

Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

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Table of Contents

0. List of abbreviations	3
1. Context.....	4
2. Tasks to be performed by the contractor	5
2.1 Term	5
2.2 Objectives, indicators, work packages, milestones	6
2.3 Project and knowledge management requirements	19
2.4 Data protection and information security	20
2.5 Other requirements	21
3. Technical-methodological concept.....	22
3.1 Interpretation of objectives (section 1.1 of the assessment grid).....	22
3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)	23
3.3 Strategy (section 1.3 of the assessment grid).....	23
3.4 Project management (section 1.4 of the assessment grid)	24
3.5 Further requirements (section 1.5 of the assessment grid).....	25
4. Personnel.....	26
4.1 Expert 1: Team leader with international experience	26
4.2 Expert 2: Senior Technical Expert on e-mobility with national experience	27
4.3 Expert 3: Pool 1 Senior Short-term expert pool in Electromobility Regulation and Infrastructure Planning, with international experience, with minimum 5, maximum 10 members	29
4.4 Expert 4: Pool 2 Senior Short-term expert pool in Governance and Implementation, with national experience, with minimum 5, maximum 10 members.....	31
4.5 Expert 5: Pool 3 Junior Short-term expert pool in capacity-building and communication, with national experience, with minimum 5, maximum 10 members.....	33
4.6 Expert 6: Pool 4 Junior Short-term expert pool in Technical, Operational and Regulatory Support for Electromobility, with national experience, with minimum 5, maximum 10 members	34
5. Costing requirements	37

5.1	Assignment of experts	37
	Senior Technical Expert on e-mobility	37
5.2	National administrative staff	37
5.3	Travel expenses	38
5.4	Materials and equipment	39
5.5	Operating costs in the country of assignment	39
5.6	Workshops, education and training	39
5.7	Local contributions	40
5.8	Other costs	40
5.9	Flexible remuneration item	40
6.	Requirements on the format of the tender	40
7.	Options or follow-on contract	41
7.1	Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)	41
7.2	Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)	41
7.3	Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)	41
8.	Annexes	42

0. List of abbreviations

CEFR	Common European Framework of Reference for Languages ¹
ENME	Estrategia Nacional de Movilidad Eléctrica
GHG	Greenhouse gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
NDC 3.0	Third update of the Nationally Determined Contribution (NDC)
RMO	Risk Management Office
STE	Short-term expert
SEDATU	Secretaría de Desarrollo Agrario, Territorial y Urbano (Ministry of Agrarian, Land and Urban Development)
SEMARNAT	Secretaría de Medio Ambiente y Recursos Naturales (Ministry of Environment and Natural Resources)
SENER	Secretaria de Energía
SICT	Secretaría de Infraestructura, Comunicaciones y Transportes (Ministry of Infrastructure, Communications and Transportation)
SE	Secretaría de Economía (Ministry of Economy)
STC	Special terms and Conditions of Contract
ToRs	Terms of reference

¹ Information on languages levels according to the Council of Europe available at <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

1. Context

Mexico has pledged to reduce non-conditional greenhouse gas (GHG) emissions by 35% compared to the business-as-usual scenario by 2030. The transportation sector is the largest emitter of carbon dioxide emissions in Mexico, accounting for 23% of total emissions. Therefore, the reduction of GHG emissions in the transport sector in the medium and long term is essential to achieve the Nationally Determined Contributions (NDCs). Projects that promote sustainable and inclusive mobility options for the transportation of persons and goods in Mexican cities are fundamental to reduce GHG emissions and improve at the same time the quality of life of its citizens.

Mexico's national political agenda on electromobility is centred on advancing the National Electric Mobility Strategy (ENME), which serves as the main policy framework for reducing emissions and modernizing public transport systems. The strategy emphasizes the deployment of charging infrastructure, the creation of a national digital platform for electromobility, and the development of technical standards for vehicles, batteries, and charging systems. Coordinated by SEMARNAT, and supported by other federal and state actors, the agenda seeks to align urban planning, industrial policy, and energy regulation toward the large-scale adoption of electric mobility. Despite progress, challenges remain in interinstitutional coordination, financing mechanisms, and establishing binding national targets for fleet electrification.

Also, Mexico's national political agenda on electromobility is closely aligned with its Nationally Determined Contribution (NDC) under the Paris Agreement, which commits the country to reducing greenhouse gas emissions by 35% by 2030 (unconditional) and up to 40% with international support. The National Electric Mobility Strategy (ENME) plays a central role in achieving these targets by promoting the decarbonization of the transport sector — one of the country's largest sources of emissions. Through coordinated actions led by SEMARNAT, SEDATU, SENER, and SICT, the government aims to accelerate the deployment of charging infrastructure, promote zero-emission public transport systems, and establish technical and regulatory frameworks to support a just and inclusive transition. This integration of electromobility within Mexico's NDC represents a key pathway toward achieving national and international climate goals.

The Mexican and the German Government, through the Ministry of Agrarian, Land and Urban Development (SEDATU) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), respectively, jointly implement the project "MOVESE - Infraestructura Urbana para una Movilidad Verde y Segura". At the subnational level, the project works with the states of Mexico, Quintana Roo and Puebla. The transport systems of these four states present different levels of development in terms of integration and technological innovation. In particular, the State of Mexico maintains a close interconnection with Mexico City, forming one of the largest and most complex metropolitan areas in the world. This relationship is reflected in the joint operation of various transport systems, which poses significant challenges in terms of institutional coordination and planning. The project is financed by the Federal Ministry for Economic Cooperation and Development (BMZ) of Germany and has a duration of three and half years (10/2024 – 12/2027).

The project's objective is to support Mexico in achieving its climate protection goals through the implementation of model projects for sustainable and inclusive mobility infrastructure as well as through improved conditions for the use of electromobility.

The project is structured in 3 Outputs with the following main activities:

Output 1: Strengthening the skills of local actors for the implementation of model projects

- Strengthening of sustainable mobility aspects into existing urban mobility plans and municipal development plans.
- Development of guidelines for integrating mobility into urban development plans.
- Development and implementation of infrastructure projects for inclusive and gender-sensitive mobility.
- Training in preparing funding applications.
- Individual support to the elaboration of funding applications.

Output 2: Development of model projects for inclusive gender-sensitive transport infrastructure

- Design and implementation of mobility laboratories that enable collaborative approaches to sustainable mobility.
- Support participatory processes to strengthen the participation of women and disadvantaged groups.
- Building a practitioner network for gender and mobility.
- Definition of indicators and collection of data to close gender-specific data gaps in the spatial planning information system.

Output 3: Improving the conditions for the use of electromobility

- Development of an interministerial roadmap for technical regulations.
- Development of selected technical regulations.
- Creation of a city network: preparation and support for the exchange of experiences on the electrification of public transport.
- Creation of a business network: Preparation and support of the exchange between companies for the electrification of fleets for urban freight transport.
- Support in the conception and development of charging infrastructure.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services shall be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The objective, outcome and output of the overall project is described below. The contractor is responsible for achieving outputs indicators 2 and 3, as well as the corresponding outputs described in this document. Work packages to be performed by the contractor are described below. The work requires close coordination with counterparts on national and subnational level as well as with the *Moverse* project team.

In the following objective, indicators and outputs of the *Moverse* project are presented

Objective.

The project's objective is to support Mexico in achieving its climate protection goals through the implementation of model projects for sustainable and inclusive mobility infrastructure as well as through improved conditions for the use of electromobility.

Module objective indicators

1. A national guideline for the integration of sustainable and inclusive mobility of people and goods into urban development plans has been published, coordinated by SEDATU with the relevant ministries. (*Baseline: 0 Guidelines (Until now, urban development and mobility planning in Mexican cities have generally been carried out separately)*). **Target value: 1 guideline (12/2027).**
2. Through the implementation of sustainable and inclusive transport infrastructure projects, three Mexican cities will be supported to achieve a reduction of a total of 102,000 tons of carbon dioxide equivalent (t CO₂-eq) over the lifetime of the project. (*Baseline: 0 t CO₂-eq (Due to short three-year election cycles, sustainable and inclusive transport infrastructure projects are often not implemented within the framework of urban development and mobility plans)*). **Target value: 102,000 t CO₂-eq (estimated value, mitigation based on goals of three major Mexican cities and supported by the project) (12/2027).**
3. 100,000 people in Mexican cities have improved access to sustainable and inclusive transportation infrastructure. (*Baseline: 0 people (The one-sided approach to car traffic, which receives an average of 76% of public investment funds for mobility, prevents equal access to sustainable transport infrastructure.)*). **Target value: 100,000 people (12/2027).**
4. Technical regulations (NOM) or Mexican standards (NMX) have been developed in the field of electromobility. (*Baseline: 1 technical regulation for batteries for electric vehicles in preparation*). **Target value: 3 technical regulations or standards in preparation (12/2027).**

The baseline and target values for Module Target Indicators 1 to 4 are provisional. They will be determined in the first year of implementation and adjusted, if necessary, as part of the initial reporting.

The contractor is responsible for contributing to the module indicators.

Output 1: Strengthening the skills of local actors for the implementation of model projects

Output indicators:

- In three Mexican cities of the selected federal states, local stakeholders have implemented model projects of sustainable and inclusive transport infrastructure, based on urban development and mobility plans.

- Three hundred experts and public administration employees, 40% of whom are women, have successfully participated in training formats for the preparation of financing proposals for sustainable and inclusive transport infrastructure projects.

The contractor is not responsible for achieving output 1 and the corresponding indicators.

Output 2: Development of model projects for inclusive gender-sensitive transport infrastructure

Output indicators:

- In three Mexican cities, each located in one of the selected federal entities, a model project for inclusive transport infrastructure—including one that addresses gender aspects and is based on the project proposals developed in the mobility laboratories.

The contractor is not responsible for achieving output 2 and the corresponding indicators.

Output 3: Improving the conditions for the use of electromobility

Output indicators:

- A roadmap for technical standards and regulations for electromobility in Mexico is being coordinated among the relevant ministries.
- During the network meetings, representatives of the relevant organizations identified 20 solutions for the electrification of urban delivery transport and local public transport.

The contractor shall contribute to the achievement of Output 3 and shall be responsible only for Indicator 1 under this Output.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones. The services to be provided do not contain the development nor adjustment of software.

Work package 1: Development of electromobility standards and technical regulations “National Roadmap for E-Mobility Standards and Regulations”

Work package 1 has a specific focus on the development of normativity and standards for electromobility. The results shall be presented in a white paper. It shall be presented by the national government as a reference document. Therefore, a close coordination and alignment with the political agenda of SEMARNAT, SEDATU, SICT, SE, SENER and subnational counterparts are essential. To contribute effectively toward a solid national e-mobility policy and governance framework, the contractor must provide technical, regulatory, and institutional recommendations to harmonize existing standards with international best practices. It must also design mechanisms for inter-institutional coordination between national and state authorities, ensuring consistency in the application of technical requirements for vehicles, batteries, and charging infrastructure. Furthermore, by integrating cross-cutting issues such as gender, inclusion, and environmental safety, the contractor will help establish a robust, inclusive, and sustainable foundation for the long-term regulatory implementation of e-mobility regulations in Mexico.

The following activities shall be conducted by the contractor:

1. Scope definition and sector prioritization

- Define the regulatory scope with a primary focus on public transport systems (minibuses, buses, trolleybuses, among others), while establishing a gradual and planned extension toward freight transport, last-mile logistics, and private vehicles.
- The contractor shall consider existing national and regional technical regulations and standards, identifying regulatory gaps and priority areas for harmonization.
- An international and regional benchmarking exercise (e.g., with the European Union, South America, the Caribbean or Central America and the United States) shall be carried out to compare regulatory, institutional, and governance frameworks for electromobility.
- This analysis will identify best practices, lessons learned, and inter-institutional coordination mechanisms that can be replicated in Mexico, forming the foundation for the national roadmap of technical standards. All activities must be coordinated with SEMARNAT, SEDATU, SICT, SE and SENER, and other relevant entities.

2. Connection, interoperability and communication standards for charging infrastructure

- Define technical requirements for low-, medium-, and high-voltage connections applicable to depot charging, high-power charging corridors, and public stations.
- Identification and systematization of applicable procedures with CFE and other relevant energy authorities for grid connection, load studies, and substation upgrades.
- Proposal of standardized interconnection procedures, including technical documentation requirements, timelines, and coordination mechanisms between transport and energy authorities.
- Definition of minimum requirements for load management, smart charging integration, and compatibility with renewable energy systems and distributed generation.
- The contractor shall develop charging infrastructure specifications and requirements by typology (slow, fast, high-power, pantograph, catenary), covering electrical safety, signage, accessibility, and 24/7 operation in depots, public spaces, and private sites and include minimum cybersecurity and data protection requirements for communication interfaces, metering/measurement and reporting requirements to enable monitoring and enforcement, testing, certification and compliance verification mechanisms (NOM/NMX pathway), and interoperability requirements at depot level (energy management, load management, and compatibility with fleet operations).
- Define hardware, software, and payment/communication protocols (where applicable) for charging infrastructure, primarily focused on public transport systems (minibuses, buses, trolleybuses), while gradually extending to public charging centres and logistics hubs; ensure alignment with national and international standards and define a minimum set of reference standards and profiles to be adopted in Mexico (e.g., IEC/ISO families and widely used open protocols), including conformance criteria to avoid vendor lock-in.
- The contractor shall consider existing and compatible technologies within the Mexican market, analysing technical or regulatory barriers that limit interoperability and proposing recommendations for harmonization including roaming/interconnection arrangements between operators, authentication

methods (e.g., RFID/app/Plug&Charge where applicable), and minimum data exchange requirements across CPOs, fleet operators, and public authorities.

- The integration of solid digital strategies that allow an effective integration of emerging technologies (such as artificial intelligence and others) in the management of electric fleets in Mexico.

3. “EV-ready” requirements for buildings and public spaces

- Define building code guidelines (for new construction and retrofits) establish minimum technical requirements to enable the safe and scalable installation of charging infrastructure. The guidelines shall cover, at minimum: electrical installations and protections (panels, grounding, circuit breakers), ventilation and fire-safety provisions, load capacity and demand estimation, dedicated conduits and cable trays, metering and space for future expansion, as well as reserved/marked spaces for chargers. Requirements shall be differentiated by building typology and use case, including public transport depots and terminals (bus/trolleybus yards, maintenance workshops, substations and depot charging areas), public charging hubs, logistics hubs and warehouses, residential buildings (multi-family and single-family), offices, commercial centres, and public/private parking facilities. The contractor shall also propose a phased adoption pathway (minimum vs. advanced EV-ready levels) to reflect regional differences in grid capacity, climate, and construction practices, and shall include accessibility and user-safety criteria for public-facing charging spaces. Include a coordination proposal with SEDATU, subnational governments, and SENER or CFE for the implementation and gradual adoption of these guidelines, considering regional differences and building typologies. The proposal shall specify institutional roles and approval routes (federal guidance vs. state/municipal incorporation into codes), a mechanism for interinstitutional validation (technical committee/workstream), a model template for municipal/state code updates, capacity-building needs for local permitting authorities, and a roadmap for progressive enforcement

4. Buses and Vehicle component specifications

- Define minimum technical requirements for electric buses (safety, performance, accessibility, operation and maintenance, interoperability, connectors, compatibility, diagnostics, and critical spare parts). The list is indicative and non-exhaustive; additional categories or elements may be included depending on technological and regulatory developments. The contractor shall structure requirements in a tiered approach (mandatory minimums vs. recommended best practice) and ensure alignment with existing NOM/NMX frameworks and relevant international standards (e.g., ISO/IEC/UNE/UL as applicable). While the focus is on public passenger transport, the contractor shall define a clear extension pathway to freight fleets and private vehicles, specifying which requirements are transferable (e.g., connectors/communications, diagnostics, safety labeling) and which require differentiated thresholds (e.g., duty cycles, axle loads, dimensions, operational patterns).

5. Standardized operation and maintenance protocols

- Define standard operating procedures (SOPs) and O&M protocols for electric fleets—prioritizing public transport operators and extending to corporate fleets and freight carriers—covering: daily/weekly/monthly preventive maintenance routines (inspection checklists, wear items, HV visual checks, coolant systems, braking/regen systems, tires/suspension under high load cycles); high-voltage

safety procedures (lockout/tagout, personal protective equipment, access control to HV areas, safe isolation and verification steps, signage and restricted zones); thermal management protocols (battery and power electronics cooling/heating controls, operating thresholds, hot-weather and high-demand route procedures, charging derating rules, and monitoring of temperature alarms); insulation and electrical integrity testing (periodic insulation resistance checks, leakage monitoring, grounding/bonding verification, connector/cable inspection and replacement criteria); charging operations and depot procedures (safe connection/disconnection, sequencing, pantograph/catenary procedures where applicable, peak-load management rules, incident logging, and basic cybersecurity hygiene for chargers/CPMS access); fault response and troubleshooting (standard fault classification, decision trees for “continue/withdraw from service,” remote diagnostics steps, and escalation protocols with OEMs/CPOs); and emergency procedures (thermal runaway response, fire/flood scenarios, crash response for EVs, evacuation and cordoning, coordination with civil protection and first responders, and post-incident quarantine/inspection)..

These protocols shall be aligned with industrial safety, civil protection, and national standards (NOM, NMX) and validated with the participation of local authorities.

6. Safety, emergency response, and civil protection regulations

- Develop guidelines for emergency response related to fires, thermal runaways, and floods, based on international statistics of common incidents. Include safety zone requirements and training for first responders, applicable to depots, charging stations, and logistics centres. The guidelines shall be informed by international statistics and documented case studies of common EV-related incidents, identifying typical risk patterns, response timelines, and mitigation strategies. These guidelines shall define: risk classification criteria; standardized emergency response protocols; coordination procedures between fleet operators, charging operators, civil protection authorities, fire departments, and energy utilities; safe isolation procedures for high-voltage systems; battery containment, cooling, and post-incident monitoring requirements; and post-event inspection and reporting procedures. Include clear safety zone specifications, perimeter control measures, evacuation distances, and site layout recommendations applicable to depots, charging stations, substations, and logistics centers.

7. Safety guidelines for lithium-ion batteries

- Define minimum safety, traceability, second-life assessment, and responsible recycling and disposal protocols, for lithium-ion batteries used in public transport, freight/last-mile fleets, and private vehicles, ensuring consistent handling across the full battery lifecycle (manufacturing/import, transport, storage, operation, maintenance, incident response, repurposing, and end-of-life). The guidelines shall specify minimum requirements for: identification and traceability (e.g., battery passport/unique ID), storage and warehousing conditions, transport and packaging, inspection and diagnostics criteria, thermal management and safety monitoring, quarantine procedures for damaged batteries, and documentation/reporting obligations for operators and authorities. In carrying out this activity, the contractor shall review and build upon the technical, regulatory, and institutional work already developed by FORTECH and GIZ Mexico through its project Relife in collaboration with SEMARNAT, particularly regarding battery

- traceability, second-life assessment, recycling, circular economy approaches, and regulatory dialogue on lithium-ion battery management.
- Define standardized procedures and decision criteria for second-life eligibility (testing, grading, and certification pathways) and for end-of-life management, including collection, temporary storage, safe dismantling, recycling routes, and environmentally sound final disposal. The contractor shall ensure alignment with the roles of public transport authorities, logistics centres, and fleet operators, including minimum operational controls and compliance checkpoints. The contractor shall reference and align the proposed requirements with relevant international standards and best practices (IEC, ISO, UNE, UL) and experiences from jurisdictions with advanced regulatory frameworks, and shall propose how these provisions could be progressively incorporated into Mexican instruments (e.g., NOM/NMX, technical guidelines, or regulatory provisions) and coordinated among SEMARNAT, SENER, SE, SICT, and subnational authorities. The contractor shall also identify, systematize, and integrate the main findings, methodologies, pilot experiences, and regulatory inputs generated under the collaboration between FORTECH and GIZ Mexico through its project Relife in collaboration with SEMARNAT, in order to avoid duplication of efforts and ensure continuity, consistency, and practical applicability of the proposed provisions.

8. Governance and institutional coordination mechanism

- Establish roles and coordination mechanisms among SEMARNAT, SEDATU, SICT, SE, SENER, and subnational governments. This mechanism shall include the proposal for an Interinstitutional Technical Committee to oversee the issuance, updating, and resolution of interoperability and regulatory issues, and the design of an intersectoral roadmap defining responsibilities, timelines, and focal points for the implementation of the proposed standards

Milestones for work package 1	Delivery period
Kick-off & Stakeholder Mapping Initial meeting with GIZ to define objectives, key stakeholders, and a detailed schedule.	2 months after contract award
1. Scope definition and sector prioritization Identification of regulatory gaps and international/regional benchmarking exercise.	3 months after contract award
2. Connection, interoperability and communication standards for charging systems Proposal for technical standards and interoperability protocols aligned with international best practices.	4 months after contract award
3. “EV-ready” requirements for buildings and public spaces Proposal for updating building codes and coordination mechanisms with SEDATU and CFE.	6 months after contract award
4. Buses and Vehicle component specifications Definition of minimum technical requirements for public transport, freight fleets, and private vehicles.	Upon request (to be defined)
5. Standardized operation and maintenance protocols Design of operational and safety protocols aligned with Mexican standards (NOM/NMX).	8 months after contract award

6. Safety, emergency response, and civil protection regulations Guidelines and training proposal for first responders.	10 months after contract award
7. Safety guidelines for lithium-ion batteries Establishment of safety, traceability, second-life, and recycling protocols aligned with IEC, ISO, UNE, UL standards	14 months after contract award
8. Governance and institutional coordination mechanism Proposal for an Interinstitutional Technical Committee and intersectoral roadmap with roles, timelines, and focal points	likely in third quarter of 2027 (to be confirmed)

Deliverables for WP 1 (written in Spanish and English):

- To establish a clear methodological foundation and ensure early alignment among stakeholders, within the first two weeks after contract award, the contractor shall submit a concise Technical Concept Note outlining the methodological approach, underlying assumptions, risks, and coordination mechanisms that will guide the development of the National Roadmap for E-Mobility Standards and Regulations. This document shall also describe the proposed structure of the study, stakeholder engagement plan, and the alignment strategy with ongoing governmental and intersectoral initiatives (max. 20 pages).
- To establish a clear methodological foundation and ensure early alignment among stakeholders, within the first two weeks after contract award, the contractor shall submit a concise Technical Concept Note outlining the methodological approach, underlying assumptions, risks, and coordination mechanisms that will guide the development of the National Roadmap for E-Mobility Standards and Regulations. This document shall also describe the proposed structure of the study, stakeholder engagement plan, and the alignment strategy with ongoing governmental and intersectoral initiatives (max. 20 pages).
- To inform the roadmap with international best practices and comparative insights, during the fourth month, the contractor shall develop a Benchmarking Report, comparing international and regional frameworks such as those from the European Union, South America, the Caribbean, Central America, and the United States, highlighting best practices and lessons learned that could inform Mexico's regulatory approach. A PowerPoint summary will accompany this report for internal presentation (max. 50 pages).
- To structure the roadmap and consolidate the technical and regulatory baseline, by month five, a Draft Technical Roadmap Outline shall be submitted, presenting the proposed structure and thematic organization of the roadmap, including preliminary sections on charging infrastructure, EV-ready building codes, vehicle and component standards, and governance mechanisms (max. 50 pages). Also, the contractor shall deliver a Data and Standards Repository, consolidating all the technical standards, regulations, and references reviewed during the benchmarking, gap analysis, and roadmap drafting phases. The repository shall include an indexed Excel database with filtering options by topic, regulation type, responsible entity, jurisdiction, and alignment with international standards (e.g., IEC, ISO, UNE, UL). This database will ensure transparency, traceability, and continuity for future updates and will form part of the annexes to the final roadmap report.
- To provide a structured and comparable framework for regulatory development and decision-making, in the seventh month, the contractor shall present a Technical Standards Matrix consolidating each proposed standard or regulation, its objective, responsible entity, implementation timeline, and level of alignment with national

standards (NOM/NMX). This matrix will be accompanied by a Policy and Regulation Gap Analysis identifying current regulatory shortcomings and opportunities for harmonization.

- To provide a structured and comparable framework for regulatory development and decision-making, in the seventh month, the contractor shall present a Technical Standards Matrix consolidating each proposed standard or regulation, its objective, responsible entity, implementation timeline, and level of alignment with national standards (NOM/NMX). This matrix will be accompanied by a Policy and Regulation Gap Analysis identifying current regulatory shortcomings and opportunities for harmonization.
- To facilitate knowledge exchange and validate technical approaches with stakeholders, throughout the implementation period (months four to twelve), the contractor shall organize up to three webinars or knowledge-sharing events (1 hour each). These sessions will address:
 - International experiences on e-mobility standards.
 - Technical interoperability and safety.
 - Governance and coordination mechanisms for Mexico.Each session shall include the agenda, PowerPoint presentations, list of participants, and a short summary report.
- To deliver a comprehensive and validated national reference document, by month fourteen, the contractor shall deliver the Final National Roadmap Report, integrating all feedback and annexes (benchmarking results, standards matrices, references), as well as a final bilingual executive summary. Alongside this, the contractor shall produce a Communication Package to support dissemination of results, consisting of three blog articles, three infographics, and one policy brief summarizing key findings and recommendations for decision-makers and the public.
- To ensure the practical implementation and institutional adoption of the proposed standards, together with the Final Roadmap Report, the contractor shall prepare a Monitoring and Implementation Plan that defines short-, medium-, and long-term actions for the institutional adoption and implementation of the proposed standards. The plan shall include measurable indicators, responsible entities, and suggested timeframes, as well as key milestones for coordination among ministries and subnational governments. This annex shall consist of an Excel-based implementation matrix and a short narrative summary (5 pages maximum) highlighting the prioritization criteria and institutional responsibilities.
- To promote stakeholder alignment, ownership, and political endorsement of the roadmap, at the conclusion of the contract (approximately month fourteen), the contractor shall organize a Final Presentation and Dissemination Event to showcase the results of the roadmap and promote interinstitutional alignment. The event shall involve key stakeholders from national ministries (SENER, SEMARNAT, SICT, SE, SEDATU and subnational governments) and representatives of subnational governments. Deliverables will include an agenda, invitations, PowerPoint presentations, participant list, and a summary report in Word format. This activity aims to facilitate political endorsement and foster ownership of the roadmap's recommendations.
- All documents, databases, and communication materials shall be submitted in editable formats (Word, Excel, PowerPoint), following GIZ's visual identity guidelines. The contractor shall ensure that each deliverable is reviewed and approved by GIZ prior to final submission.

Note: For each activity described, a kick-off meeting must be organized prior to the implementation and a workplan presented which must be approved by GIZ. If not specified differently, the deliverables shall be written in English and Spanish. It is important that, in the

development of both documents and activities, the consulting team consistently uses gender-neutral and gender-sensitive language at all times, in accordance with GIZ recommendations.

Work package 2: Strengthening Multilevel Governance for Electromobility and Associated Infrastructure Implementation

Work Package 2 focuses on providing comprehensive technical and strategic support for the implementation of the National Electromobility Strategy (ENME), fostering coordinated actions among federal, state, and municipal institutions. However, the activities described below may also be implemented independently as technical assistance at the subnational level, particularly for the State of Mexico, Quintana Roo, and Puebla, as well as for other federal states, local authorities, or institutional actors that may join at a later stage, depending on their specific needs, priorities, and institutional capacities, even when such actions are not directly linked to the formal implementation of the ENME.

This work package aims to operationalize electromobility principles and policy objectives in Mexico through concrete policy instruments, regulatory alignment, institutional strengthening, and the development of project pipelines, thereby supporting the transition toward sustainable and low-emission mobility systems through the following activities:

- Develop minimum safety guidelines for electric public transport units, including batteries, components, vehicle bodies, and charging systems, in close coordination with the competent authorities (SENER, SICT, SEDATU, SEMARNAT and subnational governments).
- Conduct a national and international review of charging hub models that integrate electric public transport fleets and private or last-mile electric vehicles within shared charging facilities. The analysis shall examine technical, financial, and operational considerations, including infrastructure design, grid connection requirements, charging technologies, energy management systems, business and financing models, ownership and concession structures, and operational management schemes. The activity shall identify best practices and replicable models applicable to Mexican cities and logistics environments, providing recommendations for the planning and deployment of multi-use charging hubs that support both public transport electrification and urban freight or private vehicle charging demand
- Design a regulatory harmonization framework for electric public transport at state and municipal levels, focused on accessibility, safety, energy efficiency, and operational cost-effectiveness, promoting the adoption of consistent national standards.
- Preparation of a technical benchmarking report on carbon credit mechanisms for electric public transport, including an assessment of international and regional experiences, analyse applicability to electric public transport in Mexico, covering eligibility criteria, MRV requirements, institutional arrangements, and implementation pathways, and shall provide clear technical and policy recommendations for the potential integration of carbon credit schemes into national and subnational electromobility and climate policy frameworks.
- Develop model guidelines for low-emission urban corridors, prioritizing areas of high demand or social vulnerability, and integrating infrastructure requirements such as charging depots, substations, and connectivity with existing public transport systems.
- Elaborate comprehensive infrastructure guidelines for electric public transport, incorporating inclusive design principles, universal accessibility, and care-oriented

- criteria, along with technical assistance to local governments for their adoption in the planning of stations, depots, and electric vehicle units.
- Develop a training framework for first responders and emergency personnel, including minimum technical knowledge requirements, personal protective equipment (PPE) standards, scenario-based training modules, and reference quick-response guides tailored to public transport and freight electrification contexts
 - Proposal for incorporating grid capacity assessments into transport electrification planning processes.
 - Assessment of the current state of charging infrastructure and analysis for implementation in public, urban delivery and private passenger transport infrastructure.
 - Harmonized criteria for land-use classification applicable to charging infrastructure in public spaces, transport terminals, logistics hubs, and private developments.
 - Recommendations for coordination mechanisms between municipal authorities, energy utilities, and transport agencies during project authorization.
 - Draft an energy efficiency standard framework for heavy-duty electric public transport sector and freight vehicles, including test procedures, performance metrics, and baseline energy consumption parameters for future regulatory adoption.
 - Elaborate technical and policy recommendations for national and state-level fleet renewal and vehicle replacement programs, supporting the transition from combustion to electric freight fleets.
 - Develop technical inputs and coordination mechanisms to ensure that electromobility actions—particularly the electrification of public transport and freight systems—are fully integrated into Mexico’s NDC 3.0 mitigation targets. This includes identifying measurable indicators, emission-reduction baselines, and monitoring tools aligned with SEMARNAT’s climate reporting framework.
 - Prepare a strategic roadmap for the implementation of low-emission and zero-emission public and freight transport projects that contribute to achieving NDC 3.0 goals. The roadmap should include proposed measures for policy alignment, technology adoption, financing instruments, and institutional coordination between SEMARNAT, SENER, SICT, and state governments.
 - Provide expertise in digital strategies for electric fleet management, including AI-based optimization, telematics, data analytics, predictive maintenance. Experience in interoperable mobility platforms and operational efficiency tools.
 - The contractor shall develop strategies to structure partnerships with operators, manufacturers, infrastructure providers, and financial institutions, enabling viable business models and investment frameworks for fleet electrification.
 - Proposals for technical analysis of fiscal incentives, concession adjustments, and regulatory reforms to accelerate electric fleet adoption, including tax reductions, tariff mechanisms, and performance-based clauses.

Additionally, the work package includes the development, implementation and/or review of State Electromobility Strategies in the State of Mexico, Quintana Roo and Puebla as well as for other federal states, ensuring coherence with the ENME while tailoring each strategy to local realities in terms of infrastructure readiness, regulatory frameworks, financial incentives, and governance capacities. The contractor shall facilitate interinstitutional coordination, support capacity development, and propose implementation roadmaps to ensure that subnational efforts effectively contribute to Mexico’s national decarbonization and transport transformation goals through the follow activities:

- Development of a federal implementation plan for the ENME, identifying short-, medium-, and long-term actions, responsible entities, and milestones.

- Design and facilitation of multi-stakeholder workshops (federal, state, private sector, academia, civil society) to build shared priorities and ensure institutional alignment.
- Elaboration of monitoring tools and indicators to track progress on ENME and State Strategy implementation, ensuring accountability and transparency.
- Mapping of key actors of the electromobility ecosystem, including public, private, academic and civil society sectors.
- Design and facilitation of strategic alignment workshops on electromobility, aimed at public and private stakeholders, to build a shared vision and agree on priorities.
- Elaboration of a State Roadmap for Electromobility, which should include:
 - o Definition of strategic axes of action.
 - o Design of the state electromobility ecosystem, considering:
 - o Recharging infrastructure.
 - o Policy and regulatory scheme.
 - o Business models and financing mechanisms (e.g., subsidies, public-private partnerships).
 - o Tariff and incentive schemes.
 - o Identification of priority measures for the effective implementation of the strategy.
 - o Proposal for the transformation of public passenger transport, with emphasis on:
 - High, medium and low-capacity systems.
 - Last-mile solutions and low-capacity transport.
- Development of a strategy for training and capacity building in electromobility, aimed at:
 - o Transporters and sector associations.
 - o Related public and private institutions.
 - o Technical training centers and universities.
- Analysis and proposal of regulatory adjustments to facilitate the transition to electromobility in the selected state.

Deliverables WP 2 (written in Spanish and English):

- In addition to the above, the contractor shall deliver a comprehensive set of outputs to support the effective design and implementation of the National Electromobility Strategy (ENME) and the corresponding State Electromobility Strategies. These shall include a stakeholder mapping report covering the electromobility ecosystem at both federal and state levels, identifying key actors across the public, private, academic and civil society sectors, their roles, level of influence and interest, as well as a proposed engagement strategy. The contractor shall also provide summary reports for each workshop conducted, including agendas, participant lists, key discussion points, agreements reached, and defined next steps to ensure traceability of institutional alignment processes.
- Furthermore, the contractor shall develop a State Electromobility Roadmap for each selected entity, detailing strategic axes, priority actions, phased implementation (short, medium and long term), responsible institutions, coordination mechanisms, and indicative investment and financing pathways. This shall be complemented by a regulatory gap analysis identifying existing barriers and proposing legal, regulatory and institutional adjustments required to enable electromobility deployment at the state level, ensuring alignment with federal frameworks.
- In addition, the contractor shall design a structured capacity-building strategy, including identification of target groups, definition of training modules, delivery formats, and an implementation plan. A monitoring and evaluation framework shall also be developed, including key performance indicators (KPIs), baseline and target values, data sources, and reporting mechanisms aligned with SEMARNAT's climate reporting frameworks. The contractor shall also propose multi-level governance and coordination mechanisms

to strengthen articulation between federal and state actors, including definition of roles, decision-making processes, and public-private collaboration schemes.

- Finally, the contractor shall provide technical annexes to support infrastructure planning, including preliminary deployment scenarios for charging infrastructure (such as depots, corridors and substations), prioritization criteria, and, where applicable, GIS-based mapping and demand projections. All deliverables shall be submitted in editable formats (Word, Excel, and PowerPoint), depending on the nature of the output, and in both Spanish and English unless otherwise specified.

Note: For each activity described, a kick-off meeting must be organized prior to the implementation and a workplan presented which must be approved by GIZ. If not specified differently, the deliverables shall be written in English and Spanish. It is important that, in the development of both documents and activities, the consulting team consistently uses gender-neutral and gender-sensitive language at all times, in accordance with GIZ recommendations.

Work package 3: Electromobility and urban infrastructure for transport training: Skills Development and Knowledge Transfer

Through Work Package 3, the contractor shall develop training materials and knowledge transfer products to ensure that all stakeholders involved in the transition to electromobility acquire the necessary technical, operational, and strategic competencies to effectively and sustainably fulfil their roles, thereby promoting the adoption and management of electric mobility solutions.

The following activities shall be conducted by the contractor:

1. Development and Implementation of Online Course, Webinars and Workshops

Based on the results of the studies under Work Packages 1 and 2, the contractor shall design and implement a 15-hour online course aimed at federal, state, and municipal officials, as well as private sector representatives involved in the promotion, planning, and implementation of electromobility infrastructure.

The course shall address the role of local governments in fostering electromobility adoption, providing technical recommendations for a successful transition, and presenting relevant case studies currently active in Mexico and internationally. The course may be divided into live or pre-recorded sessions (format and number to be defined) and hosted on the platform of the National Institute for Federalism and Municipal Development (INAFED) or any other designated platform.

In addition to the online sessions, the course shall include a participant manual (derived from previous studies), an evaluation component to certify learning outcomes, and bilingual materials (English to support regional knowledge exchange and replication).

The contractor is responsible for the following:

- Draft a concept note for the structure and content of the online course.
- Develop a promotional flyer to disseminate the course.
- Prepare presentations and supporting materials for each session and invite expert speakers as needed.
- Provide the course content, based primarily on results and inputs from previous work packages.
- Design and implement assessment questions for participant evaluation and certification.

Subject of the tender procedure: Electromobility and urban infrastructure development for sustainable mobility in Mexico

Transaction number: 81322784



- Ensure the integration of gender-responsive and inclusion modules to promote women's participation and social awareness in electromobility.

Milestones for Development and Implementation of Online Course in WP 3	Delivery period
Concept note for the course (Word)	Within 2 weeks after study approval
Promotion flyer (1-pager) (Word)	Within 1 month after study approval
Input presentations (PPT) for each session (15 hours total)	2–4 weeks before each session
Manual for participants (Word) – based on prior studies	1 month before the beginning of the course, to be approved by GIZ and INAFED or designated platform
List of assessment questions (Word)	1 month before the beginning of the course, to be approved by GIZ and INAFED or designated platform

The contractor shall organize up to four (5) webinars or workshops (average duration of 1 hour for webinars and 2-3 hours for workshops) addressing key thematic areas such as:

- Electromobility readiness and implementation in public and freight transport systems.
- Inclusive and accessible design for public transport infrastructure, integrating care-oriented and gender-sensitive principles.
- Operation and maintenance protocols, including safety management and emergency response procedures.
- Electromobility and NDC 3.0 — analyzing the contribution of the sector to Mexico's updated climate targets and strategies for public-private cooperation.

Each event shall encourage knowledge exchange between public and private actors and foster dialogue on practical challenges and policy solutions.

The contractor is responsible for the following:

- Draft a concept note defining the objectives, structure, and content of each event.
- Prepare the agenda and technical inputs, ensuring thematic coherence with national policy priorities.
- Organize logistics, invitations, and coordination with participants.
- Facilitate the sessions and provide expert speakers.
- Prepare a summary report (minutes) including key discussion points, conclusions, and recommendations.
- In the case of in-person workshops, meetings, or related activities where photographs or video recordings are taken, the contractor shall ensure that all participants provide their prior written consent by signing the corresponding "Declaration of consent to the use of photos/videos", in accordance with the format provided by GIZ.
- Organize at least one national technical dialogue between public institutions and private sector stakeholders (manufacturers, logistics operators, utilities) to identify training needs and investment opportunities for large-scale fleet electrification.

Deliverables for WP 3 (written in Spanish and English)

Milestones for Webinars and Workshops	Delivery period (within the contract duration)
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Concept note, agenda, and invitation materials for each event (Word)	At least 3 weeks before each event
Summary report/minutes per event (Word)	Within 2 weeks after each event
Communication package (3 blogs, 5 infographics, 15 posts)	At least 1 week before publication

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility
 - Risks
 - The contractor reports to GIZ regularly in accordance with the version of the General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ AVB) that is applicable to this contract.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following languages: **English and Spanish**.

- Inception report 3 months after signature of contract covering all the contractual services
- Draft Interim report(s) on November 2026.
- Interim report(s) on June 2027.
- Final report on December 2027

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning parties (short paragraphs on progress)
- Brief quarterly summary of progress in PowerPoint form (2-5 slides), including process, main achievements and challenges, and documentation of activities with pictures for internal reporting to MOVESE governance bodies. Constantly updated overview of consultant's activities (in matrix format for example) allocated to outcomes, outputs, and countries.
- Monitoring of 10 own lessons learned; the contractor will improve its products or services based on experience and feedback.

Requirements for company-wide learning, knowledge and innovation:

-Not applicable-

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (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 and who would alone define the nature of such data and how such processing would be carried out. 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 minimisation, 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.

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.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality:

The interrelationships between violence against women and lack of urban infrastructure are well documented, making the promotion of gender equality an important objective of this project. Therefore, in preparing and implementing the work packages, the contractor will include a gender perspective from the outset to ensure that men and women benefit equally. This includes the following aspects:

- Different infrastructure needs, such as design, displacement, access to means of transport, etc.
- Security and gender-based violence
- Women's employment
- Equal participation in decision-making
- Women's leadership in sustainable urban infrastructure development and related public institutions

To promote gender equality during the implementation of services, the contractor should assess the relevance and feasibility to comply with the following and act accordingly in all work packages:

- Ensure the inclusion and active participation of women in the planning and implementation processes of policies, strategies and actions to ensure that their needs are considered
- Promote the collection of gender-disaggregated data to ensure that women's needs are reflected in studies and analyses
- Conduct gender-sensitive analysis to avoid unintentional promotion of gender stereotypes and biases
- Assess training needs in a gender-differentiated manner
- Ensure equal participation of men and women in trainings and events
- Support women's participation in political and decision-making processes
- Promote platforms for the exchange of lessons learned tools and good practices that incorporate a gender perspective

- Environmental protection and climate action (climate change mitigation/adaptation):

A key objective of MOVESE is to strengthen the implementation of urban infrastructures in Mexican cities in terms of sustainable and inclusive mobility. Therefore, issues related to sustainable mobility should be positively affected. As far as business trips are concerned, preference will be given to sustainable modes of transport (if safety considerations and deadlines are respected). Before any travel, especially intercontinental travel, the need for business travel should be carefully assessed to minimise the carbon footprint as far as possible.

- Human rights:

The contractor shall respect and promote human rights throughout the implementation of the project. This includes ensuring fair working conditions, non-discrimination, and equal opportunities for all individuals involved in or affected by the activities. Special attention shall be paid to avoiding any form of exploitation, harassment, or abuse in the workplace and in interactions with local communities.

- Security precautions:

Most services are performed remotely. However, in view of possible travel and field work, the development of the security situation in the pilot regions must be continuously monitored to ensure the safety of employees and subcontractors. This is the responsibility of the contractor. For field work, personnel with work experience in the specific local context should be preferred.

For international trips to Mexico, due to security requirements, the GIZ Mexico office must be informed at least 15 working days in advance. In preparation for and during the visit, close communication with the GIZ Mexico office is required. In general, for on-site and remote work with a view to stakeholder participation, the contractor must be sensitive to the local political context and security situation.

The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the *technical concept*, e.g. in consideration of further sectors or actors, process adjustments, etc.

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

-Not applicable-

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	4 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	3 points out of 10 (maximum)
Requirement: 'Human rights':	3 points out of 10 (maximum)

3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and describe all the necessary work stages in detail and in chronological order. The tenderer can must define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project (section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

– Not applicable –

3.4.4 Monitoring (section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

3.5 Further requirements (section 1.5 of the assessment grid)

The tenderer is required to describe its **backstopping strategy**. The following aspects are most relevant for the assessment:

- Use of available resources
- Further important elements of the bidder's backstopping concept (comments of or additional to section 2.3 of the ToR) including the role of Expert 2.

The tenderer is required to describe its **quality assurance strategy**. The following aspects are most relevant for the assessment:

- What is the bidder's approach to ensuring adequate quality of service (e.g. quality control, regular training of staff, etc.) according to the following criteria?
 - Technical and methodological rigor: Deliverables are evidence-based, technically sound, and aligned with international best practices in e-mobility and sustainable transport.
 - Relevance and usability: Outputs directly support MOVESE project objectives and provide actionable recommendations for GIZ and partner institutions.
 - Compliance with GIZ rules: All documents adhere to GIZ templates, branding, and reporting requirements
 - Cross-cutting integration: Gender, environmental, and social safeguards are systematically considered and documented in all outputs.
 - Clarity and accessibility: Texts and visuals are concise, well-structured, and suitable for both technical and policy audiences.
 - Stakeholder validation: Processes and deliverables are developed in consultation with relevant stakeholders and reflect country-specific contexts.
 - Reliability and responsiveness: All deliverables meet agreed deadlines and incorporate feedback from GIZ and partners promptly.

- Knowledge transfer and consistency: Lessons learned, case studies, and tools are documented and shared to ensure coherence across countries and components.
- How does the bidder ensure replicability of a good service or approach?

Requirement: backstopping strategy: 5 points out 10 (max.)

Requirement: quality assurance strategy: 5 points out 10 (max.)

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

4.1 Expert 1: Team leader with international experience

(section 2.1 of the assessment grid)

This position is **a key expert**.

Tasks of the team leader:

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas electromobility infrastructure planning (charging, grid, public transport integration), regulatory and policy support, railway planning, development of technical standards and guidelines (vehicles, batteries, charging systems), including training and knowledge transfer programs
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting local and international experts
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ

- Supporting the officer responsible for the commission in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

Qualifications of the team leader: Team leader

Education/training (section 2.1.1 of the assessment grid):	Master's degree in business administration, communication, international development or other relevant field related to project management and/or international relations
Language (section 2.1.2 of the assessment grid):	Knowledge of English level C1 in the Common European Framework of Reference for Languages (CEFR), (5/10 points). Knowledge of Spanish, level B2 in the CEFR, (5/10 points)
General professional experience (section 2.1.3 of the assessment grid):	7 years of professional experience in management of projects demonstrating expertise in project planning, contract management, M&E and reporting.
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in e-mobility, transport and sustainable urban mobility.
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management/leadership experience in projects, companies or other organisations with disciplinary leadership responsibility for at least 30 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	2 years of professional experience in international projects in sustainable mobility or electromobility.
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	3 years of work experience in South America, Latin America and the Caribbean and/or Central America.
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	2 years cumulative experience in development cooperation projects or international organisations.
Other (section 2.1.9 of the assessment grid):	High-level political and strategic advisory experience; excellent communication, negotiation (Not assessed)

4.2 Expert 2: Senior Technical Expert on e-mobility with national experience

(section 2.2 of the assessment grid)

Expert 2 shall be available during the contracting period on short notice for missions as outlined in section 2.2. As Expert 2 is not a full-time position, the respective person could additionally work as an expert in Pool 1 "Senior International Short-term expert pool in Electromobility Regulation and Infrastructure Planning". Each respective assignment has to be discussed with and confirmed by GIZ prior to its commencement.

This position is **a key expert**.

Expert 2 must be available during 4 business hours per day correspondent to the Time Zone of México (GMT-4) throughout the year.

Tasks of expert 2

- Technical advice to MOVESE project on the topics of electromobility standards and technical regulations, fleet electrification, charging infrastructure and grid and depot upgrades.
- Clarifying open technical issues with partners.
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level.
- Taking cross-cutting themes into consideration (e.g., economic development, social inclusion, and environmental impacts, etc.).
- Quality control of all activities.
- Knowledge management.
- Development of specialized technical products and analytical inputs on electromobility topics (e.g., policy briefs, technical notes, feasibility assessments, or draft regulatory instruments) upon request from GIZ or project partners.
- Participation and technical contribution across any of the activities described under the different expert pools (international and national), ensuring knowledge consistency, methodological alignment, and high-quality outputs across all work packages.

This role requires a deep technical understanding of e-mobility, public transportation, charging infrastructure and approaches, and an ability to work across different cultural and economic contexts to drive the transition to greener and more efficient transport and mobility practices.

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	Master's degree in one of the following fields: sustainable mobility, transport planning, transport engineering or electric engineering.
Language (section 2.2.2 of the assessment grid):	Knowledge of English at C1-level in the CEFR (5/10 points). Knowledge of Spanish at C1-level in the CEFR (5/10 points).
General professional experience (section 2.2.3 of the assessment grid):	7 years of professional experience in transport and mobility sector
Specific professional experience (section 2.2.4 of the assessment grid):	7 years of cumulative professional experience in standards and technical regulations, e-mobility, public transport, infrastructure, or energy systems in a technical role
Leadership/management experience (section 2.2.5 of the assessment grid):	- Not applicable -
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	5 years of professional experience specifically focused or related international projects on electromobility, including the design and implementation of policies, technical standards, regulatory frameworks, and infrastructure solutions for electric mobility.
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	3 years of experience in projects in Southern America, Latin America and the Caribbean and/or Central America.

Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	- Not applicable -
Other (section 2.2.9 of the assessment grid):	4years of experience in quality assurance of ToRs, studies, policy drafts, training materials, and reports

4.3 Expert 3: Pool 1 Senior Short-term expert pool in Electromobility Regulation and Infrastructure Planning, with international experience, with minimum 5, maximum 10 members

(section 2.3 of the assessment grid).

In derogation from the number of experts mentioned above, **five** CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely based on these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 1

As described in the qualifications table, international experience in the areas of electromobility standards, regulatory development, interoperability, and infrastructure planning is crucial for successful implementation of the activities under Work Package1 and 2.

Experts in this pool will provide high-level advisory and technical input to federal and subnational governments, supporting the implementation of policy instruments, regulatory harmonization, and infrastructure planning for both public passenger and freight transport.

Main Tasks and Responsibilities

Support in coordination with the Expert Pool 2, 3 and 4 the development of the National Roadmap for E-Mobility Standards and Regulations, including technical, safety, and interoperability guidelines for electric vehicles, batteries, and charging systems.and in the implementation of electromobility frameworks for public and freight transport, including:

- The development of technical and safety guidelines for electric buses and supporting infrastructure (charging systems, depots, and energy integration).
- The design of regulatory harmonization mechanisms across federal and state levels, aligning safety, accessibility, and operational efficiency standards.
- The identification of technical and policy solutions for large-scale fleet electrification, considering infrastructure readiness, incentives, and financing mechanisms.

Support the development of national and state-level roadmaps, aligned with the ENME and the NDC 3.0 commitments, including:

- Definition of priority actions and milestones for public transport and freight electrification.

Subject of the tender procedure: Electromobility and urban infrastructure development for sustainable mobility in Mexico

Transaction number: 81322784

- Assessment of institutional capacities and regulatory gaps, with recommendations for gradual implementation.
- Integration of monitoring indicators to track progress, emissions reduction, and social co-benefits.

Strengthen technical capacity of public institutions and private sector actors, through:

- Workshops and technical sessions for regulators, fleet operators, and utilities on planning, interoperability, and operational safety.
- Integration of gender and inclusion perspectives in workforce training and policy implementation.
- Development of guidelines and manuals for local implementation, covering planning, regulatory procedures, and technical standards.

Facilitate coordination with the private sector for the deployment of electric fleets and infrastructure, through:

- Dialogue platforms and investment roundtables between public authorities, manufacturers, and service providers.
- Design of collaboration frameworks to promote private investment and innovation in charging solutions, battery management, and logistics optimization.
- Promotion of standardized permitting and certification procedures for infrastructure installation and vehicle homologation.

Qualifications of the expert pool 3

Education/training (section 2.3.1 of the assessment grid):	All experts, each with a master's degree in one of the following fields: Engineering (including electrical engineering, energy systems, transport infrastructure, mechanical or systems engineering); Transport, urban mobility, or sustainable mobility; Public policy, public administration, or regulatory studies, provided that the degree is demonstrably related to electromobility, transport, energy, or climate policy
Language (section 2.3.2 of the assessment grid):	All experts with knowledge of Spanish, level C2 in the CEFR (7/10 points), 5 experts with knowledge of English, level C1 in the CEFR (3/10 points)
General professional experience (section 2.3.3 of the assessment grid):	All experts: each with 5 years of professional experience in sustainable mobility and e-mobility
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 5 years of accumulated professional experience in infrastructure planning, grid analysis, charging systems design, or EV grid integration of which 2 years acquired in the last 5 years (2 of 10 points), demonstrating hands-on involvement in technical design or system integration processes. 1 expert with five (5) years of accumulated professional experience in the development of regulatory frameworks, technical standards, and policy guidelines for electromobility, with a demonstrated focus on translating technical

	requirements into normative or regulatory instruments at national or subnational level (2 of 10 points) 3 experts, each with 5 years of professional experience contributing to electromobility-related policies, standards, or implementation processes, including work on public transport systems, transport infrastructure, energy systems, or e-mobility programs (6 of 10 points).
Leadership/management experience (section 2.3.5 of the assessment grid):	- Not applicable -
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	5 years of international professional experience outside México, working on electromobility regulation, technical standards, and policy implementation in Southern America, Latin America and the Caribbean and/or Central America
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	- Not applicable -
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	- Not applicable -
Other (section 2.3.9 of the assessment grid):	- Not applicable -

4.4 Expert 4: Pool 2 Senior Short-term expert pool in Governance and Implementation, with national experience, with minimum 5, maximum 10 members

(section 2.4 of the assessment grid)

In derogation from the number of experts mentioned above, **five** CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely based on these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 2

As described in Work Packages 2 and 3, experts in this pool will provide technical and strategic support for the implementation of the National Electromobility Strategy (ENME), as well as for the provision of targeted technical assistance at the subnational level.

Their support may include the development, adaptation, and implementation of electromobility-related policies, regulatory instruments, technical guidelines, and project pipelines for the State of Mexico, Puebla, Quintana Roo, and other states, municipalities, or institutional actors that may join during the contract period, according to their specific needs and priorities.

The activities carried out by this pool may be directly linked to the ENME or implemented independently as part of state-level or local electromobility initiatives, while ensuring overall coherence with national policy objectives, NDC 3.0 commitments, and interinstitutional coordination frameworks.

Experts in this pool will provide high-level advisory and technical input to federal and subnational governments, supporting the implementation of policy instruments, regulatory harmonization, and infrastructure planning for both public passenger and freight transport.

- Support in coordination with the Expert pool 1, 3 and 4 the development of the National Roadmap for E-Mobility Standards and Regulations, including technical, safety, and interoperability guidelines for electric vehicles, batteries, and charging systems.
- Lead the development and revision of State Electromobility Strategies, ensuring consistency with the ENME and NDC 3.0.
- Design policy and regulatory frameworks to accelerate the electrification of public and freight transport systems.
- Develop guidelines for infrastructure deployment (depots, substations, corridors, and interoperability schemes).
- Support multi-stakeholder coordination and public-private collaboration mechanisms for fleet electrification.
- Integrate monitoring tools and indicators aligned with SEMARNAT's climate reporting frameworks.

Qualifications of the expert pool 2

Education/training (section 2.4.1 of the assessment grid):	All experts, each with a Master's degree in one of the following fields: electrical engineering, energy systems, transport infrastructure, mechanical or systems engineering, with proven application to electromobility or energy–transport integration; transport, urban mobility, or sustainable mobility studies with a focus on public transport systems and regulatory or institutional frameworks; public policy, public administration, or regulatory studies, provided that the degree is explicitly related to electromobility, transport regulation, energy policy, climate policy, or institutional governance
Language (section 2.4.2 of the assessment grid):	All experts with knowledge of Spanish, level C2 in the CEFR (8/10 points), 3 experts with knowledge of English C1 in the CEFR (2/10 points)
General professional experience (section 2.4.3 of the assessment grid):	All experts: each with 5 years of professional experience in sustainable mobility and e-mobility
Specific professional experience (section 2.4.4 of the assessment grid):	All experts: each with 5 years of professional experience in the sector of regulatory development, technical standards, or electric transport policies, e-mobility, public transport, infrastructure or/and energy systems.
Leadership/management experience (section 2.4.5 of the assessment grid):	- Not applicable -

International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	- Not applicable -
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	All experts: each with 5 years of professional experience in projects in Southern America, Latin America and the Caribbean and/or Central America.
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	- Not applicable -
Other (section 2.4..9 of the assessment grid):	- Not applicable -

4.5 Expert 5: Pool 3 Junior Short-term expert pool in capacity-building and communication, with national experience, with minimum 5, maximum 10 members

The experts in this pool are not part of the technical assessment, so **no CVs** need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 3

As described in Work Package 4, these experts will provide operational and educational support for the training and knowledge transfer activities.

- Develop training manuals, e-learning modules, and presentation materials for federal, state, and municipal stakeholders.
- Coordinate the organization of webinars, workshops, and national technical dialogues (public–private–academic).
- Prepare communication materials such as blog posts, infographics, and social media content to disseminate project results.
- Support stakeholder mapping, event logistics, and monitoring of learning outcomes.
- Assist in evaluation processes and course certification (e.g., INAFED platform).
- Collaborate with the National Senior Experts (Pool 2) develop and maintain digital communication elements, such as interactive visualizations, platform tutorials, and digital knowledge products integrated into the National Electromobility Platform (NEMP) and other dissemination tools.

Qualifications of the expert pool 3

Education/training	All experts, each with a Bachelor's degree in communications, social sciences, public policy, environmental sciences, urban studies, sustainability, linked to capacity-building, stakeholder engagement, public communication, or knowledge
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	dissemination in the fields of electromobility, sustainable transport, energy transition, climate policy, or public sector programs
Language	All experts with knowledge of Spanish, level C1 in the CEFR 4 experts with knowledge of English, level C1 in the CEFR
General professional experience	All experts: each with 5 years in capacity-building, communication and/or institutional communication, stakeholder engagement, and/or the design and delivery of technical training programs related to electromobility, sustainable transport, energy transition, climate policy, or public infrastructure. Technical training experience shall include the preparation of training materials, facilitation of workshops or online courses, and adaptation of technical content
Specific professional experience	All experts: each with 5 years of professional experience in the sector of transport policies, e-mobility, public transport, infrastructure, energy systems, sustainable mobility and/or environmental awareness campaigns.
Leadership/management experience	- Not applicable -
International professional experience outside the country/region of assignment	- Not applicable -
Professional experience in the country/ region of assignment	All experts: each with 2 years of professional experience in projects in Southern America, Latin America and the Caribbean and/or Central America.
Experience in the field of development cooperation	All experts: each with 2 years of experience in development cooperation projects.
Other	- Not applicable -

The Bidder commits to submit, upon GIZ's request, the profiles and curricula vitae (CVs) of the personnel proposed for the performance of the contract, including any replacements. GIZ will not evaluate individual CVs in tender stages that foresee expert pools; however, the Bidder must demonstrate, when requested, that the assigned personnel meet the minimum qualifications and experience required in the Terms of Reference (ToR). GIZ reserves the right to verify these aspects at any time and to require the replacement of personnel who do not meet the stipulated requirements, without additional cost to GIZ and without prejudice to contractual timelines.

4.6 Expert 6: Pool 4 Junior Short-term expert pool in Technical, Operational and Regulatory Support for Electromobility, with national experience, with minimum 5, maximum 10 members

The experts in this pool are not part of the technical assessment, so **no CVs** need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must

confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 4

As described in Work Packages 1 and 2, these experts will provide technical, analytical, and operational contributions to the implementation of electromobility standards, regulatory frameworks, and infrastructure planning processes at national and subnational levels. In addition to supporting broader coordination efforts, they may independently develop technical documents, draft regulatory and policy inputs, contribute to the preparation of roadmaps and implementation tools, participate in stakeholder engagement processes, and support the operationalization of electromobility measures in public and freight transport systems.

- Support the drafting and technical structuring of guidelines related to electric buses, freight vehicles, charging systems, depots, and grid integration.
- Assist in the preparation of comparative analyses, background documents, and technical briefs for regulatory harmonization between federal and state levels.
- Contribute to the identification and documentation of infrastructure needs and fleet transition pathways based on available data and stakeholder inputs.
- Support the systematization of regulatory gap assessments and institutional capacity analyses.
- Assist in structuring national and state-level electromobility roadmaps, including action matrices, timelines, and milestone tracking tools aligned with the ENME and NDC 3.0.
- Contribute to the development of monitoring indicators and data templates to track electrification progress, emissions reduction, and social co-benefits.
- Support the preparation of implementation matrices and operational planning tools for public and freight fleet electrification.
- Support Senior Expert Pools in the preparation of technical inputs for the National Roadmap for E-Mobility Standards and Regulations.
- Provide technical support for the organization and documentation of multi-stakeholder dialogues and public-private coordination platforms.
- Support the development of standardized documentation templates for permitting, certification, and regulatory procedures related to fleet and infrastructure deployment.

Qualifications of the expert pool 4

Education/training	All experts each with a Bachelor degree in one of the following fields: Engineering (including electrical engineering, energy systems, transport infrastructure, mechanical or systems engineering); Transport, urban mobility, or sustainable mobility; Public policy, public administration, or regulatory studies, provided that the degree is demonstrably related to electromobility, transport, energy, or climate policy
Language	All experts with knowledge of Spanish, level C1 in the CEFR 4 experts with knowledge of English, level C1 in the CEFR
General professional experience	All experts: each with 5 years in supporting the implementation of electromobility frameworks, regulatory processes, or institutional coordination mechanisms and/or the design and delivery of technical training programs related to electromobility, sustainable transport, energy transition, climate policy, or public infrastructure. Technical training experience shall include the preparation of training materials, facilitation of

	workshops or online courses, and adaptation of technical content
Specific professional experience	All experts: each with 5 years of professional experience in the sector of transport policies, e-mobility, public transport, infrastructure, energy systems, sustainable mobility and/or environmental awareness campaigns.
Leadership/management experience	- Not applicable -
International professional experience outside the country/region of assignment	- Not applicable -
Professional experience in the country/ region of assignment	All experts: each with 2 years of professional experience in projects in Southern America, Latin America and the Caribbean and/or Central America.
Experience in the field of development cooperation	All experts: each with 2 years of experience in development cooperation projects.
Other	- Not applicable -

The tenderer must assign all the proposed experts for pools 1 and 2 to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

During the contract duration, the Bidder must demonstrate, that the assigned personnel meets (the minimum) qualifications and experience required in the Terms of Reference (ToR). GIZ reserves the right to verify these aspects at any time and to require the replacement of personnel who do not meet the stipulated requirements, without additional cost to GIZ and without prejudice to contractual timelines.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

5.1 Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively.

Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence/ remote	Availability of expert in the country of assignment in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)	Number of international flights	Number of national flights
Expert 1 Team Leader	50	10	60	No	2	4
Expert 2: Senior Technical Expert on e-mobility	20	20	40	No	2	2
Expert 3 pool 1 Electromobility Regulation and Infrastructure Planning	100	20	120	No	2	2
Expert 4 pool 2 Governance and Implementation	100	25	125	No	2	15
Expert 5 Pool 3 Capacity-building and communication	70	0	70	No	0	0
Expert 6 Pool 4 Technical, operational and Regulatory Support for Electromobility	70	0	70	No	0	0

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor. The corresponding amounts are to be entered into the price schedule by the tenderer.

Higher amounts than indicated as maximum amounts in the table below must not be included in the tender.

Travel expenses item for all experts	Quantity	Maximum amount per unit in EUR
International Flights	9	2,500
National/ regional flights	23	300
CO ₂ offsets for flights An unalterable budget for CO ₂ offsets for settlement against evidence is specified.	1	4,600
Transfer costs (rail travel, car travel, public transport) for Roundtrip by bus, e.g. Mexico City to Puebla or Estado de México; possible additional trips within the metropolitan regions of each pilot (i.e. Quintana Roo to Felipe Carrillo Puerto) and travels to events in the region	1	2,000
Per-diem allowances (consultants travelling to/or in Mexico (key expert 1, key expert 2, Expert 3: Pool 1, Expert 4: Pool 2 and Expert 6: Pool 4))	80	40.00
Accommodation allowances (consultants travelling to/or in Mexico (key expert 1, key expert 2, Expert 3: Pool 1, Expert 4: Pool 2 and Expert 6: Pool 4))	75	100.00

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

Per-diem allowances are reimbursed as a lump sum up to the maximum amount indicated above, which corresponds to the maximum amount permissible under tax law as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (download at <https://www.bundesfinanzministerium.de>).

For the country México, tenderers may offer accommodation allowances up to EUR 100,00. This is less than 75% of the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement. The expenses will be reimbursed **on a lump-sum basis per night** in the contractually agreed amount.

5.4 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

Work will be conducted desk-based working from the expert's home country. Country missions are only short-term and hence office space in the country of assignment and related costs are not required.

5.6 Workshops, education and training

The contractor runs the following workshops/study trips/training courses, as described in the work packages under Section 2 of these Terms of Reference.

Workshop budget: EUR 25.000

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting services
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 45.000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 20 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section of the ToRs must be in the EU format and not more than four pages in length, written in English.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references.

The references contained in the CVs must therefore include the following information:

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year **in full-time expert days, weeks or months** (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the

company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground **in full-time expert days, weeks or months**) (if relevant)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following options if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind, additional regions/ states and/or actors. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

Not applicable.

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Not applicable.

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Subject of the tender procedure: Electromobility and urban infrastructure development for sustainable mobility in Mexico

Transaction number: 81322784



Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

8. Annexes

Not applicable.