

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

CONFIDENTIAL

DESIGN AND IMPLEMENTATION OF 15 TECHNICAL EXCHANGE EVENTS ON GREEN HYDROGEN AND THE BATTERY VALUE CHAIN IN SOUTH AFRICA	Project number/ cost centre: G-018088-001
	Tender number 10033139

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List of abbreviations

AG	: Commissioning Party
AVB	: General Terms and Conditions of Contract for Supplying Services and Work
BMZ	: German Federal Ministry for Economic Cooperation and Development
CV	: Curriculum Vitae
DOEE	: Department of Electricity and Energy
EU	: European Union
EUR	: Euro (€)
FK	: Expert
FKT	: Expert Days
GDPR	: General Data Protection Regulation
GH2	: Green Hydrogen
GIZ	: Deutsche Gesellschaft für Internationale Zusammenarbeit
H2.SA	: Promoting the Development of a Green Hydrogen Economy in South Africa
H2.SA II / BVC	: Promoting Value Chains for Critical Raw Materials and Green Hydrogen and Derivatives in South Africa
IT	: Information Technology
KZFK	: Short-term Experts
PDF	: Portable Document Format
PtX	: Power-to-X
STEM	: Science, Technology, Engineering and Maths
ToR	: Terms of Reference
ZAR	: South African Rands (ZAR)

1. Context

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a federally owned enterprise of the Federal Republic of Germany that supports international cooperation for sustainable development. We work on behalf of the German Federal Government and a range of national and international clients to support partner countries in achieving their development objectives. Our work spans key development areas including energy and climate action, economic development and employment, governance and democracy, social development, and environmental sustainability, and we operate in over 120 countries worldwide in close partnership with governments, the private sector, civil society and international organisations.

This document relates specifically to our work within the energy and sustainability portfolio, through which we provide policy advice, technical assistance, capacity development and implementation support to advance sustainable energy systems, climate-resilient development and just energy transitions.

1.1. Project Background

Against the backdrop of a rapidly diminishing global carbon budget and the growing urgency to decarbonise hard-to-abate sectors, international demand for green hydrogen (GH₂) and green hydrogen-derived products (Power-to-X, which is formally abbreviated as PtX) such as green ammonia and synthetic fuels, continues to rise. Key global markets such as Germany, the European Union and Japan are increasingly prepared to enter into long-term offtake arrangements to support the emergence of these markets. At the same time, GH₂ offers substantial economic and industrial development opportunities for countries like South Africa, which are well positioned due to their strong renewable energy resources, significant mineral reserves, and existing industrial capabilities across hydrogen and PtX value chains.

Officially titled “*Promoting a South African GH₂ Economy*”, H2.SA was the first phase of a project of the German Development Cooperation with South Africa, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close cooperation with The Republic of South Africa’s Department of Electricity and Energy (DoEE). The programme objective was to promote a green, sustainable and inclusive hydrogen economy in South Africa, working closely with government, private sector and civil society partners.

Phase 1 of H2.SA was implemented between 2021 and 2025 and concluded in December 2025. This initial phase focused on laying the strategic foundations for the programme by supporting policy and regulatory development, strengthening stakeholder engagement, and building early knowledge and capacity for South Africa’s GH₂ and PtX economy.

Building on these achievements, Phase 2 officially titled “*Promoting Value Chains for Critical Raw Materials and Green Hydrogen and Derivatives in South Africa (H2.SA II/BVC)*” began in January 2026, commissioned by BMZ and co-funded by the European Union.

H2.SA II / BVC represents a transition from early-stage analysis and planning to practical implementation and long-term institutionalisation. The programme aims to provide direct support to GH2 and PtX projects, as well as to the broader network of stakeholders and partners involved. This support will include targeted technical and institutional assistance to help move initiatives from initial planning stages, through to execution. This will be achieved by embedding the tools, methodologies, and training materials developed during Phase 1 within South African institutions. In doing so, the programme seeks to ensure long-term sustainability, strengthen national ownership, and maintain continuity beyond its duration. Ultimately, it aims to equip stakeholders with the skills and expertise needed to independently plan, implement, and scale GH2 and PtX initiatives over time.

H2.SA II / BVC is structured around five, rather than 4, integrated workstreams: Strategy Development and Regulatory Framework; Private Sector Engagement and Support; Training, Research and Innovation; Sustainability and Just Transition; and a *newly introduced* Battery Value Chain Development workstream. The addition of the fifth workstream reflects an expanded mandate to support the development of South Africa's battery value chain, recognising its strategic importance for the energy transition and its strong links to critical raw materials, industrial development, and clean energy value chains alongside GH2 and PtX. It is within this expanded mandate that the second phase is being implemented, combining efforts to advance both GH2 and battery value chain development across the country.

2. Tasks to be performed by the contractor

Between 2024 and 2025, a structured webinar and expert exchange series on GH2 and PtX was implemented on behalf of the H2.SA programme, as part of German–South African development cooperation. The series was designed and delivered by an international service provider in close collaboration with GIZ and South African partner institutions. It comprised 15 expert exchange events, mainly online webinars complemented by selected in-person formats and brought together international and South African experts from government, industry, academia, and civil society.

The series aimed to strengthen South Africa's emerging GH2 ecosystem by building capacity, enabling knowledge exchange, and fostering dialogue across key thematic workstreams. Topics included policy and regulatory frameworks, financing and business models, sustainability and certification, skills development, innovation, and socio-economic impacts. The events were structured to progressively deepen engagement over time, combining expert inputs with moderated discussions and interactive participation, while ensuring strong representation of South African perspectives.

The continuation of the webinar and expert exchange series will maintain the proven structure and workstream-based approach of the previous programme, while shifting the thematic emphasis more strongly toward **implementation-oriented topics** and **timely updates on GH2-related developments** at national, regional, and international levels. This includes practical aspects of

project development, market rollout, financing mechanisms, regulatory implementation, infrastructure development, skills deployment, and lessons learned from projects under development or implementation.

In addition, the series will **expand its scope to include the battery value chain**, recognising its strategic importance for South Africa's energy transition, industrial development, and linkages to green hydrogen, renewable energy, and critical minerals. The battery-related content will be structured in alignment with the established workstreams used for the green hydrogen series (e.g. policy, sustainability, certification, financing, project development, skills, and innovation), ensuring coherence, comparability, and integration across topics. The continued series will again consist of **15 expert exchange events over two years**, combining webinars and selected in-person formats, and will be implemented in close cooperation with GIZ and a South African partner institution.

The contractor is responsible for providing the following services:

Task	Task Description
Task 1: Prepare and participate in a kick-off meeting with the selected Institution and GIZ	Present the service provider's project approach and strategy including timelines and roles for implementation of the events and topics. The first proposal for the design of the events as well as a marketing plan must be presented in the technical offer in response to this tender. The event design and marketing plan should be refined in the kick-off meeting.
Task 2: Develop and submit draft marketing plan and agenda for the 15 exchange events	In close cooperation and exchange with the selected institution and GIZ, develop and submit a draft agenda for the 15 exchange events. All webinars must include a South African presenter and of all presenters for the series of events, at least 50% must be female. Together with the draft agenda, the service provider should submit a draft marketing plan, costing and content to market the webinar series
Task 3: Submit the final event and marketing plan	The final plan includes identification of potential speakers, detailed agenda and time planning, roles of the selected South African institution, GIZ and the service provider. This plan requires approval by GIZ. A final marketing plan with targets must be presented and approved by GIZ.
Task 4: Organise the events	This includes providing and preparing the necessary IT hosting platform for the online events on Microsoft Teams, creating related log-in links / registration pages for the events, preparing event agendas, invitations, contracting speakers / presenters, etc.

Task	Task Description
	It is expected that all online events / webinars are held for the broad public, assuming around 500 participants per event
Task 5: Expert Exchange Marketing Campaign	This includes increasing awareness on the events, sharing the content with target audiences, creating a marketing plan outlining strategies tactics and timelines for promoting the events, as well as documentation and reporting.
Task 6: Implement the events and participate in coordination meetings with GIZ	The contractor ensures the realization of the events concerning all tasks / aspects agreed on during the coordination meetings with GIZ. All presentations should be shared with registered participants and GIZ after each event.
Task 7: Evaluation and Reporting	The contractor will agree with GIZ on parameters / aspects to be evaluated for each event and the whole event series. An evaluation report summarizing related information has to be submitted to GIZ for approval.

The selection of topics shall be undertaken in close cooperation with **GIZ** and the selected South African institution, taking into account recent and planned activities by other stakeholders to avoid duplication. GIZ may suggest speakers; however, responsibility for content quality and delivery remains with the contractor.

Given the outlined objectives and related activities of the webinar series, certain milestones are to be achieved by specified deadlines within the contract term. The proposed milestones are as follows:

Table 1: Proposed Milestones and Related Deadlines

Milestones	Deadline
Contract award and mobilisation completed, including internal project set-up by the service provider	October 2026
Kick-off meeting	October 2026
Inception report* submitted and approved	November 2026
Proposed agenda and marketing plan for the full series of 15 expert exchange events approved by GIZ	December 2026
First set of expert exchange events (approx. 4-5 events) implemented, including webinars and/or in-person formats	February – June 2027

Milestones	Deadline
First interim progress and evaluation report* submitted, covering the initial set of events	July 2027
Second set of expert exchange events (approx. 4–5 events) implemented	August – November 2027
Second interim progress and evaluation report* submitted	December 2027
Final set of expert exchange events (remaining events, including in-person formats) implemented	February – June 2028
All 15 expert exchange events successfully completed	July 2028
Final evaluation and consolidated report* on all expert exchange events submitted and approved	August 2028
Debriefing workshop conducted with GIZ	September 2028

****Acceptance of reports subject to GIZ quality approval outlined in sub-section 3.3.1***

GIZ shall contract the service providers for the anticipated contract term, from **1 October 2026 to 1 October 2028**.

3. Concepts Required from Bidders

As part of the bid, each bidder is required to clearly demonstrate how the objectives defined in **Chapter 2 (Tasks to be performed)** will be achieved in coordination with GIZ. Where applicable, this must be done in consideration of any additional method-related requirements and presented as a technical–methodological concept. In addition, each bidder must describe the project management system that will be applied for the delivery of the services at the required scale.

Note: The numbers in parentheses refer to the corresponding criteria and line items in the technical assessment grid and must be addressed explicitly in the tender.

3.1. Technical–Methodological Concept

Under **Strategy (1.1)**, the bidder shall demonstrate a clear understanding of the assignment by linking the proposed **approach** to the objectives of the services as described in **Chapter 1 (Context) (1.1.1)**. Building on this, the bidder must present and justify a coherent and feasible strategy explaining how it intends to deliver the services for which it is responsible, in line with **Chapter 2 (Tasks to be performed) (1.1.2)**.

The bidder must identify the key national, provincial and local actors and stakeholders relevant to the successful delivery of the services and describe how cooperation with these **actors will be organised and managed (1.2)**. This includes national and provincial departments, municipalities, training partners, industry actors and other relevant institutions.

The bidder is required to explain its approach to **steering** and coordinating activities with GIZ and, where relevant, with other capacity building institutions **(1.3.1)**, and to describe its contribution to the **results-based monitoring system**, including data collection, reporting and learning processes at provincial level **(1.3.2)**.

Furthermore, the bidder must describe the key **operational** processes underpinning the delivery of the service and present an operational plan or schedule **(1.4.1)** showing how the tasks outlined in Chapter 2 will be implemented. This should include a clear description of work steps, sequencing of activities, and, where applicable, consideration of milestones and the contributions of other actors or partners in line with **Chapter 2 (Tasks to be performed) (1.4.2)**.

Finally, the bidder is required to describe its **contribution to knowledge management** for the relevant national departments as part of the sector and GIZ **(1.5.1)**, as well as its approach to **promoting learning, innovation and scaling-up effects** beyond the immediate scope of its own assignment **(1.5.2)**, including opportunities for cross-provincial exchange and replication.

3.2. Project management of the contractor (1.6)

The bidder is required to describe their approach to coordination and cooperation with the GIZ project team, including communication structures, reporting lines and decision-making processes. In doing so, the bidder must clearly explain how the project management requirements specified in **Chapter 2 (Tasks to be performed by the contractor)** will be implemented in practice at provincial level, including coordination related to the delivery of the short courses, reporting, quality assurance and stakeholder engagements.

In addition, the bidder is required to submit a personnel assignment plan, accompanied by explanatory notes, listing all experts proposed for the assignment. The plan must specify the roles and responsibilities of each team member, assignment periods (including duration and expert months), locations of deployment, and the allocation of tasks and work steps in line with the agreed implementation schedule and milestones set out in this ToR.

3.3. Further Requirements (1.7)

3.3.1. Quality Assurance Criteria

All interim and final reports submitted by each contracted institution shall be reviewed and approved by GIZ. Reports will only be considered accepted once they meet the quality criteria outlined below:

- Reports must be **relevant, complete, and aligned with the scope of the ToR** along with the contractor's mandate. Each report shall clearly **address all agreed milestones**, short course implementation and related outputs within the assigned institution. Required sections include an executive summary, methodology, description of activities, outcomes, lessons learned, recommendations, and relevant annexes such as attendance registers and evaluation

data. Adjustments to the report structure may be made with **prior agreement** from GIZ. All information presented must be accurate, current and verifiable.

- All data must be **accurate and internally consistent**. Quantitative information, including participant numbers and evaluation results, must correspond with supporting documentation. Names, dates, locations and any financial information must be correctly reported and handled in accordance with GIZ data protection requirements. Terminology and units used must be consistent with GIZ, H2.SA and PtX standards.
- Reports must demonstrate **meaningful analysis and reflection**. This includes interpretation of participant's results, identification of key trends, challenges and lessons learned, and clear linkages to the objectives of the short courses and the broader Phase 2 mandate. Recommendations must be practical, clearly formulated and relevant to the GH2 and PtX context in South Africa.
- Reports must be **clearly structured, well written and easy to understand** for both technical and non-technical readers. Tables, figures and charts should be clearly labelled and support the narrative. Reports must be free from spelling, grammatical and formatting errors. Repetitive language across reports should be avoided. **The use of artificial intelligence tools for report generation is not permitted**, in line with GIZ data protection requirements.
- All reports must **comply with GIZ reporting and branding requirements**. Where a GIZ reporting template is provided, it must be used. Branding, acknowledgements, confidentiality provisions and data protection requirements, such as the anonymisation of participant feedback, must be respected. These requirements will be further clarified during the inception phase.
- Reports must be submitted **within the agreed timelines**. Late submissions may be returned for revision and will not be considered delivered until approved by GIZ. **No payments will be made until formal acceptance of deliverables has been confirmed by GIZ in writing.**
- All reports must be supported by **appropriate documentation and evidence**, including attendance lists, completed evaluation questionnaires, photos where applicable, and any other agreed supporting material. The evidence provided must clearly substantiate the findings, conclusions and recommendations presented in the report.

Should a report not meet these criteria, GIZ may request revisions and will not consider the deliverable approved until it fully complies.

3.3.2. Sustainability Concept

The tenderer is required to demonstrate how it will **ensure the high-quality and continuous delivery of the expert exchange and webinar series** over the full contract period, including mechanisms to maintain relevance, stakeholder engagement, and consistency across events. The proposal should outline approaches for sustaining participation, ensuring continuity of knowledge transfer, and adapting content over time in response to evolving developments in the green hydrogen and battery value chain sectors.

While no mandatory gender quotas are prescribed, the tenderer is encouraged to **outline a voluntary and pragmatic approach to gender and diversity considerations** within the design and implementation of the event series. This may include, where feasible, balanced representation among speakers, targeted outreach to women professionals and institutions, and inclusive event formats that support broad participation. Any proposed targets or actions should be realistic and aligned with the available speaker pool and target audiences.

In addition, the tenderer shall describe how **sustainability principles** will be integrated into the delivery of the webinar series. This includes environmentally responsible event organisation (e.g. prioritising virtual formats where appropriate, minimising travel for in-person events, and reducing resource use), as well as ensuring **institutional and knowledge sustainability**, such as documentation of outputs, dissemination of materials, and the creation of reusable content that supports long-term capacity building. Monitoring, data collection, and reporting measures should be proportionate and focus on tracking participation, thematic coverage, and overall effectiveness of the series.

4. Personnel Concept

This section shall outline the **key roles required for successful implementation**, explaining the purpose and responsibilities of each role, followed by a **consolidated staffing table** to be provided by the bidder. The table should summarise key tasks, required qualifications, and the allocation of responsibilities across the team. All proposed personnel must be suitable for their assigned roles, as demonstrated through their CVs and relevant experience. The qualifications specified should be sufficient to ensure high-quality delivery of the webinar series and will be assessed as part of the technical evaluation.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

4.1. International Team Leader / Project Manager

4.1.1. Tasks of Team Leader

- Overall responsibility for the delivery of the webinar and expert exchange series, including quality assurance and adherence to timelines.
- Coordinating and ensuring effective communication with GIZ, the South African partner institution, and other stakeholders involved in the project.
- Personnel management, including coordination of partner organisations and short-term experts, as well as planning and steering assignments within the available budget.
- Participate in a kick-off meeting with GIZ to clarify the project plan, timetable, roles, and initial thematic focus areas for the event series.
- Oversee the conceptual and thematic design of all expert exchange events, including alignment with project workstreams.

- Ensure the successful planning, design, and delivery of all webinars and in-person events, including content development, identification and coordination of speakers, and oversight of moderation and facilitation.
- Ensure effective stakeholder engagement and representation of relevant national and international experts across all events.
- Supervise monitoring, evaluation, and reporting processes, including final documentation of all events.
- Participate in regular coordination and planning meetings with GIZ.

4.1.2. Qualifications of Team Leader

- Education/training **(2.1.1)**: Master's degree (or equivalent) in Engineering, Natural Sciences, Economics, Energy Studies, or a related field.
- Language **(2.1.2)**: C1-level English language proficiency.
- General professional experience **(2.1.3)**: 5 years of professional experience in the renewable energy sector.
- Specific professional experience **(2.1.4)**: 3 years of experience in green hydrogen/PtX and/or battery value chains.
- Leadership/management experience **(2.1.5)**: 3 years of leadership or project management experience.
- Regional experience **(2.1.6)**: 2 years of experience working in South Africa.
- Development cooperation (DC) experience **(2.1.7)**: 2 years of experience in development cooperation projects.

4.2. Key Expert

Tasks of Key Expert

- Participate in a kick-off meeting with GIZ to clarify the project plan, timetable, roles, and thematic priorities.
- Undertake a desktop analysis/stock take of recent and upcoming events and webinars in the green hydrogen and battery value chain sectors.
- Lead the technical and thematic design of expert exchange events, ensuring relevance and alignment with sector developments.
- Support the planning, design, and production of webinars and in-person events, including development of content, programmes, and formats.
- Identify, contact, and coordinate national and international speakers and experts.
- Support moderation and facilitation of webinars and other exchange formats.
- Ensure the successful hosting and delivery of webinars and additional expert exchange events.
- Participate in regular coordination and planning meetings with GIZ.
- Support post-event activities, including documentation, circulation of materials (e.g. presentations, attendance registers), and reporting inputs.
- Contribute to the evaluation and reporting of all events.

Qualifications of Key Expert

- Education/training **(2.2.1)**: Master's degree (or equivalent) in environmental science, engineering, energy studies, or a related field.
- Language **(2.2.2)**: C1-level English language proficiency.
- General professional experience **(2.2.3)**: 3 years of professional experience in the energy sector.
- Specific professional experience **(2.2.4)**: 2 years of experience in training, facilitation, or capacity building.
- Leadership/management experience **(2.2.5)**: 2 years of experience in project leadership / management roles
- Regional experience **(2.2.6)**: 5 years of experience working in South Africa.
- Development cooperation (DC) experience **(2.2.7)**: 2 years of experience in development cooperation projects.

4.3. National Short-Term Expert Pool

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment. Please note that the short-term expert pool will be required to have a minimum of 1 person and maximum of 3 people.

Tasks of the short-term expert pool

- Design and implement a marketing concept for the series of capacity building and information exchange events. Note that the design concept must be in line with GIZ's corporate communication requirements.
- Implementation of a targeted marketing strategy to achieve an average of 200 participants per webinar.
- Design relevant advertising material for the advertising campaign.
- Support the development and distribution of content to industry-specific participants.
- Measure and analyse the success of the marketing activities.
- Provide feedback on the success of various marketing activities and adjust campaign if required.
- Design and undertake the final evaluation of the marketing campaign. Include the evaluation in the final report to GIZ.

Qualifications of the short-term expert pool

- Education/training **(2.6.1)**: University qualification (B.A. or B.Com.) in communication/marketing/business studies/event management
- Language **(2.6.2)**: N/A
- General professional experience **(2.6.3)**: 3 years of professional experience in marketing/communication/event management
- Specific professional experience **(2.6.4)**: 2 years of professional experience in marketing green hydrogen information events.
- Regional experience **(2.6.5)**: None
- Development cooperation (DC) experience **(2.6.6)**: None

- Other **(2.6.7)**: None

4.4. Cross-Cutting Soft Skills

In addition to the requirements noted above, all proposed team members must demonstrate:

- Strong teamwork and communication skills
- Initiative and problem-solving capacity
- Socio-cultural sensitivity
- Efficient, partner- and client-oriented working methods
- Interdisciplinary thinking

Bidders must provide a clear overview of all proposed team members and their individual qualifications.

5. Costing Requirements

5.1. Assignment of personnel and travel expenses

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

Accommodation allowances are reimbursed as detailed in the specification of inputs below. With special justification, additional accommodation costs up to a reasonable amount can be reimbursed against evidence.

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

5.2. Sustainability aspects for travel

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

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

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

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Table 2: Specification of Inputs for a period of 24 months

Fee days	Number of experts	Number of days per expert	Total	Comments
International Team Lead	1	20	20	Approx. all expert days in Germany for overall coordination, content oversight, reporting, and liaison with GIZ
Key Expert	1	80	80	Approx. 8 expert days in South Africa (selected in-person events and coordination); approx. 72 expert days remote for agenda development, speaker coordination, moderation, content updates, and evaluation
Short-Term Expert Pool	1 - 3	tbd	15	15 expert days in the country of service delivery and home country (South Africa).
Travel expenses	Quantity	Price in EUR	Total in EUR	Comments
Fixed Travel Budget	1	5 000	5 000	For all travel and travel related costs there is a fixed budget earmarked and already in the price sheet and will be reimbursed against evidence.
CO₂ compensation for air travel	1	596	596	A fixed budget of EUR 596 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price in EUR	Total in EUR	Comments
Flexible Remuneration	1	12 600	12 600	A budget of EUR 12 600 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.

				Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	3	4 000	12 000	There is a fixed budget for the implementation of the workshops, which is already included in the price sheet to be paid against evidence.

5.3. Workshops and Field-Based Events

The contractor shall implement the following **three in-person expert exchange events** as part of the overall series:

- Two workshops for approximately 50 participants each
- One site visit or technical study trip to a green hydrogen and/or battery-related project site in South Africa for approximately 40 participants

As stipulated in Table 3 above, a fixed budget is allocated for these events and is intended to cover eligible costs such as:

- Catering and refreshments
- Workshop equipment (Audiovisual) and materials (agendas, workshop booklets)

The contractor shall describe in its technical proposal how **GIZ minimum standards for sustainable event management** will be applied (e.g. resource efficiency, waste reduction, responsible procurement).

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to provide the following inputs:

- Participants are expected to **cover their own accommodation costs**, where required
- GIZ will cover costs related to the **participation of GIZ staff members**
- GIZ may support coordination with partner institutions and dissemination through its networks

7. Requirements on the format of the tender

The structure of the tender must follow the structure of these Terms of Reference (ToR). In particular, the detailed technical concept (Chapter 3) must be organised in accordance with the positively weighted criteria in the technical assessment grid (excluding criteria with zero weighting).

The tender must be clearly formulated, legible (minimum font size 11), and submitted in English. The complete technical tender must not exceed **10 pages**, excluding CVs. Any content exceeding the maximum page limit will not be considered in the assessment. External references or links (e.g. to websites or online repositories) will not be assessed.

The CVs of all proposed personnel, as set out in Chapter 4 of the ToR, must be submitted using the format specified in the applicable terms and conditions. Each CV must not exceed **four (4) pages**, must be submitted in English, and must clearly indicate the position held, the nature of the assignment, and the duration of involvement in reference projects.

The financial proposal must be calculated strictly in accordance with the parameters specified in **Chapter 5 (Quantitative Requirements)** and the applicable price schedule. The contractor is not contractually entitled to utilise the full number of days, trips, workshops, or budgeted amounts. These quantities represent maximum contractual ceilings and will be contractually agreed as such.

8. Option

Not applicable.

9. Processing of personal data

Performance of the contract may involve the processing of personal data by the contractor. In such cases, the contractor shall act as an independent **Data Controller** and is solely responsible for compliance with all applicable data protection regulations, including regional and national laws and, where applicable, Articles 44–50 of the EU General Data Protection Regulation (GDPR).

Personal data shall only be processed where the intended purpose cannot reasonably be achieved without such data. Core data protection principles such as lawfulness, data minimisation, accuracy, purpose limitation, storage limitation, transparency, integrity, confidentiality, and accountability, must be strictly observed. Where personal data is transferred outside the EU, GDPR transfer requirements must be complied with.

GIZ assumes no responsibility for the contractor's data processing activities. Where the contractor is not subject to GDPR and national legislation does not explicitly define these principles, the definitions provided by Regulation (EU) 2016/679 shall apply as guidance. GIZ may provide support where clarification is required.

All assessments, reports, surveys, and datasets submitted to GIZ must be provided **strictly anonymously**. Any information relating to identifiable individuals must be excluded. Personal attributes such as gender, age, health, religion, or ethnicity may only be provided in aggregated form.

10. Annexes

The following documents are provided as annexes to this Terms of Reference for information purposes and to support bidders in the preparation and compilation of their tenders:

- a. H2.SA Phase I Fact Sheet: [click here](#)
- b. H2.SA II / BVC Fact Sheet: [click here](#)