

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

CONFIDENTIAL

<b>Adaptation and Delivery of a Training of Trainers on Gender Equity and Social Inclusion in Deforestation-Free Agriculture (African Context)</b>	<b>Project number/ cost centre: G-011488-091; G- 011488-024</b>
	<b>Tender number 10015912</b>

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## **0. List of abbreviations**

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
ToT	Training of Trainers
GESI+	Gender Equity, Social Inclusion and Intersectionality

## 1. Context

### Background of Project “Sustainable Agriculture for Forest Ecosystems (SAFE)”

The project “Sustainable Agriculture for Forest Ecosystems (SAFE)” is co-funded by the European Union, BMZ and Dutch Ministry of Foreign Affairs. The project is being implemented by GIZ under the BMZ funded “Fund for the Promotion of Innovation in Agriculture” (i4Ag) in 10 partner countries: Brazil, Burundi, Cameroon, the Democratic Republic of the Congo (DRC), Ecuador, Indonesia, Peru, Uganda, Vietnam, Zambia. The specific objective (outcome) of the project is “Contributions to an inclusive transition towards deforestation-free, sustainable, and legal supply chains for selected commodities to the EU have been made”.

SAFE aligns with the EU Regulation on Deforestation-free Products (EUDR) by empowering smallholders, incentivising forest preservation, and strengthening local capabilities for sustainable land use and agriculture. It also promotes international knowledge exchange, transparency in value chains, and private and civil society engagement to support forest preservation, green financing, digital public infrastructure, and gender-transformative approaches.

The project is managed by a steering unit in Germany and country teams in Brazil, Burundi, Cameroon, DR Congo, Ecuador, Indonesia, Peru, Uganda, Vietnam, and Zambia.

The Steering Unit in Germany serves furthermore as the secretariat of the Team Europe Initiative (TEI) on deforestation-free value chains, the [Zero Deforestation Hub](#). The aim of the Zero Deforestation Hub is to coordinate and harmonise support measures for partner countries in preparation for the EU Regulation on deforestation-free products (EUDR). SAFE is one of the main implementation components of the TEI.

### Training of Trainers (ToT) on Gender Equity and Social Inclusion + Intersectionality for Deforestation-free Value Chains

In line with Germany’s Feminist Development Strategy<sup>1</sup>, SAFE follows an intersectional<sup>2</sup> feminist approach, considering that systems of power like age, indigeneity, gender, social status and disability influence and co-construct each other, shaping experiences of different people living at these intersections of identity and relative levels of power within society. They need to be taken into account to address differences in access to resources, vulnerability, and climate change impacts, especially for rural people.

The SAFE project has collaborated with CIFOR-ICRAF, an international Research Centre, to develop knowledge outcomes on the EUDR from an intersectional perspective, to increase understanding of these potential implications and to shed light on how the EUDR could become a mechanism to support marginalized actors of specific value chains in an inclusive transition towards operationalization of and compliance with the EUDR.

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<sup>1</sup> [Feminist Development Policy - For Just and Strong Societies Worldwide \(bmz.de\)](#)

<sup>2</sup> horizontal principle for implementation named in the EU Gender Equality Strategy 2020-2025. The European Institute for Gender Equality (EIGE) defines *Intersectionality*: as an “analytical tool for studying, understanding and responding to the ways in which sex and gender intersect with other personal characteristics/identities, and how these intersections contribute to unique experiences of discrimination” (See: <https://eige.europa.eu/thesaurus/terms/1263>). According to Article 10 TFEU, when “defining and implementing its policies and activities, the Union shall aim to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation”.

CIFOR-ICRAF developed a Training of Trainers (ToT) Manual on Gender Equity and Social Inclusion + Intersectionality for Deforestation-free Value Chains that supports cooperating partners in government, civil society, and the private sector as they work toward fair and just transitions to deforestation-free value chains. The main focus lies on minimizing negative impacts and maximizing opportunities for inclusion and transformation.

The ToT was informed by the results of a comprehensive desk review to identify and analyse the potential implications of the EUDR policy related to gender and intersectionality. Based on findings, recommendations and lessons learned from the global desk review, CIFOR-ICRAF piloted the ToT for local actors in three countries which are part of the SAFE project, namely, Brazil, Ecuador and Indonesia.

The final facilitation toolkit is designed to build the capacities of trainers working closest with smallholder producers, small-scale value-chain actors, and communities who may be impacted by EUDR implementation. It equips trainees with the necessary knowledge and skills to mitigate potential risks of exclusion while actively promoting equitable transitions to deforestation-free commodities.

The outcomes were presented in a webinar in December 2025 and materials launched in March 2026.

Information on the CIFOR ToT GESI+ on Deforestation-free Value Chains toolkit can be found via this [article](#) on the TEI Zero Deforestation Hub.

## **2. Tasks to be performed by the contractor**

GIZ SAFE's steering unit in Germany is seeking experts for the contextualization and delivery of a Training of Trainers (ToT) on Gender Equity and Social Inclusion (GESI) + Intersectionality for Deforestation-Free Agriculture for African stakeholders, at a 4-day training in person with up to 25 people in Addis Abeba, Ethiopia.

The contractor is responsible for providing the following services:

- Workpackage 1: The contractor shall revise the existing facilitation toolkit by CIFOR-ICRAF and adapt it for facilitation to African partners. The task includes:
  - Review of facilitation toolkit and supporting materials
  - Review of relevant literature, policy documents, and studies on the implications of the EU Deforestation Regulation (EUDR) for African agricultural value chains
  - Contextualization of training modules, case studies, examples, and exercises for the regional context (including analysis of context-specific gender equity, social inclusion and intersectionality dimensions relevant to deforestation-free agriculture in Africa where seen necessary)
  - Provision of concise, context-specific recommendations to inform toolkit adaptation
- Work-package 2: The contractor shall design and prepare a four-day, in-person ToT for up to 30 participants that will be delivered in English. This includes:
  - Development of a detailed training agenda and facilitation approach
  - Support with the definition of logistical and technical requirements for the training
- Work-package 3: The contractor shall facilitate and deliver the four-day ToT. This includes:
  - Delivery of participatory and inclusive training sessions for a diverse group of African stakeholders

- Application of gender-sensitive and inclusive facilitation methods
- Strengthening participants' capacities to replicate and further disseminate the training
- Collection of participant feedback and documentation of result
- Workpackage 4: The contractor shall document the training process and outcomes and submit:
  - Final facilitation plan and list of used modules.
  - A short training report including participant feedback, key results, and recommendations

The contractor shall work in close coordination with GIZ SAFE and incorporate feedback throughout the assignment.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick off	2 weeks after start of contract, virtual, contractor
Review of facilitation toolkit and supportive materials, incl. summarizing key findings and recommendations for adaptation	8-10 weeks after start of the contract, contractor
Adapted facilitation toolkit and training materials (English).	3 months after start of contract, contractor
Training agenda and facilitation plan	October 2026, contractor

Period of assignment: from 15th of June 2026 until 30th of April 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 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).

## **Further requirements (1.7)**

The tenderer has completed at least 2 projects on Gender Equity, Social Inclusion, Intersectional Justice or similar and can send references either as PDF or external link in the offer.

## **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
- Regular reporting in accordance with deadlines
- Team Lead of the work streams and facilitator/ co-facilitator of the trainings
- Work-packages 1-4

#### Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master) in Social Science, Political Science, Economics, Natural Science or similar, or training in organisational management, moderation and facilitation or similar
- Language (2.1.2): C1-level language proficiency in English (5 Points) and French (5 Points)
- General professional experience (2.1.3): 10 years of professional experience in the Consultancy, Innovation, Sustainable Development Sector, Social Justice/Gender Competencies, Agriculture sector
- Specific professional experience (2.1.4): 7 years in facilitation, training design
- Leadership/management experience (2.1.5): 7 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 Africa (region)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): working experience in 3 projects on sustainable agriculture and/or land rights and/or food systems and/or international regulations

### **Key expert 1**

#### Tasks of key expert 1

- Preparation / Adaption of the materials
- (Co-)Facilitation of the ToT

- Workpackages 1-4

#### Qualifications of key expert 1

- Education/training (2.2.1): university degree (German 'Diplom'/Master) in Social Science, Political Science, Economics, Natural Science or similar, or training in organisational management, moderation and facilitation or similar
- Language (2.2.2): C1-level language proficiency in English (5 Points) and French (5 Points)
- General professional experience (2.2.3): 7 years of professional experience in the Consultancy, Innovation, Sustainable Development Sector, Social Justice/Gender Competencies, Agriculture
- Specific professional experience (2.2.4): 4 years in facilitation, training design
- Regional experience (2.2.6): 4 years of experience in projects in Africa (region)
- Development Cooperation (DC) experience (2.2.7): 4 years of experience in DC projects
- Other (2.2.8): working experience in 3 projects on sustainable agriculture and/or land rights and/or food systems and/or international regulations

#### 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 (CO<sub>2</sub> 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 CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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
Designation of TL	1	25	25	
Designation of key expert 1	1	25	25	
Travel expenses	Quantity	Number per expert	Total	Comments
CO <sub>2</sub> compensation for air travel	1	280,00	280,00	A fixed budget of EUR <b>280</b> is earmarked for settling carbon offsets against evidence.
Fixed travel budget	1	8.000,00	8.000,00	<p>A budget is earmarked for travel to the following countries: Ethiopia.</p> <p>A fixed budget of EUR <b>8.000,00</b> is earmarked for settling travel expenses against evidence.</p> <p>It includes the international flight to ETH and back to country of residence, travel expenses to/from airport as well as to/from event venue, visa costs, per diems and overnight expenses.</p> <p>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.</p>
Other costs	Number	Price EUR	Total EUR	Comments



<b>Flexible remuneration</b>	1	6.000,00	6.000,00	<p>A budget of EUR 6.000,00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>
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## Workshops, events and trainings

The contractor is responsible for the preparation and facilitation of the workshop described. The location, catering, and technical costs are not part of the contract and will be dealt with separately.

### 6. Inputs of GIZ or other actors

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

- Technical Backstopping
- Logistics for workshops: event venue, catering, all technical costs related
- Invitation and selection of participants
- Translation of training materials to French (if contract will be extended to facilitation of ToT for francophone stakeholders).

### 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) can be considered.

Please submit references of previous projects you have worked on as external content (links). Please identify the external content with its date of creation. This date may not lie outside the tender deadline.

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. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Conduction of the described Training of Trainers (ToT) on Gender Equity and Social Inclusion (GESI) + Intersectionality for Deforestation-Free Agriculture for African stakeholders for a second time. This time the 4-day training with up to 30 participants shall focus on a francophone audience and take place in a francophone African country (tbd). The work packages will be slightly reduced, due to the contractors already being familiarized with the training material.

### Type and scope

The contractor is responsible for providing the following optional services:

- **Work package 1:** Adjustments of the training and facilitation plan and materials to fit the francophone audience, incl. translation of adapted facilitation materials into French. The translation of the overall reader material (ToT 140-page Modul) is not inside the scope of this contract and will be provided by SAFE.
- **Work package 2:** Facilitation of the 4-day training with up to 30 participants in a francophone African country (tbd). The time and place of facilitation will be decided by SAFE in agreement with the contractor and partners. The contractor is not responsible for the event management and logistics.
- **Work package 3:** Documentation of the training process and outcomes and submission to GIZ.

### Requirements

Exercising the option will depend on positive assessment of interim results of the original commission. The decision on continuation is expected to be made in the period of Q4/2026. If the option is exercised, it is anticipated that the contract term will be extended to 30. September 2027.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

### Quantitative requirements for the optional services

Designation of TL	1	12	12	
Designation of key expert 1	1	12	12	
Travel expenses	Quantity	Number of days per expert	Total	Comments
CO <sub>2</sub> compensation for air travel	1	280,00	280,00	A fixed budget of EUR 280,00 is earmarked for settling carbon offsets against evidence.

<b>Fixed travel budget</b>	1	8.000,00	8.000,00	<p>A budget is earmarked for travel to the following countries: francophone African country (tbd).</p> <p>A fixed budget of EUR 8.000,00 is earmarked for settling travel expenses against evidence.</p> <p>It includes the international flight to ETH and back to country of residence, travel expenses to/from airport as well as to/from event venue, visa costs, per-diems and overnight allowances.</p> <p>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.</p>
<b>Other costs</b>	<b>Quantity</b>	<b>Price EUR</b>	<b>Total EUR</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	3.000,00	3.000,00	<p>A budget of EUR 3.000,00 is earmarked for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>

#### Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.