

Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

Project title:

Transformative Energy Projects in Colombian Cities (SolER) in Colombia

Country:

Colombia

Subject of the tender procedure:

Short Term Expert Support on Energy Efficiency and Renewable Energy in Buildings

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Tender number:
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0. List of abbreviations

GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
RMO	Risk Management Office
ToRs	Terms of reference
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (Ministerio Federal de Cooperación Económica y Desarrollo de Alemania)
BMF	Bundesministerium der Finanzen (Ministerio Federal de Finanzas de Alemania)
DNP	Departamento Nacional de Planeación (Colombia)
EE	Energy Efficiency (Eficiencia energética)
EPC	Energy Performance Contracting (Contratación por desempeño energético)
ESCO	Energy Service Company (Empresa de servicios energéticos)
EU	European Union (Unión Europea)
FENOG	Fondo de Energías No Convencionales y Gestión Eficiente de la Energía (Colombia)
FDN	Financiera de Desarrollo Nacional (Colombia)
FINDETER	Financiera de Desarrollo Territorial
GGGI	Global Green Growth Institute
HVAC	Heating, Ventilation and Air Conditioning (Calefacción, ventilación y aire acondicionado)
MME	Ministerio de Minas y Energía (Colombia)
MRV	Monitoring, Reporting and Verification (Monitoreo, reporte y verificación)
NDC	Nationally Determined Contribution(s) (Contribución(es) Determinada(s) a Nivel Nacional)

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P+ (Fund)	Climate Partnership special fund / Fondo especial de la Alianza Climática (BMZ)
PPA	Power Purchase Agreement (Contrato de compraventa de energía)
PV	Photovoltaic (Fotovoltaico)
RE	Renewable Energy (Energías renovables)
SolER	Soluciones Locales en Eficiencia Energética y Energías Renovables en Edificaciones Públicas
TEJ	Transición Energética Justa
UPME	Unidad de Planeación Minero Energética (Colombia)

1. Context

Colombia has committed to ambitious climate targets under the Paris Agreement, pledging a **51% reduction of greenhouse gas (GHG) emissions by 2030** and achieving carbon neutrality by 2050. The **National Development Plan 2022–2026** emphasizes climate action and the transformation towards a low-carbon economy. Within this framework, public facilities play a critical role: the plan establishes the goal of making all new buildings CO₂-neutral by 2030 and the entire stock of buildings by 2050, through measures such as energy-efficient heating, cooling and lighting systems, and the increased use of clean energy sources.

The **Law 2294 of 2023**, which operationalizes the National Development Plan, requires municipalities to conduct an **energy audit of their public institutions by 2025** and to reduce at least **15% of identified energy consumption within the first year after the audit**. These measures are part of Colombia's strategy to implement the 2030 Agenda for the energy sector. At the same time, the country faces an **electricity supply crisis**: up to 80% of electricity comes from hydropower, leaving the system extremely vulnerable to the **El Niño-Southern Oscillation (ENSO)** phenomenon, which regularly reduces water levels in reservoirs and limits generation capacity.

Despite ambitious national policies, there remains a considerable **implementation gap** at the local level. Municipalities often lack the technical capacities, financial resources, and institutional structures needed to implement energy efficiency (EE) and renewable energy (RE) measures in public facilities. Clear responsibilities for the energy sector are often missing within municipal administrations, and access to financing remains limited—particularly as investment horizons exceed political terms. In addition, there are few models for involving the private sector in financing, developing, or operating EE and RE projects in municipal facilities.

Colombia also faces **significant gender disparities**. In the 2023 Global Gender Gap Report, the country ranked 83rd out of 146 countries, with pronounced inequalities in the economic and political domains. Women's labor force participation stands at 41.5% compared to 71% for men, and their representation in technical and engineering roles in the energy sector is particularly low. This underrepresentation limits innovation and growth potential. Addressing gender equity in the energy transition is therefore crucial to ensuring an inclusive process.

Furthermore, the long history of armed conflict has left deep socio-economic scars, with widespread poverty, displacement, and inequalities in access to resources. In this context, making energy supply more resilient, efficient, and inclusive is not only a climate necessity but also a social imperative.

SoIER (Soluciones Locales en Eficiencia Energética y Energías Renovables en Edificaciones Públicas), funded by the **German Federal Ministry for Economic Cooperation and Development (BMZ)** through the **Climate Partnership special fund (P+ Facility)** and implemented by **GIZ**, addresses these challenges. The project is part of the **German–Colombian Climate and Just Energy Transition Partnership**, a bilateral cooperation framework that promotes coordinated action on climate protection, biodiversity, sustainable urban development, and the energy transition. Within this context, **SoIER** aims to strengthen the ability of selected Colombian actors—both at national and local levels—to implement national **energy efficiency and renewable energy** targets in municipalities, fostering technical, financial, and institutional capacities for a sustainable and inclusive energy transition.

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SoIER will be implemented in **Bogotá, Cali, and Barranquilla**, working closely with local governments and institutions to pilot solutions that can later be scaled to other regions. These cities were chosen for their strategic importance, institutional readiness, and potential to demonstrate replicable models for urban energy transformation.

SoIER is embedded in the BMZ 2030 Strategy, under the cluster “**Responsibility for our planet – climate and energy**”, and contributes to the fields of action “**Climate change mitigation,**” “**Energy efficiency,**” and “**Sustainable urban development.**” By combining technical solutions with institutional strengthening and capacity building, the project seeks to close the gap between ambitious climate goals and the ability of municipalities to implement frameworks.

Through these interventions, SoIER contributes to the implementation of Colombia’s **NDC**, advances the **Paris Agreement**, and promotes an energy transition that is **climate-resilient, socially inclusive, and gender-transformative**.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services is specified in the ‘Special terms and conditions of contract’. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for contributing to achieve the objectives and indicators described in this document.

The program **SoIER (Soluciones Locales en Eficiencia Energética y Energías Renovables en Edificaciones Públicas)** includes the following indicators as part of its value proposition. The activities and deliverables carried out by the tenderer are expected to contribute to the achievement of every **Outcome and Output** of the project.

Outcome: Selected Colombian actors are better able to implement national energy efficiency (EE) and renewable energy (RE) targets in municipalities.

Outcome Indicators:

1. **Number of financing mechanisms** available for EE or RE projects in municipal public institutions.
Baseline: 0 (as of 08/2024) *Target:* 2 (10/2027)
2. **Number of EE or RE projects** in municipal public institutions that have used model solutions for their development, implementation, or operation.
Baseline: 0 (08/2024) *Target:* 6 (09/2027)
3. **Number of new or improved support mechanisms** available for the development, implementation, or operation of EE and RE projects in municipal public institutions.
Baseline: 3 (08/2024) *Target:* 6 (10/2027)

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4. **Share of members** of the thematic working groups of the Climate and Just Energy Transition Partnership who rate the technical contributions of the Climate Secretariat on energy transition, EE, climate, or sustainable urban development as positive.
Baseline: 0 of 50 (0 %) (08/2024) Target: 40 of 50 (80 %) (12/2027)

Output indicators

Output 1: The national framework for gender-sensitive promotion of energy efficiency and renewable energy in municipal SolER is improved.

Output indicators:

- 1.1 Eight (8) new or improved promoting or financing mechanisms for EE or RE projects have been submitted to the competent national institutions for approval.
Baseline: 3 (08/2024) Target: 8 (12/2027)
- 1.2 Two (2) practical guidelines on gender mainstreaming in EE and RE projects have been published by the Ministry of Mines and Energy (MME).
Baseline: 0 (08/2024) Target: 2 (12/2027)

Output 2. Conceptual foundations for developing, implementing, and operating EE and RE projects in municipal SolER are established in selected municipalities.

Output Indicators:

- 2.1 Four (4) validated model solutions for the development, implementation, or operation of EE and RE projects in municipal SolER have been jointly developed with selected municipalities.
Baseline: 1 (08/2024) Target: 4 (12/2027)
- 2.2 One (1) validated model solution to promote employment opportunities for women in EE and RE projects in municipal SolER has been developed with selected municipalities.
Baseline: 0 (08/2024) Target: 1 (06/2027)

Output 3. Exchange between key actors on the development, implementation, and operation of EE and RE projects in municipal SolER, with attention to gender equality, is strengthened.

Output Indicators:

- 3.1 Eight (8) exchange events between national and local actors, private sector, and civil society on EE and RE projects in SolER have been conducted.
Baseline: 2 (08/2024) Target: 8 (12/2027)
- 3.2 Four (4) exchange events specifically addressing the promotion of women's participation in EE and RE projects in municipal SolER have been held.
Baseline: 0 (08/2024) Target: 4 (12/2027)

Output 4. The institutional foundations for the operationalization of the **German-Colombian Climate and Just Energy Transition Partnership** in the areas of energy transition, climate, finance, and sustainable urban development are improved.

Output Indicators:

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- 4.1 Twenty (20) technical requests from the Partnership's working groups on the topics of energy transition, climate, financing, or sustainable urban development have been answered by the Climate Secretariat through expert analyses.
Baseline: 7 (08/2024) Target: 20 (12/2027)
- 4.2 Six (6) dialogue formats between members of the Climate and Just Energy Transition Partnership have been organized by the Climate Secretariat.
Baseline: 4 (08/2024) Target: 6 (12/2027)

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

Work Package 1: Development and Operationalisation of Financial Mechanisms for EE and RE in Public Buildings

This work package contributes directly to Module Objective Indicator 1, namely the availability of two (2) financing mechanisms for energy efficiency (EE) and/or renewable energy (RE) projects in municipal public facilities.

Building on existing diagnostic work and preliminary proposals already developed under the SolER project, the contractor shall support the validation, feasibility assessment and operationalisation of new or improved financial mechanisms that can be applied by municipalities and/or project implementers for the development, implementation or operation of EE and RE projects. GIZ will provide strategic guidance, access to relevant counterparts and background information, while the contractor is responsible for delivering the agreed milestones and contributing to the achievement of the indicator.

This work package should be aligned with national regulatory frameworks relevant for EE and ER projects including art. 237 of development national plan and related provisions on energy savings and reinvestment.

Activities under Work Package 1

The contractor shall carry out the following activities:

- Review, consolidation and validation of existing diagnostic and analytical work on financing mechanisms for EE and RE projects in municipal public buildings.
- Asses the feasibility of pre-identified proposals, including technical, institutional, regulatory and financial aspects, taking into account existing financing mechanisms and their potential for improvement.
- Support to stakeholder engagement and consensus-building ("buy-in") with relevant public institutions, municipalities and financial actors for the development or improvement of financing mechanisms.
- Design, adaptation or improvement of financing mechanisms contributing to Module Objective Indicator 1 such as:
 - Revolving funds and savings reinvestment mechanisms
 - Blended finance and public-private financing models

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- Improvement of access to and utilisation of existing credit lines and financing programmes of current financing facilities (e.g. FENOGE, FINDETER, FDN, GGGI), including the removal of barriers limiting their uptake
- Access to finance for Energy Service Company (ESCO) and Energy Performance Contracting (EPC) models and Power Purchase Agreements (PPAs)
- Advisory support on governance arrangements, risk allocation, eligibility criteria and operational procedures for the selected financing mechanisms.
- Preparation of technical documentation (e.g. concept notes, guidelines, standardised templates) to facilitate application and replication by municipalities and project developers.
- Facilitation of targeted technical exchanges or workshops with national and local stakeholders, as requested by GIZ, to validate and promote the use of the developed instruments.

Milestones for Work Package 1

Milestones	Delivery period
Consolidation and validation of existing diagnostic work and preliminary proposals, including feasibility considerations, completed	Within 2 months after contract start
Conceptual design or improvement proposals for priority financing mechanisms prepared and validated with GIZ and key stakeholders	Within 4 months after contract start
At least one (1) new or improved EE or RE financing mechanisms developed and made available for use by municipalities or implementers, contributing to the achievement of Module Objective Indicator 1	Within 8 months after contract start
At least two (2) new or improved EE or RE financing mechanisms developed and made available for use by municipalities or implementers, contributing to the achievement of Module Objective Indicator 1	Within 14 months after contract start
Documentation and guidance products supporting replication and uptake completed	No later than 14 months after contract start

Work Package 2: Strengthening MRV Systems and Digital Energy Management Platforms

This work package contributes to Output Indicator 1.1 and Module Objective Indicator 3 by focusing on the further development, improvement and operational consolidation of the MRV (Monitoring, Reporting and Verification) system for EE and RE in public buildings implemented by UPME, through the enhancement of digital tools, reporting templates and data management systems. A robust MRV system is a key enabling condition for making support and financing mechanisms operational, ensuring transparency, accountability, decision-making support and

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tracking of GHG reductions aligned to the country's reporting requirements, energy savings and reinvestment.

The starting point for this work package is the existing technical diagnostic and recommendations developed under SolER project, which assessed the current UPME digital platform. Based on this diagnostic, the contractor shall continue the development of the platform in close coordination with UPME, without repeating diagnostic work already completed.

Activities under Work Package 2

The contractor shall carry out the following activities:

- Review, consolidation and validation of the findings and recommendations of SolER – Technical Diagnostic of the UPME Platform, as the baseline for further development.
- Support to the revision and improvement of MRV reporting templates and user interfaces, including energy consumption, cost reporting, baselines, measures, and estimation of GHG reductions to ensure data quality and usability.
- Advisory support for the progressive operationalisation of the MRV system, including methodological alignment with national regulations and requirements under Article 237 of the National Development Plan.
- Technical support for the further development of the digital platform in coordination with UPME, addressing identified gaps related to:
 - Data validation and quality control
 - Systematisation of energy audit results
 - Automation of basic consistency checks
- Design and implementation support for energy performance dashboards and visualisation tools, enabling:
 - Monitoring of energy consumption and savings
 - Tracking of EE and RE measures
 - Support to decision-making by national and municipal actors
- Advisory support on data governance, system architecture and interoperability, to ensure scalability and compatibility with future analytical tools.
- Support to the preparation or updating of user guides and technical documentation to facilitate correct and consistent use of the MRV system by public entities.
- Facilitation of technical coordination spaces and working sessions with UPME and other relevant stakeholders, as requested by GIZ, to validate technical solutions and next steps.

Milestones for Work Package 2

Milestones	Delivery period
Roadmap for MRV system and platform improvements agreed with UPME	Within 2 months after contract start
Revised MRV templates and updated user guidance delivered	Within 6 months after contract start
Functional improvements to the MRV system and digital platform implemented	Within 10 months after contract start

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Consolidated MRV framework and documentation delivered	Not later than by the end of the contract duration period
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Work Package 3: Technical Advisory and Tailored Support for Local Energy Transition

This work package provides technical advisory services to support the implementation of energy efficiency (EE) and renewable energy (RE) measures in public buildings at national and local level.

Activities under Work Package 3

The contractor shall carry out the following activities:

- **Institutional, Regulatory and Governance Frameworks**
Support to ministries, agencies and municipalities in strengthening governance, regulatory alignment and institutional roles related to EE and RE in public buildings. This includes assistance in:
 - Developing or updating regulatory instruments and coordination mechanisms.
 - Supporting the formulation of local energy policies in participating cities;
 - Defining mechanisms for the reinvestment of energy savings in line with Article 237 of the National Development Plan;
 - Designing standardised technical guidelines or model projects for EE and RE measures (e.g. solar photovoltaic systems);
 - Improving multi-level governance and coordination between national and local institutions to ensure coherent implementation of Colombia's energy transition objectives.
 - Supporting the design, assessment and strengthening of governance frameworks for EE and RE projects in selected cities, including institutional arrangements, coordination mechanisms, operational roles of public entities and public utilities, and the review of organisational structures and capacities of utilities
 - Policy and technical advisory support to formulate recommendations and regulatory provisions for the next National Development Plan, building on Article 237, to ensure the continued mandatory implementation of energy efficiency (EE) and renewable energy (RE) measures.
- **Urban Energy Advisory**
Advisory support to municipalities on integrating EE and RE objectives into urban development, land-use planning and local policy frameworks, ensuring coherence between energy, housing and climate action policies. This may include:
 - Support for the preparation of municipal energy action plans and policies;

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- Mainstreaming EE and RE objectives into local development instruments;
- Gender Equality and Social Inclusion
Integration of gender-sensitive and inclusive approaches in the planning and implementation of local energy transition measures, including support to:
 - The application of “leave no one behind” principles.
 - The development or dissemination of practical guidance aligned with the gender guidelines of the Ministry of Energy for EE and RE projects in municipal public facilities.
 - Integration of gender-sensitive and inclusive approaches into governance and institutional strengthening processes
- Standardized tools:
 - Development of standard model procurement documents and contracting templates (pliegos tipo) for the acquisition and implementation of energy efficiency (EE) and, renewable energy (RE) measures in public buildings.
 - Technical design of standardised project typologies for EE and RE interventions in public buildings, with a climate-differentiated approach, including solutions such as heating, lighting, pumping systems, replacement of refrigeration equipment, on-grid solar PV systems, and solar PV systems with battery storage.
 - Definition and application of standard project reporting indicators, including guidance on the establishment of baselines and the formulation of forward-looking assumptions derived from project activities. This includes standardised methodologies for estimating and reporting on greenhouse gas (GHG) emission reductions, renewable energy capacity installed, and energy savings
 - Development of incentive and recognition mechanisms (e.g. awards), through the review of existing schemes and the development of technical guidelines, merit-based criteria and methodologies to identify and recognise public entities that stand out for reducing energy consumption and effectively implementing energy efficiency measures.
- Project Portfolio Development and Replication – support to the review and structuring of existing and potential EE and RE projects in municipal public buildings in Bogotá, Cali and Barranquilla, including technical supervision, coordination, and the preparation of scalable and replicable project models.
- Communication, Visibility and Knowledge Management
Preparation of knowledge products, communication materials and visibility outputs to document best practices, lessons learned and replicable approaches across pilot cities and national stakeholders.

Milestones for Work Package 3

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Milestones for Work Package 3	Delivery period
Institutional, Regulatory and Governance Frameworks – Diagnostic review and mapping of institutional, regulatory and governance frameworks for EE and RE in public buildings completed and validated with GIZ and key counterparts	Within 4 months after contract start
Urban Energy Advisory – Advisory support delivered to participating cities for the integration of EE and RE objectives into municipal energy action plans and local development instruments	Within 8 months after contract start
Gender Equality and Social Inclusion – Gender-sensitive and inclusive approaches integrated into governance, planning and advisory processes, including practical guidance aligned with Ministry of Energy gender guidelines	Not later than by the end of the contract duration period
Standardised tools – Standard model procurement documents, contracting templates, project typologies and standard reporting indicators for EE and RE measures in public buildings developed and validated	Within 12 months after contract start
Project Portfolio Development and Replication – Review and structuring of a portfolio of EE and RE projects in municipal public buildings in Bogotá, Cali and Barranquilla, including scalable and replicable project models	Within 14 months after contract start
Communication, Visibility and Knowledge Management – Knowledge products, communication and visibility materials documenting best practices, lessons learned and replicable approaches prepared and disseminated	Not later than by the end of the contract duration period

Work Package 4: Knowledge Exchange, Capacity Development and Peer Learning

This work package aims to strengthen capacities and foster structured knowledge exchange among key stakeholders involved in the development, implementation and operation of energy efficiency (EE) and renewable energy (RE) projects in municipal public facilities.

The work package focuses on the systematic design and implementation of innovative knowledge-exchange formats, combining technical training with peer learning, practical exchange and networking. Activities under this work package will contribute directly to Output Indicator 3.1 and Output Indicator 3.2, including targeted exchanges that promote the participation and empowerment of women in the local energy transition.

Activities under Work Package 4

The contractor shall carry out the following activities:

- Design of a structured knowledge-exchange methodology for the SolER project, defining objectives, target groups, formats and learning pathways.
- Design and implementation of at least 8 structured knowledge-exchange and capacity-building events for local and national stakeholders, using innovative and interactive formats such as:
 - “Energy Cafés” or thematic roundtables

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- Training weeks or modular learning formats
- Peer-to-peer exchange sessions between cities
- Conversatorios or other participatory dialogue formats
- knowledge-exchange formats focused on market development, such as:
 - Business roundtables
 - Matchmaking sessions or “ruedas de negocio” between public entities, financial institutions and private-sector actors
- Integration of gender-sensitive approaches across activities, including the design and implementation of dedicated exchange events aimed at:
 - Promoting women's participation in EE and RE projects;
 - Highlighting good practices and role models;
 - Addressing barriers faced by women in technical, financial and decision-making roles.
- Preparation of training materials, facilitation guides and documentation of events, ensuring knowledge capture and dissemination.

Milestones for Work Package 4

Milestones	Delivery period
Knowledge-exchange and capacity development methodology designed and validated with GIZ	Within 4 months after contract start
At least five (5) exchange events conducted, contributing to Output Indicator 3.1	Not later than by the end of the contract duration period
At least three (3) exchange events with a specific focus on promoting women's participation, contributing to Output Indicator 3.2	Not later than by the end of the contract duration period
Training materials and documentation of events completed and disseminated	Not later than by the end of the contract duration period

Work Package 5: Strategic Support to the Climate and Just Energy Transition Partnership

This work package focuses on the strategic positioning and substantive support of the Climate and Just Energy Transition Partnership between Germany and Colombia. It supports the work of the Climate Secretariat by responding to technical requests from the thematic working groups and by organising structured dialogue formats within the Partnership.

The work package is implemented through short-term assignments, based on requests from the Climate Secretariat and the thematic working groups. Activities are demand-driven and respond to evolving priorities within the Partnership.

Activities under Work Package 5

Activities under this work package include:

- Response to technical requests from thematic working groups of the Climate Partnership on energy transition, climate, financing and sustainable urban development, through the preparation of:
 - qualified analyses,

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- technical or policy briefs,
 - background notes and discussion inputs prepared on behalf of the Climate Secretariat.
- Strategic preparation and support of dialogue formats within the Climate Partnership, including:
 - definition of objectives, agendas and key discussion questions;
 - preparation of background and briefing materials;
 - support to moderation and documentation of dialogue formats organised by the Climate Secretariat.
- Support to the identification and structuring of priority topics for political and technical dialogue between German and Colombian ministries within the Partnership framework.
- Support dialogue formats as for example regional dialogues on the Climate Partnership's thematic areas by organizing events to strengthen dialogue on the Climate Partnership's thematic areas, in prioritized regions such as Valle del Cauca or Caquetá.
- Support the collaboration with the Academia by establishing linkages between various programs and projects on a Just Energy Transition and create exchange among programs, projects, and experts from Colombia and Germany.
- Develop a monitoring and visualization tool for the Climate Partnership by strengthening the Partnership's data management and visualization capabilities (e.g. Power BI or comparable business intelligence tools), and expanding awareness and use beyond GIZ (No development of an IT-tool required).
- Consolidation and documentation of discussion results, including summaries, key messages and recommendations for consideration by relevant decision-makers.

All activities under this work package are designed to strengthen the strategic functioning, relevance and visibility of the Climate Partnership and its thematic working groups.

Milestones for Work Package 5

Milestones	Delivery period
Methodology for receiving, documenting and responding to technical requests from thematic working groups established and agreed with GIZ	Within 2 months after contract start
At least three (3) technical requests addressed through documented analyses or advisory inputs	Within 4 months after contract start
At least six (6) technical requests addressed (cumulative)	Within 12 months after contract start
Monitoring and visualization tool for the Climate Partnership	Not later than by the end of the contract duration period
Concept, agenda and background materials prepared for dialogue formats organised by the Climate Secretariat	Within 6 months after contract start
At least one (1) dialogue format organised with support from the contractor	Within 10 months after contract start

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Two (2) additional dialogue formats organised in total under this contract (cumulative)	Not later than by the end of the contract duration period
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2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:
 - Degree to which activities are implemented
 - Degree to which the objectives and indicators of these ToRs have been achieved.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides all documents and the following reports in Spanish:

- Inception report: 1 month after starting of the contract.
- Interim report(s) on six months after starting of the contract and then every 6 months until the final report has been met.
- Final report not later than contract end.

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning party, annually to be agreed with the GIZ.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: If it is required within the scope of accomplishment in the implementation of the outputs.

Backstopping requirements:

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The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own and seconded staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

The execution of the contract may involve the processing of personal data by the contractor, who would independently determine the nature of such data and how such processing is carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must comply, on its own responsibility, with ALL applicable data protection obligations, including regional and local laws.

The contractor must process personal data only where a specific objective cannot reasonably be achieved without such data. Due attention must be paid to data protection principles such as lawfulness, data minimisation, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as to the numerous rights of the data subject. GIZ is NOT responsible in any way for such processing.

Whenever the contractor carries out the instructions of a GIZ staff member regarding such processing, the staff member shall be the data controller, and the data processing shall be carried out in accordance with the staff member's instructions, as well as the laws and regulations to which the staff member is subject.

If the contractor is not subject to the GDPR and the applicable laws do not provide any explanation of the data protection principles and rights mentioned herein, the definitions and meanings provided by the GDPR — Regulation (EU) 2016/679 — shall be taken into account.

Unless explicitly required by GIZ, evaluations, reports, surveys, or any other data or information shared with GIZ must be provided in strictly anonymous form, meaning that any information relating to an identified or identifiable natural person must be excluded.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- **Gender equality:**

The consultancy shall ensure that women and marginalized groups benefit equally from all project activities and results, particularly those aimed at improving framework conditions for energy efficiency and renewable energy in public buildings.

All activities under this contract must:

- Integrate gender-sensitive approaches from the conceptualization phase of each product.
- Promote equal participation and leadership opportunities for women in technical, managerial, and decision-making roles within the energy sector.
- Identify and, where possible, promote specific measures or incentives that reduce barriers for women's employment, training, or participation in EE and RE initiatives.
- Incorporate "Leaving No One Behind" principles by ensuring that energy solutions and recommendations address the needs of diverse user groups, including vulnerable or underserved populations.

- **Conflict and context sensitivity:**

Follow all GIZ safeguards and context sensitivity guidelines, ensuring that project activities are consistent with human rights-based approaches and do no harm principles. The contractor must coordinate closely with the SolER project team and local counterparts (national and municipal authorities) to ensure that interventions are context-sensitive, inclusive, and aligned with local needs and socio-political conditions

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

- Not applicable -

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

- Not applicable -

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for delivering the work packages and milestones set out in section 2.2 of these ToRs
- Development of partnerships with the relevant actor
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones and results (see section 2) for which it is responsible by means of the work packages described in section 2. The tenderer should avoid repeating information from the description of the implementation approach.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

- Not applicable -

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

- Not applicable -

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

- Not applicable –

3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in

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chronological order. The tenderer must define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

- Not applicable -

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

3.5 Further requirements

(section 1.5 of the assessment grid)

- Not applicable –

4. Personnel

The tenderer is required to provide ‘experts’ for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

‘One year of professional experience’ is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Expert 1: Team leader with regional experience (section 2.1 of the assessment grid)

This position is a key expert. A statement of availability must be attached to the tender as an annex.

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Tasks of expert 1:

- 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, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Internal communication with the pool of experts
- Reporting and quality assurance to the GIZ project team
- 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
- Supporting the commission manager in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

Expert 1: the expert is expected to generally be available to participate in meetings during regular business hours in Colombia.

Qualifications of expert 1: Team leader

Education/training (section 2.1.1 of the assessment grid):	University master's degree in engineering, energy management, business administration, international development, economics, social sciences, or any other discipline related to the coordination of cooperation activities on energy efficiency, renewable energy, or climate change
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C1 level in the Common European Framework of Reference for Languages (3 out of a possible 10 points) and Spanish C2 level in the Common European Framework of Reference for Languages (7 out of a possible 10 points)
General professional experience (section 2.1.3 of the assessment grid):	9 years of professional experience in the development of projects in the field of renewable energy and/or energy efficiency in buildings
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of professional experience in consulting projects on renewable energy and/or energy efficiency in buildings
Leadership/management experience (section 2.1.5 of the assessment grid):	4 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	Not Applicable

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Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	2 years of international professional experience in Colombia
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Not Applicable

Expert 2: Pool 1 with 5 Senior Experts with international experience (section 2.2 of the assessment grid)

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 1:

- Support, design, and analyse activities on **technical, financial, and institutional frameworks** for energy efficiency and renewable energy in public facilities.
- Advise national and local counterparts (MME, UPME, FENOGE, municipalities) on strategies for institutional strengthening, regulatory improvement, and financing mechanisms.
- Conduct **technical, economic, or policy studies**, and share international experience and best practices in the fields of EE, RE, and sustainable energy governance.
- Develop **knowledge products, methodological tools, and technical guidelines** to support project implementation.
- Provide **technical backstopping** and coordination of other consultants under this contract.
- Support **capacity development** for national and local partners as requested by GIZ.
- Facilitate coordination and communication with project partners and institutions.

Qualifications of the expert pool 1

Education/training (section 2.2.1 of the assessment grid):	<ol style="list-style-type: none"> 1. Expert with a university master's degree in finance, economics or business administration 2. Expert with a university master's degree economics, environmental sciences or engineering 3. Expert with a university master's degree law, public policy, public administration or energy policy. 4. Expert with a university master's degree (master's degree or equivalent) in urban planning, energy planning, engineering, architecture or environmental management. 5. Expert with a university master's degree in environmental sciences, climate policy, engineering or economics.
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Language (section 2.2.2 of the assessment grid):	All experts with knowledge of English, C1 level in the Common European Framework of Reference for Languages (3 out of a possible 10 points) and Spanish C2 Level in the Common European Framework of Reference for Languages (7 out of a possible 10 points)
General professional experience (section 2.2.3 of the assessment grid):	All experts, each with 9 years of professional experience in the field of renewable energy and/or energy efficiency.
Specific professional experience (section 2.2.4 of the assessment grid):	<p>Each expert with five (5) years of professional experience in one of the thematic areas listed below. Each thematic area should be covered by one expert only. Points may only be awarded for the single expert with the highest demonstrated experience in each thematic area. In total, up to 10 points can be awarded for sub-criterion 2.2.4:</p> <ol style="list-style-type: none"> 1. Development of, or advisory to, public institutions on financing mechanisms for energy efficiency (EE) and renewable energy (RE) in public buildings). (2 out of 10 points) 2. Development, implementation, or advisory support to public institutions on monitoring, reporting and verification (MRV) systems (2 out of 10 points) 3. Elaboration, assessment, or advisory to public institutions on regulatory and policy frameworks for EE and RE in buildings (2 out of 10 points) 4. Urban or municipal energy planning, with a focus on the integration of EE and RE in the building sector. (2 out of 10 points) 5. Elaboration of, or advisory on, climate policy and greenhouse gas (GHG) monitoring systems. (2 out of 10 points)
Leadership/management experience (section 2.2.5 of the assessment grid):	Not Applicable
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	2 years of international professional experience in a country other than Colombia
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	Not Applicable
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	Not Applicable
Other (section 2.2.9 of the assessment grid):	Not Applicable

Expert 3: Pool 2 with 5 Senior Experts with national experience (section 2.3 of the assessment grid)

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A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 2:

- Support, design, and analyse activities on **technical, financial, and institutional frameworks** for energy efficiency and renewable energy in public facilities.
- Advise national and local counterparts (MME, UPME, FENOG, municipalities) on strategies for institutional strengthening, regulatory improvement, and financing mechanisms.
- Conduct **technical, economic, or policy studies**, and share international experience and best practices in the fields of EE, RE, and sustainable energy governance.
- Develop **knowledge products, methodological tools, and technical guidelines** to support project implementation.
- Provide **technical backstopping** and coordination of other consultants under this contract.
- Support **capacity development** for national and local partners as requested by GIZ.
- Facilitate coordination and communication with project partners and institutions.

All experts will be based in Colombia and must therefore be able to work in Colombia.

Qualifications of the expert pool 2

Education/training (section 2.3.1 of the assessment grid):	<ol style="list-style-type: none"> 1. Expert with a university degree energy, energy management, environmental sciences or engineering 2. Expert with a university degree in finance, economics, business administration or engineering. 3. Expert with a university degree) law, public policy, public administration or energy policy. 4. Expert with a university degree in computer science, information systems, data science, engineering or energy management 5. Expert with a university degree in urban planning, energy planning, engineering, architecture or sustainable energy.
Language (section 2.3.2 of the assessment grid):	All experts with Spanish language proficiency at level C2 of the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	All experts, each with 9 years of professional experience in the field of renewable energy and/or energy efficiency in Colombia
Specific professional experience (section 2.3.4 of the assessment grid):	<p>Each expert with 5 years of specific professional experience in one of the thematic areas listed below. Each thematic area should be covered by one expert only. Points may only be awarded for the single expert with the highest demonstrated experience in each thematic area:</p> <ol style="list-style-type: none"> 1. Energy auditing, diagnostics, technical assessment, or design and implementation of EE and RE measures in public or commercial buildings (2 out of 10 points)

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	<ul style="list-style-type: none"> 2. Development of, or advisory to, public institutions on financing mechanisms for energy efficiency (EE) and renewable energy (RE) in buildings (2 out of 10 points) 3. Elaboration, assessment, or advisory to public institutions on regulatory and policy frameworks for EE and RE in buildings (2 out of 10 points) 4. Development, implementation, or advisory to public institutions on monitoring, reporting and verification (MRV) systems for EE or RE measures in buildings (2 out of 10 points) 5. Urban or municipal energy planning, with a focus on the integration of EE and RE in the building sector (2 out of 10 points)
Leadership/management experience (section 2.3.5 of the assessment grid):	Not Applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not Applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	Not Applicable
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Not Applicable
Other (section 2.3.9 of the assessment grid):	Not Applicable

Expert 4: Pool 3 with 5 experts with national experience

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

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Tasks of the expert pool 3:

- Contribute to the development of knowledge products, databases, and analytical tools.
- Support the design and analysis of EE and RE projects in public facilities.
- Conduct or assist in technical, financial, or policy studies, and share findings in national or international events.
- Support the preparation, organization, and documentation of events such as trainings, webinars, workshops, conferences, or technical meetings.
- Participate in capacity development activities for local partners at GIZ's request.
- Support data collection, analysis, and reporting related to project activities and indicators

All experts will be based in Colombia and must therefore be able to work in Colombia.

Qualifications of the expert pool 3

Education/training	<ol style="list-style-type: none"> 1. Two (2) Experts with a university degree in energy, energy management, environmental sciences or engineering 2. Expert with a university degree in finance, economics, business administration or engineering. 3. Expert with a university degree law, public policy, public administration, energy policy. 4. Expert with a university degree (master's degree or equivalent in computer science, information systems, data science, engineering or energy management
Language	All experts with Spanish language proficiency at level C2 of the Common European Framework of Reference for Languages
General professional experience	All experts each with 5 years of professional experience in the field of renewable energy and/or energy efficiency in Colombia
Specific professional experience	<p>5 experts each with 2 years of specific professional experience in one of the thematic areas listed below. Each thematic area shall be covered by one expert only:</p> <ol style="list-style-type: none"> 1. Energy auditing, design or diagnostics in buildings 2. Design or technical advisory for the implementation of renewable energy projects 3. Development of, or advisory on financing mechanisms for energy efficiency (EE) and renewable energy (RE) 4. Elaboration, assessment, or advisory on regulatory or policy frameworks for EE or RE in buildings 5. Database management, visualization and design, information gathering and storage, and information systems management in interactive tools (such as Power BI), among others
Leadership/management experience	Not Applicable
International professional experience outside the country/region of assignment	Not Applicable
Professional experience in the country/ region of assignment	Not Applicable

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Experience in the field of development cooperation	Not Applicable
Other	Not Applicable

Expert 5: Pool 4 with 2 Experts with national experience in gender and communication

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 4:

- Development of practical guidance aligned with the gender guidelines of the Ministry of Energy for EE and RE projects in municipal public facilities.
- Integration of gender-sensitive and inclusive approaches into governance and institutional strengthening processes
- Preparation of knowledge products, communication materials and visibility outputs to document best practices, lessons learned and replicable approaches across pilot cities and national stakeholders.
- Preparation, organization, and documentation of events such as trainings, webinars, workshops, conferences, or technical meetings.
- Participate in capacity development activities for local partners at GIZ's request.
- Facilitate coordination and communication with project partners and institutions.

All experts will be based in Colombia and must therefore be able to work in Colombia.

Qualifications of the expert pool 4

Education/training	1 expert, with a university degree (master's degree or equivalent) in Social or human sciences, political science, anthropology or psychology. 1 expert with a university degree (master's degree or equivalent) in Communication, journalism or graphic design.
Language	All experts with Spanish language proficiency at level C2 of the Common European Framework of Reference for Languages
General professional experience	2 experts each with 5 years of professional experience in Colombia in one of the thematic areas listed below. Each thematic area shall be covered by one expert only. 1. gender and inclusion 2. communication strategies.

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Specific professional experience	2 experts each with 3 years of specific professional experience in one of the thematic areas listed below. Each thematic area shall be covered by one expert only: <ol style="list-style-type: none">1. gender equality and social inclusion in the energy sector2. communication strategies for sustainability, climate, or energy-related communication campaigns.
Leadership/management experience	Not Applicable
International professional experience outside the country/region of assignment	Not Applicable
Professional experience in the country/ region of assignment	Not Applicable
Experience in the field of development cooperation	Not Applicable
Other	Not Applicable

UN DESA regions are defined as East Africa, Central Africa, North Africa, Southern Africa, West Africa, South America, the Caribbean, Central America, North America, Central Asia, East Asia, South Asia, Southeast Asia, West Asia/Middle East, Eastern Europe, Northern Europe, Southern Europe, Western Europe, Australia, Melanesia, Micronesia and Polynesia; refer to [USND methodology](#) for country assignment.

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared

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objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights	Number of national flights
Expert 1: Team Leader	126	20	146	No	6	12
Expert 2: Pool 1	80	30	110	No	6	12
Expert 3: Pool 2	0	764	764	yes	0	14
Expert 4: Pool 3	0	326	326	yes	0	10
Expert 5: Pool 4	0	120	120	yes	0	4
Backstopping	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

5.2 National administrative staff

– Not applicable –

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5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/budget
Total number of international flights	12
Total number of national flights	52
CO ₂ offsets for flights	3560 EUR An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, public transport)	92
Per-diem allowances	92
Accommodation allowances	92
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	8

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 (download at <https://www.bundesfinanzministerium.de>).

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In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs

Notes on the settlement of accommodation allowances outside Germany:

For the country Colombia tenderers may offer accommodation allowances up to EUR 123,00. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 92,25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 92,26 - 123) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

5.4 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

Workshop budget: EUR 30.000

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hiring
- Technical systems
- Translation/interpreting services
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

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The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 25.000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in Spanish.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 30 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format (Europass: <https://europass.europa.eu/en>) and not more than four pages in length. The CVs can also be submitted in English or Spanish.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)

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- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition: GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

Not applicable

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**7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the
Award of Public Contracts (VgV)**

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

8. Annexes

- Diagnóstico y recomendaciones de eficiencia energética y energías renovables en edificaciones publicas