

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

CONFIDENTIAL

Effectiveness Study of Awareness-Raising Campaign on Gender Roles and Gender Equality in Skills Training and Employment	Project number/ cost centre: G-011907-001
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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
STEP	Short Term Expert Pool
ToRs	Terms of reference

1. Brief Information on the Project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations. GIZ supports the German Government in the field of international cooperation for sustainable development. GIZ has been working as a development partner of Bangladesh since 1972 under bilateral agreement. Currently, we are working in the areas of renewable energy, adaptation to climate change, private sector development and technical education, biodiversity, as well as good governance and displacement.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ) is implementing “Skills training and employment promotion for women workers in Bangladesh (ADVANTAGE)” project with National Skills Development Authority (NSDA), under Chief Adviser's Office, Government of the People's Republic of Bangladesh. This three-year project is set to begin in April 2024 and will continue until March 2027.

1.1 Background

Bangladesh has registered positive economic growth for much of the past decade, yet poverty remains widespread as the country is confronted with major labour market challenges. There is a high prevalence of low-income and informal employment, while wage employment constitutes a small part of the labour market. Moreover, the labour market is characterised by a strong correlation between the lack of skills development opportunities, low skill status of workers, low productivity and low earnings of both formal and informal sector workers, and a high rate of gender-inequality among the workforces. Increasing the skills of the workforce and overcoming gender imbalances will play a vital role in the future development of the country.

Bangladeshi women face significant structural barriers to participate in the income generation workforce. Compared to men, they are less likely to engage in skills development and more likely to be unemployed. These disparities are rooted in systemic challenges, including gender stereotypes, limited job opportunities, occupational inequality, and the heavy burden of domestic and caregiving responsibilities. Additionally, women often lack access to essential networks, faces restrictive social norms, and operate within an environment devoid of supportive gender policies and infrastructure.

The participation of women in skills development measures and in the labour market is considered as key to economic development. This can be achieved by enhancing women's employment opportunities, and their economic and social empowerment through skills programs and employment promotions.

1.2 Project Objective

The project ‘Skills Training and Employment Promotion for Women Workers in Bangladesh’ (ADVANTAGE) works to gear selected elements of the skill development system in Bangladesh more towards the needs of young and disadvantaged women by improving access to short-term trainings to qualify them for employment. The target group is comprised of young and disadvantaged women, as well as other vulnerable groups (Hijra and Persons with Disabilities) aged between 14 and 35 with a low educational background. This primarily includes young women who have left the formal education system after secondary level 1 (Grade 8, Junior Secondary Education). The minimum age for taking up employment is 14 years under certain circumstances. In addition, the project takes into account young and disadvantaged women in the defined age cohort who had to drop out of secondary level 2

education (Grade 10, Secondary Education). The project addresses those target groups in the Dhaka division (Dhaka, Narayanganj, Faridpur, Gazipur, Gopalganj, Kishoreganj, Madaripur, Manikganj, Munshiganj, Narsingdi, Rajbari, Shariatpur, Tangail).

1.3 Project Approach

ADVANTAGE builds capacities of skills training providers (STP's) to implement gender responsive and labour market-oriented trainings. In addition, it focusses on women empowerment, promotes gender transformation and awareness on gender equality. The project partners with the National Skill Development Authority (NSDA) to design and develop inclusive gender responsive and transformative strategies, innovative approaches and guidelines. The project also works with local civil society to create awareness for gender equality and toward changing stereotypes regarding skills and labour market participation.

ADVANTAGE cooperates with selected skills training providers (STP's) in the Dhaka division, specialist ministries with qualification offers as well as private sector, NGO's and international development partners.

1.4 Areas of Intervention

A. Gender-responsive orientation of the National Skills Development Authority

The needs of young and disadvantaged women have been incorporated into the National Authority for Skills Development's steering instruments for competency-based training. This means this output aims to institutionalize gender-responsive measures—specifically the needs of young and disadvantaged women—into NSDA's policies, strategies, and operational tools (e.g., guidelines, curricula, accreditation systems, etc.) related to competency-based training and assessment (CBTA).

B. Gender-transformative changes in training and employment

Gender-transformative changes are initiated to enhance women's participation in training and employment. A change in the perspective of social actors such as employers and women themselves leads to young, disadvantaged women taking part in training courses more often and in developing skills that match labour market needs thus enhancing their employability.

C. Innovative approaches for gender-responsive training

Selected skills training providers are provided with an improved range of innovative approaches for gender-responsive, competency-based training measures, increasing the focus of training to the needs of young, disadvantaged women and increasing the overall scope of gender-responsive training offers.

D. Creation of institutional conditions to implement innovative training

Selected skills training providers improve staff capacities and institutional conditions for the implementation of innovative competency-based training courses for young and disadvantaged women. Institutions that have an appropriate learning environment are better able to offer competency-based training courses for young and disadvantaged women.

1.5 Expected Results

Young and disadvantaged women are empowered to pursue career opportunities through skill development and participate equally in the labour market. Their environment (family, employers, skills training providers) support women to pursue careers.

2. Context

This research assignment is aiming at obtaining data on gender-transformative changes in the social perception of women's participation in training and employment that are related to the project's campaigning and advocacy interventions. It will assess changes in gender norms, aspirations, agency, and decision-making among the community members who participate and/or are addressed through gender transformation campaigns. The awareness-raising activities are implemented through a multi-channel campaign with e.g. workshops, theatre performances, digital content, visual storytelling, and gender action learning tools, by three national NGOs: Bondhu, UCEP Bangladesh, and Naripokkho.

The **main objective** is to collect 500 (300 women and 200 men) confirming statements that individuals have been reached through awareness-raising measures and confirm a changed understanding of gender roles and gender equality in skills training and employment.

The assignment will be conducted in four phases over a 10-months period. First, a concept note with the full methodology, theory of change and operational plan will be developed by the contractor and approved by the GIZ team.

Phase 1 establishes the baseline through qualitative interviews (50-60 respondents) to document pre-campaign gender norms, decision-making patterns, and barriers. This will result in a baseline report. An in-person team meeting in Dhaka should be held before finalizing the baseline report. This is the first data collection of this assignment.

Phase 2 involves continuous monitoring through "participation documentation", with all campaign participants completing post-activity reflection forms to track reach and engagement. The data will be provided through the three national NGOs: Bondhu, UCEP Bangladesh and Naripokkho (potentially also by other project partners). The contractor will receive the documentation on a monthly basis and manage and maintain a comprehensive database of all participants and their reflections. Partial data is already available and will be used and improved by the contractor.

Phase 3 implements a structured verification survey with 300-400 campaign participants selected from the database. Selection will be stratified to ensure representation across all three NGOs, activity types (workshops, theatre, digital content, visual storytelling), gender balance (60% women, 40% men), and exposure levels (frequency of participation). Names will be drawn from the database maintained in Phase 2, prioritizing participants who provided concrete, engagement-rich reflections in their post-activity forms as these indicate meaningful engagement with campaign content. This is the second data collection of this assignment.

Phase 4 implements the endline verification through 50-60 in-depth qualitative interviews to collect rich case narratives. Respondents will include the same individuals interviewed at baseline (where possible and consenting) to enable direct individual-level comparison of understanding over time, supplemented by new participants if baseline respondents are unavailable. The evaluation culminates in a comprehensive endline report with baseline-endline comparison demonstrating changed understanding through concrete, verifiable examples across skills training, employment, household labour, and decision-making domains, with full gender-disaggregated analysis and transparent contribution analysis linking campaign activities to observed changes. This is the third data collection of this assignment. The contractor will present the results to GIZ, NGO partners, and key stakeholders in a round table setting.

A contribution analysis is particularly useful, as it systematically assesses whether an intervention plausibly contributed to observed changes by testing a theory of change against evidence, ruling out alternative explanations, and determining how, why, and for whom results occurred.

2.1 Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

2.2 Prepare concept note, methodology and operational plan

Objectives:

- A clear structure and plan for implementing the effectiveness study that meets all the requirements enlisted in this ToR.

The contractor will:

- Submit an inception report with a concept note clearly explaining the rationale, theory of change, objective, the methodology, expected results, significance, limitations, operational plan, and milestones including timeline and team structure and responsibilities. The methodology should include research design, population, research methods and sampling strategy. Contractor should also provide tools for data collection, interview guidelines, questionnaires, training guidelines of interviewers, codes and team meeting structure to ensure a close cooperation between GIZ, the NGOs and the consultant(s) as well as a quality management approach, including KPIs.
- Review the Equal Access Study, the campaign strategy and selected campaign tools and the existing statement collection of the ADVANTAGE project's awareness raising campaign (internal resources) as basis for the inception report and later for the baseline report.

2.3 Phase 1: Baseline (data collection 1 and report)

Objectives:

- 50-60 statements from participants of ADVANTAGE's awareness raising campaign collected with the aim to capture their understanding of gender roles and gender equality in skills training and employment in forms of statements.

Data analysed and baseline report developed.

The contractor will:

- Contact and schedule interviews with the 50-60 participants. The NGOs Bondhu, UCEP Bangladesh, and Naripokkho will invite the contractor for them to establish contact with the participants. GIZ will connect the contractor with the NGOs. The contractor can then independently set up the interviews. Interviews need to be conducted to the closest location of their community.
- Train interviewers (short term expert pool) in conducting the interviews in accordance to GIZ guidelines (data protection, consent forms, record management, cultural and gender sensitivity).
- Conduct individual, in-depth interviews (30-40 minutes) with 50-60 young persons (60% women, 40% men, aged 14-35 in the Dhaka Division) with zero exposure to the current campaign (or very little, if there is no other possibility). The interviews should be conducted in Bangla. We expect to have 3 interviews conducted per day per interviewer over a period of about 3 weeks. All interviewees will receive the same set of questions with a focus on: How do you currently think about gender roles in education/work? The outcome should document current norms, barriers, agency levels

as well as a concrete examples of recent decisions reflecting how someone thinks about gender norms and equality. Group-based methods such as focus group discussions are intentionally excluded due to increased security and safeguarding risks, logistical challenges.

- Record all interviews on encrypted digital recorders. Obtain the consent forms for the interviews and store all of it securely with a 2-factor authentication.
- Transcribe the interviews in Bangla and translate important/representative parts to English. Anonymize the transcripts.
- Code and analyse the data with a focus on the current norms, barriers and agency levels of gender roles in education/work before the awareness raising campaign.
- Write a baseline report of max. 20 pages to present 1) an overview of the understanding of gender roles and gender equality in skills training and employment in forms of the interviewees 2) highlighting 3-5 common norms and barriers each among the statements and 3) showcase common decision making examples that individuals take based on their current understanding of gender roles and gender equality in skills training and employment.
- Regular online planning and implementation meetings with GIZ, partners and consultancy team for close cooperation based on needs.
- Have one in person team meeting in Dhaka with the Team Leader, Expert 1 and GIZ team to review the status after the Phase 1 interviews and before the baseline report is finalized.

2.4 Phase 2: Monitoring through “participation documentation” and data management

Objectives:

- Implementation of the awareness raising campaign through participant documentation is monitored.
- Reach and engagement across all campaign participants is documented.
- Comprehensive database for Phase 3 sampling is build.
- Quality assurance of data collection processes is conducted regularly and inconsistencies are flagged to GIZ in written.

The contractor will:

- Receive monthly data submissions from each NGO.
- Review all submitted data for completeness, consistency, and quality within 5 working days of receipt.
- Enter or verify entry of all reflection forms into the centralized database.
- Flag and follow up on any incomplete, unclear, or problematic submissions with NGO partners.
- Hold monthly virtual coordination calls (30-60 minutes) with all three NGOs to discuss progress, challenges, and quality improvement strategies.

2.5 Phase 3: Data collection 2 (structured verification surveys)

Objectives:

- Changed understanding among 300-400 campaign participants is verified.
- Patterns by gender, activity type, and participation intensity are identified.

The contractor will:

- Finalize the structured verification questionnaire (10-15 minutes) building on learnings from Phase 2 reflection forms.
- Develop stratified sampling frame from Phase 2 database ensuring representation across all three NGOs, gender (60% women, 40% men), age groups, activity types, and participation levels.
- Randomly select 300-400 participants plus backup list.
- Collect the 300-400 surveys through online tools or in-person (Coordinate with NGOs and GIZ to contact and schedule selected participants' surveys).
- Create a clean, anonymized and coded dataset with all 300-400 surveys.

2.6 Phase 4: Data collection 3 (interviews)

Objectives:

- Changed understanding through in-depth qualitative interviews is documented.
- Direct baseline-endline comparison at individual and thematic levels is enabled.
- Case narratives demonstrating concrete examples of change are collected and documented.
- All evidence (baseline, participation data, structured survey, endline) into comprehensive contribution analysis is synthesized.

The contractor will:

- Conduct 50-60 in-depth qualitative interviews (30-40 minutes each) with same individuals from baseline where possible. The same conditions apply.
- Use same interview protocol as baseline to enable direct comparison.
- Ensure all interviews audio recorded (with consent), transcribed, and translated from Bangla to English.
- Conduct comprehensive thematic analysis across baseline and endline data.
- Develop 10-15 detailed case narratives (1-2 pages each) illustrating different pathways of changed understanding. These will demonstrate how the campaign contributed to changes in people's understanding, capturing different ways that change happened.
- Perform baseline-endline comparison: gender norms, decision patterns, agency levels, barrier types.
- Analyse the interviews for the norms and changed understanding, gender-disaggregated patterns, contribution pathways and illustrative case narratives.

2.7 Endline Report

Objective:

- Endline report that answers the verification question "Can we credibly claim that 500 young people confirm a changed understanding of gender roles and gender equality through the awareness raising campaign?"

The contractor will:

- Revise and finalize endline report incorporating workshop feedback.
- Make sure the report is in an research-appropriate design.
- Conduct hand-over session with GIZ, transferring all anonymized datasets, interview guides, coding frameworks, and documentation.
- Present the results to GIZ and selected other stakeholders
- Debrief GIZ on the process, challenges and suggestions for improvement of similar exercises

2.8 Period of Assignment:

The assignment will commence in June 2026 and conclude on 15 March 2027.

3. Milestones & Deliverable

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Inception Report and Finalized Methodology	Within end of July 2026	Written approval by GIZ of finalized method, tools, and operational plan
Baseline Report	Within mid of September 2026	Conduct 50-60 in-depth interviews, on which basis the report will document the baseline on gender norms, decision patterns, and narrative reference points; GIZ written approval
Draft Endline Report	Within mid of January 2027	Complete interviews, analysis with baseline-endline comparison, verification rates, contribution analysis, and illustrative case narratives; submitted for GIZ and stakeholder review
Final Report, presentation and Hand-over	Within end of February 2027	Final report incorporating feedback; anonymized datasets with documentation; interview guides and coding frameworks; hand-over session with GIZ and NGO partners; all materials in English

4. 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, under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision as well as the quality assurance of data and the data collection.

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.

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.

Further requirements (1.7)

The tenderer is required to submit 2 examples of previous work (e.g. study, research report or paper) of previous work.

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs 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.

5.1 Team leader

Tasks of the team leader

- Overall responsibility for the service 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 short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Quality assurance
- Data confidentiality

Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master) in social sciences, gender studies, development studies, evaluation, statistics, or related field
- Language (2.1.2): C2-level language in English
- General professional experience (2.1.3): 10 years of professional experience in the monitoring and evaluation of social behaviour change or gender equality programmes
- Specific professional experience (2.1.4): 5 years in leading complex qualitative evaluations
- 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): 3 years of experience in projects in South Asia

5.2 Key expert 1 – National Senior Qualitative Analyst

Tasks of key expert 1

- Adapt and translate all qualitative research tools into Bangla, develop thematic coding framework, recruit and train field interviewers (4-6 people) and supervisors (2 people), and pilot test instruments with 5-10 respondents Lead baseline and endline Phase 1 data collection
- Conduct comprehensive thematic analysis (incl. coding all interview transcripts, identifying patterns in gender norms and decision-making narratives)
- Support the team lead in supervision of field work and in quality assurance
- Co-author baseline and endline report
- Liaise with implementing NGO partners (Bondhu, UCEP, Naripokkho)
- Regular reporting to Team Leader and GIZ

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in social sciences, gender studies, anthropology, sociology, statistics or related field
- Language (2.2.2): C1 -level language proficiency in English, C2-level or native in Bangla
- General professional experience (2.2.3): 10 years of professional experience in qualitative research and data analysis
- Specific professional experience (2.2.4): 5 years of experiences focused on gender dynamics in Bangladesh
- Leadership/management experience (2.2.5): 3 years of experience in leading teams of interviewers
- Regional experience (2.2.6): 5 years of professional experience conducting research in Bangladesh, with strong understanding of gender norms and youth development contexts in Dhaka Division

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

5.3 Short-term expert pool (STEP) – Interviewers (3 experts)

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

- Conduct interviews for baseline and endline data collection
- All field team members must be fluent in Bangla and have experience working with young people on sensitive gender topics. Child safeguarding training is mandatory for all team members.
- Code of Conduct must be signed
- Data confidentiality rules must be followed

Qualifications of the short-term expert pool

- Education/training (2.6.1): 3 experts with university qualification (Bachelor's degree) in social sciences, statistics, data management, or social research methods
- Language (2.6.2): 3 experts with C1-level language proficiency in Bangla
- General professional experience (2.6.3): 3 experts with 3 years of professional experience in qualitative research, data collection, survey management, or field coordination sector
- Specific professional experience (2.6.4): 3 experts with 2 years of professional experience in conducting in-depth interviews or qualitative data collection
- Other (2.6.5): All experts must demonstrate cultural sensitivity and ability to work with diverse communities in Dhaka Division

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

6. 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
International Evaluation Lead (Team Leader, TL)	1	33	33	4 days (remote) to write the concept 3 days (remote) for baseline review and communication with team 3 days (in-person) for team workshop in Dhaka 3 days (remote) for baseline report 8 days (remote) data analysis 8 days (remote) to draft endline report 4 days (remote) for finalization of endline
National Senior Qualitative Analyst (Expert 1)	1	36	36	1 day (remote) onboarding from Team Leader 3 days (in-person) training of STEP (1 for each data collection phase) 8 days (remote) for interview transcriptions and coding 3 days (in-person) team workshop 6 days (online) for data management

				3 days (remote) quality check for data in data base 8 days (remote) data analysis 2 days (remote) draft endline 1 day (in-person) validation workshop with GIZ 1 days (remote) for finalization of endline
Interviewers (Short term expert pool, STEP)	3	25	75	18 days (in-person) data collection * 3 experts 3 days (in-person) training (1 per data collection phase) * 3 experts 3 days (in-person) team workshop * 3 experts 1 day (in-person) validation workshop * 3 experts
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	1		3297	A budget is earmarked for travel to the following countries: Bangladesh. A fixed budget of EUR 3297 is earmarked for settling travel expenses against evidence.
Transport	Quantity	Number per expert	Total	Comments
CO₂ compensation for air travel	1	1	320	A fixed budget of EUR 320 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
Licenses	1		750	The budget contains 1 MAXQDA or NVivo 12-months license (600EUR), and 1 SPSS/ Stata license (150EUR).
Communication and interview facilitation	1		700	Mobile phone usage; face-to-face communication facilitation (e. g. water) + organizing travel of some participants to the interview location

7. Inputs of GIZ or other actors

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

- Meeting room at GIZ office
- Data input from LS partners
- Procurement of recording devices and flash drives for data storage
- Supportive documents, studies and information
- Code of Conduct and compliance rules for data security onboarding
- Support for hotel booking for international expert (self-payment with reimbursement)

8. 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 4) 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 5 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.

Please calculate your financial tender based exactly on the parameters specified in Chapter 7 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.

9. Outsourced processing of personal data

Personal data will be processed on behalf of the client. Therefore, 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.