical standards, data protection laws, and regulatory requirements
- Preparing reports or presentations of research findings to GIZ or stakeholders

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's degree in development studies, statistics, economics, agriculture, environmental science, or a related field.
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of professional experience in the areas of research, monitoring and evaluation sector
- Specific professional experience (2.2.4): 5 years of experience in data analysis, survey design, and statistical methods. Ability to synthesize complex information into clear and actionable insights
- Leadership/management experience (2.2.5): 3 years' experience managing or leading development projects, particularly in agriculture or food systems
- Regional experience (2.2.6): Experiences in conducting project impact assessment in Southeast Asia (region), of which 1 year in projects in Cambodia (country)

Soft skills of team members

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

- **Communication:** Active listening during interviews or collaborations
- **Critical thinking:** Logical reasoning and argumentation
- **Curiosity & Open-Mindedness:** Asking the right questions & challenging assumptions
- **Record management:** Keeping detailed, organized records
- **Collaboration & Teamwork:** Navigating group dynamics in research teams
- **Attention to Details:** Spotting errors in data, methodology, or literature
- **Networking & Relationship Building:** Collaborating with relevant stakeholders

Short-term expert pool 1 with minimum 15, maximum 20 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 1 (4 Field Supervisors + 16 Enumerators)

- Plan field logistics — Coordinate with the project team on field schedules, travel routes, and identification of farmer beneficiary locations in the target province
- Pilot test the questionnaire — Conduct a mock-up of the survey instrument to identify questions, estimate interview duration, and make necessary refinements before full deployment
- Prepare field materials — Ensure all devices and tools are ready, including printed or digital questionnaires, consent forms, identification documents, and any data collection devices
- Reach out and mobilize key farmers, implementing partners, and beneficiaries — Contact and approach assigned farmer beneficiaries in the target province, ensuring the right respondents are interviewed as per the criteria
- Obtain informed consent — Explain the purpose of the survey to each respondent and obtain their agreement to participate before commencing the interview
- Maintain records of research/survey activities, including compliance with ethical standards and guidelines.
- Administer the survey questionnaire — Conduct structured face-to-face interviews
- Capture beneficiary experience and perceptions — Record respondents' views on interventions received, including perceived usefulness, satisfaction levels, adoption challenges, and any constraints encountered
- Ensure data accuracy and completeness — Review each completed questionnaire on the spot to check for missing, inconsistent, or unclear responses before leaving the respondent
- Maintain professional and ethical conduct — Treat all respondents with respect, maintain confidentiality, and adhere to ethical data collection standards throughout all interviews
- Supervise, monitor and provide guidance on study methodologies, variables, and data collection techniques.
- Report on field challenges and data quality issues — Formally document any difficulties faced during fieldwork, such as respondent unavailability, questionnaire uncertainties, or contextual factors that may have affected data quality

Qualifications of the short-term expert pool

- Education/training (2.6.1): High school diploma (or bachelor's degree is preferable) or in social science, economic, statistics or other related area, proficiency in research methods and skills in implementing survey (including digital survey applications) or interviews to gather data
- Language (2.6.2): Local experts with B1-level language proficiency in English
- General professional experience (2.6.3): Local experts with 4 years of professional experience in the research, data collection, interviews, monitoring and evaluation sector
- Specific professional experience (2.6.4): 2 years' experience in conducting baseline, midline and endline studies, project progress evaluations of development aid projects, experience in conducting similar studies or research projects, particularly those focused on rural development, agriculture, or economic analysis
- Development cooperation (DC) experience (2.6.6): Local experts with 1 year of experience in DC

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.

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Milestone 1: Finalizing and submitting the inception report that is acceptable by GIZ	One Team Leader involves 10 expert days One Key Expert 1 involves 5 expert days	30 Sep 2026
Milestone 2: Finalizing and submitting the mid-term assessment report that is acceptable by GIZ	One Team Leader involves 15 expert days (1 expert * 15 days) One Key Expert 1 involves 15 expert days (1 expert * 15 days) Short-term Expert Pool (4 Field Supervisors + 16 Enumerators) involve 300 expert days (20 experts * 15 days)	31 Dec 2026
Milestone 3: Finalizing and submitting the end-term assessment report that is acceptable by GIZ	One Team Leader involves 15 expert days (1 expert * 15 days) One Key Expert 1 involves 15 expert days (1 expert * 15 days) Short-term Expert Pool (4 Field Supervisors + 16 Enumerators) involve 300 expert days (20 experts * 15 days)	31 Dec 2028

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	15	2	30	Per diem allowance 30 x EUR 42 total EUR 1.260 lump sum /number <i>(not applicable for Field supervisors and enumerators as</i>

				<i>they are based in the target province)</i>
Overnight allowance in country of assignment <i>If an on-site assignment takes place over the weekend, overnight allowances for weekends can be reimbursed between the fee days.</i>	15	2	30	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% (EUR 108) of the lump sum amounts can be submitted for reimbursement against evidence . Up to 75% (EUR 81) of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments
International flights	2	1	2	Travel to the place of service delivery Cambodia against evidence
CO₂ compensation for air travel	4	1	4	A fixed budget of EUR 360 is earmarked for settling carbon offsets against evidence .
Travel expenses (train, car) - Car rental during Midline - Car rental during Endline	15	2	30	Car rental against evidence for IRTL + NRM during field work in Cambodia, Midline (15 days) + Endline (15 days). against evidence
Other travel expenses <i>Visa cost for an international research team leader traveling to Cambodia twice.</i>	2	1	2	Visa cost for IRTL to enter Cambodia against evidence

6. Inputs of GIZ or other actors

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

- Contractors are responsible for arranging their own spaces for meetings and training sessions with their staff. However, in special circumstances, workstations on GIZ premises may be designated for meetings or workshops that are proposed by GIZ.
- The contractor will take full responsibility for managing all aspects of on-site transportation during the survey. This includes organizing vehicle logistics, scheduling transportation routes, and ensuring the timely movement of personnel and materials as required. It is important to note that GIZ will not be involved in any arrangements related to the contractor's travel needs or transportation logistics. The contractor is expected to independently handle any travel-related requirements without reliance on GIZ's assistance.
- Logistics for Workshops: GIZ will provide logistical support if workshops are needed.

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 (DINA 4 font size 11 or larger) and clearly formulated. It must be drawn up in **English (language)**.

The complete tender must not exceed **15 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)**.

As the contract to be concluded is a **contract for works**, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

8. Outsourced processing of personal data

The data protection and information security provisions set out in General Terms and Conditions of Contract ('Local Terms and Conditions') for Supplying Services and Work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Cambodia (section 1.10 Data Protection) apply.

9. Annexes



EU-German CAPSAFE
2025_Logical Framew



CAPSAFE-Factsheet_
2026_GIZ Template.px