

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

CONFIDENTIAL

Strengthening Textile Circularity and Occupational Safety and Health in the Cambodia's Garment Industry		Project number/ cost centre: G-012333
0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	7
3.	Concept.....	10
	Technical-methodological concept	10
	Project management of the contractor (1.6)	10
	Further requirements (1.7).....	12
4.	Personnel concept.....	12
	Team leader: International Pool Expert Manager (section 2.1 of the assessment grid).....	12
	Short-term expert pool 1 'Technical Circularity and Compliance' with national experience with minimum 2, maximum 3 members (section 2.2 of the assessment grid).....	13
	Short-term expert pool 2 'Private Sector Cooperation and Partnerships' with national and international experience with minimum 1, maximum 2 members (section 2.3 of the assessment grid)	14
	Short-term expert pool 3 'Legal and Regulatory Advisory' with national experience with minimum 1, maximum 2 members (section 2.4 of the assessment grid).....	15
	Short-term expert pool 4 'Occupational Heat Stress Specialist' with international and/or national experience with minimum 1, maximum 2 members (section 2.5 of the assessment grid).....	15
5.	Costing requirements	16
	Assignment of personnel and travel expenses	16
	Sustainability aspects for travel	17
	Workshops, events and trainings.....	19
6.	Inputs of GIZ or other actors.....	19
7.	Requirements on the format of the tender	20
8.	Outsourced processing of personal data	20
9.	Annexes	21

0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
CFP	Circular Fashion Partnership
CGTI	Cambodian Garment Training Institute
EU	European Union
FABRIC	Sustainable Textile Industry in Cambodia II
GDCE	General Department of Customs and Excise
GFT	Garment, Footwear, and Travel Goods
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
LSPs	Local Service Providers
MGFP	Model Green Factory Program
NDC	Nationally Determined Contribution
OSH	Occupational Safety and Health
TAFTAC	Textile, Apparel, Footwear & Travel Goods Association in Cambodia
ToRs	Terms of reference
WUN	Women Union Network

1. Context

The bilateral project “Sustainable Textile Industry in Cambodia II” (FABRIC Cambodia II) is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. It is commissioned from November 2024 until October 2027. The project seeks to contribute to a more sustainable and responsible textile industry in Cambodia through its comprehensive approach and collaboration with key stakeholders. The primary objective of the project is to enhance the preparedness of the garment, footwear and textile (GFT) sector for the sustainability requirements of international markets.

The textile and garment industry are a cornerstone of Cambodia’s economy. In 2024, this sector accounted for approximately 52.1% of the country’s total merchandise exports, generating US\$13.6 billion in export revenues¹. The GFT sector also serves as a major employment provider, giving jobs to over 918,000 workers in 2024, with women comprising 75.6% of the workforce. However, this industry is significantly contributing to environmental degradation due to the absence of circular economy practices as well as missing and inefficient waste management systems through its value chain, leading to natural resource depletion and economic losses.

FABRIC Cambodia II supports the garment industry through an integrated approach across three interlinked key areas: Regulatory & Policy Advisory, Environmental Sustainability and Women Empowerment. The project works with both public and private sector, civil society and international partners to strengthen enabling conditions, build local capacities, and promote systemic change in the textile and garment industry.

Regulatory & Policy Advisory

The project aims to support the Cambodian government in strengthening regulatory and policy frameworks to improve environmental and social standards in the garment industry. This includes contributing to enhanced governance, institutional capacity, and regulatory effectiveness in areas critical to social and environment compliance in the garment sector.

Within this scope, the project supports government officials in advancing occupational safety and health (OSH) systems through strategic capacity development and institutional strengthening. It further provides advisory support for the development of new regulations and the review and improvement of existing OSH-related regulatory frameworks, as well as for the effective implementation of the OSH law at both national and subnational levels.

In alignment with Cambodia’s climate commitments, the project also contributes to the implementation of the Nationally Determined Contribution (NDC) 3.0 by supporting policy processes related to thermal comfort and heat-stress management in the workplace. In addition, the project will strengthen inter-ministerial capacities on Human Rights and Environmental Due Diligence (HREDD), including stakeholder engagement, social dialogue, and alignment with relevant international sustainability and due-diligence standards.

Moreover, in close collaboration with European Chamber of Commerce in Cambodia (EuroCham), the project is in consultation with Ministry of Economy and Finance (MEF), particularly the General Department of Taxation (GDT) and the General Department of

¹ The Cambodia Garment, Footwear and Travel Goods (GFT) – Sector Brief Issue 4, March 2025. For more detail, visit <https://rbh-eurochamcambodia.com/cambodia-garment-footwear-and-travel-goods-sector-brief-issue-no-4/>

Customs and Excise (GDCE) on administrative and tax-related barriers for formal business in Cambodia active in post-industrial textile waste recycling.

Environmental Sustainability

In Cambodia, 179,956 tonnes of post-industrial textile waste (PITW) were generated in 2024 according to an estimation based on fabric import data provided by the Cambodia's General Department of Customs and Excise (GDCE). According to a study on textile waste stream mapping from GIZ in 2019 shows that most of the textile waste is being landfilled, downcycled, or incinerated, while the data transparency and traceability remain unclear and are poorly conducted throughout those downstream options, particularly downcycling activities. Furthermore, Cambodia's textile waste supply chain is opaque, and its formality remains a challenge while the recycling infrastructure is still weak with very limited recycling options. GIZ works towards strengthening the ecosystem for sustainable textile waste management and facilitates collaboration between brands, manufacturers, waste handlers, recyclers, and international organisations to enable a circular supply chain and substantial economic and environmental opportunities in collecting and segregating textile waste for recycling, particularly through textile-to-textile recycling. These activities align with national priorities outlined in the Pentagonal Strategy Phase 1, the Cambodia GFT Sector Development Strategy 2022-2027, the National Circular Economy Strategy and Action Plan 2021, and a relevant measure addressed in the new Nationally Determined Contribution (NDC) 3.0 on establishing a centralised textile waste collection and sorting centres in Cambodia.

GIZ successfully implemented a pilot program on "Advancing Post-Industrial Textile Waste Recycling for a Circular Supply Chain" in 2024 to strengthen the textile waste management systems of 21 garment factories in Cambodia. The pilot showcased the potential for a circular supply chain by streamlining textile waste flow from factories directly to recyclers and from factories to waste handler for further circular processing. As a result, 3,000 tonnes of PITW were diverted from landfilling and incinerating, which was, instead, transformed into open-ended yarn for garment production, creating more economic and environmental values. Key criteria for enabling recycling included effective collection, sorting processes, traceability, matchmaking between waste handlers and recyclers, supportive policies and regulations from local authority or government, and capacity development to garment factories on enhancing textile waste management and aggregation at source.

Building on the success of the pilot program, the current activity is to strengthen the industrial ecosystem through enhancing the local service providers' capacity on developing their sector-specific knowledge and its practicality as specialists and experts in the textile waste management and circular economy are limited in the country and continue an effort of textile waste sector formality, activating better waste segregation and domestic recycling through policy advocacy and reform using evidence-based approach. To expand the impact and value creation, Circular Fashion Partnership (CFP) in Cambodia is established as a collaboration between GIZ and Global Fashion Agenda (GFA) together with international experts, brands, international buyers, garment factories, and recyclers to support the development of effective circular fashion systems in the country and accelerate textile-to-textile recycling to reintroduce waste materials back into fashion products.

In addition, the integration and transfer of technical knowledge into the Model Green Factory Program (MGFP)² specifically criteria on waste and circular economy, represents another key component of the programme. This approach is intended to further promote the adoption of improved textile waste management and recycling practices, thereby strengthening the long-term sustainability and scalability of circular solutions within Cambodia's garment sector.

Women Empowerment

The project promotes gender equality and the meaningful participation of women in the garment sector by strengthening rights-based approaches, inclusive dialogue, and gender-responsive working conditions. Given that women constitute the majority of the workforce, the project places particular emphasis on addressing structural inequalities, improving access to information and representation, and enhancing mechanisms that enable women workers to voice concerns and influence decision-making processes.

In this context, the project supports the application of Human Rights and Environmental Due Diligence (HREDD) principles and social dialogue approaches by strengthening the capacities of factories, workers, and other rights holders. This includes fostering structured stakeholder engagement and collaborative mechanisms that contribute to improved grievance handling, joint action planning, and collective monitoring of agreed measures.

The project further provides Women Empowerment House as a space that enable women garment workers to access support, exchange experiences, and address work-related and gender-specific challenges in a safe and supportive environment. At the sectoral level, it promotes multi-stakeholder dialogue among public institutions, the private sector, and civil society actors to address gender inequality and advance coordinated, actionable responses.

Building on the success of the Women Empowerment House (WE House), the project supports the Women Empowerment Network (WE Network) as a collaborative platform of partner organisations working jointly to empower women garment workers in Cambodia. The WE Network facilitates coordinated advocacy, knowledge exchange, and capacity-building initiatives, and serves as a mechanism to amplify women workers' voices and promote collective action across the sector.

To enhance awareness of labour rights and obligations, the project contributes to improving access to information on labour legislation and occupational safety and health, particularly for garment workers. In parallel, it supports civil society organisations in advancing safe, fair, and gender-responsive working conditions in line with international standards.

Recognising the disproportionate impact of climate-related risks on women workers, the project integrates a gender-sensitive approach to heat-stress prevention and management. This includes promoting dialogue, improving workplace practices, and supporting policy processes that contribute to enhanced worker well-being and protection.

The project has the following Module Objective Indicators (MOIs) are:

² The MGFP is a multilateral effort and an instrument to support GFT sector to decarbonise its manufacturing and operation processes developed by the EU funded SWITCH-Asia 'Switch Garment' project in collaboration with line ministries, the Global Green Growth Institute (GGGI), and TAFTAC. The program has helped factories on establishing their baseline for adoption of sustainable energy performance and measures towards sustained operationalisation of energy management.

- Module objective indicator 1: 6,000 tonnes of textile waste from Cambodia's garment industry have been fed into circular processes for further processing. (Baseline: 3,000 tonnes).
- Module objective indicator 2: 5 relevant stakeholders in Cambodia's garment industry have adopted a strategy for the roll-out of harmonized grievance mechanisms in the country.
- Module objective indicator 3: 125 worker representatives, including 80 women, are empowered to fulfil their mandates within the due diligence framework.
- Module objective indicator 4: Civil society partners have implemented 8 good practices for strengthen labour and social standards for workers in Cambodia's garment industry with regard to gender equality.

The project has the following Output Indicators (OIs) are:

- Output 1.1: 5 evidence-based policy recommendations for addressing selected challenges in the field of sustainability in the GFT industry have been utilised in relevant policy processes by line ministries.
- Output 2.1: Selected garment factories have provided the recycling sector with 5,000 tons of sorted textile waste. (Baseline: 3,000 tonnes).
- Output 2.2: 6 actors of the waste management system in Cambodia have been integrated into the system of recycling and processing of textile waste.
- Output 3.1: 4 civil society organisations have signed a cooperation agreement for the long-term anchoring of the Women's Empowerment House (WE House) community in Cambodia.
- Output 3.2: As part of the WE-House community, multipliers of the workforce have carried out 45 educational and counselling services on the topic of promoting gender equality in the working and living environment, 20 of which were community-based offers outside the WE-House.

Objective of the Assignment

The objective of the assignment is to seek the services of a contractor which can provide a pool of short-term national and international experts to support the implementation of project activities under FABRIC Cambodia II and contribute to the achievement of the project's outputs, objectives and target indicators. The experts supplied by the contractor will provide technical and advisory services across key areas of the project, including strengthening Cambodia's textile waste management ecosystem at the factory, enhancing social and environmental compliance of textile waste actors for circularity cooperation system, fostering structured private sector cooperation for aligning expectations; mobilise partnerships; and scale sustainability initiatives, supporting legal regulatory development related to environmental sustainability and occupational safety and health, and advancing gender-responsive approaches to heat-stress prevention. All advisory services will be implemented in close coordination with GIZ, waste-management actors, garment and footwear factories, recyclers, private-sector partners, government partners and other relevant stakeholders.

2. Tasks to be performed by the contractor

The project is implementing on the following work packages and the short-term experts supplied by the contractor are expected to be responsible on the following services:

Service Package 1 (Expert Pool 1): Capacity Development of Garment Factories and Advisory Support to Waste Actors (part of output 2.1 of the project)

In 2024, GIZ implemented a pilot project entitled *Advancing Post-Industrial Textile Waste Recycling for a Circular Supply Chain* to improve textile waste management in 21 garment factories in Cambodia. As a result of this intervention, approximately 3,000 tonnes of PITW were diverted from landfilling and incineration and transformed into open-ended yarn for export, thereby generating economic and environmental value.

Key lessons learned from the pilot phase highlighted several enabling factors for successful textile waste management and textile-to-textile recycling. These include effective pre-sorting at factory level by colour and composition, proper waste handling and collection systems, improved traceability and transparency of waste flows, supportive policies and regulatory frameworks, and strengthened capacities of garment factories in textile waste management.

Building on these results, FABRIC Cambodia has collaborated closely with the Global Fashion Agenda (GFA) under the Circular Fashion Partnership (CFP) in Cambodia, as well as with local partners, to further advance circular fashion systems and accelerates textile-to-textile recycling in Cambodia. Under this partnership, activities such as brand and stakeholder engagement, circular economy training, policy advocacy on circularity, textile waste management implementation & training, Cambodia textile waste recycling assessment, and integration of waste management actors are implementing. Achieving this ambition requires continued building and strengthening local service providers' capacities in the textile waste management and circularity. GIZ has additionally commissioned a consulting company to implement capacity development measures that combine classroom-based learning and training on the job to 10 factories, providing both theoretical and practical learning to local service providers.

To further scale improved textile waste management and circularity in the garment sector, additional activities will be implemented to facilitate learning from best practices and enhance practical knowledge among garment factories through factory capacity development and corrective action improvement programme. This includes supporting factories in mapping their waste streams and improving internal waste segregation and management systems. Strengthened traceability mechanisms are central to this intervention, enabling a better understanding of textile waste flows and their integration into circular processes.

A key bottleneck identified to date relates to the limited capacity of textile waste actors, including recyclers, waste handlers, waste aggregators, and waste collectors, to meet the requirements of international brands, buyers, and factories, particularly in the context of local recycling solutions and constrained infrastructure. Strengthening their due diligence practices, operational standards, and compliance capacities, including but not limited to OSH, is essential to enhance their service offerings and enable their effective participation in circular value chain, in particular improved traceability and transparency.

Service Package 2 (Expert Pool 2): Private Sector Cooperation (part of output 2.2 of the project)

FABRIC Cambodia has engaged with a wide range of stakeholders, including international brands, buyers, garment factories, international organisations, government counterparts, and local partners, in the implementation of various activities. These have included pilot interventions on textile circularity, energy management system, community-based events on social protection, and other campaigns.

In the area of circularity, and as part of the Circular Fashion Partnership (CFP), FABRIC Cambodia collaborates with GFA, which maintains strong linkages with international brands and buyers. Besides, FABRIC Cambodia initiated and continuously support European Chamber of Commerce (EuroCham) in Cambodia on the Environmental Garment Brand Meeting. These collaborations have facilitated engagement with brands and their suppliers and supported their active participation in circularity-related implementation activities.

To sustain and deepen these relationships, as well as to expand engagement with additional private-sector actors, continued structured cooperation mechanisms are required. Strengthened collaboration between international buyers, manufacturers, recyclers, and other value-chain actors is essential to ensure alignment of expectations, mobilisation of partnership, and scaling of sustainability initiatives within the GFT sector.

Service Package 3 (Expert Pool 3): Regulatory Advisory with a focus on Occupational Health and Safety (OHS) (part of output 1.1 of the project)

FABRIC Cambodia has actively engaged in policy dialogue and regulatory advocacy on key sustainability priorities within the GFT sector. Five Sustainability Recommendation Papers (SRPs) have been developed, addressing the promotion of textile waste management and recycling, prevention of gender-based violence and harassment in the workplace, inclusion of persons with disabilities in the GFT sector, responsible wage digitalisation, and strengthening sustainability reporting practices in Cambodia. Each SRP serves as a structured policy advisory document and sets out targeted recommendations directed at relevant government institutions. These recommendations are designed to inform regulatory development processes, support evidence-based policy formulation and contribute to strengthening decision-making framework within the GFT sector.

In addition, FABRIC Cambodia has worked closely with the Ministry of Labour and Vocational Training for over a decade to support improvements in the GFT sector, particularly through the development of policy recommendations on GFT sector strategy and guidelines for labour inspections. This sustained engagement reflects the continued commitment of the Royal Government of Cambodia to strengthen and further develop regulatory frameworks in line with evolving economic, social, and environmental priorities.

Building on these efforts, FABRIC Cambodia II continues to support the development, review, and refinement of relevant legal and sub-legal instruments. This includes providing technical and regulatory inputs to draft and improve regulatory texts, ensuring coherence with existing legislation, clarity of provisions, and alignment with national policy objectives, particularly in **occupational health and safety (OHS)**. The assignment combines sector-specific technical expertise with regulatory advisory as an input to legal drafting, ensuring that proposed measures are both technically sound and legally coherent. The work further supports consultation processes and multi-stakeholder engagement to enhance the quality, transparency, and practicality of regulatory outcomes.

Through this approach, the project contributes to strengthening the enabling regulatory environment for improved social and environmental standards in the GFT sector, thereby supporting sustainable and inclusive sector development in Cambodia.

Service Package 4 (Expert pool 4): Gender-related Heat Stress Capacity Development to Women Union Network and Partners (part of MOI 4)

Despite being a key driver of Cambodia's economy over the past 20 years, workers in the GFT sector often face high temperatures and humidity levels in their workplaces^{3,4}. The design of factories, typically featuring brick walls and metal roofs, exacerbates external heat gain, putting GFT workers at risk of heat stress. Heat stress is a situation where a human body accumulates more heat than it can dissipate to the environment. The negative effects of heat stress on worker health and productivity are well established^{5,6,7,8}. Research indicates that the impact of heat stress varies by gender, with women being more vulnerable and responding differently to heat, compared to men^{9,10,11}. Thus, it is crucial to incorporate gender-specific considerations into heat stress mitigation strategies, especially in the GFT sector, where three-fourths of the workforce is female.

In the past decade, Cambodia Government, private sectors, CSOs and development partners have joined hand and made great efforts to improve the implementation of Occupational Health and Safety (OSH) at the enterprises. The improvement has been evidently seen through various approaches including, the existing OHS regulations (Prakas), OHS capacity building to the factories and other multi-stakeholder dialogues, awareness at the national and sub-national level, and the recently published Nationally Determined Contribution (NDC) 3.0.

The Royal Government of Cambodia is committed to enhancing the effectiveness of OSH implementation through the establishment of the national regulations and policy framework. They are on the journey to develop the draft OSH law which aims to be approved in 2026. Heat stress is expected to be one of the main topics in this forthcoming OSH law. In this context, it is crucial for Cambodian GFT factories to prioritise capacity building in heat stress management and their overall OSH system in their factories.

To achieve this, the project facilitates capacity development for civil society actors, unions and labour representatives on impacts of heat stress, heat relief measures and workplace-based implementation tools. This includes the development of training materials, awareness-raising activities and practical guidance that enable evidence-based risk assessments and support factories in applying heat stress mitigation measures such as improved ventilation, rest protocols, early-warning mechanisms and worker-focused communication strategies.

*Period of assignment: from **July 2026** until **30 September 2027**.*

³ [Perceived impact of heat stress on health and productivity of tropical female garment workers— a comparison between cool and hot months | BMC Public Health | Full Text](#)

⁴ [PRELIMINARY STUDY ON INVESTIGATION OF THE HEAT STRESS AFFECTING THE LABOR PRODUCTIVITY, A CASE STUDY: GARMENT FACTORY IN PHNOM PENH | ASEAN Engineering Journal](#)

⁵ [Perceived impact of heat stress on health and productivity of tropical female garment workers— a comparison between cool and hot months | BMC Public Health | Full Text](#)

⁶ [PRELIMINARY STUDY ON INVESTIGATION OF THE HEAT STRESS AFFECTING THE LABOR PRODUCTIVITY, A CASE STUDY: GARMENT FACTORY IN PHNOM PENH | ASEAN Engineering Journal](#)

⁷ [Full article: Climate-linked heat inequality in the global southern workforce: Cambodian workers' economic and health vulnerability to high core temperatures in five occupational sectors](#)

⁸ [Hot Trends Report.pdf](#)

⁹ [Perceived impact of heat stress on health and productivity of tropical female garment workers— a comparison between cool and hot months | BMC Public Health | Full Text](#)

¹⁰ [Heat stress and inadequate sanitary facilities at workplaces - an occupational health concern for women? - PubMed](#)

¹¹ [Environmental Heat Stress Among Young Working Women: A Pilot Study | Annals of Global Health](#)

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. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

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

Requirements on the assignment of expert pools:

The contractor is responsible for selecting, preparing, training and steering the expert pools assigned to carry out the respective advisory services.

- The contractor and GIZ project will agree upon a detailed description of the respective activity and assignment including a definitive start date and implementation timeline as well as defined deliverables. This will contain a description of the objectives, the tasks, the timeframe, the number of expert days, the services to be provided, the cost estimate, and

potentially, the name/s of the preferred expert/s from the pool or the expert profile for a new expert. The contractor will provide CVs of the required expert(s) that is/are available for the activity within three weeks, for GIZ to approve. After approval, the contractor shall have maximum of four weeks to dispatch the approved expert(s) (either remote or in-country).

- GIZ has the right to request the replacement of the suggested expert(s) (in line with the general contractual conditions of GIZ). In that case, the contractor has an additional two weeks to suggest other experts whose qualifications must be at least equivalent to those requested for the given activity. GIZ can add already known experts or recommendations derived from its own networks to be included in the proposals submitted.
- GIZ and the team leader (pool manager) will agree on the specific allocation arrangements in writing.
- The expert(s) commissioned will prepare a detailed work plan within a week of being appointed and will submit it to GIZ for further discussion.
- The expert(s) report and coordinate directly with the pool manager and GIZ during the duration of the assignment. They are expected to work in close cooperation with GIZ long-term advisors and partner staff on site.
- All outputs (including reports) from the individual assignments as well as follow-up plans must either be submitted to GIZ in electronic form within two weeks of the end of the assignments or be coordinated by other means. GIZ may request interim reports or updates during ongoing assignments.
- GIZ will confirm that the services requested have been successfully completed.

Requirements on expenditure management and cost control

The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements. Each assignment will be allotted to an internal order code by the project (Internal order code will be provided after the contract awarded). The contractor is required to account its cost according to the internal order code and indicate the correct code during invoicing (invoice amount categorised by the different internal order codes). The contractor will provide quarterly updates on the overall expenditure within the contract.

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 agreed upon for the individual assignments 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.
- Risks analysis.

The contractor reports to GIZ regularly in accordance with the version of the General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ AVB) that is applicable to this contract. These reports should be provided on a semi-annum basis in English. The reports will list the activities undertaken, assignments completed including deliverables and the corresponding days of work utilised.

Requirements for company-wide learning, knowledge and innovation:

The contractor's experts may be requested to present their areas of work to GIZ's sector network events. The contractor may also be required to provide support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control;
- Managing adaptations to changing conditions;
- Ensuring the flow of information between the tenderer and GIZ;
- Assuming personnel responsibility for the contractor's experts;
- Process-oriented steering for implementation of the commission;
- Securing the administrative conclusion of the project;

Further requirements (1.7)

The tenderer is required to explain and provide specific evidence of how it will use of pool experts in the context service delivery. The tenderer is also required to consider cross-cutting themes such as gender equality and/or gender ratio among pool experts participating in the service delivery.

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

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 20 expert days per month, provided no diverging definition is specified for individual qualifications.

Please note that further experts might need to be mobilised during the implementation of the project based on specific needs of the assignment implementation and requests beyond the ones listed in this ToR. Nevertheless, the submitted proposal must already include CVs for all requested expert positions and for the full minimum number of experts specified for each position (e.g. where a pool of minimum 2 and maximum 3 experts is required, CVs for at least 2 experts must be submitted at proposal stage).

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

Team leader: International Pool Expert Manager (section 2.1 of the assessment grid)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (deliverables, quality and deadlines).

- Provide general oversight and support, quality assurance, and coordination between the experts and with the GIZ team.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, in particular identifying the need for short-term expert/pool assignments within the available budget, planning, and managing the assignments and supporting experts.
- Active liaison with GIZ to ensure the coherence and complementarity of the contractor's services with other services delivered by the project.
- Design, implementation, monitoring and evaluation of work packages specified in the ToR.
- Regular reporting in accordance with deadlines.
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ.

Qualifications of the team leader

- Education/training (2.1.1): university degree (master's degree) in economics, business administration, project management, international development/relations or related fields
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in project management
- Specific professional experience (2.1.4): sustainability and due diligence in the garment and textile industry
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager
- Regional experience (2.1.6): 2 years of experience in projects in Southeast Asian or South Asian region, including Cambodia
- Development cooperation (DC) experience (2.1.7): 3 years of experience in development cooperation projects, particularly UN agencies, GIZ, EU, or bilateral donors

Short-term expert pool 1 'Technical Circularity and Compliance' with national experience with minimum 2, maximum 3 members (section 2.2 of the assessment grid)

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

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 because their profiles are requested during the implementation period based on specific needs of partner organisations, GIZ must confirm before the assignment that their qualifications match the requirements of the detailed description of the respective activity package.

Tasks of expert pool 1

- Provide expert knowledge and advisory services in relation to service package 1 described in this ToR, specifically in Capacity Development of Garment Factories and Advisory Support to Waste Actors.
- Support the expert pool manager in the detailed design of the measures.
- Implement the required measures and produce the required outputs in cooperation with GIZ and the partner organisations in Cambodia.
- Present findings and recommendations to the counterparts.

Qualifications of expert pool 1

- Education/training (2.2.1): All experts with a university degree (bachelor's degree) in sustainable development, corporate environmental management, environmental engineering, business administration, economics, or a related field
- Language (2.2.2): All experts with B2 -level language proficiency in English and Khmer
- General professional experience (2.2.3):
 - 1 expert with 5 years on environmental sustainability, waste management, or circular economy in the garment industry (5 out of a possible 10 points)
 - 1 expert with 5 years on social and environmental compliance or industrial compliance in the garment industry (5 out of a possible 10 points)
- Specific professional experience (2.2.4):
 - 1 expert with 3 years in textile waste management, waste segregation, recycling, or circular economy initiatives at factory or value-chain level implementation (3 out of a possible 10 points), and providing training advisory services, or capacity development to garment factories (2 out of a possible 10 points)
 - 1 expert with 4 years in waste management operator's advisory in the textile and recycling sector in sustainability and compliance practices in the Cambodia context (e.g., OSH, ESG) (3 out of a possible 10 points), and corrective action plan measures development (2 out of a possible 10 points)

Short-term expert pool 2 'Private Sector Cooperation and Partnerships' with national and international experience with minimum 1, maximum 2 members (section 2.3 of the assessment grid)

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

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 because their profiles are requested during the implementation period based on specific needs of the assignment implementation, GIZ must confirm before the assignment that their qualifications match the requirements of the detailed description of the respective activity package.

Tasks of expert pool 2

- Provide expert knowledge and advice in relation to service package 2 described in this ToR, specifically in private sector cooperation.
- Support the expert pool manager in the detailed design of the measures.
- Implement the required measures and produce the required outputs.

Qualifications of expert pool 2

- Education/training (2.3.1): All experts with a university degree (bachelor's degree) in economics, business administration, international development, public relations, or a related field
- Language (2.3.2): All experts with C1 -level language proficiency in English
- General professional experience (2.3.3): All experts with 10 years on private sector engagement, partnership development, value chain cooperation, or sustainability initiatives, and working with international brands, buyers, manufacturers, chamber or multi-stakeholder

- Specific professional experience (2.3.4): All experts with 5 years on facilitating public-private or business-to-business cooperation, dialogue formats, or partnership mechanisms (5 out of a possible 10 points), coordinating circular economy, environmental sustainability advisory, or responsible business conduct initiatives in the garment industry (5 out of a possible 10 points)
- Regional experience (2.3.6): All experts with 5 years of experience in projects in Southeast Asian or South Asian region (6 out of a possible 10 points), of which 2 years in Cambodia (4 out of a possible 10 points)
- Development Cooperation (DC) experience (2.3.7): All experts with 2 years of experience in international development cooperation projects, particularly with UN agencies, GIZ, EU, or bilateral donors

Short-term expert pool 3 ‘Legal and Regulatory Advisory’ with national experience with minimum 1, maximum 2 members (section 2.4 of the assessment grid)

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

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 because their profiles are requested during the implementation period based on specific needs of the assignment implementation, GIZ must confirm before the assignment that their qualifications match the requirements of the detailed description of the respective activity package.

Tasks of expert pool 3

- Provide expert knowledge and advice in relation to service package 3 described in this ToR, specifically in Legal and Regulatory Advisory.
- Support the expert pool manager in the detailed design of the measures.
- Implement the required measures and produce the required outputs.
- Present findings and recommendations to the counterparts.

Qualifications of expert pool 3

- Education/training (2.4.1): All experts with university degree (master’s level) in law, public policy, occupational health and safety, labour studies or a related field
- Language (2.4.2): All experts with C1 -level language proficiency in English and Khmer, particularly legal term
- General professional experience (2.4.3): All experts with 10 years of professional experience in OHS, labour standards, including experience in regulatory advisory, policy analysis, regulatory or public sector reform (4 out of a possible 10 points), and experience working with government institutions (6 out of a possible 10 points)
- Specific professional experience (2.4.4): All experts with 5 years with technical expertise in OHS, including workplace risk management, combined with experience in 1-2 projects related to legal and regulatory frameworks, such as labour law, OSH regulations, or policy development process

Short-term expert pool 4 ‘Occupational Heat Stress Specialist’ with international and/or national experience with minimum 1, maximum 2 members (section 2.5 of the assessment grid)

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

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 because their profiles are requested during the implementation period based on specific needs of the assignment implementation, GIZ must confirm before the assignment that their qualifications match the requirements of the detailed description of the respective activity package.

Tasks of expert pool 4

- Provide expert knowledge and advise in relation to service package 4 described in this ToR, specifically in Gender-related Heat Stress Capacity Development.
- Support the expert pool manager in the detailed design of the measures.
- Implement the required measures and produce the required outputs.

Qualifications of expert pool 4

- Education/training (2.5.1): All experts with university degree (PhD level) in health science (physiology, human thermoregulation), engineering, OSH and other related fields
- Language (2.5.2): All experts with C1 -level language proficiency in English
- General professional experience (2.5.3): All experts with 10 years on OSH management, labour protection, thermal comfort or heat stress, or workplace health and safety
- Specific professional experience (2.5.4): All experts with 5 years on OSH regulation, compliance systems, or factory-level OSH implementation (4 out of a possible 10 points), advisory services to factories, employers or regulator on thermal comfort/heat stress (3 out of a possible 10 points), and draft the policy recommendations (3 out of a possible 10 points)
- Regional experience (2.5.6): All experts with 3 years of experience in projects in Southeast Asian or South Asian region (6 out of a possible 10 points), of which 1 years in Cambodia or Viet Nam (4 out of a possible 10 points)

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [Bundesfinanzministerium - Steuerliche Behandlung von Reisekosten und](#)

Reisekostenvergütungen bei betrieblich und beruflich veranlassten Auslandsreisen ab 1. Januar 2026).

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
Team Leader	1	25	25	
Short-term expert pool 1	Min: 2 Max: 3	80	80	
Short-term expert pool 2	Min: 1 max: 2	16	16	
Short-term expert pool 3	Min: 1 max: 2	60	60	
Short-term expert pool 4	Min: 1 max: 2	19	19	

Transport	Quantity	Number per expert	Total	Comments
Fixed travel budget	1			<p>A budget shall be earmarked for travel to the following countries: Cambodia.</p> <p>Please calculate a budget for settling travel expenses using in the 'Price schedule' document. The budget shall include costs for:</p> <ul style="list-style-type: none"> - 2 International (roundtrip) flights to/from country of assignment - 6 Regional Flights - Transportation/transfers (e.g. to/from airport and within country of assignment) - 50 Per-diem allowances - 42 Overnight accommodation allowances - Other travel related costs (e.g. visa) <p>You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.</p> <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>

CO₂ compensation for air travel	1	920 Euro	920 Euro	A fixed budget of EUR 920 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	EUR 10,800	EUR 10,800	A budget of EUR 10,800 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.
Workshops	6	EUR 1,400	EUR 8,400	The budget contains the following costs EUR 8,400. The budget will be covers: <ul style="list-style-type: none"> - Venue - Catering (Lunch/refreshment) - Training materials - Participant travel support (If applicable) - Interpretation - Logistics support

Workshops, events and trainings

There will be classroom training, workshop on textile waste management (TWM), and peer to peer learning session provided for garment factories. CGTI's premise is highly recommended for hosting workshops and/or trainings as it is known by garment factories. It also offers services such as refreshment arrangements, hall/classroom, translation arrangements, etc. with a fair price.

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

- Classroom trainings
- TWM training for factories
- Peer to peer learnings
- Heat-stress training of trainers (ToT)

6. Inputs of GIZ or other actors

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

- Small events on GIZ's premise (available meeting room up to 25 people, required booking planning ahead)
- Logistics for workshops: delivering workshops materials

7. Requirements on the format of the tender

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

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.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during the 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).
- 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).

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

8. Outsourced processing of personal data

Where the performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent DATA CONTROLLER and would alone define the nature of such data and how such processing would be carried out.

The DATA CONTROLLER must comply with ALL applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal

data if the objective to be achieved cannot be achieved without this data. 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 observed. GIZ is in no way responsible for such processing. In cases where the contractor allows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used.

9. Annexes

- GIZ bilateral project “Sustainable Textile Industry in Cambodia II” (FABRIC Cambodia II) Factsheet
- Sustainability Recommendation Paper on Prevention of Gender-Based Violence and Harassment at Workplace
- Sustainability Recommendation Paper on Promoting the Inclusion of Persons with Disabilities in the GFT sector
- Sustainability Recommendation Paper on Responsible Wage Digitization in the GFT Sector
- Sustainability Recommendation Paper on Textile Waste Management and Recycling in the GFT Sector
- Sustainability Recommendation Paper on Enhancing Sustainability Reporting in the GFT Sector in Cambodia