

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

CONFIDENTIAL

Capacity Development for the institute and authorities responsible for quality control of fishery products	Project number/ cost centre: G-012266-002
	Tender number 10024443

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0. List of abbreviations

AG	Commissioning party
ADPPC	<i>Agence pour le Développement de la Pêche et de la Pisciculture Continentales</i> Agency for the Development of Continental Fisheries and Fish Farming
AMSSA	<i>Agence Mauritanienne de Sécurité Sanitaire des Aliments</i> Mauritanian Agency for Food Safety
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
CQFMP	<i>Centre de Qualification et de Formation aux Métiers de la Pêche</i> Training Center for the Fishing Professions
EU	European Union
FK	Expert
FKT	Expert days
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KZFK	Short-term expert
KOMP	Cost per output monitoring and forecast
KTS	BMZ-Kernthemenstrategien
LoI	Letter of intent
MoU	Memorandum of Understanding
MPIMP	<i>Ministère de la Pêche, des Infrastructures Maritimes et Portuaires</i> Ministry of Fisheries and Maritime and Port Infrastructure
ONISPA	<i>Office National d'Inspection Sanitaire des Produits de la Pêche et de l'Aquaculture</i> National Office for Hygienic Control of Fishery and Aquaculture Products
PADeM	Sustainable Small-Scale Fisheries in Mauritania
RMO	Risk Management Office

ToRs

Terms of reference

1. Context

Mauritania has a significant potential for exploitable fisheries resources of 1.8 million tonnes (all species combined), including 1.35 million tonnes of small pelagic fish, almost 42,000 tonnes of cephalopods, 87,000 tonnes of demersal fish, 24,000 tonnes of tropical tuna and 300,000 tonnes of as yet unexploited prawns. These fishery resources should be theoretically sufficient for a sustainably supply of its population estimated at 5,5 M inhabitants and generate export revenues. However, many stocks are already considered as overfished or fully exploited and the catches are mainly being exported, which limits the availability on the local market.

As a result, sustainably sourced fishery products and of acceptable quality do not reach the Mauritanian population in sufficient quantities. This situation is increased by a higher pressure on the resource, high export levels, but also due to limited inadequate processing, handling and logistics for distributing fish safely and in good quality across the country. These issues are compounded by the fact that basic quality and hygiene standards for processed fish (dried, smoked, salted) are often not met, especially in the artisanal processing and preservation. Additionally, the frequency of inspections by the National Office for the Health Inspection of Fishery and Aquaculture Products (*Office National d'Inspection Sanitaire des Produits de la Pêche et de l'Aquaculture, ONISPA*) or the Mauritanian Agency for Food Safety (*Agence Mauritanienne de Sécurité Sanitaire des Aliments, AMSSA*) is often insufficient. This makes it difficult to diversify and improve the quality of fishery products for domestic consumption in Mauritania. There is also a lack of decentralised training and further education opportunities for people and micro-enterprises involved in the fish trade and fish processing, as well as a lack of professional networking and cooperation. The above leads to challenges for the public health of the population and has been made a priority by the Mauritanian government to address. Another priority for the government is access to local/regional/international markets, and the assurance of higher quality standards can give guarantee for consumers in these markets.

The ProGRH (*Protection et Gestion de la Ressource Halieutique*) project promotes cross-sector initiatives for biodiversity-friendly management of fishery resources. Regarding the BMZ orientations, in particular on the potential of the EU's Fisheries Partnership Agreement with Mauritania in order to strengthen the sustainability of small-scale artisanal fisheries, the project is seeking to give fishing associations and other non-governmental actors a greater say in fisheries decisions. The project supports Mauritania in managing its fishery resources sustainably and increasing their availability for human consumption. The goal is that selected fishery resources in Mauritania are exploited in an ecologically sustainable manner to ensure food security. Output 3 of the project aims to ensure that the quality and hygiene standards required for human consumption are met for fish and fish products from ecologically sustainable fisheries. The impact hypothesis is that only fishery products that are guaranteed to be hygienically safe contribute to a healthy diet for the population. Studies from the previous Sustainable Small-Scale Fisheries in Mauritania (PADeM) project have shown that significant improvements are needed, especially for products that are processed artisanal or transported over long distances.

While the implementing partner is the Ministry of Fisheries and Maritime and Port Infrastructure (*Ministère de la Pêche, des Infrastructures Maritimes et Portuaires, MPIMP*) for the assignment at hand the most relevant partner is ONISPA a state-run partner structure. The National Office for Health Inspection of Fishery and Aquaculture Products (ONISPA) is the national authority responsible for health control, quality and traceability of fishery and aquaculture products in Mauritania. Traditionally involved in control activities exclusively focused on products intended for export, it has gradually become involved in local processes by developing a regulatory framework adapted to local realities. With the support of the GIZ's PAdEM project between

2018 and 2024, ONISPA has developed and implemented a national hygiene and quality control plan and introduced the digitisation of first sale and health certificates. At the same time, a training plan has been designed and implemented to strengthen and improve the capacities of all actors in the small pelagic value chain on good hygiene and quality practices and health standards to improve the quality of products sold in the local and sub-regional market.

However, ONISPA is still lacking the operational capacity to carry out the necessary hygiene and quality checks. In the hinterland in particular, this task is to be increasingly taken over by laboratories run by AMSSA, which reports to the Ministry of Trade, Industry, Crafts and Tourism (*Ministère du Commerce, de l'Industrie, de l'Artisanat et du Tourisme*). As the authority was only established in 2023, it does not yet have sufficient capacity to perform this task for fishery products, meaning that ONISPA will remain responsible for the foreseeable future. Furthermore, analysis and control services could also be done at the newly built *Centre de Qualification et de Formation aux Métiers de la Pêche* (CQFMP), a center for vocational training for fishery professions, where a small laboratory is planned for the quality control. In fact, a small laboratory was established at the training center of the CQFMP. This could be used by trained producers to verify the quality of their own produce, even the possibility to provide mobile kits to facilitate quality control within the country could be envisioned.

The service described in this tender will contribute to the goal to increase the proven hygiene and quality standards of produce in three supply chains in three different regions in the country (Indicator 3.2). While work will be done in the capital, it will also take place in the 'triangle de l'espoir' (Brakna, Gorgol, Assaba).

In recent years, the public authorities have become increasingly aware of the importance of ensuring the safety of fish products and complying with health, hygiene and quality standards in the sector, particularly in the small-scale pelagic fishing industry for local consumption. This has resulted in considerable efforts being made to strengthen port infrastructures and redevelop landing areas for pirogues and product circuits, and to organise access to regional and international markets. These improvements were well appreciated by the inspectors on the two audit missions carried out by the European Union's Food and Veterinary Office in Mauritania in 2019 and 2025, the aim of which was to check compliance with the legislative and regulatory provisions relating to the hygiene, safety and quality of foodstuffs, and also to verify compliance with the import conditions set by the European Union.

In support of this political will, the predecessor Programme PADeM initiated several measures including the following documentation/analysis in light of product quality was conducted and can be provided for information purposes:

- In 2023 (late 2025 new edition) - Assessment of existing cooperatives for fish processing focusing on product quality of end-products with the organization of training sessions and capacity development measures on processing processes and improvement on hygiene and product quality.
- In 2022, an action plan to bring the MPN (fish market of Nouakchott) up to hygiene and quality standards has been drawn up, clearly describing the measures, timetable, human, financial and material resources to be implemented, as well as a monitoring and evaluation system; A quality hygiene training plan for 5 target groups (620 people), links in the small-scale fishing value chain, including fish market staff, will be implemented in the second half of 2020 on the coast and inland;
- ONISPA has been implementing a hygiene and quality control plan for small pelagic products from landing to points of sale on the coast and inland since the end of 2019, with annual support from the PADeM until 2023.

In addition to these major initiatives, work has been carried out with the PTB to establish quality standards for processed fishery products destined for the local and sub-regional markets (development of an inspection plan, a best practice guide, capacity building, etc).

The aim of this training course is to build the capacity of inspection services and other actors in the fish distribution chain in terms of the hygiene and health safety of fish products. It also aims to develop their knowledge of good hygiene practices for the various links in the value chain for national consumption.

Thanks to the training, actors in the small pelagic fish value chain are aware of their responsibilities in terms of consumer health and safety.

The contractor is responsible to mobilise the necessary expertise contribute to the objectives and indicators described in this document in accordance with the agreed deadlines.

Module objective.

Selected fishery resources in Mauritania are ecologically sustainable secured and useable for food security needs.

Module objective indicator relevant for the assignment at hand.

3. Ecologically sustainable fish or fish products from three traceable supply chains are used for human consumption.

Output 3

Output indicators:

- 3.1 145 staff members from institutions responsible for food safety and control were trained in monitoring and advising on hygiene and quality standards.
- 3.2 Representative samples of fish or fish products from three of the supported supply chains in three regions have been checked for compliance with the required quality and hygiene standards.

Further indicators (*BMZ Standard Indicators*):

KT2.1 Number of people who have benefited from efforts to overcome hunger and malnutrition
KT2.2 Number of people who have improved availability of or access to food

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Work package 1 (part of Output 3): Capacity Building for necessary quality and hygiene standards of fish products

- Conduct a bibliographic review of the main project documents, Mauritanian regulatory texts, and educational and teaching materials created as part of the previous project (PADeM)

- Strengthening the human capacities within institutions (ONISPA and AMMSA) responsible for food safety and quality control (of fish and fish products):
 - Assessment of current capacities and identification of needs to strengthen human capacities related to hygiene and quality standards of fish and fish products (quality standards are currently in development within the scope of the project PTB-ONANOR in collaboration with ProGRH)
 - Stakeholder interviews (responsible of the technical structures, employees of the relevant institutions from different seniority levels), review of the training plans and documentation of the capacity development programs etc.
 - Develop and implement a capacity-building programme to strengthen knowledge of equipment use, control procedures, good practice guidelines, and food safety standards for employees (e.g. food inspectors).
 - Establishment of a close Cooperation with ONISPA on the Capacity Development measures for inspectors and quality control agents of fishery products. Exchange mechanisms will be put in place through the organisation of meetings and workshops with a frequent communication to ONISPA on the progress foreseen.
 - Development of various modular one-week trainings for 10 participants each, that are comprehensive and can be combined, if necessary, due to different roles and training needs of trainees
 - Development of good practice guides and training material – these will need be available in hard copies, in French and in Arabic.
 - Implementation of 1 pilot training (with 10 participants) and revise the training programm according to feedback and learnings. These will take place in the central locations of the institutions. As part of this an Exchange with ONISPA/AMMSA on training materials/guidelines and CD measure will take place to include feedback in finalised versions.
 - Development and implementation of a up to 10-day Training of Trainers (ToT) with at least 2-3 trainers (from trainer pool of the institutions per location) of ONISPA/AMMSA – total of 10 participants. ONISPA will provide training location (tbc).
 - Implementation of 7 training for 12 participants each. (potentially include the trainees from the ToT)
 - Overview of trainings, subjects, participants– Monitoring
 - Peer support for ToT trainers in case of questions (virtual)
 - Development and implementation of a 2-step evaluation (once directly after the training and once after around 6 months after all trainings were implemented including those if the ToT)

- *If necessary, a revision of the training and relevant documentation based on the evaluation, in cooperation with the stakeholders and after validation of the project ProGRH.*
- Cooperate, if need be, with Mauritanian partners and the project, particularly with activities related to capacity building for women's processing groups (GIZ Agribusiness Facility)
- Communication with the project: activity reports, contribution to the PFB, regular follow-up meetings. Undertakes to communicate any difficulties or delays.
- Organisation of a closing Workshop in the place agreed by the stakeholders

WP 2 - Implementation of a plan to raise awareness and scale up the adoption of required quality and hygiene practices and standards

In addition to the first work package, an assessment and accompanying capacity-building measures for the improvements in hygiene and product quality along the value chain, particularly in small-scale pelagic fisheries, must be carried out, covering the following aspects:

- To analyse the main segments of the "small pelagics" value chain in small-scale and coastal fisheries, in order to identify key weaknesses and barriers related to hygiene and quality awareness;
- To enhance the effectiveness of the awareness-raising, at least one training session and demonstrations on hygiene and quality will be organised for the identified groups, in order to bring the main players in the small pelagics value chain up to standard;
- To propose a tailored awareness-raising programme on good hygiene and quality practices for stakeholders in the small pelagic artisanal and coastal fisheries value chain, including specific measures to ensure that the system becomes firmly rooted and sustainable. The target group for this measure may include resource persons identified under WPs 1 and 2, and potentially relay trainers previously trained by the project in hygiene and quality;
- To develop recommendations and an action plan to strengthen awareness and scale up the adoption of good hygiene and quality practices for fishery products at all stages of the value chain;
- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Needs analysis of the development strategy program concluded	01/2027
Capacity Building program is conceptualised and approved by ONISPA/AMMSA and GIZ	03/2027
ToT is completed	08/2027
Training of 100 participants has taken place	08/2027
Report on the awareness-raising needs of local sector groups	06/2027
Drawing up a program to raise awareness and perpetuate good practice	07/2027
Report of recommendations for scaling up	9/2027
Closure and submission of baseline data (optional)	10/2027

Period of assignment: from Beginning of November 2026 until 31.10.2027

3. Concept

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

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

Technical-methodological concept

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

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them. Presentation and interaction between the relevant actors in the contractor's area of responsibility (1.2.1). Strategy for establishing cooperation and then cooperating with the relevant actors (1.2.2).

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 (1.6.1).

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 (1.6.2).

The tenderer is required to describe its backstopping concept (1.6.3). 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

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
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management
- 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 commission manager at GIZ
- Assessment (including WS with stakeholders – CD and Equipment)
- Implementation of ToT

- Mentoring

Qualifications of the team leader

- Education/training (2.1.1): University master's degree (e.g. 'master's or German Diplom') in sciences (e.g. fishery, biochemistry, food security science, quality management)
- Language (2.1.2): B2-level language proficiency in French (4/10) and Arabic (4/10), English B1-level (2/10) in the Common European Framework of Reference for Languages
- General professional experience (2.1.3): 10 years of professional experience in the: Food Quality and Safety Systems in international hygiene and quality standards quality of fish products (HACCP, ISO) sector
- Specific professional experience (2.1.4): 10 years in fishery sector applying and auditing food and hygiene standards; practical experience in the analysis, management and inspection of fisheries products especially processing
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in West Africa (region) (in accordance with UN DESA Statistics Division), of which 2 years in projects in Mauretania (country)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): 5 years' experience development and the facilitation of human capacity measures for hygiene and quality value chain improvement process and quality

Key expert 1: Capacity Development Expert

Tasks of key expert 1

- CD Analysis
- Design of capacity development (CD) measures and implementation of ToT
- Development of monitoring and evaluation of CD
- Mentoring

Qualifications of key expert 1

- Education/training (2.2.1): University degree (e.g. 'master's or German Diplom') in sciences (e.g. biochemistry, food security science, public health, quality management)
- Language (2.2.2): Knowledge of French C1 (5/10) and Arabic B1-level (5/10) in the Common European Framework of Reference for Languages
- General professional experience (2.2.3): 10 years of professional experience in the sector Capacity development / Adult education in Food Safety and security *systems*;
- Specific professional experience (2.2.4): 8 years of *professional* experience in hygiene and quality training for fishery products of the value chain (international hygiene and quality standards quality of fish products)
- Leadership/management experience (2.2.5): 2 years of management experience in projects, companies or other organisations
- Regional experience (2.2.6): 3 years of professional experience in West Africa (in accordance with UN DESA Statistics Division) with 1 year of professional experience in Mauritania
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in development cooperation projects

- Other (2.2.8): 8 years' experience development and the facilitation of human capacity measures in the food safety sector for trainers

Soft skills of team members

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

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

Short-term expert pool with minimum 2, maximum 4 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Content input to CD measure
- Training Implementation

Qualifications of the short-term expert pool

- Education/training (2.6.1): all experts with university qualification (German 'Diplom'/Master) in sciences (e.g. biochemistry, Food security Science, veterinary medicine, public health, education)
- Language (2.6.2): all experts with C1-level language proficiency in French (5/10) and with B2 in Arabic (5/10) (in the Common European Framework of Reference for Languages)
- General professional experience (2.6.3): all experts with 5 years of professional experience in the food quality and safety sector
- Specific professional experience (2.6.4): all experts with 5 years of professional experience in training development and implementation in the food quality and safety of fishery products
- Regional experience (2.6.5): all experts with 5 years of experience in worldwide, 2 experts with 5 years of experience in West Africa (region)
- Development cooperation (DC) experience (2.6.6): 2 experts with 5 years of experience in DC
- Other (2.6.7): 2 experts with experience processed products of value chain small scale fishes and knowledge of HACCP and relevant ISO standards

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

5. Costing requirements

Assignment of personnel and travel expenses

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

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

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

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

Sustainability aspects for travel

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	85	85	Mauretania
Expert 1: CD Expert	1	75	75	Mauretania
Short-term expert pool 1	1	55	55	2-4 experts in the pool, in total 55 days
Travel expenses	Quantity	Number per expert	Total	Comments

Per-diem allowance in country of assignment (Mauritania)	200	1	200	
Overnight allowance in country of assignment (Mauritania)	180	1	180	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	-	Total	Comments
International flights	12	-	12	Travel to the place of service delivery Nouakchott (Mauretania)
CO ₂ compensation for air travel	24	70,00	1.680,00	A fixed budget of EUR 1.680,00 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) - train - car/ taxi	12	-	12	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	12	-	12	e.g. visa costs
Other costs	Number	Price	Total	Comments
Flexible remuneration The contractually agreed individual rates (e.g. amount of air travel expenses) and type of settlement (against evidence or flat rate) may not be changed.	1	22.000,00	22.000,00	A budget of EUR 22.000,00 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	1	6.000,00	6.000,00	The budget contains the following costs 6.000,00 EUR. i.e. trainings materials, translation of materials and concepts
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Workshops, events and trainings

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

- 1 Train the Trainer
- 7 workshops á 12 participants

6. Inputs of GIZ or other actors

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

- Logistics for workshops: GIZ takes over all costs related to logistics including catering, venues, travel costs for participants

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 (language).

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

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

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.10 Data protection) apply.

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent DATA CONTROLLER and must comply

with ALL applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal data if the objective to be achieved cannot be achieved without this data. 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 observed. GIZ is in no way responsible for such processing. In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used.