

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

CONFIDENTIAL

Capacity development for local administrations on victim-centered reintegration of GBV victims

Project number:

G-012516-001

Tender

10014054

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	3
3.	Concept.....	6
4.	Personnel concept.....	7
5.	Costing requirements	10
6.	Inputs of GIZ or other actors.....	14
7.	Requirements on the format of the tender	14
8.	Option	15
9.	Outsourced processing of personal data	18
10.	Annexes	18

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
GBV	Gender-based violence
IOSC	Isange One Stop Centre
KZFK	Short-term expert
MHPSS	Mental Health and Psychosocial Support
MIGEPROF	Ministry of Gender and Family Promotion
SGBV	Sexual and gender-based violence
ToRs	Terms of reference

1. Context

Rwanda has a comprehensive policy to promote gender equality. The most relevant international and regional conventions and declarations dealing with gender issues or the protection and promotion of women's and girls' rights have been ratified. GBV is high. 37% of all girls and women aged 15-49 in Rwanda have experienced some form of GBV at least once in their lives. According to the 2019-2020 *Demographic and Health Survey*, nearly 50% of married women have experienced intimate partner violence. The number of cases of early pregnancies (under 18 years of age) is also high. The experiences of violence affect the psychological, psychosocial and physical health of the victims. For many, trust in their fellow human beings is broken, they withdraw from society and families and lose important support networks. This also has a strong negative impact on their economic independence.

Connected to district-level hospitals, the 48 state-run *Isange One Stop Centers* (IOSC) provide medical, legal, social, and psychological counselling to victims of GBV. In addition, there are state and non-state-run women's shelters. Many non-governmental actors offer care services, such as legal counselling and psychosocial support. However, the reintegration of victims of GBV back into their communities remains a task not only for the state but also for the society at large. The reintegration guidelines published by the Ministry of Gender and Family Promotion (MIGEPROF) are intended to ensure the follow-up care of victims of GBV in their home communities. The decentralised administrative and service structures entrusted with this task are currently not yet able to fully fulfil their mandate to coordinate measures in the prevention, care and reintegration of victims of GBV due to insufficient resources, unclear coordination structures and insufficient, comprehensive capacity development. The reintegration guidelines are currently only available in English. A translation of the guidelines is in progress. So far, there are no training materials to prepare actors involved in reintegration for their role and tasks. In addition, a clear definition of a victim-centered approach to reintegration adapted to the Rwandan context is missing. This makes it difficult to implement the planned reintegration measures at the decentralised level (Rwanda's decentralised system is organized into several administrative levels that progressively divide the country from the national government down to provinces, districts, sectors, cells, and villages).

The GIZ project "Prevention of Sexual and Gender-Based Violence in Rwanda" supports MIGEPROF in advancing national guidelines and strategies, including capacity development for local administrations on the victim-centered reintegration of GBV victims. The module objective is: State and non-state actors have contributed to implementing national regulations on sexual and gender-based violence in Rwanda in line with the target group's needs.

Output 2 of the project aims to strengthen the professional capacities in local administrations for gender-responsive service provision for victims and risk groups of GBV. With improved knowledge of national requirements and other professional capacities at district level as well as the active involvement of target groups, the service provision of district administration is to be made more victim-centered and thus victims and at-risk groups receive support that is better tailored to their needs and in line with national requirements.

2. Tasks to be performed by the contractor

With the background described above, the **objective of the assignment** is to build capacities of 180 key persons in 5 selected Rwandan districts on GBV prevention, response and reintegration in theory and practice as well as competencies on individual role and responsibility in the reintegration process of GBV victims in line with governmental strategies and guidelines. The trainings are expected to include interactive methodologies that allow participants to empathize with the target group and better understand their needs and

challenges, as well as to apply theory in practice. Furthermore, it is expected that during the training's participants develop individual small scale action plans on how to implement the acquired competencies regarding the reintegration of victims of GBV. The action plan shall be in line with their day-to-day activities.

Key persons include Isange One Stop Centres multidisciplinary team (IOSC, psychologists, police officers, GBV officers), gender and family promotion officers and directors of good governance operating at district level and Director of social protection in Nyarugenge social affairs officers and coordinators of "Inshuti z'Umuryango" (*Friends of the Family*) on sector level, Gender and Family promotion officer in sectors of Nyarugenge Districts as well as representatives of Civil Society organisations and faith-based organisations providing services to GBV victims. The selected districts are: Musanze (15 sectors), Kirehe (12 sectors), Nyarugenge/Kigali (10 sectors), Ruhango (9 sectors) and Rubavu (12 sectors). The duration per training shall not exceed 3 days per district, aiming at approx. 36 persons per training/district. The trainings will be conducted over a period of five consecutive weeks

Through this assignment the contractor contributes to achieving the module objective indicator, output and output indicator:

Module objective indicator 2: 100 key actors in five local administrations have used an example to explain how, when dealing with SGBV victims, they have aligned their newly acquired skills more closely with the needs of the target group, based on the requirements set out in the reintegration guidelines.

Output 2: The specialist capacity of local administrations to deliver gender-responsive services for SGBV victims and risk groups has been strengthened.

Output indicator 2.1: 160 key actors in 5 local administrations have successfully taken part in interactive training sessions on planning and implementing survivor-centred reintegration measures.

Output indicator 2.2: 5 local administrations have used 8 participation formats with SGBV risk groups and victims to identify the risks and needs for planning and implementing gender-responsive SGBV prevention measures.

The contractor is expected to follow these **project management requirements**:

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

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Brief inception note or presentation
- Contributions to reports to GIZ's commissioning party

- Brief quarterly reports on the implementation status of the project to GIZ and MIGEPROF (5-7 pages)

The contractor is responsible for providing the following work packages and the accompanying milestones:

Work package 1 (Output 2): Development of training curricula

The contractor is expected to develop training materials tailored to the expectations and needs identified and approved by MIGEPROF. This includes screening relevant documents as well as conducting assessment talks with relevant stakeholders on national and decentralised level.

Training contents should include national frameworks on GBV prevention and response, GBV case management, referral pathways, IOSC Standard Operating Procedures, national reintegration guidelines for victims of GBV (content, process, roles and responsibilities), basic knowledge in psychological first aid, client-centred communication and participatory approaches (approaches which actively involve victim and at-risk groups in problem identification and designing own solutions as well as evaluating outcomes, thereby enhancing their sense of agency).

A first draft of the curriculum, methodology and preliminary training timeline, training contents including an agenda and template for individual action plans as well as a proposition on how to measure the acquired competencies at the end of the training should be presented to MIGEPROF and GIZ for the approval

Milestones/process steps/partial services	Deadline/place/person responsible
A kick-off meeting with GIZ and MIGEPROF representatives has been held	To be done within 1 month following award
Draft curriculum, methodology and preliminary training timeline have been presented	6 weeks following contract award
Approval of Draft curriculum, methodology and preliminary training timeline have been presented to MIGEPROF senior Management	2 weeks following the presentation to MIGEPROF and GIZ
Final curriculum, methodology and training timeline is concerted	2 weeks following the presentation to MIGEPROF and GIZ

Work package 2 (Output 2): Delivery of trainings

The contractor is expected to organise and conduct trainings in close cooperation with MIGEPROF and GIZ. Logistical organisation includes organisation of accommodation, payment of transport fees and allowances to participants, organisation of catering, replication and purchase of necessary training materials. Training venue and identification as well as invitation of participants will be organised by MIGEPROF.

The delivery of the trainings is expected to follow the requirements stated above and includes the evaluation of competencies acquired at the end of each training.

A joint reflection meeting between contractor, GIZ and MIGEPROF is expected after the first training to discuss needs for adaptation.

Milestones/process steps/partial services	Deadline/place/person responsible
A kick-off meeting will be held with GIZ, MIGEPROF, and the Consultant for the training organization	3 months following contract award
Logistics for trainings in 5 districts are organised	3 months following contract award
Trainings 1-5 have been completed	5 months following contract award

Work package 3: Follow-up activities

The contractor is expected to develop and submit a concise, low threshold training package including case studies, exercises, handouts and presentations adapted to experience of trainings for further trainings led by non-professional trainers or the trained participants. This includes observations and recommendations for scaling up training efforts. All of this should be developed in coordination and approval by MIGEPROF and GIZ

Furthermore, the contractor is expected to develop checklists for follow-up visits in close coordination with representatives of MIGEPROF.

Milestones/process steps/partial services	Deadline/place/person responsible
Training package is available	7 months following contract award
Follow-up checklist is available	7 months following contract award

Period of assignment: **from 15 September 2026 until 30 March 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 interpret the targets that it is responsible for and provide a critical appraisal of the task (section 1.1.1 of the assessment grid). Subsequently, the tenderer must describe and justify the strategy it intends to use to achieve the milestones, targets and results that it is responsible for (see section 2) by means of the work packages described in section 2 (section 1.1.2 of the assessment grid). The tenderer should avoid repeating information from the description of the implementation approach (see section 3.6).

The tenderer must describe the relevant actors (partners and others) for the service in the tender and their interactions (section 1.2.1 of the assessment grid). The tenderer is required to develop a concept that shows how **the cooperation** with these actors is to be established and put into practice (section 1.2.2 of the assessment grid).

The tenderer is required to describe and explain its approach and its method for **steering** the measures with the partners involved in delivering the services set out in the tender (section 1.3.1 of the assessment grid).

The contractor plays an active role in the results-based monitoring of the project. The tenderer is therefore required to describe how it will **monitor the results** in its area of responsibility (section 2) in a way that corresponds with the client's expectations and specifications. It must also describe the related challenges (section 1.3.2 of the assessment grid).

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)

Not applicable

Further requirements (1.7)

The tenderer is required to outline in the tender how it will prevent negative impacts on participants in the execution of the work packages.

Therefore, the tenderer shall make explicit how they will apply sensitivity with regards to the political context and requirements in Rwanda (2 points) as well as the Rwandan culture (1 points).

Additionally, the tenderer is required to describe how a trauma sensitive (2 points) and victim-centered (2 points) approach will be applied in the development of the training curriculum as well as the implementation of the trainings. This should include the dimension of inclusivity and intersectionality where applicable (1 point).

An overall do no harm (unintended negative consequences) assessment is required to be detailed in the tender (2 points).

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. Statements of availability for all experts must be attached to the tender as an annex.

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 as well as planning and steering assignments and supporting key experts

- Ensure regular reporting in accordance with deadlines
- Assume overall budget responsibility
- Assure overall quality of the work delivered
- Organise and chair meetings
- Participate in the strategic meeting with GIZ and MIGEPROF

Qualifications of the team leader

- Education/training (2.1.1): University degree (Masters) in social sciences, development studies, gender studies or related fields.
- Language (2.1.2): C1-level language proficiency in English (5/10 points), C1-level language proficiency in French (5/10 points) in the Common European Framework of languages
- General professional experience (2.1.3): 7 years of professional experience in the governance sector
- Specific professional experience (2.1.4): 5 years in anti-gender-based violence interventions (5/10 points), 3 years' experience in capacity development on GBV response and prevention (5/10 points)
- 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): 3 years of experience in projects operating in Rwanda in the past 5 years
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): 5 years' experience in financial management, experience in multi-stakeholder collaboration

Key expert 1: Lead trainer

Tasks of key expert 1

- Coordinate the needs assessment to identify training needs and contents
- Assume overall coordination and elaboration of training curriculum in cooperation with Team leader and key experts 1, 2
- Ensure onboarding of key experts 1, 2
- Coordinate logistical organisation of trainings
- Act as overall facilitator during the trainings
- Steer end of training capacity assessment in cooperation with Team leader and key experts 1, 2
- Elaborate M&E checklist for MIGEPROF
- Compile training package
- Participate in meetings

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Masters) in social sciences, development studies, gender studies or related fields.
- Language (2.2.2):
 - C1-level language proficiency in language English (5/10 points),
 - C-1 language proficiency in Kinyarwanda (is absolutely essential) in the Common European Framework of languages (5/10 points)

- General professional experience (2.2.3): 5 years of professional experience in gender equality promotion
- Specific professional experience (2.2.4):
5 years of experience in adult learning (including developing and facilitating trainings) (6/10 points), 3 years of experience in GBV intervention programmes (4/10 points),
- Leadership/management experience (2.2.5): 3 years of steering teams up to 5 people
- Regional experience (2.2.6): 3 years of experience in projects operating in Rwanda in the past 5 years
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Key expert 2: Trainer on GBV response, prevention and reintegration

Tasks of key expert 2

- Contribute to elaboration of training curriculum and modules
- Deliver assigned training modules
- Contribute to training package
- Support logistical organisation of trainings

Qualifications of key expert 2

- Education/training (2.3.1): University degree (Bachelors/Masters) in social sciences, development studies, gender studies or related fields.
- Language (2.3.2):
B2-level language proficiency in language English (5/10 points),
C-1 proficiency Fluency in Kinyarwanda (is absolutely essential) in the Common European (5/10 points) Framework of languages.
- General professional experience (2.3.3): 3 years of professional experience in gender equality promotion
- Specific professional experience (2.3.4):
3 years of experience in adult learning (including developing and facilitating trainings) (3/10 points),
3 years of experience in GBV intervention programs (3/10 points),
3 years of experience working with the Government of Rwanda at decentralized level (4/10 points)
- Regional experience (2.3.6): 3 years of experience in projects operating in Rwanda in the past 5 years

Key expert 3: Trainer on Mental Health and Psychosocial Support (MHPSS)

Tasks of key expert 3

- Contribute to elaboration of training curriculum and modules
- Deliver assigned training modules
- Contribute to training package
- Support logistical organisation of trainings

Qualifications of key expert 3

- Education/training (2.4.1): University degree (Bachelors/Masters) in psychology, psychiatry, mental health, public health or related studies
- Language (2.4.2):

B2-level language proficiency in language English (5/10 points),
C-1 proficiency in Kinyarwanda (is absolutely essential) in the Common European Framework of languages (5/10 points)

- General professional experience (2.4.3): 5 years of professional experience in MHPSS
- Specific professional experience (2.4.4): 3 years of experience in providing MHPSS to victims of GBV in community and health facility settings
- Regional experience (2.4.6): 3 years of working experience in Rwanda in the past 5 years

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
- Conflict and gender-sensitivity
- Trauma sensitivity

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

Specification of inputs

Note: Please calculate your financial tender based exactly on the parameters specified in the table below. Any deviation will lead to the requalification of your bid to a variant one and to its exclusion from the tender.

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	35	35	Thereof 14 expert days in the country of assignment Rwanda
Key expert 1	1	60	60	Thereof 35 expert days the country of assignment Rwanda
Key expert 2	1	35	35	Thereof 35 expert days the country of assignment Rwanda
Key expert 3	1	35	35	Thereof 35 expert days the country of assignment Rwanda

Travel expenses	Quantity	Price EUR	Total EUR	Comments
Per-diem allowance in country of assignment	119	To be calculated in the price schedule	To be calculated in the price schedule	14 per diems for the TL, 35 per diems for Expert 1, 2 and 3 :119 in total to be <u>invoiced as a lump sum up to the maximum amounts acc. To the circular from the German Federal Ministry of Finance on travel expense remuneration</u>).
Overnight allowance in country of assignment	115	To be calculated in the price schedule	To be calculated in the price schedule	Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amount for Rwanda can be submitted for <u>reimbursement against evidence</u>. Up to 75% of the maximum rates for Rwanda specified in the travel expense regulations can be submitted for <u>reimbursement on a lump-sum basis</u>. <u>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</u>

Transport	Quantity	Price EUR	Total EUR	Comments
International flights (From abroad to Rwanda)	8	to be determined in the price schedule	to be determined in the price schedule	4 return flights to the place of service delivery Rwanda, <u>to be invoiced against evidence</u>
CO ₂ compensation for air travel	16	70,00	1.120,00	A fixed budget is earmarked for settling carbon offsets against evidence, <u>to be invoiced against evidence</u>
Travel expenses Local transport	35	to be determined in the price schedule	to be determined in the price schedule	Budget for transportation from Kigali to the assigned districts and back, as well as within Kigali (Nyarugenge District), <u>to be invoiced against evidence</u>
Other travel expenses Visa and other related expenses (visa, project-related travel expenses outside the place of business, transfer costs from/to airport)	4	to be determined in the price schedule	to be determined in the price schedule	Against presentation of evidence
Other costs	Number	Price EUR	Total EUR	Comments
Flexible remuneration	1	10.000,00	10.000,00	A budget is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. <u>Use of the flexible remuneration item requires prior written approval from GIZ.</u>

Workshops	47.280,00 EUR			A total budget of EUR 47,280.00 is foreseen for workshops, and already included in the price schedule, to be invoiced against evidence. The Budget covers the costs described here.
• Transport participants for	180* 2	6,00	2.160,00	
• Dinner participants for	180*4	11,00	7.920,00	
• Accommodation	180*4	30,00	21.600,00	
• Coffee-break participants for	200*3	6,00	3.600,00	
• Lunch participants for	200*3	15,00	9.000,00	
• Workshop materials	full package	3.000,00	3.000,00	

Workshops, events and trainings

- The contractor will organize and deliver a series of interactive workshops and training sessions focused on GBV prevention, response, and reintegration. These workshops will engage 180 participants across five districts (Musanze, Kirehe, Nyarugenge, Ruhango, and Rubavu), with each district hosting a three-day session. Training materials will be developed to address the specific needs identified and approved by MIGEPROF. This will involve reviewing relevant documents and consulting stakeholders at both national and local levels. The workshop content will cover national GBV frameworks, case management and referral pathways, IOSC Standard Operating Procedures, reintegration guidelines, psychological first aid, client-centered communication, and participatory methods to empower victims and at-risk groups.

6. Inputs of GIZ or other actors

GIZ will provide logistical support, including arranging accommodation, covering transport costs and participant allowances, organizing catering, and supplying training materials. MIGEPROF will be responsible for identifying and inviting participants, as well as selecting and providing suitable training venues.

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) and clearly formulated. **It must be drawn up in English.**

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.

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. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

The contractor is responsible for providing the following optional services:

- Extension of capacity building to further districts and actors.
- Facilitation of peer learning and exchange among districts and sectors following capacity development activities.

Requirements

Exercising the option will be based on a follow-up needs assessment as well as the agreement of the political partner MIGEPROF of extending capacity development efforts. The decision on continuation is expected to be made in the period 10/2026-12/2026. If the option is exercised, it is anticipated that the contract term will be extended to 02/2028.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Note: Please calculate your financial tender based exactly on the parameters specified in the table below. Any deviation will lead to the requalification of your bid to a variant one and to its exclusion from the tender.

Fee days	Number of experts	Number of days per expert	Total	Comments

Team Leader	1	10	10	Thereof 5 expert days in the country of assignment Rwanda
Key expert 1	1	35	35	Thereof 35 expert days in the country of assignment Rwanda
Key expert 2	1	30	30	Thereof 30 expert days in the country of assignment Rwanda
Key expert 3	1	30	30	Thereof 30 expert days in the country of assignment Rwanda
Transport	Quantity	Price EUR	Total EUR	Comments
Per-diem allowance in country of assignment	100	To be calculated in the price schedule	To be calculated in the price schedule	to be <u>invoiced</u> as a lump sum up to the maximum amounts acc. To the circular from the German Federal Ministry of Finance on travel expense remuneration).
Overnight allowance in country of assignment	96	To be calculated in the price schedule	To be calculated in the price schedule	Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amount for Rwanda can be submitted for <u>reimbursement against evidence</u> . Up to 75% of the maximum rates for Rwanda specified in the travel expense regulations can be submitted for <u>reimbursement on a lump-sum basis</u> . <u>Please indicate in the price schedule whether your offer is on a lump-</u>

				<u>sum basis or against evidence.</u>
International flights (From abroad to Rwanda)	4	to be determined in the price schedule	to be determined in the price schedule	4 return flights to the place of service delivery Rwanda, <u>to be invoiced against evidence</u>
CO ₂ compensation for air travel	8	70,00	560,00	A fixed budget is earmarked for settling carbon offsets against evidence, <u>to be invoiced against evidence</u>
Travel expenses Local transport	35	to be determined in the price schedule	to be determined in the price schedule	Budget for transportation from Kigali to the assigned districts and back, as well as within Kigali (Nyarugenge District), , <u>to be invoiced against evidence</u>
Other travel expenses Visa and other related expenses (visa, project-related travel expenses outside the place of business, transfer costs from/to airport)	4	to be determined in the price schedule	to be determined in the price schedule	Against presentation of evidence
Other costs	Number	Price EUR	Total EUR	Comments
Flexible remuneration	1	10.000,00	10.000,00	A budget is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. <u>Use of the flexible remuneration item requires prior written approval from GIZ.</u>

Workshops	47.280,00 EUR			A total budget of EUR 47,280.00 is foreseen for workshops, and already included in the price schedule, to be invoiced against evidence. The Budget covers the costs described here.
• Transport participants for	180* 2	6,00	2.160,00	
• Dinner participants for	180*4	11,00	7.920,00	
• Accommodation	180*4	30,00	21.600,00	
• Coffee-break participants for	200*3	6,00	3.600,00	
• Lunch participants for	200*3	15,00	9.000,00	
• Workshop materials	full package	3.000,00	3.000,00	

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.

9. 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.

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

10. Annexes

- Rwanda GBV victims’ community reintegration guidelines
Available at:
https://www.migeprof.gov.rw/fileadmin/user_upload/Migeprof/Publications/Guidelines/GBV_Victims_community_reintegration_guidelines.pdf
(Official publication by the Ministry of Gender and Family Promotion)