

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



CONFIDENTIAL

Development of Occupational Standards and Curricula in sustainable agriculture (Dual Vocational Education & Training)

**Project number/
cost centre:
G-018101-001**

**Tender number
10014678**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
DC	Development Cooperation
FK	Expert
FKT	Expert days
KZFK	Short-term expert
MEPR	Ministry of Employment and Poverty Reduction
MHESI	Ministry of Higher Education, Science and Innovation
ToRs	Terms of reference
TexVET	Support of the reform and modernization process in the vocational education system of Uzbekistan II
TVET	Technical Vocational Education and Training

1. Context

The Technical Cooperation Project supports Uzbekistan in reforming the system of vocational education and training (VET) in accordance with the instructions of the Government.

The overall goal of the project “Support of the Reform and Modernization Process in the Vocational Education System of Uzbekistan” (TexVET II) is that the dual Uzbek vocational training system is strengthened in terms of its relevance to the labour market, quality of training, and gender equality.

This project is a continuation of TexVET I and its strategy continues its multi-level and multi-stakeholder approach from the first project phase to supporting a comprehensive TVET reform in Uzbekistan. The strategy aims to achieve effective cooperation between all relevant TVET actors which is fostered through interactive formats. Having the experience of the previous project and the experience of GIZ worldwide at hand, TexVET II is not focusing only on the textile and leather sector as in the last project cycle but also work with further sectors. Thus, the concept of dual education will be introduced into more sectors and will achieve a further scope and public awareness.

Among other activities it is planned that:

1. the project consults Uzbek government decision-makers – such as those from the Ministry of Higher Education, Science and Innovation (MHESI), the Agency for Professional Education created under MHESI and the Ministry of Employment and Poverty Reduction (MEPR) and the Institute for the Development of Vocational Education in order to improve the systemic framework conditions for dual vocational education and training;
2. the project strengthens the institutional capacities of the Institute for Development of Professional Education under MHESI;
3. labour market-oriented dual vocational training has been expanded to new sectors;
4. The institutional capacities of selected vocational training institutions to implement modernized dual vocational training programs or dual study programs have been strengthened;
5. The personnel and institutional capacities for gender-equitable career orientation and planning have been strengthened.

In addition, cooperative management, support, and basic processes will be expanded, as well as knowledge transfer as the basis for a dual VET system. This will ensure the recognition and sustainability of the project. Thanks to the support of the established Sector Skills Councils (important institutions for improving the vocational educational training in different sectors), the potential is created that will contribute to high-quality vocational education in the long term.

Gender equality strategies and gender-sensitive training courses are designed to promote gender equality and aspects of sustainable inclusion for all in the long term.

The political partner of the project is MHESI.

2. Tasks to be performed by the contractor

The contractor is responsible for contributing to the above-mentioned point 3, that labour market-oriented dual vocational trainings has been expanded to new sectors. This tender is concentrating on the agricultural sector and especially on the occupation of farmer with a strong practical focus of sustainable production (plant/animal) with the fundamentals of

"integrated production" (IP), "regenerative," and "organic" agriculture aspects, including animal welfare.

The contractor is responsible for providing the following services:

1.
 - **Development/adopting of occupational standards** from Germany or the EU for the occupation "Sustainable farmer" in close collaboration with the respective Sector Skills Council, the respective Ministry and the involvement of agriculture businesses.
 - Accompany the development of occupational standards until their submission for approval from the respective authority
2.
 - Based on the newly developed/adopted occupational standards, a curriculum according to the principles of dual vocational education and training has to be prepared
 - The **development of the Curriculum** has to be done in close collaboration with selected VET personnel and in-company trainers from agriculture companies.
3.
 - Development of a **companion booklet for teachers** (additional didactical teaching instructions) and a textbook for students to teach the developed profession.
 - Each of these two types of publications shall not have less than 30 pages.
4.
 - Accompany the **training of the new occupation in three pilot schools** in 3 regions of Uzbekistan for at least the first school year.
 - Train VET personnel and in-company trainers hat they are able to provide dual training in the new professions
5.
 - Professional **support** and content-related **organization** of a **study trip** to Germany for Uzbek VET personnel and in-company trainers.

For all above mentioned activities a good social partnership is indispensable. That means that the contractor has to establish and maintain partners relations while carrying out the activities. Necessary stakeholders are such partners as the respective Sector Skills Council, agricultural chambers or boards et.al.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Fact finding mission: Identifying pilot companies/farms and respective partner educational institutions in Uzbekistan (min. 3 regions)	31.08.2026/onsite and remote/contractor
Establishing partners relations with all necessary stakeholders, such as governmental partners,	31.08.2026/onsite and remote/contractor

Sector Skills Council, agricultural chambers or boards et.al. to establish good social partnership	
Development/adopting professional standard on sustainable agriculture (or related forms of eco-friendly farming approaches) from Germany or the EU for the use in Uzbekistan	30.11.2026/onsite and remote/contractor
Development/adopting a curricula based on the elaborated professional standards	31.01.2027/remote/contractor
Piloting the new DUAL curricula in minimum 3 pilot sides with functioning cooperation of farms and schools (including train VET personnel and in-company trainers hat they are able to provide dual training in the new professions)	To be agreed with the pilot institutions and stakeholders (depending on agricultural seasons)
Accompanying a study trip to Germany of Uzbek VET personnel and in-company trainers	30.04.2027
Development of a companion booklet for teachers (additional didactical teaching instructions) and a textbook for students to teach the developed profession.	31.12.2027
Approval of adopted standard and curriculum in close cooperation with GIZ TexVET 2 project integrating lessons learned from the piloting process.	29.02.2028
Provide appropriate material (success stories, statistical data, lessons learnt et.al.) to scale up the results of the project.	30.04.2028

Period of assignment: from 06.07.2026 until 15.06.2028

3. Concept

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

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

Technical-methodological concept

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

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** (1.6.2) with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Participation in the development and elaboration of the professional standard and related curricula.
- Regular reporting in accordance with deadlines
-

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Bachelor/Master) in agriculture
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the sustainable agricultural sector

- Specific professional experience (2.1.4): 7 years in Technical Vocational Education and Training
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 8 years of experience in projects in Central Asia (region), of which 3 years in projects in Uzbekistan (country)
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC projects

International Short-term expert pool 1 with minimum 5, maximum 8 members

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

Tasks of the international short-term expert pool 1

- Participation in fact finding mission and evaluation in order to identify 3 suitable pilot regions and partner structures (farms, colleges/universities)
- Input on sustainable practices (organic, regenerative, conservation agriculture and animal welfare) in curricula development in close cooperation with Uzbek partners (farm managers, colleges, universities and state bodies) for the pilot regions: 1. Arable production; 2. Horticulture & Perennial cultures (fruits & nuts); 3. Pasture management & animal husbandry
- Support of partner structures in the pilot project regions in Uzbekistan on project implementation, on-site as well as remotely
- Training of farm staff and college/university teachers in the pilot regions on sustainable agricultural practices, on-site and remotely if and when needed
- Technical and organizational support of the GIZ project team on planning a study tour for selected partners to German colleges, farms and state bodies with focus on sustainable agricultural best practices in the educational system
- Support of the GIZ project team on connecting with German and/or European partners (establishment of suitable network in agricultural education sector)
- Support of team leader and GIZ project team on monitoring & evaluation of project activities
- Support of team leader and GIZ project team on report writing, drafting and finalization of learning material in close cooperation with Uzbek partners and the GIZ project team.

Qualifications of the international short-term expert pool 1

- Education/training (2.6.1): at least 3 experts with university qualification (German 'Diplom'/Master) in agriculture, at least 2 experts with university qualification in ecology or environmental sciences German 'Diplom'/Master)
- Language (2.6.2): All experts with B2-level language proficiency in English
- General professional experience (2.6.3): at least 3 experts with 7 years of professional experience in the agriculture sector, at least 2 experts with 5 years of professional experience in the ecology or environmental sector
- Specific professional experience (2.6.4): at least 1 expert with 5 years of professional experience in livestock keeping / animal welfare, at least 2 experts with 5 years of professional experience in vegetable production (including fruits and nuts), at least

- 1 expert with 5 years of professional experience in arable agriculture, at least 2 experts with 5 years of professional experience in sustainable agriculture
- Regional experience (2.6.5): at least 3 experts with 3 years of experience in Central Asia (region), at least 2 experts with 3 years of experience in Uzbekistan (country)
- Development cooperation (DC) experience (2.6.6): all experts with 3 years of experience in DC
- Other (2.6.7): at least 1 expert with professional experience in the vocational training sector.

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

National Short-term expert pool 2 with minimum 1, maximum 3 members

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

Tasks of the national short-term expert pool 2

- Active participation in project implementation in the respective pilot regions: 1. ensuring cooperation and exchange between college/university and farm; 2. monitoring progress and timely implementation of agreed learning schedules
- Input on sustainable practices (organic, regenerative, conservation agriculture and animal welfare) in curricula development in close cooperation with Uzbek partners (farm managers, colleges, universities and state bodies) for the pilot regions: 1. Arable production; 2. Horticulture & Perennial cultures (fruits & nuts); 3. Pasture management & animal husbandry
- Connecting with project team and international experts on an agreed regular basis to exchange on implementation progress in order to allow a process-oriented approach based on learnings and findings
- Support of team leader and GIZ project team on monitoring & evaluation of project activities

Qualifications of the national short-term expert pool 2

- Education/training (2.7.1): all experts with university qualification (German 'Diplom'/Master **or similar**) in agriculture, ecology or environmental sciences
- Language (2.7.2): all experts with C1-level language proficiency in Uzbek (7 points) and with B1-level language proficiency in English (3 points)
- General professional experience (2.7.3): all experts with 5 years of professional experience in the agriculture, ecology or environmental sector
- Specific professional experience (2.7.4): at least 1 expert with 5 years of professional experience in horticulture, at least 1 expert with 5 years of professional experience in arable production and at least 1 expert with 5 years of professional experience in livestock and pasture management
- Regional experience (2.7.5): all experts with 5 years of experience in Central Asia (region) and 5 years of experience in Uzbekistan (country)
- Development cooperation (DC) experience (2.7.6): at least 1 expert with 3 years of experience in DC

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

5. Costing requirements

Assignment of personnel and travel expenses

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

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

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

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

Sustainability aspects for travel

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	90	90	70 days in Uzbekistan
Designation international short-term expert pool 1	Up to 8		145	145 days for the whole pool as of 100 days in Uzbekistan
Designation of national short-term expert pool 2	Up to 3		40	40 days for the whole pool

Travel expenses	Quantity	Price in EUR	Total	Comments
Per-diem allowance in country of assignment	185	32	5.920 EUR	Lump sum
Overnight allowance in country of assignment	170			<p>Overnight stays abroad:</p> <p>Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p> <p>Overnight stays in Germany (deviation from the travel expense regulations):</p> <p>Note: Overnight allowances of up to EUR 133 can be submitted for reimbursement against evidence. Up to EUR 99,75 can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p>
Transport	Quantity	Price in EUR	Total	Comments
International flights	13			<p>Travel to the place of service delivery Tashkent/Uzbekistan</p> <p>13 return flights (against evidence)</p>
CO ₂ compensation for air travel	26	50	1.300	A fixed budget of EUR 1.300 is earmarked for settling carbon offsets against evidence.
working aid and table for determining the budget				

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Fee days Number of experts Number of days per expert Total Comments
Designation of TL 1 90 90 70 days in Uzbekistan
Designation international short-term expert pool Up to 8 145 145 days for the whole pool as of 100 days in Uzbekistan
Designation of national short-term expert pool Up to 34040 days for the whole pool

Daher 170 Tage overnight und 185 per diem weil manchmal über Nacht geflogen wird und daher da schon Per-diems zu zahlen ist.

Ist das für Sie dann so nachvollziehbar?

One-way flight between

Category	Flight from
1.1	Europe, Me Asia, South
1.2	Africa (sub-America, C
1.3	South Amer Asia (mainl
1.4	Pacific Islar New Zealar

Source: GIZ calculations with supp destinations at a maximum

One-way flight within ir

Category	Flight wit
2.1	Europe, Me Asia, North/ South Amer
2.2	Africa (sub-)
2.3	Pacific Australia, N

Source: GIZ calculations with supp destinations at a maximum

For all flights between re recommend using the re BUSINESS.

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Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions.				
Transportation	13			Transport from/to airport in the home country of the expert
Travel expenses (train, car)	1	2.000	2.000	Travel within the country of assignment, (against evidence)
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	14.000	14.000	A budget of EUR 14.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.