

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

CONFIDENTIAL

Capacity Development Modules on Transitional Justice (TJ) and Comprehensive Study on Transitional Justice Mechanisms (TJM) in Ethiopia

**Project number:
G-012172-001**

**Tender number:
10022236**

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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
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit GmbH <i>German development agency</i>
KZFK	Short-term expert
ToRs	Terms of reference
CSO's	Civil Society Organisations
S2TJ	Support to Transitional Justice
TJ	Transitional Justice
TJMs	Traditional Justice Mechanisms
TPLF	Tigray People's Liberation Front

1. Context

Ethiopia's Transitional Justice (TJ) Policy, adopted on April 17, 2024, provides the policy framework for a process that encompass prosecution, reconciliation, conditional amnesty, truth-seeking, victims' reparation, and institutional reforms. Several specialized laws are being prepared for adoption as part of the TJ process in Ethiopia, which seeks to establish multiple mechanisms (truth commission, special bench, special prosecutor's office). It is expected to trigger a multi-pronged approach to achieve truth-seeking, criminal prosecutions, reparations and institutional reforms. A draft victim participation and inclusion strategy is being prepared which is expected to be applied throughout the transitional justice process. This initiative is unprecedented in the country and implies a high demand for technical expertise to ensure these mechanisms are adequately capable of fulfilling their mandates.

Ethiopia's TJ process represents a significant potential for addressing past human rights violations and ensuring justice, reconciliation, and sustainable peace. It is believed that a TJ process that is inclusive, victim-centred and human rights compliant will create an indispensable condition not only for the restoration of peace and security but also provide a solid foundation to address the complex and recurrent problems throughout the country.

The Support to Transitional Justice (S2TJ) project, implemented by Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH and funded by the German Federal Ministry for Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung, BMZ) aims to support the implementation of a gender-responsive and victim-centred TJ process. The objective of the project is to ensure that state and civil society actors are in a better position to implement the peace process in terms of shaping a victim-centred TJ process and promoting gender justice at national, regional, and local level in Ethiopia. In addition to that, the project aims to strengthen the competences of participating state actors and civil society organizations (CSOs) in the TJ process so that they contribute to increased inclusivity and gender equality. The project moreover aims to support regional (state) actors in contributing to the TJ process, which includes the careful assessment of local and regional Traditional Justice Mechanisms (TJMs) with regards to their potential to complement the formal accountability mechanisms of the TJ process.

In any TJ process, CSOs play a pivotal role by advocating for the needs and concerns of affected communities to ensure their voices are heard and the process follows victim centred and gender responsive approach. They also play a crucial role in documenting human rights abuses and violations which can serve as valuable evidence for criminal accountability, truth seeking, reconciliation and reparations. For CSOs to actively contribute to an inclusive, victim-centred and gender-responsive TJ process, they need to be equipped with knowledge and tools via targeted capacity strengthening measures. While a variety of TJ training materials already exist in Ethiopia, there is a need to compile a training manual specifically for the capacity building of CSOs on their role in the TJ process based on needs and existing materials.

At the same time TJMs play a crucial role in facilitating community reconciliation and healing, particularly in the context of transitional justice processes. In Ethiopia, TJMs will play a complementary role to the formal TJ accountability mechanisms, offering culturally grounded community-based approaches for truth-seeking, reconciliation, and reparation. However, these mechanisms vary in inclusivity, gender-responsiveness, and alignment with constitutional and international human rights standards. To understand the role, potentials, opportunities and risks of TJM for the TJ process, the existing TJM

need to be examined through a study.

In line with this objective, GIZ is seeking qualified external experts to undertake a comprehensive study of the TJM prevalent in various regions of Ethiopia and to contribute to the development of comprehensive capacity development modules focused on transitional justice and CSO engagement.

2. Tasks to be performed by the contractor

Works 1: Contribution to the finalisation of a comprehensive capacity development Module on TJ and CSO's role

Based on a comprehensive blueprint developed by an **international TJ expert (already under a separate contract)** and a needs assessment conducted by the S2TJ team via a workshop with CSOs and a qualitative questionnaire with responses from over 60 CSO representatives from across Ethiopia, the contractor shall provide a targeted contribution to the TJ-training modules.

The contractor's contribution includes the review of the blueprint and collected data, the identification of gaps and missing content, development of missing content and incorporation of additional content, and alignment to the Ethiopian context.

The final training module shall be delivered in the form of one single manual and a power point presentation, structured into minimum five main thematic sections, each addressing different dimensions of TJ through a combination of theoretical foundations, comparative international experiences, and practical guidance.

The modules will be prepared and reviewed in English. Once finalised, the modules will be translated into Amharic, Tigrinya and Afar by professional translators, and the version shall be revised by the contractor for correctness of technical terms.

Key criteria: Throughout all content of the training modules...

- ... the role of CSOs in every TJ mechanism and approach should be clearly defined and illustrated with (international) examples
- ... the role of other key stakeholders (governmental stakeholders, regional governmental stakeholders, survivors, etc.) in specific TJ mechanisms, approaches and activities should be clearly outlined, so that the modules can be used for training different target groups
- ... a gender-responsive (taking the specific needs depending on gender and age group into account and promoting gender equality) and victim-centred approach shall be applied
- ... international examples, recommendable practices, lessons learned and comparative experiences from other countries should be used to illustrate the content
- ... interactive, reflective and thought-provoking exercises should be included
- ... graphics, data and images (with appropriate copyright) should be added to make it visually interesting
- ... adequate formatting, layout and logos shall be applied, in accordance with guidelines from GIZ S2TJ.

The modules shall cover the following topics:

- Historical and recent background of what makes TJ in Ethiopia necessary
- Detailed exploration of the core pillars of TJ: truth-seeking (the right to know), criminal accountability (the right to justice), (the right to) reparations, institutional reform (the right to non-recurrence) and memorialisation
- An overview of international human rights and TJ standards (e.g. UN TJ framework)
- The African Union policy on TJ and its relevance to Ethiopia, introduction of the future TJ institutions and their mandate
- Presentation and analysis of Ethiopia's TJ Policy and the TJ roadmap
- Sequencing of the TJ process (the logical progression and phasing of TJ mechanisms in alignment with national capacity, priorities, and public expectations)
- TJ-relevant approaches and ways to apply them in Ethiopia: the transformative approach to TJ, gender-transformative to TJ, the victim/survivor-centred approach, the consultative/participatory approach to TJ
- Strategies for inclusivity, participation and representative engagement of victims, conflict-affected communities, and underrepresented groups like women and youth throughout all stages of TJ

The works shall be delivered in five consecutive milestones:

Milestone 1.1: Onboarding, Familiarization, and Gap Assessment

At the start of the assignment, the contractor shall conduct a kick-off meeting with GIZ S2TJ and the international expert who delivered the blueprint to clarify roles, responsibilities, and cooperation arrangements. The contractor will review existing blueprint, the needs assessment results, and other Transitional Justice (TJ) training materials in the Ethiopian context (e.g., EHRC Youth and TJ training) and draw from international resources (e.g., ICTJ, CSV).

As a result of milestone 1, the contractor shall deliver a commented draft of the blueprint, a list of missing topics with a specification of the methodology of how the contractor will develop the missing contents, and an updated timeline including validation and review stages.

Milestone 1.2: Reworked Training Modules

Based on the deliverables of milestone 1, the contractor will deliver the revised training module in cooperation with the international expert and under regular discussions with GIZ S2TJ and relevant stakeholders to ensure accuracy and contextual relevance.

Milestone 1.3: 2nd Version of Reworked Training Modules after feedback

The GIZ S2TJ team and relevant partner CSOs will provide feedback and technical input on reworked training modules (Milestone 2). After that, the contractor shall revise and refine the training modules by incorporating feedback and technical inputs from GIZ S2TJ and other key stakeholders. The contractor shall submit the second (pre-final) draft of the modules.

Milestone 1.4: Validation Workshop

Upon approval of the pre-final draft, the contractor shall prepare and facilitate one validation workshop in Addis Ababa. The workshops shall:

- Review the modules
- Gather final feedback from participants through discussions, breakout groups, and written input

The contractor shall deliver:

- Approved list of participants, including CSOs, victim associations, community-based organizations, and relevant government representatives
- Workshop agendas and accessible presentation materials
- Presentation of key points from the second draft
- Workshop reports summarizing outcomes, participant feedback, and recommendations

Milestone 1.5: Final Training Modules and Translation Review

The contractor shall deliver the **final version of the training modules**, including final standard presentation slides, reflecting feedback from validation workshops and GIZ S2TJ. Additionally, once a third party translates the final modules into Amharic, the contractor shall:

- Review and revise the Amharic translation for content accuracy and technical correctness
- Deliver the finalized Amharic training modules

Works 2: Comprehensive study on Transitional Justice Mechanisms (TJMs)

The contractor is responsible for undertaking a comprehensive study of the existing traditional justice mechanisms in Amhara, Afar, Tigray, Somali Region and Oromia regions structured into five parts, each addressing the traditional justice mechanism that exist in the respective region such as but not limited to geadaa in Oromia, madaa in Afar, xeer in somali, abegar in Amhara and baito in Tigray using an interdisciplinary approach and being mindful of the regional and contextual variations, ethnic plurality, federal structure, historical evolution of customary law, and the state's interaction with traditional justice mechanisms.

The study report and key documents will be compiled in English and once finalized will be translated into the language of the respective regions and Amharic by professional translators and the version shall be revised by the contractor for correctness of technical terms.

Key criteria: The study should go beyond descriptive analysis and engage in normative, legal and cultural analysis of the different traditional justice mechanisms and should;

- recognize the diverse socio-cultural and ethnic composition of the different regions;
- account for regional variation in the application and legitimacy of TJMs, especially under Ethiopia's ethnic federalism;
- incorporate insights from anthropology, law, sociology, political science, and history to comprehensively understand the mechanisms;
- engage with Ethiopia's legal pluralism: how customary law, religious law (especially Sharia), and formal state law interact, conflict, or coexist;
- critically assess the recent establishment of formal customary courts in the regions and the implications for the TJ process;
- critically assess how state law incorporates or marginalizes TJMs;
- evaluate the compatibility of TJMs with constitutional rights and international human rights standards, particularly in relation to gender equality, children's rights and minority rights
- rely on fieldwork (e.g., interviews, focus groups, case studies) to reflect lived experiences and make it more practical;

- assess their role in preventing and resolving communal and intra-communal conflicts, especially in post-conflict areas where movement and internally displaced people who are not part of the communities are common;
- assess their gender-responsiveness, e.g. the role and decision-making power of women in the TJM, opportunities for women to have a say in solutions proposed by TJM, and assess TJMs gender-transformative potential;
- Analyze how gender roles, customary norms, and socio-cultural practices shape access to justice, decision-making authority, dispute resolution outcomes, and the protection of rights within traditional justice mechanisms.
- Assess their role in preventing and resolving crimes related to sexual and gender-based violence (SGBV) and assess the risks they bear when addressing SGBV.
- Provide a clear framework on how the integration of TJM/customary courts into the TJ process shall be implemented in theory and practice.

The study should include the following non-exhaustive contents, and the contractor can complement the listed contents according to their expertise:

- A historical overview of TJMS in Ethiopia;
- A comprehensive and exhaustive map illustrating the various TJMs that exist across the five regional states;
- An analysis of their legitimacy, authority, and community perceptions, particularly regarding community recognition and trust.
- An analysis of how gender roles, customary norms, and socio-cultural practices shape dispute resolution outcomes, and the protection of rights within traditional justice mechanisms.
- An analysis of the gender-responsiveness of each TJM, including an analysis of their gender-transformative potential.
- A detailed examination of how the TJM ensure transparency, inclusivity and participation of vulnerable groups (youth, people with disabilities, minorities)
- Comparison of TJMs with national legal frameworks and international human rights standards and identify their contradiction and compatibility.
- An assessment of the roles that different TJMs currently play and their potential in post-conflict reconciliation and restorative justice.
- An identification of the challenges in scaling these mechanisms to support the national transitional justice process.
- An exploration of opportunities, gaps, and limitations within the existing TJMs.
- An analysis of how TJMs adapt to changes and have adapted over time. Strategic recommendations for ensuring inclusivity, participation, and engagement of victims and underrepresented groups, including women and youth, throughout the national TJ process.
- Provide a clear framework on how the integration of TJM/customary courts into the TJ process shall be implemented in theory and practice, while ensuring inclusivity and gender-responsiveness.

Key sources and sample:

The contractor is expected to use the following, but not limited to, sources to gather data and information (per region and selected zones in region):

- Documents: Core International human rights instruments, the FDRE and regional constitution, customary laws, national policies such as Transitional Justice policy, strategies, SOPs and guidelines etc

- Governmental stakeholders at federal level from institutions with mandates in the TJ process (Ministry of Justice, Federal Supreme Court, Ethiopian Human Rights Commission, Ministry of Women and Social affairs, and others)
- Regional and local governmental stakeholders from relevant regional bureaus (Bureau of Justice, Bureau of Women and Social Affairs, etc.)
- Traditional, religious and community leaders who are decision-makers in local TJMs
- Community members who have directly participated in or witnessed local TJMs, of which half should be female, and youth, women.

Ethical Considerations

A strict adherence to the following ethical considerations is required throughout the implementation of the assessment:

Anonymity and Confidentiality:

- Data will be anonymized in reporting using unique codes or pseudonyms instead of names or identifiable details.
- No personal data shall be gathered or stored.
- Contractors are to strictly avoid publishing or sharing any information that could indirectly identify individuals or communities.
- Information gathering and documentation must be done in a manner that presents the least risk to respondents, is methodologically sound, and builds on current experience and good practice.
- All shared data shall be fully anonymized data, meaning that no personally identifiable information shall be included.
- Data will be stored securely using encrypted digital system or locked physical storage, limit access to the data strictly to authorized team members.

Informed consent:

- All participants must be fully informed about the purpose, scope and use of interview data and must voluntarily agree to participate.
- Participants are fully informed that they can withdraw their participation in the study at any time.
- Interview process must be designed to avoid re-traumatization, especially when discussing with conflict survivors and survivors of atrocities (e.g. conflict-related sexual violence)
- The review process must avoid any action that could lead to harm, stigma, re-traumatization or re-victimization of survivors.

The works shall be delivered in five consecutive milestones:

Milestone 2.1: Inception, Initial Assessment, and Study Design

At the commencement of the assignment, the contractor shall convene an official introductory meeting with the GIZ S2TJ Advisors to clarify the scope of work, define roles and responsibilities, address outstanding questions, and agree on joint objectives.

The contractor shall conduct a comprehensive initial assessment, including a review of existing Transitional Justice Mechanisms (TJMs) across the Amhara, Afar, Tigray, Somali, and Oromia regions, as well as relevant legal frameworks, academic literature, prior studies, and previous TJM interventions.

Based on this assessment, the contractor shall submit a study concept report for approval, which shall include:

- A synthesis of existing TJMs, legal frameworks, and relevant studies
- A set of proposed research questions (maximum of five)
- A detailed methodology outlining research approaches, tools, and methods
- An ethics framework, including procedures for informed consent and localized consent forms
- A proposed sampling strategy, including stakeholder groups, geographic coverage, and demographic considerations (gender and age)
- A detailed implementation plan, including timelines for data collection, analysis, and reporting
- Draft data collection instruments (e.g., questionnaires, focus group discussion guides, observation tools, desk review framework)
- Proposed data analysis tools and techniques
- A draft structure and outline of the final study report

Milestone 2.2: Finalization of Study Tools, Piloting, and Data Collection

Following approval of the study concept report, the contractor shall finalize and operationalize all study tools and methodologies.

This shall include:

- Translation of data collection tools into relevant local languages, as required
- Piloting of the study tools and methods in a selected region, followed by a review of pilot results with the GIZ S2TJ team
- Refinement and submission of adapted tools based on pilot findings

The contractor shall then implement full-scale data collection across all target regions and Addis Ababa. Upon completion, the contractor shall:

- Submit all raw, anonymized data disaggregated by region
- Present preliminary findings to the GIZ S2TJ team

Milestone 2.3: Data Analysis and Preparation of the First Draft Report

Building on the initial assessment and collected data, the contractor shall conduct comprehensive data analysis using the agreed analytical tools and methods.

The contractor shall prepare and submit the first draft of the study report, structured according to the approved outline. The draft shall include:

- An executive summary highlighting key findings
- A geographic mapping of TJMs across the five regions
- An introduction, including research questions
- A detailed methodology section (sampling, data collection, and analysis methods)
- A comprehensive findings section, supported by tables, graphs, and qualitative evidence (including participant quotes)
- An analytical section interpreting findings, identifying patterns, and highlighting notable or unexpected results
- A detailed recommendations section

Throughout this phase, the contractor shall maintain regular consultation meetings with GIZ S2TJ and relevant stakeholders to ensure accuracy, contextual relevance, and alignment with expectations.

Milestone 2.4: Revision of Draft Report and Validation Workshops

Upon submission of the first draft, the contractor shall revise and refine the report based on feedback from GIZ S2TJ and selected stakeholders, resulting in a second (pre-final) draft.

Following approval of the pre-final draft, the contractor shall organize and facilitate validation workshops (one-day duration) across the target regions and Addis Ababa.

The contractor shall deliver:

- A stakeholder participation list for each workshop (subject to GIZ S2TJ approval), including representatives from civil society organizations, victim associations, community-based organizations, legal practitioners, historians, community elders, religious leaders, and relevant government bodies
- A participatory workshop agenda and accessible presentation materials, translated into local languages where necessary
- Clear presentation of key findings from the study
- Facilitation of interactive sessions (e.g., discussions, breakout groups, written feedback) to gather stakeholder input
- A concise report for each workshop summarizing key discussions, feedback, and recommendations

Milestone 2.5: Finalization, Dissemination, and Translation Review

The contractor shall finalize the study report by incorporating all relevant feedback from the validation workshops and GIZ S2TJ. The final report shall fully reflect the requirements outlined in the Terms of Reference.

Following approval of the final report, the contractor shall:

- Organize and facilitate a final dissemination workshop in Addis Ababa for key stakeholders, including donors, civil society organizations, government representatives, and transitional justice experts
- Present the final study findings and oversee the distribution of printed reports

In addition, once the final English version of the report has been translated into Amharic, Tigrinya and Afar by a third party, the contractor shall:

- Review and revise all translated versions to ensure accuracy, consistency of technical terminology, and fidelity to the original content
- Submit the finalized translated reports in all required languages

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Works 1: Contribution to the finalisation of a comprehensive capacity development module on TJ and CSO's role		
1.1 Onboarding, Familiarization, and Gap Assessment	2 weeks after the beginning of the assignment/ Ethiopia/ contractor	- Commented draft of the blueprint -List of missing topics with a specification of the methodology of how the contractor will develop the missing contents. - Proposed timeline including validation and review stages.
1.2 Reworked Training Modules	5 weeks after the beginning of the assignment/ Ethiopia/ contractor	– Reworked training modules delivered

		– List of stakeholders that were consulted
1.3 2nd Version of Reworked Training Modules after feedback	8 weeks after the beginning of the assignment/ Ethiopia/ contractor	Second reworked version of the modules with all GIZ S2TJ and selected stakeholder feedback included
1.4 Validation Workshop	9 weeks after the beginning of the assignment/ Ethiopia/ contractor	– List of workshop participants – Participatory workshop agenda – Presentation slides on draft modules – Interactive workshop delivered, including presentation of initial assessment – Max 3-page workshop report summarising findings
1.5 Final Training Modules and Translation Review	13 weeks after the beginning of the assignment/ Ethiopia/ contractor	– Final training modules, including all feedback – Final standard presentation – Revised Amharic, Afar and Tigrinya training modules

Works 2: Comprehensive study on Transitional Justice Mechanisms (TJMs)

2.1 Inception, initial assessment and study design	4 weeks after the beginning of the assignment/ Ethiopia/ contractor	Inception/Study Concept Report including: -literature review, research questions, methodology, ethical framework, sampling plan, implementation timeline, draft data collection tools, data analysis approach, and report outline
2.2 Finalization of study tools, piloting and Data Collection	10 weeks after the beginning of the assignment/ Ethiopia/ contractor	Finalized data collection tools; pilot report (summary of findings and adjustments); complete anonymized raw dataset (disaggregated by region); presentation of preliminary findings
2.3 Data Analysis and First Draft Report	14 weeks after the beginning of the assignment/ Ethiopia/ contractor	First Draft Study Report including: executive summary, methodology, mapped TJMs, analysis, findings and recommendations
2.4 Report Revision and Validation Workshops	18 weeks after the beginning of the assignment/ Ethiopia/ contractor	Second (Pre-final) Draft Report; workshop materials (agenda, presentations); Approved participant lists; validation workshop reports

		summarizing feedback and recommendations
2.5 Finalization, Dissemination and Translation Review	20 weeks after the beginning of the assignment/ Ethiopia/ contractor	Final Study Report (English); dissemination workshop report; Revised translated reports (Amharic, Somali, Oromifa, Afar, Tigrinya)

Period of assignment: from **01 September 2026**, until **June 30, 2027**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to 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).

Project management of the contractor (1.6)

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.

4. Personnel concept

The bidder is required to provide a thorough Concept/proposal for the assignment as well as personnel who are suited to filling the positions described, on the basis of their CVs (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.

Key Expert 1

Tasks of key expert 1

- Overall responsibility for the advisory packages of the contractor in cooperation (quality and deadlines), especially of works 1
- Ensuring the delivery of all tasks and deliverables as described in chapter 2 of the ToR
- Ensuring deadlines are met in a timely manner
- Maintain regular communication and cooperation with the GIZ S2TJ team

Qualifications of the key expert 1

- Education/training (2.2.1): University degree (Master level or higher) in human rights, International criminal law, transitional justice, conflict studies, peace and security or international humanitarian law
- Language (2.2.2): C2 -level language proficiency in English and Amharic.
- General professional experience (2.2.3): 11 years of experience in working and researching on Transitional Justice, human rights, or women, peace and security
- Specific professional experience (2.2.4): Experience in developing manuals, guidelines and toolkits in the context of Transitional justice and gender inclusion in peace and security, proven through 3 reference projects
- Regional experience (2.2.6): 6 years of experience in Ethiopia
- Other (2.2.8):
 - Proven experience in producing a practical module manual, guidelines and toolkits on transitional justice, demonstrated via 5 reference projects (5 out of 10 points)
 - Proven experience on the practical application of gender-responsive and gender-transformative approaches into TJ measures, demonstrated via 1 reference project (5 out of 10 points)

Key expert 2

Tasks of the key expert 2

- Overall responsibility for the advisory packages of the contractor (quality and deadlines), especially of works 2
- 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
- Regular reporting in accordance with deadlines

Qualifications of the key expert 2

- Education/training (2.2.1): university degree (Master's degree or equivalent) in international Human rights law, alternative dispute resolution mechanism (ADR), transitional Justice, conflict studies or international criminal law
- Language (2.2.2): C2-level language proficiency in Amharic and English
- General professional experience (2.2.3): 11 years of experience in working and research in customary law, law, transitional justice or human rights.

- Specific professional experience (2.2.4): Experience with projects in the area of customary courts, dispute mechanisms and/or TJMs, proven through 3 reference projects
- Regional experience (2.2.6): 10 years of experience in projects in Ethiopia
- Other (2.2.8): Proven in-depth knowledge of the TJMs in the context of transitional justice process in Ethiopia, proven via 2 reference projects

Key expert 3

Tasks of the key expert 3

- Full responsibility of incorporation of gender lens into assignment, application of gender-responsive and gender-transformative approach into the works
- Ensure the research methodology incorporates gender-responsive approaches, including gender-sensitive research questions and data-collection tools.
- Coordinate with other key experts and consultants during data collection and ensure gender responsive principles and perspectives are being followed.
- Align analysis and recommendations with international human rights standards and national gender policies, ensuring that the study supports broader justice and gender-equality objectives
- Overseeing the delivery of all tasks and deliverables as described in chapter 2 of the ToR from a gender perspective
- Ensuring deadlines are met in a timely manner
- Maintain regular communication and cooperation with the GIZ S2TJ team

Qualifications of the key expert 3

- Education/training (2.2.1): University degree (Master's degree or equivalent) in gender studies, law, human rights law, or related field
- Language (2.2.2): C2-level language proficiency in Amharic and English
- General professional experience (2.2.3): 10 years of work experience in the area of women's political participation, decision making, gender equality and conflict
- Specific professional experience (2.2.4):
Experience with assessing the gender-responsiveness of peace and reconciliation processes, proven through 2 reference projects
Work or research experience with the SGBV or CRSV cases, proven through 3 reference projects
- Regional experience (2.2.6): 3 years of research experience in Ethiopia
- Other (2.2.8): Proven in-depth knowledge of the TJMs in the context of transitional justice process in Ethiopia, proven via 2 reference projects.

Short-term expert pool 1 with a minimum of 4, maximum 9 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 pool experts

- Enumeration: **Conducting the data collection** in the regions (Full delivery of Milestone 2.2 and 2.3)
- Reviewing of translations of works 1 and 2 into respective languages (Milestone 1.5 and 2.5)

- Contribution to all milestones under works 2
- Ensuring deadlines are met in a timely manner
- Maintain regular communication and cooperation with the GIZ S2TJ team

Qualifications of the pool of experts

- Education/training (2.6.1): All experts with university degree (bachelor's degree or higher) in Anthropology, gender studies, peace and conflict studies, history, law, folklore, political science, sociology, human rights, International criminal law, or transitional justice
- Language (2.6.2):
All experts with C2 -level language proficiency in Amharic
All experts with C2-level language proficiency in English
1 expert with C2-level language proficiency in Somali
1 expert with C2-level language proficiency in Afar
1 expert with C2-level language proficiency in Tigrinya
1 expert with C2-level language proficiency in Afaan Oromo.
- General professional experience (2.6.3): All experts with 3 years of experience in working on customary law, local reconciliation and dispute resolution mechanisms
- Specific professional experience (2.6.4): All experts with experience in field data collection in (post-)conflict areas on sensitive topics, proven via 3 reference projects
- Regional experience (2.6.5): All experts with 2 years of research experience in Ethiopia
- Other (2.6.7): Four (4) experts with experience in applying the trauma-informed approach during research, proven via 2 reference projects

Soft skills of team members

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

- Gender competency
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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	Deadline/place/person responsible
1 Development of a comprehensive capacity development Module on TJ and CSO's role		
1.1 Onboarding, Familiarisation, and Inception Report	3 (Key expert 1 and 3)	2 weeks after the beginning of the assignment/ Ethiopia/ contractor
1.2 First Draft of Training Modules	7 (Key expert 1 and 3)	5 weeks after the beginning of the assignment/ Ethiopia/ contractor
1.3 Second Draft of Training Modules	3 (Key expert 1 and 3)	8 weeks after the beginning of the assignment/ Ethiopia/ contractor
1.4 Validation Workshops	3 (Key expert 1 and 3)	9 weeks after the beginning of the assignment/ Ethiopia/ contractor
1.5 Final Training Modules and Translation Review	6 (Short term expert pool)	13 weeks after the beginning of the assignment/ Ethiopia/ contractor First interim payment upon

		completion: 7 December 2026
2 Comprehensive study on Transitional Justice Mechanisms (TJMs)		
2.1 Inception, initial assessment and study design	12 (Key experts 1,2 and 3)	4 weeks after the beginning of the assignment/ Ethiopia/ contractor
2.2 Finalization of study tools, piloting and Data Collection	37 (30 days short-term expert pool and 7 days Key experts 1,2,3)	10 weeks after the beginning of the assignment/ Ethiopia/ contractor
2.3 Data Analysis and First Draft Report (Partial works 2)	15 (5 days short-term expert pool, 10 days Key experts 1,2,3)	14 weeks after the beginning of the assignment/ Ethiopia/ contractor Second interim payment upon completion: 15 February 2026
2.4 Report Revision and Validation Workshops	25 (15 days short-term expert pool, 10 days Key experts 1,2,3)	18 weeks after the beginning of the assignment/ Ethiopia/ contractor
2.5 Finalization, Dissemination and Translation Review	15 (Short-term expert pool)	20 weeks after the beginning of the assignment/ Ethiopia/ contractor Final payment: 30 June 2027

Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	1		20 000 EUR	A budget is earmarked for travel to the following countries: Ethiopia and its following regions: Amhara, Afar, Tigray, Somali, Oromia. A fixed budget of EUR 20 000 is earmarked for settling travel expenses against evidence. It contains approx. 16 national flights, approx. 80 per-diem allowances, approx. 80 overnight accommodation allowances, transportation costs (bus, taxi, bajaj), other expenses such as visa costs. The costs are reimbursed in accordance with the country table in the GIZ travel expense guidelines - per diem allowances as a lump sum and accommodation as

				a lump sum or against proof (max. EUR 44,00 per diem allowance, max. lump sum accommodation allowance of EUR 159,00), all other travel and travel-related costs against proof. All trips must be agreed in advance with the GIZ project manager. Travel costs must be kept as low as possible. Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or 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.
Carbon offsets for flights	1		2000 EUR	A fixed budget of EUR 2000 is earmarked for settling carbon offsets against evidence.

6. Inputs of GIZ or other actors

GIZ will make the following available:

- GIZ will be responsible for the printing, layout, and design of publications directly related to contractor's assignment, e.g., the printing of the study. All decisions regarding the format, design, and final production of such materials will be made jointly between GIZ and the contractor and are subject to GIZ's final approval.
- **Translations:** GIZ will hire the translators who will translate the English CD modules (works 1) and study report (works 2) into the respective regional languages.
- **Logistics for workshops:** GIZ will cover the costs of workshops that are directly required for the contractor's assignment. GIZ will also facilitate logistical arrangements for these workshops, provide moderation materials, and, where possible, offer space at GIZ premises. All workshops involving cost implications for GIZ such as venue rental, catering, or other logistics must be planned collaboratively and require prior approval from GIZ regarding both scope and budget.

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.

As the contract to be concluded is a contract for works with milestone-based lump sums for the deliverables, please offer fixed lump sum prices per milestone that cover all relevant costs related to the deliverables (fees, incidental expenses etc.), excluding travel expenses. The price bid will be evaluated on the basis of the total of all milestones' lump sums. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

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 work for **Works 1**:

Milestone 1: Review and Integration of TJ Laws into the capacity development module under Works 1.

Once the TJ laws which serve as a legal foundation of the TJ process are formally promulgated, approved and adopted, the contractor will be required to conduct a thorough review of the existing TJ Modules, adapt the existing content and provide new content as per the three TJ laws. This may also apply if the development of Ethiopia's TJ process requires another adaptation of the TJ modules.

The contractor will deliver the following:

- Reviewing the promulgated TJ laws to identify all relevant provisions applicable to the modules and/or amend the TJ modules based on new needs as per the TJ processes' development
- Assessing the current modules to determine gaps, inconsistencies, or areas requiring updates considering the new legal framework and/or other development in the TJ process
- Updating and integrating the relevant provisions of the TJ laws into the modules
- Ensuring that the revised modules reflect international and national legal standards, best international practices, and support practical implementation by stakeholders
- Preparing a brief report summarizing the updates made, the rationale for each change, and any implications for the use or dissemination of the modules
- Submit the final training modules, including presentation slides, in the agreed formats

Milestone 2: Conduct a launching event for works 1 in Addis Ababa, Ethiopia

To promote awareness, ensure stakeholders engagement, and officially present the modules the contractor will organize and facilitate launching events in Addis Ababa. Costs of launching events will be covered by GIZ S2TJ.

Key responsibilities under this milestone include:

- Co-planning and organizing launching events to introduce the TJ modules to key stakeholders, including government officials, civil society representatives, international development partners, and media.
- Presenting the revised modules, with a focus on the integration of newly promulgated TJ laws and their implications for implementation.
- Facilitating brief interactive sessions or panel discussions to highlight the modules' importance, intended use, and practical relevance.
- Documenting all comments, feedback, and recommendations raised during the workshop.
- Preparing a final event report summarizing the proceedings and any follow-up actions or recommendations.

Milestone 3: Revision of Amharic Translation of the capacity development module under works 1

Once the finalised training modules are translated into Amharic by a third party, the contractor shall revise the Amharic translation for correctness of content and technical terms. The contractor shall deliver the revised Amharic training modules.

Requirements

Exercising the option will depend on the promulgation of the laws on TJ or other drastic developments in Ethiopia's TJ process. Once these laws are officially enacted or once a development in the TJ process makes an amendment of the tools necessary, the option may be exercised. The decision on continuation is expected to be made by the GIZ S2TJ team in close consultation with the contractor during the final three months of the current assignment. If the option is exercised, it is anticipated that the contract term will be extended to 30 September 2027.

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

Quantitative requirements for the optional services

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
1 Review and Integration of TJ Laws/requested	6	2 weeks after the decision of exercising the option/Addis Ababa/contractor

amendments into the Modules		
2 Revision of Translation	6	5 weeks after the decision of exercising the option/ Addis Ababa/ contractor
3 Conduct a launching event	2	6 weeks after the decision of exercising the option/ Addis Ababa/ contractor

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.