

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

CONFIDENTIAL

Capacity Building for Somali partners of the Better Migration Management (BMM IV) Programme	Project number/ cost centre: G-012644-009 Tender number 10042478
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
CSO	Civil Society Organisation
DSPD	Digital Service Provider Directory
FGS	Federal Government of Somalia
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH
ICA	Immigration and Citizenship Agency
KZFK	Short-term expert
NCM	National Coordination Mechanism
OSPE	Office of the Special Presidential Envoy for Migrants' and Children's Rights
ToRs	Terms of reference

1. Context

Better Migration Management (BMM IV) programme works with national and international partners to improve migration management in the East Africa and Horn of Africa region by addressing the trafficking of human beings and the smuggling of migrants. The target countries in the Horn of Africa are Ethiopia, Djibouti, Kenya, Somalia and South Sudan. BMM IV is commissioned by the Federal Ministry for Economic Cooperation (BMZ) and the European Union (EU).

The objective of BMM IV is to enable national authorities and institutions to facilitate safe, orderly and regular migration and effectively address and reduce trafficking in human beings and the smuggling of migrants within and from the Horn of Africa region by applying a human rights-based approach. BMM IV programme implementation takes place from October 2025 to September 2028. The programme is implemented by CIVIPOL, IOM, the United Nations Office on Drugs and Crime (UNODC) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The BMM IV programme focuses on two components 1). Strengthening effective institutions to counter trafficking in persons and smuggling in persons and 2). Protection of vulnerable migrants and victims of trafficking. Strengthening effective institutions to counter trafficking in persons and smuggling in persons is achieved through capacity building, development of policies, systems, and training frameworks that promote professionalization of migration and border management authorities. Protection of vulnerable migrants and victims of trafficking is achieved by improving the identification, assistance, and protection of vulnerable migration and victims of trafficking.

In Somalia, BMM IV works closely with the National Coordination Mechanism for Migration (NCM) and its members. Specifically, under this consultancy, BMM IV seeks to support the Office of the Special Presidential Envoy for Migrants' and Children's Rights (OSPE) and other NCM members as well as, where appropriate, Somali civil society organisations.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- 1. Logistical organisation of a **training with the NCM and its members such as Immigration and Citizenship Agency** and related stakeholders in Mogadishu for up to 10 working days for up to 35 pax, including venue and local transport facilitation within Somalia. The content of the training will be delivered and facilitated and reported on through GIZ or an external expert;
- 2. **Develop a Strategic Plan for the OSPE:** Logistically organize and facilitate strategic planning process, including an inception and scoping workshop with up to 35 pax, submit draft strategic plan for review; hold consultation workshop with up to 35 pax, incorporate feedback in up to 3 rounds of review, hold validation workshop with up to 35 pax.
- 3. **OSPE Communication and videography capacity building measure:** Assess training needs of OSPE team on videography and communication and design and implement a training curriculum for up to 20 pax for up to 5 days on videography;
- 4. **Produce and edit professional video of between 10-30min on *tahrib*** in Somalia jointly with the OSPE with the aim of preventing irregular migration and human trafficking and showcasing the FGS's work to this end. This includes scripting a video and incorporating feedback provided by GIZ, editing the raw video and making a final version available in English and Somali in MP4 format. The principles of Ethical Storytelling and

the restrictions mentioned in the chapter [“Data Protection”](#) must be considered and implemented;

- 5. Hold up to **5 coordination and planning workshops** (up to 2 days each) for BMM with Somali stakeholders in Nairobi and/or Mogadishu, with up to 35 pax each. This will include the venue, catering and travel, visa reimbursement and accommodation of participants based outside the location (participants based in Nairobi and various locations in Somalia respectively). The content, moderation and documentation will be provided by GIZ and its partners;
- 6. Develop **Digital Service Provider Directory for Somalia**: The consultant will hold and moderate an inception workshop with FGS, CSO partners and BMM IV partners of up to one day with up to 35 pax. The consultant will subsequently map and categorize service providers for vulnerable migrants, victims of trafficking and returnees for Somalia. The categorization should follow the structure set out in the sample below (annex 1) and type of beneficiary (victim of trafficking, migrant or Somali returnees). The consultant will provide a draft DSPD for review and incorporate up to 3 rounds of feedback. The consultant will hold a review (up to 3 days) and validation workshop (up to 1 day) with FGS, CSO and BMM IV partners. The consultant will make the final DSPD data available via excel and in a layouted and printable pdf.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- OSPE Strategic Plan: Inception and scoping report; consultation workshop report, validation workshop report, final Strategic Plan
- Videography training report
- Up to 5 coordination and planning workshop reports
- DSPD: inception workshop report, review workshop report, validation workshop report, final DSPD in pdf and excel

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Hold up to 10 days of training with NCM and ICA in Mogadishu	30.09.2027 / Mogadishu or Nairobi/ consultant	Training took place, Participants list
OSPE Strategic Plan: Inception and scoping workshop with up to 35 pax	30.06.2027 / Mogadishu or Nairobi / consultant	Workshop report
Draft strategic plan submitted for review	30.09.2027 / Mogadishu or Nairobi / consultant	Draft strategic plan
Consultation workshop with up to 35 pax.	31.10.2027 / Mogadishu or Nairobi / consultant	Workshop report
Feedback in up to 3 rounds of review incorporated	31.01.2028 / virtually / consultant	Final draft
Validation workshop with up to 35 pax	31.03.2028 / Mogadishu or Nairobi / consultant	Validated draft
OSPE communication and videography training implemented	30.06.2027 / Mogadishu or Nairobi / consultant	Training report

OSPE video script on tahrir produced and reviewed	31.07.2027 / remotely / consultant & OSPE	Script for video
OSPE video on tahrir produced	31.12.2027 / Mogadishu, various locations in Somalia / consultant	Final video available in English and Somalia
Up to 5 coordination and planning workshops held	31.08.2028 / Mogadishu and Nairobi / consultant	Participants lists
DSPD development: Inception workshop held	31.03.2027 / Nairobi or Mogadishu / consultant	Workshop report
Categorized mapping of service providers / draft DSPD submitted for feedback	30.05.2027 / remotely / consultant	Mapping submitted
Up to 3 rounds of feedback incorporated	31.08.2027 / remotely / consultant	Final version
Review workshop held	31.08.2027 / Mogadishu or Nairobi / consultant	Workshop report
Validation workshop held	30.09.2027 / Mogadishu or Nairobi / consultant	Validated DSPD
Final DSPD submitted in excel and pdf in English and Somali	31.10.2027 / remotely / consultant	Pdf and excel versions available in English and Somali

Period of assignment: from 15.09.2026 until 30.06.2028.

3. Concept

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

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

Technical-methodological concept

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

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

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if

applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

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

Further requirements (1.7)

Gender equality – 5points

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

Security Concept – 5points

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

To the extent possible, GIZ shall integrate the contractor and its experts into the security system utilised in Somalia. In the context of security precautions and crisis management measures, personal data associated with the contractor and the assigned experts shall be collected, processed and stored. All data will be deleted after the assignment is completed.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Facilitating the OSPE Strategic Plan development, the DSPD development and various coordination workshops
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in development economics, international cooperation, project management, organizational development or similar.
- Language (2.1.2): C1-level language proficiency in English (5 points) and B2-level language proficiency in Somali language (5 points)
- General professional experience (2.1.3): 7 years of professional experience in the organizational development sector
- Specific professional experience (2.1.4): 7 years in capacity building
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 7 years of experience in projects in the Horn of Africa (5 points), of which 2 years in projects in Somalia (5 points)
- Development cooperation (DC) experience (2.1.7): 7 years of experience in DC projects

Key expert 1: Videography

Tasks of key expert 1

- Prepare and facilitate videography training
- Produce the information video on 'tahrib' in Somalia in close coordination with the partners

Qualifications of key expert 1

- Education/training (2.2.1): university degree in communication or videography
- Language (2.2.2): C1 -level language proficiency in English (5 points) and C1-level language proficiency in Somali language (5 points).

- General professional experience (2.2.3): 4 years of videography / audio-visual communications material production
- Specific professional experience (2.2.4): 4 years of facilitating trainings and capacity development
- Regional experience (2.2.6): 4 years of experience in projects in the Horn of Africa (5 points), of which 2 years in projects in Somalia (5 points)
- Development Cooperation (DC) experience (2.2.7): Development cooperation (DC) experience (2.2.7): 7 years of experience in DC projects

Key expert 2: Logistics

Tasks of key expert 2

- Logistically prepare and support workshops and trainings, including venue, accommodation and transport booking for participants in close cooperation with GIZ

Qualifications of key expert 2

- Education/training (2.3.1): certificate in logistics, event management, hospitality or similar
- Language (2.3.2): C1 -level language proficiency in English (5 points) and B2-level language proficiency in Somali language (5 points)
- General professional experience (2.3.3): 5 years of experience in logistics
- Specific professional experience (2.3.4): 5 years of experience in event management
- Regional experience (2.3.6): 5 years of experience in projects in the Horn of Africa (5 points), of which 2 years in projects in Somalia (5 points).
- Development Cooperation (DC) experience (2.3.7): 5 years of experience in Development Cooperation (DC) projects

Soft skills of team members

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

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

5. Costing requirements

Assignment of personnel and travel expenses

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

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

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

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

Sustainability aspects for travel

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
<i>Team leader</i>	1	24	24	OSPE Strategic Planning Process DSPD Workshop facilitation and reporting
<i>Expert 1: Videography</i>	1	17	17	Videography training Production of video
<i>Expert 2: Logistics</i>	1	10	10	Workshop and travel logistics
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	34 workshop days, 3 field days for videography, flights	1	99.000	A budget is earmarked for travel to the following countries: Somalia, Kenya. A fixed budget of EUR 99.000 is earmarked for settling travel expenses against evidence. This

	to Nairobi or Mogadishu			covers per diems, flights, visa costs against receipt, accommodation, airport transfers for the partners and the consultants. The partners per workshop will be decided by GIZ. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	10.000	10.000	A budget of EUR 10.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	up to 34 workshop days of appr. 35 pax			The budget contains the following costs venue, conference package, catering.
Other costs Security costs	3			The budget contains the following costs: Vehicle and security escort for trips outside the airport in Mogadishu (videography).

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Up to 34 workshop days, with up to 35 pax maximum in Nairobi, Mogadishu or other location on Somalia (tbc) respectively, out of which up to 24 workshop days require facilitation and content documentation.
- Workshop costs include up to 3 catered health breaks and lunch, all with healthy, halal and vegetarian options
- Venues to have wifi to allow for remote participation and full use of conference facilities
- Consultant to cover flights, accommodation, local transport and visa costs reimbursement (reimbursement of costs against receipt).

6. Inputs of GIZ or other actors

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

- Logistics for workshops: Mobilisation of partners and participants
- ICA migration data training: Delivery of content, facilitation and reporting on workshop
- Feedback on all outputs, specifically the Strategic Plan, videography training curriculum, Communications Strategy video, DSPD mapping

7. Requirements on the format of the tender

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

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Data Protection

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

For the following two activities, personal data will be processed on behalf of the client:

- Travel reimbursement of participants
- Creating the Digital Service Provider Directory

For these activities, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

For all other activities, the performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER

and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws.

The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

For the professional video on tahrib, the contractor is NOT allowed to shoot and depict in any identifiable way vulnerable migrants, victims of trafficking or any other vulnerable beneficiary group that BMM VI supports (e.g. through capturing faces of beneficiaries) in video material, including raw video material.

Whenever the contractor executes the instructions of a partner to GIZ with regard to processing personal data, 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.

9. Annexes

- For a sample of the DSPD, see the Kenya version here: <https://ken.services-for-migrants-africa.com/en/core/>
- Outsourcing of Data Processing (AuV)