

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

CONFIDENTIAL

Third Party Monitoring for SIRAH in Baidoa and Mogadishu, Somalia	Project number/ cost centre: G-011964-001 Tender number 10032232
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0. List of abbreviations

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

1. Context

Somalia remains one of the world's most complex migration environments, shaped by protracted conflict, recurrent climate shocks, weak governance, and economic fragility. With approximately 3.86 million internally displaced persons (IDPs) and large-scale mobility, Somalia is simultaneously a country of origin, transit, and return. Returnees, who predominantly settle in urban centers like Mogadishu and Baidoa, face acute reintegration challenges, including limited access to services, housing, and livelihoods.

The project „Support of IDPs, Host Communities and Reintegration of Returnees in Somalia“ (SIRAH) (July 2026 - September 2030) improves the enabling conditions for strengthening the socio-economic and psychosocial resilience of IDPs, returnees and host community members in Somalia.

Output 1 builds the socio-economic inclusion of IDPs, returnees and host community members in Baidoa (and Garowe at a later stage) through skills training, literacy, micro-enterprise support and savings groups for beneficiaries, alongside capacity building for government, civil society and private sector actors.

Output 2 strengthens gender-responsive psychosocial support in Baidoa (and Garowe at a later stage) by training community multipliers in trauma-sensitive MHPSS approaches and running community-based activities that build self-help capacities and reduce stigma.

Output 3 establishes multi-stakeholder policy dialogues in Baidoa, Garowe, Kismayo and Mogadishu to surface the needs of IDPs and returnees, translate community-level experience into evidence-based policy recommendations, and improve vertical coherence across local, state and federal governance levels.

Output 4 operationalises a structured, institutionally anchored referral mechanism across Southwest State, Jubaland, Puntland and Benadir, mapping available services in a digital directory and training frontline officials and community coordinators.

Output 5 strengthens community-based service delivery through participatory small-scale infrastructure projects (productive, market-related or social cohesion facilities) in Baidoa, Garowe and Mogadishu that equally benefit returnees and host community members and reinforce the gains of Outputs 1 and 2.

To ensure a results-based, evidence-driven approach, the project requires a Third-Party Monitoring (TPM) consulting firm to provide independent verification and analysis of GIZ's implementation activities in Baidoa and Mogadishu.

2. Tasks to be performed by the contractor

The main objective of this assignment is to provide primary data by conducting independent monitoring and evaluation of activities implemented by GIZ and its partners (e.g., MoPIED, NCRI) in Mogadishu and Baidoa. The consultant will collect data through observations, key informant interviews, focus group discussions, and verification of digital/physical systems (like the referral directory) to ensure compliance and track progress against the 51-month timeline.

The contractor is responsible for providing the following services:

- **Develop a Comprehensive Monitoring Plan:** Outline intervals for data collection, the schedule for partner visits, and the specific tools tailored to measure institutional capacity building, policy dialogue progression, and community reintegration.
- **Quarterly Data Collection & Progress Tracking:** Conduct data collection every quarter in Baidoa and Mogadishu to assess the rollout of referral systems (Output 2.2), community-based socio-economic measures (Output 2.3), and multi-stakeholder policy dialogues (Output 2.1).
- **Annual Outcome Indicator Assessment:** Gather and analyze data on outcome indicators yearly to track institutional capacity improvements and the functional status of referral mechanisms.
- **Baseline and Endline Surveys:** Conduct a targeted baseline assessment at the project's onset (late 2026) and an endline survey (mid-2030) to evaluate the long-term impact on duty-bearer capacities and socio-economic integration in the target locations.
- **Midline Evaluation:** conduct an independent mid-term assessment of progress and outcomes, submitted by 30.09.2028, with course-correction recommendations
- **System Verification:** Independently verify the usage and functionality of the digital directory of reintegration service providers developed under the project.
- **Independent Satisfaction & Feedback Surveys:** Carry out assessments among target populations (returnees, IDPs, and host communities) to measure the effectiveness and accessibility of the established community-based services and psychosocial support.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off Workshop	Within 4 weeks of contract award. (Virtual/Nairobi/Mogadishu).
Inception & Baseline Report	Submitted within 8 weeks from contract award. Must include finalized methodology, digital data collection tools, and baseline data analysis for Baidoa and Mogadishu.
Quarterly Monitoring Reports	Concise reports (max. 15-20 pages) submitted every 3 months. Must include geo-tagged evidence, stakeholder interview summaries, and strategic recommendations for GIZ.
Annual Outcome Assessments	Comprehensive analytical reports submitted at the end of Project Years 1, 2, and 3.
Midline evaluation	Submitted by 30.09.2028.
Endline Survey	Submitted two months before the contract ends (July 2030).
Final Project Report	Submitted one month before contract ends, capturing a synthesis of 48 months of implementation.

Period of assignment: from 01.10.2026 until 30.09.2030.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further

method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

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

Technical-methodological concept

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

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

The tenderer is required to present and explain its approach to **steering** 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.

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.

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
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master) in social sciences, public policy, or project management.
- Language (2.1.2): C2-level language in English
- General professional experience (2.1.3): 10 years of professional experience in the M&E sector
- Specific professional experience (2.1.4): 5 years in Third-Party Monitoring in fragile contexts.
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in East Africa (50%), of which 2 years in projects in Somalia (50%)
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC projects

Key expert 1

Tasks of key expert 1

- Design the Baseline and Endline studies
- Develop mobile data collection tools
- Conduct the one-off enumerator training
- Analyze collected data and contrast it with indicator achievement; provide recommendations to the project based on the findings
- Compile quarterly reports

Qualifications of key expert 1

- Education/training (2.2.1): University degree (German “Diplom”/ Bachelor of Arts) in socioeconomics, development, or related fields.
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 7 years of experience in the M&E sector
- Specific professional experience (2.2.4): 7 years of experience in data collection, survey design, and analytics.
- Regional experience (2.2.6): 7 years of experience in projects in East Africa (25%), of which 5 years in projects in Somalia (50%), concretely in Mogadishu or SWS (25%)

Soft skills of team members

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

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

Short-term expert pool 1 (Mogadishu) with minimum 3, maximum 10 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. 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

- Field data collection
- Conducting KIIs with local authorities
- Community focus group discussions
- Independent verification of service delivery

Qualifications of the short-term expert pool

- Language (2.6.2): 3 experts with C2-level language proficiency in Somali
- General professional experience (2.6.3): 3 experts with 5 years of professional experience in the M&E sector
- Specific professional experience (2.6.4): 3 experts with 5 years of professional experience in in data collection (50%), conflict-sensitive interviewing (25%), and community engagement in Somalia (25%).
- Regional experience (2.6.5): 3 experts with 5 years of experience in Mogadishu

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

Short-term expert pool 2 (Baidoa) with minimum 3, maximum 10 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. 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

- Field data collection
- Conducting KIIs with local authorities
- Community focus group discussions
- Independent verification of service delivery

Qualifications of the short-term expert pool

- Language (2.7.2): 3 experts with C2-level language proficiency in Maay dialect
- General professional experience (2.7.3): 3 experts with 5 years of professional experience in the M&E sector
- Specific professional experience (2.7.4): 3 experts with 5 years of professional experience in data collection (50%), conflict-sensitive interviewing (25%), and community engagement (25%) in Baidoa.
- Regional experience (2.7.5): 3 experts with 5 years of experience in Baidoa

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

Team Leader	1	30	30	
Key expert 1	1	80	80	
Short-Term Expert Pool (Mogadishu)	3-10		310	
Short-Term Expert Pool (Baidoa)	3-10		310	
Travel expenses	Quantity	Price EUR	Total EUR	Comments
Fixed travel budget	1	15.862,00	15.862,00	A budget is earmarked for travel to the following countries: Somalia. A fixed budget of EUR 15.862,00 is earmarked for settling travel expenses against evidence. The specified sum includes the following travel and logistical costs: • International Travel: One round-trip flight to Somalia for the international expert. • Domestic Travel: One domestic round-trip flight within Somalia. • Accommodation & Subsistence: 10 nights of overnight accommodation and per diem for the expert. • Visas: One Somali entry visa. • Local Logistics: Vehicle rentals for the pool of local enumerators covering all 17 quarters during both the baseline and endline evaluation periods. 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.
Transport	Quantity	Price EUR	Total EUR	Comments
CO ₂ compensation for air travel	1	138,00	138,00	A fixed budget of EUR 138,00 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price EUR	Total EUR	Comments
Flexible remuneration	1	8.000,00	8.000,00	A budget of EUR 8.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Procurement of materials and equipment	1	3.000,00	3.000,00	The budget contains the following costs 3.000,00 EUR. Procurement of secure tablets/phones and power banks required for mobile data collection by the local team. All equipment procured under this item remains the property of the GIZ SIRAH programme. The contractor shall keep an inventory, use it only for this assignment, and hand it over to GIZ in working order at contract end against a signed handover protocol, including accessories and access credentials.
Security costs	1	5.000,00	5.000,00	The budget contains the following costs 5.000,00 for security costs. This budget covers the contractor's own duty-of-care/security measures for missions to Mogadishu and Baidoa — e.g. secure local transport, security briefings/advisories, protective communications — reimbursed against evidence and subject to prior GIZ agreement.

6. Requirements on the format of the tender

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

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

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

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.

7. Outsourced processing of personal data

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

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

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

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

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

8. Requirement for Security Concept.

Short trips and longer assignments to Somalia entail risks that the contractor must recognise and prepare for. The contractor and their employees are and remain obliged to ensure their own safety in Somalia. The contractor shall assign only such experts who have the necessary professional and local knowledge and are adequately informed of and prepared for the security situation in Mogadishu and or Baidoa. The contractor shall integrate a security concept into the proposal for Somalia and the named duty stations.