

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

PUBLIC

Project title:

Support of Agriculture Production and Quality Assurance (SPQA-II)

**Processing
number/cost centre:**

G-012645-004

Country:

Somalia

Subject of the tender procedure:

Strengthening climate-resilient and competitive agricultural development through policy support and quality assurance in Somalia

Transaction number:

10018279

0.	List of abbreviations	3
1.	Context.....	4
2.	Tasks to be performed by the contractor	5
2.1	Term	5
2.2	Objectives, indicators, work packages, milestones	5
2.2.1	Specific Objectives	5
2.3	Project and knowledge management requirements	11
2.4	Data protection and information security	12
2.5	Other requirements	12
3.	Technical-methodological concept.....	13
3.1	Interpretation of objectives (section 1.1 of the assessment grid).....	13
3.2	Processes and actors in the partner system (section 1.2 of the assessment grid)	14
3.3	Strategy (section 1.3 of the assessment grid).....	14
3.4	Project management (section 1.4 of the assessment grid)	16
3.5	Further requirements (section 1.5 of the assessment grid).....	17
4.	Personnel.....	17
5.	Costing requirements	23
5.1	Assignment of experts.....	23
5.2	National administrative staff	24
5.3	Travel expenses.....	24
5.4	Materials and equipment	26
5.5	Operating costs in the country of assignment	26
5.6	Workshops, education and training	26
5.7	Local contributions	27
5.8	Other costs.....	28
5.9	Flexible remuneration item	28
6.	Requirements on the format of the tender	28

Subject of the tender procedure:

Transaction number:

7.	Options or follow-on contract	29
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)	29
7.2	Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)	29
7.3	Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)	29
8.	Annexes	30

Subject of the tender procedure:

Transaction number:

0. List of abbreviations

CV	Curriculum Vitae
EAC	East African Community
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
MoAI	Ministry of Agriculture and Irrigation
MoCI	Ministry of Commerce and Industry
MoFAIC	Ministry of Foreign Affairs and International Cooperation
MoPIED	Ministry of Planning, Investment and Economic Development
MoU	Memorandum of Understanding
NDCs	Nationally Determined Contributions
NTP	National Transformation Plan
RMO	Risk Management Office
SARIS	Somali Agriculture Regulatory Inspection Services
SoBS	Somali Bureau of Standards
SPQA	Support of Agricultural Production and Quality Assurance
ToR	Term of reference

1. Context

Agriculture remains the cornerstone of Somalia's economy, employing approximately 80% of the workforce and contributing around 70% to the country's Gross Domestic Product (GDP), and a vital source of livelihoods for the vast majority of the population. Yet despite its central role in employment, food security, and economic growth, the sector continues to face deep structural challenges that limit its productivity, resilience, and competitiveness. Decades of underinvestment, weak institutions, outdated production and post-harvest practices, and limited market integration have left Somalia heavily dependent on food imports and humanitarian assistance, while millions of people remain food insecure. These challenges are compounded by the escalating impacts of climate change, prolonged droughts, erratic rainfall, rising temperatures, and recurrent floods, which are eroding natural resources, intensifying competition over land and water, and increasing displacement and vulnerability, particularly among rural communities and women. Additionally, institutional challenges further weaken the sector's ability to adapt and grow. Government authorities at both federal and member state levels often lack the administrative, technical, and regulatory capacity needed for effective quality assurance, climate adaptation, and policy formulation. Furthermore, women, despite playing a critical role in agricultural value chains, especially in product marketing, continue to face systemic barriers, including limited access to land, water, capital, and decision-making processes.

At the same time, Somalia stands at a critical juncture in its state-building and economic recovery journey. The adoption of the National Transformation Plan (2025–2029), the updated Nationally Determined Contributions (2021), and Somalia's accession to the East African Community (EAC) in March 2024 collectively signal a strong commitment to inclusive growth, climate resilience, and regional integration. EAC membership presents new opportunities to strengthen agricultural trade, harmonise standards, expand market access, and stimulate private sector investment. However, fully realising these opportunities requires coherent, evidence-based climate adapted policies, stronger institutional capacity, and an enabling environment for private sector participation, particularly in the face of unregulated imports, weak certification systems, and fragmented implementation. Effective public policy is essential to address complex challenges including governance reform, service delivery, economic development, security, climate resilience, and social inclusion. However, policy formulation and implementation are often constrained by limited data availability, weak coordination, capacity gaps, and fragile institutional systems. Furthermore, for an integration into EAC, Somalia needs to adopt its quality assurance framework for enabling trade with agricultural products.

To address these challenges, the Government of Somalia is seeking targeted advisory support to formulate and implement climate-adapted agricultural and trade policies in line with EAC, alongside a strategic framework to promote private investment, enhance competitiveness, reduce import dependency, and improve food security and export potential.

The contractor engaged under these Terms of Reference will play a pivotal role in supporting government institutions through capacity development in the area of agricultural policy advice and quality assurance with the objective to develop two agricultural policies, two private-investment strategies and strengthening the authority responsible for quality assurance, contributing to a more resilient, inclusive, and sustainable agricultural sector capable of driving long-term economic recovery and growth. Moreover, the contractor will also support the strengthening of institutional capacities in quality assurance by assessing existing systems, identifying gaps, and implementing targeted capacity development measures. This will include

Subject of the tender procedure:

Transaction number:

designing and delivering practical training, developing or refining quality assurance tools and procedures, and establishing measurable indicators to track capacity development and institutional performance over the course of the assignment.

2. Tasks to be performed by the contractor

The contractor will provide strategic guidance, technical expertise and capacity building to strengthen the Somali agricultural sector by supporting government institutions at the federal level in formulating evidence-based and climate resilient agricultural policies and strategies as well as quality assurance frameworks and policies. The scope of work is aligned with the project's output.

2.1 Term

The expected term of the contract for services will be 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 overall objective of this assignment is to support the Government of Somalia and policy makers in strengthening the formulation, revision, implementation, and monitoring of climate-resilient agricultural policies and strategies that are aligned with East African Community (EAC) frameworks and regional commitments. The assignment aims to enhance institutional coordination, improve evidence-based decision-making, and create an enabling policy and regulatory environment that promotes private sector investment, agricultural competitiveness, and sustainable food systems. Through targeted political, technical, and process-oriented advisory support, the assignment seeks to improve policy coherence, implementation effectiveness, and cross-sectoral collaboration to fully leverage Somalia's EAC membership and advance inclusive and sustainable agricultural development. Moreover, the assignment is to strengthen institutional capacities in quality assurance by assessing existing systems, identifying gaps, and implementing targeted capacity development measures.

2.2.1 Specific Objectives

The assignment will aim to:

- Formulate and support in implementation of evidence-based policies and strategies
- Enhance developed policies and strategies and alignment with EAC frameworks and commitments.
- Strengthen institutional coordination and cross-sectoral collaboration among relevant ministries, agencies, and stakeholders.
- Improve the use of evidence and data in agricultural policies and strategies formulation and decision-making.
- Support the development of an enabling policy and regulatory environment that attracts private sector investment and promotes agricultural competitiveness.

Subject of the tender procedure:

Transaction number:

- Build the technical capacity of control authorities through validated skill enhancement in import and export control and testing procedures for agricultural products.
- Strengthen the institutional capacity within the SoBS for the development and application of a Confidentiality Policy.
- Strengthen the capacity of SoBS staff by equipping them with the skills and knowledge necessary to develop, implement, and enforce a policy on the use of certification marks.

The contractor is responsible for achieving the objectives and indicators described in this document.

Module objective. The climate-resilient competitiveness of the Somali agricultural sector has been strengthened with regard to trade integration into the East African Community.

Module objective indicators

Indicator 1: Number of new (sub-) national policies/strategies under implementation, developed in accordance with EAC strategies on agriculture/rural development with the involvement of relevant sectors.

Baseline: 0 policies/strategies (sectoral policies/strategies have not yet been revised with regard to Somalia's EAC accession)

Target value: 5 policies/strategies

Output 1: Relevant government institutions are strengthened in formulating, implementing and monitoring strategies and policies for climate-adapted and competitive agricultural development.

Output indicators:

1.1 Number of key personnel in the ministries of agriculture, environment and water who confirm that they have expanded their skills in evidence-based policy making in the field of climate-resilient agriculture.

Baseline: 0 people (no training measures have yet taken place for people in key positions in the Ministries of Agriculture, Environment and Water)

Target value: 40 people, including 15 women.

1.2 Number of strategies to promote private investment in agriculture adopted by the ministries of agriculture at federal level and Member State level.

Baseline: 0 strategies (no strategies focused on investment in agriculture have been developed so far)

Target value: 2 strategies

Output 2: The responsible authorities in the agricultural and food sector are strengthened in quality control including the adaptation of EAC standards.

Output indicator:

2.2 The number of employees of control authorities who have successfully participated in training measures on control and testing procedures for the import and export of agricultural products and confirm that they have expanded their skills.

Subject of the tender procedure:

Transaction number:

Baseline: 4 employees

Target value: 30 employees, 30% of whom are women

The contractor is responsible for providing the following work packages under outputs and at outcome level and for achieving the corresponding milestones:

Support to Policy Development and Institutional Capacity Building (Work package 1)

The objective of assignment is to enhance the policy and institutional framework, foster stakeholder collaboration and build government capacity to promote competitive and climate-resilient agriculture in Somalia.

Field of Action	Planned Activities	Deliverables
Policy and Institutional Landscape Analysis	<ul style="list-style-type: none">• Conduct a comprehensive review of existing policies, regulations, and institutional mandates related to agriculture at both the federal and state levels.• Identify policy gaps, inconsistencies and implementation bottlenecks.• Assess alignment with EAC agricultural, climate resilience and trade framework.• Map key stakeholders and institutional roles within the Somali agricultural sector	<ul style="list-style-type: none">• Report on the policy gaps, and institutional landscape of Somali agriculture.• Stakeholder map and institutional roles matrix at the Federal level
Consultative processes with Stakeholders	<ul style="list-style-type: none">• Organise and facilitate consultative meetings and focus groups at discussions with ministries at the federal level (MoAI, MoCI, MoPIED, Ministry of Foreign Affairs and International Cooperation-EAC), private sector actors, civil society organisations, and women's associations.• Identify needs, challenges, and priorities for climate-resilient agricultural development.• Document inputs and consensus points for policy development.• Establish a working group or task force for developing policies and a strategy	<ul style="list-style-type: none">• Consultation reports summarising key needs and priorities.• Stakeholder engagement summary

Subject of the tender procedure:**Transaction number:**

Capacity building workshops on evidenced policy making	<ul style="list-style-type: none">• Develop training curricula focused on formulation, implementation, and monitoring of evidence-based climate-smart agricultural policies.• Deliver comprehensive capacity building training to target 40 key government officials of MoAI, MoCI, MoPIED, Ministry of Foreign Affairs and International Cooperation-EAC (including at least 15 women).• Provide training materials and post-training support.	<ul style="list-style-type: none">• Training materials (manuals, presentations, toolkits).• Training completion report including participant feedback and attendance.• Recommendations for ongoing capacity development.
Policy development and revision	<ul style="list-style-type: none">• Provide technical support for the formulation of climate resilient agricultural policies and strategies• Integrate climate-smart agriculture, sustainability, gender, youth and private sector consideration.• Support on updating the national industrial policy.	<ul style="list-style-type: none">• Part of the final report
Institutional and coordination support	<ul style="list-style-type: none">• Strengthen coordination mechanism among ministries, agencies and relevant authorities• Facilitate multi-stakeholder dialogue involving the relevant ministries and authorities, civil society, and development partners	<ul style="list-style-type: none">• Institutional coordination map
Development and adoption of national policies to the EAC standards	<ul style="list-style-type: none">• Provide targeted technical and process-oriented advisory support to relevant institutions• Draft two national policies jointly with relevant partner ministries and institutions focused on competitive and climate-resilient agriculture	<ul style="list-style-type: none">• Draft and final versions of two national agricultural policies.
Strategy formulation for the private sector promotion	<ul style="list-style-type: none">• Develop two strategies aimed at promoting private sector investment in agriculture.• Consult with government bodies and industry stakeholders to align strategies with EAC market realities and regulatory frameworks.• Finalize strategy incorporating feedback.	<ul style="list-style-type: none">• Drafted and finalized two strategies for private sector engagement.

Subject of the tender procedure:**Transaction number:**

Policies and strategies alignment Validation workshop	<ul style="list-style-type: none"> Conduct iterative review and two validation workshops, and two endorsement workshops both for policies and strategy, with government and stakeholder representatives. 	<ul style="list-style-type: none"> Policies and strategies alignment validation workshop report.
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Support the authorities in the agricultural and food sector in quality control (Work Package 2):

Field of Action	Planned Activities	Deliverables
Technical capacity in import/export control and testing procedures	<ul style="list-style-type: none"> Conduct a needs assessment of current technical capacities and gaps. Develop tailored training modules on testing procedures and import/export protocols. Organize hands-on workshops for laboratory staff and inspectors. Conduct post-training evaluation to measure knowledge improvement. 	<ul style="list-style-type: none"> Needs assessment report. Training modules and manuals. Workshop completion reports and attendance lists. Post-training evaluation report with recommendations.
Training on the development of a confidentiality policy	<ul style="list-style-type: none"> Review international and regional best practices for confidentiality. Training of SoBS staff on development and application of confidentiality policy. 	<ul style="list-style-type: none"> Comparative review of confidentiality policies. Staff training report and attendance records.
Capacity building for certification mark policy	<ul style="list-style-type: none"> Assess current use and management of certification marks within SoBS Training in developing certification mark policy in line with international best practices. Establish an internal audit system to ensure compliance 	<ul style="list-style-type: none"> Certification mark usage assessment report Staff training material and reports Internal audit guidelines and monitoring plan

Work package 1 Milestones and Delivery period

Subject of the tender procedure:

Transaction number:

Milestones for Output 1	Delivery period
Report on existing policies, strategies that require adaptation or development, including an overview of the institutional landscape of Somali agriculture.	3 months after the contract is signed
Stakeholder map and institutional roles matrix at the Federal level	3 months after the contract is signed
Consultation meetings' report summarising key needs and priorities.	4 months after the contract is signed
Stakeholder engagement summary with gender and sectoral insights.	4 months after the contract is signed
Deliver capacity building training targeting 40 key government officials (including at least 15 women) and a workshop report	5 months after signing the contract
Draft and finalise 2 national policies jointly with the relevant partner ministries and institutions	8 months after signing the contract
Drafted and finalised two strategies for private sector investment	8 months after signing the contract
Two Policies alignment validation workshop	9 months after signing the contract
Two consultation workshops with government bodies and industry stakeholders to align strategies with EAC market realities and regulatory frameworks	10 months after signing the contract
Two enforcement workshops for validated policies and strategies.	11 months after signing the contract
Launching policies and strategies workshop	12 months after signing the contract
Final report	12 months after signing the contract

Work Package 2 Milestones and Delivery period

Milestones for Output 2	Delivery period
Report on needs assessment of technical training on import/export control and testing procedure including the training modules and manuals.	3 months after the contract is signed
Comparative review of confidentiality policy and training SoBS staff on development and application of confidentiality policy.	5 months after the contract is signed
Certification mark usage assessment report, internal audit guidelines and monitoring	7 months after the contract is signed

Subject of the tender procedure:

Transaction number:

plan, and training on developing mark policy in line with international best practices.	
Stakeholder engagement workshops.	8 months after the contract is signed
Final report	12 months after signing the contract

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 materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

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, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility

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 the following reports in the following language:

- Inception report (dealing the implementation strategy and operational plan, due date is three months after signing the contract. The report must be a minimum of 25 pages (English).
- Brief quarterly reports (interim reports in English) on the implementation status of the project (5-7 pages) based on a format to be agreed
- Final report: 12 months after signing the contract. The final report should capture all relevant figures on results. The report must be a minimum of 30-40 pages (English).
- Contribution to ad-hoc reports on the status of implementation as required by the project management and BMZ as the commissioning party

Subject of the tender procedure:

Transaction number:

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.

Backstopping requirements:

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 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 performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

Subject of the tender procedure:

Transaction number:

- Conflict and Contextual Sensitivity
- In all interventions, care must be taken to ensure that the relevant actors at the federal level are involved and agree at an early stage. The selection of participants in training and support measures should also be balanced between different federal institutions.

Safety and security precautions:

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

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

The contractor's staffing profile should be balanced in terms of gender and age.

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)

The tenderer is required to interpret the objectives for which it is responsible (section 1.1.1). Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept

Subject of the tender procedure:

Transaction number:

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

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

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 achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- 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, objectives and results (see section 2) for which it is responsible.

The tenderer adopts a strategic approach that begins with a thorough interpretation of the objectives and expected results for which he is responsible, ensuring a clear understanding of the intended milestones, impacts, and overall purpose of the assignment as defined in Chapter 2. This interpretation is complemented by a critical examination of the tasks (1.3.1 of the evaluation scheme) in order to identify key requirements, potential challenges, and the interdependencies between different work packages of the project. Based on this analysis,

Subject of the tender procedure:

Transaction number:

the tenderer proposes a coherent and results-oriented strategy that focuses on effectively translating the defined objectives into measurable outcomes through the structured execution of the work packages outlined in Chapter 2. The strategy emphasizes logical sequencing of activities, strong coordination between work packages, and efficient resource allocation to ensure that each task contributes directly to the achievement of project milestones and expected effects. Furthermore, the approach integrates continuous monitoring, quality assurance, and stakeholder engagement mechanisms to support transparency, adaptability, and accountability throughout the implementation process. By aligning the strategic direction with the defined work packages, the tenderer ensures that all actions remain focused on delivering the intended objectives while maintaining coherence and avoiding duplication of the detailed implementation approach presented elsewhere in the proposal.

3.3.2 Building partnerships with the relevant actors

(section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

3.3.3 Approaches for leverage effects and measures for scaling-up

(section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

3.3.4 Consideration of environmental and social compatibility requirements

(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Conflict and context sensitivity

Subject of the tender procedure:**Transaction number:**

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	4 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	3 points out of 10 (maximum)
Requirement: 'Human rights':	3 points out of 10 (maximum)

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.

- The Contractor is responsible for the selection, preparation, further training and management of the specialists employed to carry out the consulting tasks.
- The Contractor shall provide equipment and consumables in Mogadishu and shall bear their security, operating and administrative costs.
- The Contractor carries out expenditure and cost control as well as accounting and invoicing in accordance with the requirements of the Client.
- The Contractor shall report to the Client on a regular basis.

In its bid, the bidder describes its approach to and the procedure it intends to adopt with respect to coordination with and within the GIZ project.

The bidder is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the offer; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps.

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

Subject of the tender procedure:

Transaction number:

chronological order. The tenderer can 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.

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them.

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)

- The tenderer is required to explain and, as far as possible, provide specific evidence of how it will make use of national resources (for example national institutions, network partners etc.) in the context of service delivery.
- The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for technical and administrative backstopping.

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.

Subject of the tender procedure:

Transaction number:

Expert 1: Team leader/ Senior Policy Expert (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1: (team leader)

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at the local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas: policies and strategy development, quality assurance, trade facilitation, standardisation and harmonisation.
- 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
- 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

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree, master's in agriculture economics or trade facilitation or public policy or development studies
Language (section 2.1.2 of the assessment grid):	Knowledge of English C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	7 years in managing donor-funded projects related to agriculture policies
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of experience in senior/lead advisory roles supporting the development of agriculture policies (5 out of 10 points) and implementation of agriculture trade policies (5 out of 10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people (5 out of 10 points), with annual budget responsibility for 1 million EUR (5 out of 10 points)
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	5 years of professional experience in one of the East African countries outside the Country of assignment
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	1 year of professional experience in Somalia

Subject of the tender procedure:

Transaction number:

Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	1 year of experience in policy dialogues

Expert 2:, Climate Smart Agriculture Expert (section 2.2 of the assessment grid)

This position is a key expert.

Tasks of expert 2

- Lead the integration of climate-smart agriculture (CSA) principles into national agricultural policies and strategies.
- Conduct climate risk and vulnerability assessments for the agriculture sector.
- Align agricultural policies with national climate commitments and relevant EAC climate and agriculture frameworks.
- Identify and integrate into policies/strategies the climate-resilient, sustainable, and low-emission agricultural practices.
- Provide technical advice on adaptation, mitigation, natural resource management, and resilience-building measures.
- Support the development of implementation plans, indicators, and monitoring frameworks for CSA interventions.
- Build capacity of government institutions on CSA planning and implementation.

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University Master's degree in Agriculture or Climate Change or Environmental Sciences or Natural Resource Management
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages (5 out of 10 points), knowledge of Somali language, C1-level (5 out of 10 points).
General professional experience (section 2.2.3 of the assessment grid):	7 years of experience in agriculture or climate smart agriculture or environmental sustainability
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience in integrating climate consideration into agriculture policies or strategies
Leadership/management experience (section 2.2.5 of the assessment grid):	N/A

Subject of the tender procedure:

Transaction number:

International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	2 years of professional experience outside the country of assignment in climate risk and vulnerability assessments for the agricultural sector
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	1 year of experience in Good Agriculture Practices (GAP) in Somalia
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	3 years of experience in working in donor-funded policies/strategies development projects
Other (section 2.2.9 of the assessment grid):	1 years' experience of the EAC regional policy framework

Expert 3, Agribusiness and Private Sector Expert (section 2.3 of the assessment grid)

Tasks of expert 3

- Analyze policy and regulatory constraints affecting agribusiness and private sector investment.
- Support formulation of policies that enhance agricultural competitiveness and value-chain development.
- Advise on market-oriented reforms, incentives, and public–private partnerships (PPPs).
- Promote inclusive agribusiness models involving SMEs, women, and youth.
- Align agribusiness policies with EAC trade, investment, and market integration frameworks.
- Support stakeholder engagement with private sector actors.

Qualifications of expert 3.

Education/training (section 2.3.1 of the assessment grid):	University Master's degree in Agribusiness or Agriculture Economics or Business Administration.
Language (section 2.3.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages (5 out of 10 points), knowledge of Somali language, C1-level (5 out of 10 points)
General professional experience (section 2.3.3 of the assessment grid):	7 years of experience in agribusiness or private sector development
Specific professional experience (section 2.3.4 of the assessment grid):	5 years of professional experience in value chain development or investment promotion

Subject of the tender procedure:**Transaction number:**

Leadership/management experience (section 2.3.5 of the assessment grid):	N/A
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	5 years of professional experience in one of the East African countries (see Annex Geographical Overview Regions) except Somalia.
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	2 years of professional experience in agricultural value chain in Somalia
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	2 years of experience in working in donor-funded agricultural or private sector development programs
Other (section 2.3.9 of the assessment grid):	Knowledge of regional agricultural markets and trade is required

Expert 4: Workshop facilitator, EAC Policy alignment and private sector engagement expert - Pool 1 with 3 experts (section 2.4 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 short-term expert pool:

- Design and facilitate workshops, consultations, and policy dialogues.
- Lead stakeholder engagement processes involving government, private sector, civil society, and communities.
- Mainstream gender, youth, and social inclusion into agricultural and trade policy processes.
- Conduct gender and stakeholder analyses and provide policy recommendations.
- Support capacity building on inclusive and participatory policy approaches.
- Review national agriculture and trade policies for alignment with EAC treaties, protocols, and strategies.
- Provide advisory support on harmonization with EAC agriculture framework, trade, SPS, and regulatory frameworks.
- Identify gaps, risks, and opportunities related to Somalia's EAC commitments.
- Support inter-ministerial coordination on regional integration issues.
- Facilitate dialogue with EAC institutions and regional stakeholders.
- Provide guidance on compliance and implementation of EAC obligations.

Qualifications of short-term expert pool

Subject of the tender procedure:**Transaction number:**

Education/training (section 2.6.1 of the assessment grid):	University Master's degree in Public Policy or International Relations or Law
Language (section 2.6.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages (6 out of 10 points) and knowledge of Somali language, C1-level (4 out of 10 points)
General professional experience (section 2.6.3 of the assessment grid):	7 years of experience with EAC, AfCFTA or other regional economic communities (5 out of 10 points). 3 years of experience in workshop facilitation and stakeholder engagement (3 out of 10 points). 4 years of experience in agribusiness private sector (2 out of 10 points)
Specific professional experience (section 2.6.4 of the assessment grid):	7 years of professional experience in advising senior policymakers and coordinating multi-sectoral teams
Leadership/management experience (section 2.6.5 of the assessment grid):	N/A
International professional experience outside the country/region of assignment (section 2.6.6 of the assessment grid):	5 years of professional experience in one of the East African countries except Somalia.
Professional experience in the country/ region of assignment (2.6.7 of the assessment grid):	2 years of professional experience in stakeholders' engagement Kenya, Tanzania, Uganda or Rwanda
Experience in the field of development cooperation (section 2.6.8 of the assessment grid):	2 years of experience in working in government led reforms under donor-funded programs
Other (section 2.6.9 of the assessment grid):	Knowledge of aligning national policies with regional framework

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 "Geographical Overview Regions" 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.

Subject of the tender procedure:

Transaction number:

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

5.1 Assignment of experts

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 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.

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 3.3.2)	Number of international flights	Number of national flights
Expert 1: Team Leader/Senior Policy Expert	30	80	110	No	5	0
Expert 2: Climate Smart Agriculture Expert (National)	0	50	50	No	0	0

Subject of the tender procedure:

Transaction number:

Expert 3: Agribusiness and Private Sector Expert (National)	0	50	50	No	0	0
Expert 4: Short-term Experts Pool 1 Workshop Facilitator, EAC Policy alignment and private sector engagement expert (National)	10	80	90	No	3	0

5.2 National administrative staff

The following national administrative staff are needed:

one local administrative staff for 12 months.

Regarding the tasks of the National administrative staff please refer to 5.7.

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	8 flights

Subject of the tender procedure:**Transaction number:**

Total number of regional/national flights	0
CO ₂ offsets for flights	8 flights/130 Euro for each flight = 1040 Euro An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, public transport)	Local transportation to/from the airport and the ground transportation in the country of assignment for total of 260 days for all experts
Per-diem allowances	260
Accommodation allowances	252
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	1000 Euro

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>).

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

- Flight costs
- Transport costs
- Other travel expenses

Notes on the settlement of accommodation allowances outside Germany

For the country Somalia, tenderers may offer accommodation allowances up to EUR 139 Euro. This is the **maximum amount** permissible under tax law as per the BMF circular on travel expense reimbursement. The **evidenced expenses** will be reimbursed up to the contractually agreed amount.

Accommodation allowances outside Germany that exceed the maximum amount permissible under tax law as stipulated by BMF and were unavoidable (e.g. due to security requirements) can be settled exclusively on presentation of a written justification of the specific case for the evidenced costs up to the contractually agreed amount. These costs must have been approved by GIZ before they were incurred.

Please note: These travel expense items do not cover contract-related costs in the country of assignment (see section 3.3.2 of the General Terms and Conditions). Please cost these items, if applicable, in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

Subject of the tender procedure:

Transaction number:

5.4 Materials and equipment

Budget for materials and equipment: EUR 48,000

For the procurement of the following equipment mentioned, the above-mentioned fixed, unalterable budget is specified (payment against evidence):

- IT-Equipment such as laptops, printers and identified lab equipment such as PCR Machine (Thermal cycler), Gel Electrophoresis system (Labset), Gel System Package Backup / additional electrophoresis unit for flexibility, Micropipette set for PCR work, PCR tube cooling + pipette holder (workflow support tools), PCR Reagents Starter Kit (Master mix, primers, extraction kits for plant disease detection), consumables (Tips, tubes, small lab disposables) and installation of equipment.

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

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

- **A workshop** on launching developed policies and strategies will be held at the end of the assignment (described in Chapter 2, work package 1 output 1).

Workshop budget: EUR 40,000

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

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

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

Subject of the tender procedure:

Transaction number:

the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

The workshop costs will be reimbursed against evidence.

5.7 Local contributions

Budget for local contributions: EUR 225,000 (For each institution 75,000 Euro)

The local subsidies are managed by the contractor according to GIZ rules and regulations. Local contributions are awarded on the basis of the attached annex 'Mustervertrag Örtliche Zuschüsse' (Contract template for local contributions) and in accordance with the provisions of the General Terms and Conditions and the annex 'Handreichung Örtliche Zuschüsse' (Guideline for local contributions) to the General Terms and Conditions.

Three local subsidies will be planned to support the implementation of revised, climate-resilient agricultural policies and strategy aligned with EAC standards and capacity building trainings. The local subsidies will focus on strengthening the institutional capacities of government institutions at the federal level, by supporting the development and organisation of two policies, two strategies, workshops, training sessions, and stakeholder consultations aimed at harmonising national and regional EAC agricultural policies. Additionally, it will support the development of an investment promotion strategy tailored to Somalia's agricultural sector to encourage private sector engagement. These subsidies will provide financial support for training the staff for developing two policies and two strategies workshops, capacity building training, logistics, training materials, and expert facilitation, ensuring inclusive participation, particularly of women.

The local subsidies are planned in regard to:

- Support in strengthening of institutional capacities at the federal level Mogadishu.
- Support the development of two policies related to the agricultural sector.
- Support in the formulation/development of two strategies to promote private sector investment in Agriculture.
- Support in organizing and delivering workshops and training sessions to enhance technical and institutional capacity.
- Support in conducting stakeholder consultations to promote alignment and harmonisation of national and regional EAC agricultural policies/strategies.

Apart from other administrative responsibilities under this consultancy, a total of 50 administrative days shall be allocated to the local administrative staff to manage and execute administrative tasks associated with local contributions. These responsibilities will include, but are not limited to, conducting commercial and legal eligibility checks, supporting capacity-building activities, managing vouchers, and overseeing settlement processes. This allocation is intended to ensure efficient coordination and proper handling of all administrative requirements linked to the implementation of local contributions.

Subject of the tender procedure:

Transaction number:

The contractor shall closely coordinate with GIZ regarding local subsidies. The contractor is required to seek approval from GIZ before entering a local subsidy agreement.

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 50,000,

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 3.3.5.7 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 English.

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). 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 of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English..

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)
- 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) (if relevant)

Subject of the tender procedure:

Transaction number:

- 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) (if relevant)

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 or any additional job order through another GIZ project.

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

- Not Applicable -

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

- Not Applicable -

Subject of the tender procedure:

Transaction number:

8. Annexes

- Module proposal
- Result Matrix
- Geographical Overview Regions