

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

CONFIDENTIAL

Consultancy to support the global component of the Article 6 Connect project in the development of carbon markets in line with the sustainability and integrity requirements of the Article 6 of the Paris Agreement	Project number/ cost centre: G-018159-001 Tender number 10038520
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0. List of abbreviations

A6C	Article 6 Connect: Sustainable Development through Carbon Markets in Africa
A6C ETH	Ethiopian component of the A6C project
A6C GER	German component of the A6C project
A6C ZAF	South African component of the A6C project
BMZ	German Federal Ministry for Economic Cooperation and Development
CDM	Clean Development Mechanism
COP	Conference of the Parties
CV	Curriculum Vitae
EAA	Eastern African Alliance
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
GTCC	General Terms and Conditions of Contract for supplying services and work
ITMOs	International Transferred Mitigation Outcomes
MRV	Monitoring, Reporting and Verification
NDCs	National Determined Contributions
PA	Paris Agreement
PACM	Paris Agreement Crediting Mechanism
SAA	Southern African Alliance on Carbon Markets and Climate Finance
SB	UNFCCC Subsidiary Bodies
SDG	Sustainable Development Goal
SOPs	Standard Operating Procedures
TL	Team Leader
TORs	Terms of reference
UNFCCC	United Nations Framework Convention on Climate Change
VCM	Voluntary Carbon Market
VVB	Validation and Verification Body
WAA	Western African Alliance

1. Context

Article 6 of the Paris Agreement provides the framework for international cooperation, including market-based mechanisms through which emission reductions can be generated, transferred and used towards climate targets or other mitigation purposes. The use of Article 6 is intended to be closely aligned with and contribute to the achievement of Nationally Determined Contributions (NDCs) while supporting higher mitigation ambition in line with the Paris Agreement. Emission reduction activities under Article 6 should also contribute to sustainable development in partner countries and strengthening synergies between NDCs and Sustainable Development Goals (SDGs). A large majority of countries have communicated through their NDCs, their plans or desire to utilize market mechanisms under Article 6 to achieve parts of their climate targets. By explicitly referring to Article 6 in their NDCs, such countries set for themselves a mandate for establishment of a domestic process of engagement.

The GIZ project “**Article 6 Connect: Sustainable Development through Carbon Markets in Africa**” (**A6C**) was commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) with the objective to strengthen the development of high-integrity, transparent and sustainable carbon markets in line with Article 6 of the Paris Agreement. A6C focuses on enhancing capacities and frameworks at both global and national levels to facilitate cooperative approaches and mechanisms under Article 6. This includes supporting countries in developing and implementing robust methodologies, governance structures, and market instruments that align with international standards and contribute to global climate goals.

The project has a duration from 01.01.2026 until 31.12.2028 and is implemented in three components: a **global component** based in Germany (**A6C GER**) and **two country components**, in **Ethiopia** and in **South Africa (A6C ETH and A6C ZAF)**. Beyond the country-specific activities A6C provides support to other countries and advisory to the regional Alliances for Carbon Markets and Climate Finance across Africa, particularly the newly established Southern Africa Alliance on Carbon Markets and Climate Finance (SAA). An extension of the project covering other African countries is being currently scrutinized.

The project is implemented along two trajectories: The first trajectory aims to strengthen international cooperation on integrity-focused carbon markets, particularly in connection with a Team Europe approach. This includes strategic discussions and networking with international actors on Article 6 carbon markets, developing digital innovations and establishing platforms for carbon markets. The second trajectory supports the development of the necessary building blocks required for the implementation of carbon markets in South Africa, Ethiopia, and selected additional African countries and regions. This includes development and strengthening of structures that enable functionality of high integrity carbon markets and strengthening of capacities to engage in Article 6 across key stakeholder groups: public, private sector and non-state actors. As Article 6 readiness is still a relatively new and highly dynamic subject, developing platforms to facilitate exchange of experiences, learning and knowledge is key to A6C.

In summary, the project supports Article 6 readiness, and therefore the establishment of enabling framework conditions - at national and regional level - for Article 6 implementation, capacity building, and piloting. The project takes a holistic approach, including: Article 6.2 on bilateral cooperation between member states and Article 6.4 the Paris Agreement Crediting

Mechanism (PACM). Collaboration with public and private sector as well as civil society are foreseen.

To support the implementation of the A6C activities, the Contractor will deliver services within a framework in line with the project scope. **Objective of the framework contract** is to ensure timely, quality-assured technical assistance on Article 6 and carbon markets, including advisory on policy and regulation, support for capacity building, research studies and analyses as well as preparation of national, regional and international events, peer-learning and development of knowledge products.

The Contractor will provide technical advice to guide the establishment and/or strengthening of policy, institutional and capacity frameworks, conduct trainings, develop knowledge products, and avail other **services to A6C's global component**. The services will be provided **well aligned with the A6C country components** and national and regional actors (including national service providers, public and private sector and non-state actors) as well as with international initiatives active on the ground.

2. Tasks to be performed by the Contractor

The Contractor is responsible for providing the following services (please note that this list might not be exhaustive and additional tasks not mentioned here might be requested):

Task 1: Strategic advisory and technical backstopping

Provide continuous strategic and technical advisory services on Article 6 and Carbon Markets to the global A6C team, with a focus on the GER component and EU-related developments.

Services include:

- Contribute technical expertise to joint brainstorming sessions and structured exchanges with the GER component to identify, assess and further develop relevant Article 6 and carbon market-related topics for thematic advisory work.
- Prepare policy and regulatory advisory outputs (e.g. concept notes, policy briefs, presentations) on topics such as:
 - o EU climate policy and its interaction with Article 6.
 - o Opportunity for Joint European Action on Carbon Markets.
 - o International Article 6 negotiations and market developments.
 - o Carbon Market Integrity, private sector engagement and cooperation approaches.
- Deliver targeted technical analyses related to Article 6 readiness building blocks (e.g. NDCs, regulatory frameworks, MRV systems, registries, project pipelines, SOPs, capacity needs).
- Provide technical inputs to reporting and communication towards the A6C commissioning party.
- Produce a monthly carbon market monthly digest summarizing key global and Article 6-specific developments, with contextual analysis.

- Advise on strategic development of A6C including exit strategies, scaling approaches, and partnerships.

Task 2: Design and preparation of dialogue and exchange formats

Support design and preparation of dialogue platforms and exchange formats to facilitate cooperation between partner countries, regional actors, and international stakeholders.

Services include:

- Develop concepts for exchange formats (e.g. workshops, peer-learning, study tours, exposure visits).
- Identify target groups (including carbon credit buyers and host countries), objectives, formats, and expected outcomes for each exchange activity.
- Support engagement with stakeholders including governments, EU actors, private sector, and international initiatives.

(Implementation of events is covered under Task 7.)

Task 3: Technical support to country components

Provide on-demand technical advisory and operational support to A6C country backstoppers and country components, in alignment with national-level activities and advisory.

Services include:

- Deliver ad hoc technical backstopping to country backstoppers and teams (primarily South Africa and Ethiopia, with potential support to other countries (see Task 5)).
- Provide technical guidance on Article 6 readiness building blocks and processes, including:
 - o Authorization procedures and corresponding adjustments.
 - o Registry design and infrastructure.
 - o MRV systems, baselines, and reporting requirements.
- Support identification and development of mitigation project pipelines, including pilot activities.

Task 4: Support to regional cooperation in Africa

Support the development and strengthening of regional cooperation mechanisms for carbon markets in Africa, including blended carbon and climate finance opportunities in close alignment with the A6C country teams' advisory.

- Support knowledge exchange between regional alliances (Western, Eastern and Southern Africa Alliance on Carbon Markets and Climate Finance (WAA, EAA and SAA)).
- Develop concepts and supports the implementation for peer-to-peer exchange and regional learning formats in coordination with A6C country teams.
- Support collaboration between alliances on institutional readiness for Article 6 implementation.
- Provide advisory on capacity needs and approaches for establishing local validation and verification bodies (VVBs) in the African region.

(Implementation of events is covered under Task 7.)

Task 5: Guidance for expansion to additional countries/regions

Support the development of a structured approach for extending A6C support to additional African countries or regions.

Services include:

- Develop selection criteria and prioritization methodology.
- Define potential scope, formats, and entry points for support activities.
- Propose implementation approaches aligned with programme objectives and resources.

Task 6: Development of knowledge products

Conceptualise and develop knowledge and learning products on Article 6 readiness and implementation and identify opportunities for their strategic dissemination.

Services include:

- Develop knowledge products (e.g. reports, factsheets, guidance documents, presentations, training materials) reflecting programme experience and lessons learned.
- Update and expand existing training materials (e.g. GIZ Article 6 training resources).
- Translate project insights into flagship publications and learning outputs (e.g. regarding Article 6 readiness and project pipeline development).
- Support dissemination approaches and identify relevant platforms and targeted stakeholder groups.

(Associated events are covered under Task 7.)

Task 7: Preparation of events, workshops, and trainings

Support the conceptualization, preparation and technical inputs for events linked to the above tasks.

Services include:

- Support up to in total four (4) sessions at the upcoming next two (2) GIZ Carbon Market Fora (during the annual UNFCCC Subsidiary Bodies (SB) June-meetings in Bonn), including agenda design, content preparation, and technical contributions.
- Support up to two (2) study tours (approx. 3 days + travel) for stakeholders from Ethiopia and South Africa as well as from regional Alliances, including agenda development and technical inputs.
- Support up to four (4) international side events offering dialogue platforms and exchange formats (e.g. COP-related), including agenda and content preparation and presentation inputs.
- Design and deliver up to three (3) capacity-building workshops (e.g. webinars), including development of training materials based on GIZ's Capacity Building material and international best practices.

(Note: The Contractor provides technical and conceptual inputs; support of logistical arrangements (e.g. invitation management) remains to be agreed on a case-by-case basis with the A6C team.)

Task 8: Flexible on-demand support (Contingency)

Provide flexible, rapid-response support to address emerging or unforeseen needs within the scope of the framework contract.

Services may include:

- Short-notice analyses or advisory notes.
- Updates or revisions to existing deliverables.
- Ad hoc technical coordination or troubleshooting support.

Interaction between the Contractor's services and the project

The following provides the interaction, reporting, and communication provisions:

General contract management and tasking procedures:

- The Contractor is responsible for the selection, contracting, preparation, and management of qualified international and national experts (short- and long-term) required to deliver the services.
- The Client (GIZ/A6C) submits task requests in writing (email), specifying scope, expected outputs, and deadlines.
- The Contractor confirms receipt of each request within 3 working hours (during business days) and either:
 - Confirms the proposed deadline, or
 - Proposes an adjusted timeline and indicative level of effort.
- The Contractor plans and allocates resources accordingly and ensures timely delivery of agreed outputs.
- Ad hoc or urgent requests are clearly marked by the Client and are prioritised by the Contractor within the agreed resource framework.
- The Contractor proactively identifies interlinkages between tasks and advises the Client on synergies, sequencing, and prioritisation of activities.
- The Contractor integrates feedback from the Client in a timely manner and adjusts deliverables accordingly.
- The Contractor is responsible for internal cost control, time tracking, and invoicing in line with GIZ requirements and applicable contractual provisions (GTCC).
- The Contractor ensures continuous availability of at least one qualified contact person, including during periods of leave or absence.

Reporting requirements

In addition to the reports required by GIZ in accordance with the GTCC, the Contractor submits the following reports (in English unless otherwise specified):

- Inception report (within an agreed timeframe after contract start), including:
 - Overall approach to implementation,
 - Indicative work plan with milestones and timelines,
 - Description of team structure and responsibilities.
- Brief semi-annual progress reports (3–5 pages), aligned with A6C reporting cycles, summarising:
 - Activities implemented,
 - Key results and challenges,

- Planned next steps.
- Monthly overview of utilised time budget by task and expert category.
- Final report at the end of the assignment, summarising:
 - Services delivered,
 - Key outputs and results,
 - Lessons learned and recommendations.
- Knowledge products and flagship reports as defined under the technical tasks.

Communication and working arrangements

- The Contractor organises and conducts an inception meeting with the Client to:
 - Present the approach,
 - Clarify roles and responsibilities,
 - Agree on working procedures and priorities.
- The Contractor maintains regular coordination with the Client (typically bi-weekly to monthly), including:
 - Progress updates,
 - Planning of upcoming activities,
 - Collection and incorporation of feedback.
- Communication is primarily conducted via email and virtual meetings unless otherwise agreed.
- The Contractor ensures sufficient flexibility and responsiveness to address ad hoc requests.
- At the end of the assignment, the Contractor organises a closing workshop to present key results, outputs, and lessons learned.

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Inception meeting	Latest 2 weeks after contract start / virtual / Contractor and client	Minutes of the inception sent and confirmed
Approved inception report, including detailed workplan with milestones and timeline	Latest 4 weeks after contract start / Email / Contractor (approval by A6C team)	Approved report submitted
4 Half-yearly reports on the implementation status	Latest 6 months, 12 months, 18 months, 24 months after contract start / Email / Contractor	4 Half-yearly reports submitted
Knowledge products (e.g. reports, factsheets, guidance documents, presentations, training materials)	tbd in the course of the assignment	Knowledge products developed and approved
Flagship publications and learning outputs	tbd in the course of the assignment	Flagship publications developed and published

Up to 4 sessions at the GIZ Carbon Market Forum during the SB Meetings	Latest 9 months (1 st two sessions) and 21 months (2 nd two sessions) after contract start / Bonn / Contractor together with A6C team	Up to 4 sessions conducted
Up to 2 study tours for ETH and ZAF partners	tbd in the course of the assignment	Up to 2 study tours conducted
Up to 4 international side events for dialogue and exchange to present the Knowledge products / Flagship reports	Latest 12 months (1 st), 14 months (2 nd), 24 months (3 rd) and 26 months (4 th) after contract start / in person at international forum or conference / Contractor together with A6C team	Up to 4 knowledge sharing events are conducted
Up to 3 A6C capacity building workshops/trainings	Tbd in the course of the assignment	Up to 3 workshops/trainings conducted
Approved final report of results of the activities implemented	Latest 2 months before end of contract / Email / Contractor (approval by A6C team)	Approved final report submitted
Closing workshop to present final report and conclude the assignment	Latest 2 months before end of contract / virtual / Contractor and client	workshop conducted

To prevent the creation of contract supplements with term extensions, the contract final date is set to 31.12.2028. However, the GIZ is asking the Contractor to deliver the service by 31.10.2028 at the latest and to issue the invoice promptly to ensure service delivery is approved, invoicing and final payments are made in due time before the end of the project.

Period of assignment: from 01.09.2026 until 31.12.2028.

3. Concept

The tenderer must 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.

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, also including the measures that will be taken into consideration in order to ensure the minimum standards specified under “Section 5 Workshops, events and trainings” below. (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 (1.6.3). The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ GTCC:

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

Further requirements (1.7)

The A6C project has the ambition to contribute to gender equality. The advisory and services provided under this assignment to the project and its implementation globally and in partner countries shall be developed by taking aspects of gender equality into account. Services and activities shall be implemented in a gender responsive or where applicable gender transformative manner. The tenderer is required to explain its gender mainstreaming approach vis a vis the GIZ project as part of their proposal, especially its gender responsive event management approach when planning events.

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 tenderer shall have at least one team member with professional German fluency (C2-level) to support with tasks requiring German language competence (exclusion criterion). E.g., contribution to reporting to the GIZ commissioning party.

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 within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Provision of expert guidance to the executing team on strategic and technical aspects of all Article 6 related assignments.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) climate policy, environmental economics, international relations, development, or a related field, and expertise in capacity building approaches.
- Language (2.1.2): C2-level language proficiency in English (4 points), German (4 points) and French (2 points).
- General professional experience (2.1.3): 15 years of relevant professional experience in carbon markets, climate policy, climate finance, or related international cooperation (incl. CDM, Joint Initiatives and VCM), with experience with the UNFCCC negotiations on Article 6 of the Paris Agreement and a strong understanding of Article 6, carbon market governance, and policy/regulatory processes.
- Specific professional experience (2.1.4): 5 years in the Article 6 cooperative mechanisms under the Paris Agreement, including the Article 6 rulebook, its implementation mechanisms and the Article 6 implementation readiness building blocks.
- Leadership/management experience (2.1.5): 10 years of proven experience leading technical assistance contracts or multi-expert teams, including work planning, quality assurance, and client coordination.
- Regional experience (2.1.6): 10 years of experience in projects in the African region.
- Development cooperation experience (2.1.7): 10 years of experience in DC projects
- Other (2.1.8): 10 years of experience in ecological and social integrity and the implementation of gender concepts.

Key expert 1

Tasks of key expert 1

- Support of the team leader in the project management and the responsibility for the implementation of the services and work packages.
- Take lead on the conceptualization of and implementation of capacity building measures and provision of technical inputs to various assignments.
- Engage with key stakeholders (national and international) to facilitate implementation of the assignments.
- Draft key documents relevant for the fulfilment of the assignments as outlined in the tasks.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (diploma/master) in a relevant field such as climate policy, environmental science, economics, or sustainability-related disciplines, and experience with capacity building approaches.
- Language (2.2.2): C2-level language proficiency in English (5 points), German (3 points) and French (2 points).
- General professional experience (2.2.3): 8 years of relevant professional experience in in carbon markets, Article 6, climate finance, MRV, registries, or related policy/technical work (incl. CDM, Joint Initiatives and VCM) and experience with the UNFCCC negotiations on Article 6 of the Paris Agreement.
- Specific professional experience (2.2.4): 5 years of experience with the Article 6 cooperative mechanisms under the Paris Agreement, including the Article 6 rulebook and its implementation mechanisms, including Article 6 accounting, corresponding adjustments, authorization processes, registry design, MRV, transparency, or capacity development.
- Management experience (2.2.5): 8 years of relevant experience in managing stakeholder engagement processes, in training/facilitation analytical papers, in supporting governments, regional bodies, or implementation partners, and in coordinating development of policy notes, presentations, and technical advisory inputs.
- Regional experience (2.2.6): 8 years of work experience in an international context, with a focus on Africa.
- Development Cooperation experience (2.2.7): 8 years of work experience in the context of international development cooperation.
- Other (2.2.8): 8 years of experience in ecological and social integrity and the implementation of gender concepts.

Key expert 2

Tasks of key expert 2

- Support of the team in all necessary project areas
- Assumption of a coordination role between Contractor and GIZ, Contractor and national experts of the Contractor, with GIZ and GIZ project contact persons on site
- Coordination and technical exchange support of the national experts
- Organization of exchange formats, side events and meetings with political partners and Alliances.

Qualifications of key expert 2

- Education (2.3.1): University degree (diploma/master) in a relevant field such as climate policy, environmental science, economics, or sustainability-related disciplines.
- Language (2.3.2): C2 -level language proficiency in English (5 points) and French (4 points); B2 -level language proficiency in German (1 point).
- General professional experience (2.3.3): 5 years of professional experience in climate policy, carbon markets, development cooperation, or related analytical work.
- Specific professional experience (2.3.4): 3 years in the field of international market mechanisms (Article 6 of the Paris Agreement).
- Regional experience (2.3.6): 3 years of work experience in an international context
- Development cooperation experience (2.3.7): 3 years of work experience in the context of international development cooperation
- Other (2.3.8): Proven ability to conduct background research, draft notes, prepare presentations, and support event organisation, with strong writing, coordination, and MS Office skills.

Soft skills of team members

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

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

Short-term expert pool with minimum 1, maximum 2 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 (for all members)

- Support of the team leader and key experts in specific thematic technical project areas such as **financial mechanisms** (e.g. allocation and handling of ITMO revenues and involvement of the finance sector), **political administrative mechanisms** (e.g. authorisation procedure and corresponding adjustments) or **integrity** (e.g. establishment and implementation of social and environmental integrity measures).
- Contribution to documentation and sharing of knowledge and learnings generated in the A6C project in specific innovative (tbd) approaches of Article 6 cooperative mechanisms under the Paris Agreement (e.g. contribution to the knowledge products and flagship reports).

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): University qualification (German 'Diplom'/Master) in Sustainable Finance, International Finance and Economics, Climate Economics, Public

Policy and Administration, Global Governance, International Environmental Law or Environmental Economics and Policy.

- Language (2.6.2): C2-level language proficiency in English (6 points), German (2 points) and French (2 points).
- General professional experience (2.6.3): 5 years of professional experience in the Climate Finance, Economics sector, Public Policy and Administration sector
- Specific professional experience (2.6.4): 4 years of professional experience in Carbon Markets under Article 6 of the Paris Agreement.
- Regional experience (2.6.5): 3 years of experience in Africa
- Development cooperation experience (2.6.6): 3 years of experience in DC
- Other (2.6.7): 3 years of experience in social and environmental integrity and the implementation of gender concepts.

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

5. Costing requirements

Assignment of personnel and travel expenses

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

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

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

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

Sustainability aspects for travel

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	20	20	
Designation of key expert 1	1	50	50	
Designation of key expert 2	1	50	50	
Designation of expert pool	2	25	50	
Travel expenses	Quantity	Price EUR	Total EUR	Comments
CO ₂ compensation for international air travel	1	900,00	900,00	A fixed budget of EUR 900,00 is earmarked for settling carbon offsets against evidence.
Fixed travel budget (international and national)	1	22.000,00	22.000,00	A budget is earmarked for travel costs (international flights and public transport for national travel, overnight accommodation, daily allowances to Ethiopia, South Africa and other countries in Sub-Saharan Africa, as well as to Germany. A fixed budget of EUR 22.000,00 is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted. Preferred means of transport for travelling in Germany is: public transport.
Other costs	Number	Price EUR	Total EUR	Comments
Flexible remuneration	1	20.000,00	20.000,00	A budget of EUR 20.000,00 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. This may include workshop expenses.
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Workshops, events and trainings

If not agreed otherwise, all costs and logistical preparations related to organization of workshops including booking venues (including equipment), catering, logistics, travel expenses of the participants will be covered by GIZ.

If an event is held in Germany or Belgium, compliance with the following minimum standards must be ensured:

- Vegetarian/vegan catering
- Fair trade products if from overseas
- Venue is physically accessible
- Public transport to the venue is possible
- Venue uses green electricity and/or is energy-optimised

6. Inputs of GIZ or other actors

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

- GIZ covers logistics for workshops: venues, equipment, meals.
- GIZ provides contacts of key local partners.
- Government representatives provide necessary information and available documents.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The Contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and

the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.