

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

CONFIDENTIAL

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<b>Project title:</b> Green Resilient Agricultural Centred Private Sector Development (GRAPE 2)	<b>Processing number/cost centre:</b> G-012537-003
<b>Country:</b> Nepal	<b>Internal Order:</b> 012537050000
<b>Subject of the tender procedure:</b> Scaling for Impact - SME Challenge Fund	<b>Tender number:</b> 10012159

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**0. List of abbreviations**

BDS	Business Development Services
FAQ	Frequently Asked Questions
GDP	Gross domestic product
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
ICT	Information and Communication Technology
KOMP	Cost per output monitoring and forecast
LDC	Least developed countries
LOI	Letter of intent
M&E	Monitoring and Evaluation
MSMEs	Micro, Small, and Medium Enterprises
MuO	Memorandum of Understanding
NDC	Nationally Determined Contribution
RMO	Risk Management Office
SMEs	Small and Medium Enterprises
TA	Technical Assistance
ToRs	Terms of reference

## **1. Context**

The Green Resilient Agricultural-Centered Private Sector Development (GRAPE 2) project aims to strengthen gender-transformative and climate-resilient economic development in Nepal. The project seeks to foster entrepreneurship, strengthen climate resilience, and place women and youth at the forefront of new growth opportunities in the agriculture sector. It links producers, entrepreneurs, traders, associations, policy makers and other partners to create a vibrant entrepreneurial ecosystem for agriculture-centred private sector development.

The GRAPE 2 project is jointly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU). It is implemented under the guidance of the Ministry of Land Management, Cooperatives, Federal Affairs and General Administration of the Government of Nepal by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

GRAPE 2 has five outputs.

- **Output 1 on Business Development Services** aims to develop and improve inclusive business development services with focus on women and youth-led enterprises. These enterprises receive business development support to scale production, improve value addition, increase their revenue, and reach new markets.
- **Output 2 on Value Chain and Market Development** promotes gender-transformative partnerships with the private sector to develop climate-resilient value chains, market linkages, and market access. Emphasis is placed on high-value niche products with international market potential, strong engagement of women along value chains, and positive impacts on climate adaptation and biodiversity.
- **Output 3 on Economic Governance** supports climate-resilient, and inclusive economic development of local and provincial governments, particularly in the provinces of Sudurpaschim, Karnali and Koshi. The project supports municipal planning and budgeting processes. It also seeks to create a more business-friendly environment through joint investments, public-private dialogues, and networking events.
- **Output 4 on Changing Mindsets** focuses on changing people's mindsets about the role of women in entrepreneurship and economic development. This output includes awareness raising and outreach campaigns, dialogue fora, collaborations with the media at local, provincial, and national levels.
- **Output 5 on Scaling** aims at upscaling proven practices, products and services for inclusive and climate-resilient market development. Activities include trainings, fellowships, knowledge exchanges, and events at local, provincial, national and

international level. The project also promotes competitions to drive innovation and expand the reach of service and technology providers.

### **1.1 Problem and potential analysis**

Nepal stands at a pivotal juncture in its pursuit towards **inclusive and sustainable economic development**. The country is set to graduate from its status as Least Developed Country (LDC) in 2026 and has focused on six key areas, including macroeconomic stability, trade, investment, economic transformation, climate change management, and social inclusion, to navigate the transition. Nevertheless, Nepal's economy is still characterized by heavy reliance on agriculture, tourism, remittances, limited industrialization, a large informal sector, persistent gender disparities and climate vulnerability.

The **agriculture sector** employs 65% of the country's labour force (ILO 2017) but contributes only 21% to GDP (WB 2022). Agricultural production, especially in the Karnali and Sudurpraschim provinces, remains at a subsistence level as small-scale farmers **struggle to produce at scale and to meet quality standards**. Limited access to inputs and services, inadequate infrastructure, and underdeveloped market linkages hinder the transition from subsistence farming to more commercialized agricultural practice. Private sector partnerships are needed to drive innovation and foster an entrepreneurial ecosystem in Nepal.

The **impacts of climate change**, such as extreme temperatures, heavy rainfall and droughts, combined with diminishing water availability put further pressure on the agriculture sector. Erratic precipitation patterns lead to increasing floods and landslides that wash away agricultural land. Temperature projections for Nepal are higher than global average with an increase of 1.2°C–4.2°C by 2080. Many agricultural areas are no longer cultivated, which leads to the degradation of terraced fields and **loss of biodiversity** in mountainous areas. It is estimated that about 40% of native agricultural genetic resources<sup>1</sup> have already been lost due to climate change and modern mono-cropping farming practices. The Government of Nepal recognizes these challenges and has identified Agriculture and Food Security, along with Forests, Biodiversity, and Watershed Conservation, as key areas for operationalization of its Nationally Determined Contribution (NDCs).

Current **outmigration** trends, particularly among men, present an additional challenge to the sector, as women are increasingly required to shoulder the dual burden of managing both household responsibilities and local agricultural production. More than 74% of **women work in agriculture** (World Bank, 2019). According to the Ministry of Land Management, Cooperatives and Poverty Alleviation, they account for up to 70% of members of agricultural

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<sup>1</sup> Bal Krishna Joshi et al. "Agrobiodiversity and its Conservation in Nepal" (2020). *Journal of Nepal Agricultural Research Council*. Vol. 6: 14-33, March 2020. <https://doi.org/10.3126/jnarc.v6i0.28111>

producer organisations and local community forest management groups. Up to a third of these organisations are run by women. Despite their significant engagement in the agriculture sector, many women-led enterprises operate in the unregulated informal sector, making their businesses "invisible" to policymakers and complicating access to formal credit, social protection, and concessional schemes.

In the formal sector, **women entrepreneurship** is significantly lower than that of men. According to the 2018 National Economic Census, women occupy only 26.7% of managerial positions and own merely 12.8% of the estimated 111,442 formal micro, small, and medium enterprises (MSMEs) in Nepal. They face considerable challenges in accessing training, advisory, and mentoring services that are tailored to their needs. They also struggle to access gender-sensitive financial products and services. Constraints in market access and technological adoption further restrict the scalability, competitiveness, and long-term viability of women-led enterprises. Deeply rooted social norms and expectations perpetuate gender disparities. Raising awareness and changing mindsets about the role of women in sustainable development is key to unlocking Nepal's full economic potential.

With 16- to 40-year-olds representing over 40% of the population, according to the United Nations Population Fund, **youth empowerment** is equally important for economic development. Job opportunities for young people, especially in rural areas, are limited. As a result, over 23% of the population and the majority of Nepal's active workforce have moved abroad in search of employment (ILO 2023). Retaining a young labour force is important to revitalise rural areas and to drive innovation, entrepreneurship, and community resilience.

The **private sector** in Nepal's agriculture sector faces a range of systemic barriers that hinder its ability to drive commercialization, innovation, and investment. Restrictions on land ownership and land-use rights—such as limitations on leasing agricultural land for commercial farming or agribusiness ventures—hinder private sector investment and prevent the development of economies of scale. Many agribusinesses lack skills in business planning, financial management, and innovation adoption, and struggle with quality assurance, branding, marketing and adoption of digital solutions. Fragmented value chains, weak market linkages, limited access to finance, and poor export readiness further restrict growth and resilience of the sector. The last point is particularly important considering **Nepal's trade imbalance**, driven largely by its heavy dependence on imported goods—a situation aggravated by its landlocked geography, limited natural resources, and persistent transportation challenges. The negative trade balance may be further impacted when Nepal graduates from its Least Developed Country (LDC) status in 2026, losing preferential tariffs. In this context, promoting entrepreneurship, strengthening domestic production and enhancing trade facilitation become essential to offset vulnerabilities.

### **1.1.1 Problem analysis**

Access to appropriate, affordable, and reliable agricultural products and services remains a central constraint to agri-business development in Nepal. Nepal's rugged terrain, dispersed settlements, and weak rural infrastructure significantly increase transaction and transport

costs, limiting the reach, timeliness, and reliability of agricultural inputs and services, such as quality seeds, fertilizers, machinery, veterinary services, processing facilities, storage, and market information, especially in hill and mountain areas. In addition to these geographic constraints, highly fragmented landholdings, low and seasonal farm incomes, and low levels of mechanisation create further challenges to the agriculture sector. The result is small production volumes, limited economies of scale, and reduced incentives for private suppliers to enter or expand in remote and low-income markets.

Limited access to processing, packaging, cold storage, transport, and digital market platforms contributes to high post-harvest losses and weak value addition, leaving Nepal a net importer of agricultural products despite strong domestic demand and export potential. Fragmented and under-resourced extension and advisory systems, information asymmetries, and limited awareness of available products and services further constrain adoption and effective use. Business development services and advisory support remain concentrated in urban centres, while rural areas lack tailored, last-mile services that respond to their specific constraints and growth potential.

Rising temperatures, erratic rainfall, water scarcity, and land degradation, particularly in terraced and rain-fed systems, have increased production risks and reduced the reliability of traditional farming practices. As a result, there is an increasing demand for climate-adapted inputs and technologies, climate information services, and risk-mitigation mechanisms, such as crop insurance.

Women face additional, barriers in accessing agricultural products and services. Limited land ownership and asset control restrict their eligibility for formal finance, including working capital and growth finance, while wage disparities, unpaid care burdens, restricted mobility, and lower digital literacy further reduce their ability to access mechanisation services, extension support, digital platforms, and market networks. Social norms often position women as labourers rather than entrepreneurs, limiting their participation in decision-making, technology adoption, access to business development services, and value addition activities such as processing, branding, and marketing.

### **1.1.2 Potential for change**

The current gaps in access to products, services and markets in Nepal's agri-food sector also represent opportunities for enterprises that can scale proven, practical solutions. The emergence of agri-startups and service-oriented cooperatives and enterprises across Nepal signals a growing entrepreneurial ecosystem that has the potential to professionalise the agriculture sector. Enterprises offering both agricultural and non-agricultural products and services are increasingly demonstrating that they can become commercially viable when supported to innovate and scale.

Women-led cooperatives and enterprises have shown strong potential in seed production, input distribution, processing, and local market aggregation when barriers to finance,

technology, and networks are addressed. Similarly, digital advisory platforms and bundled service models are improving smallholders' access to agronomic advice, climate information, inputs, and markets, reducing information asymmetries and transaction costs. SMEs are already providing climate-resilient seed systems, water-efficient technologies, and adaptive production practices—demonstrating improved yields and reduced climate risk when these solutions are made accessible and affordable. By developing commercially viable business models, SMEs across the country can play their part in improving agricultural productivity, strengthen domestic supply chains, and support inclusive economic growth.

With this in mind, GIZ plans to set up a Challenge Fund for enterprises providing products and services in the agriculture sector in Nepal. The aim is to support these enterprises to scale their solutions – by expanding geographically, innovating distribution channels, adapting products for affordability, and introducing flexible financing models, leveraging digital technologies, and achieving operational efficiencies - to reach underserved markets more effectively.

The Challenge Fund seeks to support them by providing tailored advisory services and milestone-based disbursements through contracts of work to extend existing products and services to a larger number of smallholder farmers, strengthen supply chains, and deepen market presence in remote areas. As these enterprises scale their operations and outreach, farmers benefit from improved availability, affordability, and reliability of agricultural products and services, contributing to higher productivity, resilience, and inclusive and transformative growth in Nepal's agricultural sector.

By strengthening commercially viable business models, this approach encourages the efficient delivery of products and services that meet real market needs, ensuring adoption and willingness to pay. As revenues replace subsidies and market relationships deepen across value chains, these models are more likely to scale across new markets and customer segments, integrate climate-resilient practices and technologies, and adopt more gender-responsive business approaches.

## **2. Tasks to be performed by the contractor**

### **2.1 Term**

The expected term of the contract for services must 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 contractor is responsible for achieving the objectives and indicators described in this document.

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The overall **Objective** is to strengthen gender-equitable and climate-resilient economic development in Nepal.

The relevant **Objective Indicators** of the GRAPE 2 project are:

1. Number of entrepreneurs that have **newly started or grown** a gender-transformative and/ or climate-resilient business.
  
2. Number of women-led and/ or youth-led enterprises that have introduced **new or improved products or services** in support of climate-resilient, biodiversity-friendly market development.

The contractor will be responsible to contribute to the following:

**Outcome**

Indicator	Target for Contractor	Approach
<b>Outcome 1:</b> To expand profitable, innovative, sustainable and equitable climate-resilient agricultural value chains that support youth and women’s economic empowerment and equality.		
Number of women-led and/or youth-led enterprises that have <b>increased their revenue by at least 10%</b>	25 enterprises <ul style="list-style-type: none"> <li>• Women-empowering: 20</li> <li>• Youth-led: 5</li> </ul>	By systematically tracking the revenue data of the targeted SMEs.
Number of women-led and/or youth-led enterprises that have <b>introduced new or improved products or services</b> in support of climate-resilient, biodiversity-friendly market development.	25 enterprises <ul style="list-style-type: none"> <li>• Women-empowering: 20</li> <li>• Youth-led: 5</li> </ul>	By monitoring and documenting the introduction of new or improved products or services.

**Output**

Contribution to Output	Indicator	Target for Contractor	Approach
<b>Output 1:</b> Women and youth-led enterprises have access to inclusive and high-quality business development services.			
25%	Number of enterprises that have received gender-transformative business development services, disaggregated by gender and age	100 enterprises <ul style="list-style-type: none"> <li>• Women-empowering: 75</li> <li>• Youth-led: 25</li> </ul>	By actively monitoring and documenting the delivery of gender transformative services business development services. Along with the tracking of the number of supports received
	Number of entrepreneurs that have newly started or grown a gender-transformative and/ or climate-resilient	25 enterprises <ul style="list-style-type: none"> <li>• Women-empowering: 20</li> <li>• Youth-led: 5</li> </ul>	

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	business, disaggregated by gender and age.		by enterprises and entrepreneurs.
<b>Output 5:</b> Good practices, products and services that support gender-transformative and climate-resilient market development are upscaled.			
75%	Number of economic actors that have improved access to agricultural-related products and services, disaggregated by gender, age, disability and degree of digitalisation.	20,000 actors 1. Male/Female 2. Youth 3. Disability 4. Digital	By systematically monitoring and evaluating the impact the SMEs have on agricultural actors (customers, clients and beneficiaries) .

In addition, the contractor is expected to monitor and report the following indicators.

<b>Impact Indicators</b>
Number of people in the agricultural sector or in rural areas who have additional employment
Number of jobs created or secured (full-time equivalents)
Number of people with a higher income
Number of people with improved working conditions
Number of enterprises that have been supported in improving competitiveness
Number of people directly supported in coping with the impacts of climate change.

The contractor will be responsible for conceptualising, preparing, promoting, and managing the Challenge Fund in alignment with the objectives and indicators of the GRAPE 2 Project. The work packages outlined below cover all preparatory, operational and reporting activities required to successfully launch, implement and conclude the Challenge Fund. This will entail an initial call for applications, a series of bootcamps to prepare pitches, and a pitching competition. The selected SMEs will receive up to 18 months of tailored business development support and milestone-based disbursements through contracts for work to scale their products and services.

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

**Work package 1: Design and Launch of the Challenge Fund**

The objective of Work Package 1 is to identify high-potential SMEs to scale agricultural products and services (based on the themes outlined below) through a competitive process. Under this work package, the contractor will design and launch a competitive SME Challenge Fund to select promising SMEs across Nepal.

This work package includes the establishment of a clear eligibility and evaluation criteria, the setting up a robust application management system, and the promotion of the Call in both English and Nepali languages to reach SMEs in different provinces and relevant sectors. This

will result in a well-documented selection process and shortlist of enterprises to join the bootcamps (WP2).

The Challenge Fund is open to growth-oriented SMEs in Nepal, offering products and services for the agriculture, namely:

- a. **Capacity development and advisory services:** Enterprises providing training, mentoring, extension and advisory services focused on agriculture and entrepreneurship, especially if focused on women and youth.
- b. **Input suppliers:** Enterprises supplying climate-adapted and/or biodiversity-friendly inputs, like improved seeds, quality seedlings/ saplings, organic fertilizer, biopesticides, and integrated pest management (IPM) tools, to adapt to climate change, reduce production costs and improve agricultural productivity.
- c. **Green technologies:** Enterprises providing green technologies, such as renewable energy solutions, input optimization technologies, controlled farming and precision agriculture eco-mechanization, low-carbon transport and logistics, circular economy approaches, to increase resource efficiency and make value chains more sustainable.
- d. **Post-harvesting and packaging:** Enterprises offering affordable and sustainable post-harvest technologies and management, storage technologies, aggregation and processing solutions, packaging and branding products and services, and recycling solutions to reduce operational costs and enhance value addition.
- e. **Digital agri-solutions:** Enterprises offering digital, IT- and AI-driven agri-solutions—such as digital platforms, mobile applications, data analytics, AI-based farm management and traceability systems, and e-commerce—to enhance productivity, resilience, and market access.
- f. **Inclusive finance for agriculture:** Enterprises offering digital finance solutions, green loans, climate risk insurance and carbon trading, to ensure equitable access to finance across the agri-value chains for women and youth.
- g. **Consumer-centric services:** Enterprises engaged in certifications, quality standards for food safety and nutrition, businesses in health, hospitality, and agri-tourism to improve value addition and build local brands.

Before and during the Call for Applications, the contractor is tasked with the following:

- In close coordination with and upon final approval with GIZ, develop detailed guidelines and timelines for the Call in both English and Nepali. This should include eligibility and evaluation criteria, application templates, checklist for applicants, contractual templates for milestone-based financing of the SMEs through contracts for work, including sections on liability withdrawal, grievance mechanisms, termination clauses and M&E requirements.
- Prepare and facilitate the process on the / Digital application management system to ensure user-friendly submission, tracking, and documentation handling.
- Prepare a Frequently Asked Questions (FAQ) list and answers.

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- Plan and conduct several virtual and in-person information sessions in English and Nepali for SMEs to address queries.
  - Four sessions should be conducted in-person in the provinces of Koshi, Karnali, Sudurpashchim and Bagmati and at least two sessions should be held virtually.
  - The sessions should be planned at different intervals and timings to accommodate as many participants as possible.
  - Ensure that the responses to queries by the SMEs are published as part of the FAQs.
- Develop communication materials to advertise the Call and explore appropriate channels of communication to disseminate the Call (e.g. newspaper, radio, website, social media).
- Publish the Call for Applications in the agreed communication format and channels.
- Maintain database of the application received, according to their geographic focus, themes, and impact areas.

Once the deadline for the Call for Applications has closed, the contractor shall do the following:

- Based on the eligibility criteria, the contractor shall screen the applications received and provide a list of eligible applications.
- Set up team to evaluate the applications. GIZ shall also be a part of the evaluation team.
- Provide orientation on the eligibility and evaluation guidelines to the evaluation team and provide overview of the applications received in terms of geographic focus, themes, and impact areas.
- The evaluation team jointly selects 100 SMEs. The contractor then provides an overview matrix of the selected SMEs to GIZ. This list may be published.
- Finalise selection and notify the shortlist 100 SMEs.
- Document the entire Call for Applications in a report with procedures, analytics and infographics in a power point format. c

<b>S. n</b>	<b>Milestones for work package 1</b>	<b>Delivery period</b>
<b>1.1</b>	<b>Initial planning and approval</b> Hold a meeting with GRAPE 2 team to align on objectives, finalize implementation roadmap and confirm roles and responsibilities <ul style="list-style-type: none"> <li>• Detailed implementation plan for the Challenge Fund</li> </ul>	Second month after the contract award
<b>1.2</b>	<b>Setup of digital platform for the Challenge Fund</b> Set up and finalize bilingual digital platform, outreach material, and evaluation frameworks. <ul style="list-style-type: none"> <li>• Digital platform is set up and confirmed for submission</li> </ul>	Third month after the contract award

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	<ul style="list-style-type: none"> <li>Detailed guidelines, templates and timelines for the Call are available in both English and Nepali</li> <li>Communication materials and dissemination plan for outreach</li> </ul>	
<b>1.3</b>	<p><b>Preparation of contractual terms and conditions and templates</b></p> <ul style="list-style-type: none"> <li>Including sections on liability withdrawal, grievance mechanisms, termination clauses and M&amp;E requirements.</li> </ul>	Fourth month after the contract award
<b>1.4</b>	<p><b>Launching and Promoting the Call for Proposals</b></p> <p>Publish the call on digital platform and advertise and hold information sessions.</p> <ul style="list-style-type: none"> <li>Documentation of information sessions and participant records</li> </ul>	Fifth month after the contract award
<b>1.5</b>	<p><b>Application Management and Initial Screening</b></p> <p>Collect and organize applications, conduct initial eligibility screenings, and prepare for the evaluation phase.</p> <ul style="list-style-type: none"> <li>Eligibility screening report for the application received in terms of geographic focus, themes, and impact areas.</li> <li>List of eligible SMEs submitted to the evaluation team for further assessment</li> </ul>	Sixth month after the contract award
<b>1.6</b>	<p><b>Evaluation and Selection of 100 SMEs</b></p> <p>Conduct evaluations with the selected evaluation team, finalize the list of 100 SMEs, and publish the results.</p> <ul style="list-style-type: none"> <li>Overview matrix of evaluated SMEs, including growth stage, geographic focus, themes and impact areas</li> <li>Recommend 100 SMEs to GIZ for approval</li> </ul>	Sixth month after the contract award
<b>1.7</b>	<p><b>Notification and Onboarding of Selected SMEs</b></p> <p>Notify the selected SMEs, provide them with guidance on next steps, and prepare them for the upcoming pitch readiness bootcamps.</p> <ul style="list-style-type: none"> <li>Notify the selected 100 SMEs</li> <li>Documentation of the overall call for application process</li> </ul>	Sixth month after the contract award

**Work package 2: Bootcamps and assessment of the shortlisted SMEs**

The objective of Work Package 2 is to strengthen the communication and pitching skills of the 100 shortlisted SMEs through provincial bootcamps. The bootcamps also serve as first point of contact with the shortlisted SMEs to understand what their needs, interests and capacity gaps are. SMEs can develop their business and pitching skills to articulate their business value, explain the market opportunity and their business model better, and outline their contribution

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to climate resilience and women economic empowerment. Each SME will have a chance to pitch to an expert panel at the end of the bootcamp. The panel will select the top 40 SMEs by the end of the bootcamp.

The contractor is expected to complete the following tasks in close coordination with GIZ.

- Prepare a concept for four regional Bootcamps with the aim of improving the pitches of the selected SMEs. At the end of each Bootcamp, there will be a day-long pitching competition to select the top 40 SMEs.
- Based on the concept, develop a comprehensive curriculum and relevant training materials, invite expert speakers, plan networking and exchange sessions for the SMEs, prepare the pitching session (including jury, evaluation guidelines, and schedule that can accommodate for parallel pitching sessions if needed).
- Organize logistics, participant travel, and accommodation for the Bootcamp.
  - Prepare and send out invitations to the selected participants to nearest location for each bootcamp.
  - Make logistical arrangements (venue, workshop materials, travel, food and accommodation) for the participants, facilitators, trainers, experts and jury members for the bootcamp.
  - Prepare communication products, including high-resolution and action-oriented photographs; one reel for each bootcamp of about 45 seconds, sufficient video material to prepare a short video about the Challenge Fund.
- Organise four provincial bootcamps in the provinces of Koshi, Karnali, Sudurpaschim and Bagmati, respectively. There should be four events in total with at least 25 selected SMEs per event.
- Organise a pitching competition on the last day of the Bootcamp. The selected 100 applicants will need to pitch their ideas for how to scale their products and services to an expert jury. The jury will select 40 SMEs to participate in the national-level pitching event.
- Communicate the result of the pitch to the selected 40 applicants after the completion of all four events.
- Implement pre- due diligence checks for the 40 SMEs through desk review.
- Categorize and cluster SMEs according to funding requirements and thematic alignment to support decision-making process. Provide overview matrix to GIZ.
- Document bootcamps with photos, videos, social media content, and a report.

<b>S.n</b>	<b>Milestones for work package 2</b>	<b>Delivery period</b>
<b>2.1</b>	<p><b>Bootcamp Design and Approval</b> Develop and finalize the 5-day pitch readiness bootcamp curriculum, methodology, and implementation plan in line with GRAPE 2 objectives.</p> <ul style="list-style-type: none"> <li>• Bootcamp curriculum including training methodology, content and implementation plan for the four locations</li> </ul>	Seventh month after the contract award

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	<ul style="list-style-type: none"> <li>• Pitching competition structure including jury panel, evaluation criteria and scoring system</li> </ul>	
<b>2.2</b>	<p><b>Preparation and mobilization for regional bootcamps</b> Finalise bootcamp logistics and mobilise participants, trainers, experts and jury members for the four provincial bootcamps.</p> <ul style="list-style-type: none"> <li>• Invitation letters sent to 100 shortlisted SMEs indicating assigned bootcamp locations</li> <li>• Logistical arrangements for the bootcamps confirmed</li> <li>• Communication materials to publicise the bootcamps and the pitching event</li> </ul>	Seventh month after the contract award
<b>2.3</b>	<p><b>Delivery of pitch readiness bootcamps and pitching competitions</b> Conduct four 5-day Pitch Readiness Bootcamps for the 100 shortlisted SMEs.</p> <ul style="list-style-type: none"> <li>• Four regional bootcamps conducted with at least 25 SMEs participating in each</li> <li>• Pitching competitions during the bootcamps with jury panels</li> <li>• Selection and announcement of the top 40 SMEs</li> </ul>	Eighth month after the contract award
<b>2.4nin</b>	<p><b>Documentation</b> and reporting of the bootcamp in English language</p> <ul style="list-style-type: none"> <li>• Bootcamp documentation report summarising activities and outcomes</li> <li>• 100 High-resolution photographs per bootcamp</li> <li>• One short video reel (approx. 45 seconds) per bootcamp and sufficient footage to prepare a video for a final video covering the challenge fund in Nepali with English subtitles</li> <li>• Certificates of participation for the participating SMEs</li> <li>• Pre- eligibility assessment of 40 SMEs</li> </ul>	Ninth month after the contract award

**Work package 3: Pitching Competition and contracting of SMEs**

The objective of Work Package 3 is to organise a pitching event for the 40 selected SMEs. The SMEs will have a chance to present their business plans to scale access to products and services to an expert jury. The jury will evaluate the pitches on a competitive basis and select the strongest proposals. Subject to a due diligence process, the top 25 SMEs will be eligible to be contracted by the contractor (via contracts of work), receive milestone-based disbursements and technical support to support the development and scaling of their businesses, along with customized business development and investment readiness support.

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The contractor is expected to organise a national-level pitching competition, whereby an expert jury selects 25 SMEs that will have the chance to access technical and milestone-based financial assistance through contracts for work.

Key tasks include:

- Design pitching competition, including agenda, logistics, jury composition and guidelines, and communication materials.
  - Identify and onboard jury members, potentially from leading private companies in Nepal to select promising ideas for scaling.
  - Ensure that there is a highly engaging facilitator to guide through the event.
  - In consultation with GIZ, invite the selected participants and other invitees for the pitching competition in Kathmandu.
  - Ensure that national media is invited to cover the event.
  - Make logistical arrangements (venue, workshop materials, travel, food and accommodation).
  - Develop short profiles on all 40 SMEs that will pitch during the event and print as publication to be handed out during registration.
  - Prepare joint press release.
- Host a three-day national pitching competition in Kathmandu.
  - Capture the event on photos and videos.
  - On Day 3, deliver award ceremony in an appropriate venue. Please note that there may be high level representation of the German Embassy and the EU.
  - Prepare public announcement of results and social media posts.
- Document the selection of the top 27 SMEs by the expert jury of which the top 25 SMEs will be selected allowing for dropouts and ineligibility.

After the pitching event, the contractor shall negotiate and sign contracts of work with the selected SMEs. In total, the contractor can award a total of 1 Mio. EUR, though the contract volume may vary based on SME needs, capacities and business plan. Each contract value will range from EUR 30,000 to EUR 50,000 including VAT. The total value of all contracts combined may not exceed 1 Mio. EUR.

- Plan one site visit of 1-2 days per SME to negotiate the contracts and in-depth due diligence assessment for the selected 25 SMEs, defining scaling goals and milestones. Allow for an additional 2 SMEs in case of dropouts or ineligibility.
- Sign contracts with 25 SMEs.

The contractor shall monitor progress made in achieving milestones and manage milestone-based disbursements under contracts of work.

- Verify first-level milestone achievement through site visits and review of documentation/ evidence provided by the SMEs.
- Regularly inform GIZ of progress and verification status.
- Perform milestone-based disbursements to SMEs once agreed milestones are achieved and verified.

- Verification of milestones must be carried out by the contractor

S.n	Milestones for work package 3	Delivery period
3.1	<p><b>Design and Preparation of the National Pitching Event</b> Develop the pitching structure, including evaluation criteria, scoring tools, and briefing notes for jury members.</p> <ul style="list-style-type: none"> <li>• Logistical arrangements for the event including the jury</li> <li>• Invitations sent to the 40 selected SMEs and key stakeholders</li> <li>• Short profiles prepared for the 40 SMEs and compiled into an event booklet</li> <li>• Communication materials prepared, including a joint press release and media outreach plan</li> </ul>	Ninth month after the contract award.
3.2	<p><b>National Pitching Competition and Final Selection</b> Conduct the three-day national pitching event in Kathmandu, select the top enterprises, and organize an award ceremony with key stakeholders.</p> <ul style="list-style-type: none"> <li>• Three-day national pitching event conducted in Kathmandu</li> <li>• Selection and public announcement of the <b>top 25 SMEs</b> with coverage in national media</li> <li>• Award ceremony organised with participation of key stakeholders</li> <li>• 200 high resolution photos and videos of the event and preparation of social media updates</li> </ul>	Ninth month after the contract award.
3.3	<p><b>Due diligence assessment, negotiation and contracting of selected SMEs</b> Conduct in depth due diligence, negotiate and sign contracts of work with the selected SMEs.</p> <ul style="list-style-type: none"> <li>• Due diligence report of the 25 +2 selected SMEs, including site verification</li> <li>• Clustering of SMEs based on thematic focus and funding requirements</li> <li>• Signature of contracts, including scaling goals and milestones with each SME</li> <li>• Verification and reporting procedures agreed with GIZ</li> </ul>	Eleventh month after the contract award.

#### **Work package 4: Business Development Services for the selected SMEs**

The objective of Work Package 4 is to provide tailored business development services, networking opportunities and guidance to the 25 selected SMEs over an 18-month period. The aim is to support the SMEs in reaching their scaling goals and growth as outlined in the contracts, and to ensure the smooth implementation of their plans. Moreover, the contractor is expected to design and organise networking and learning events for the SMEs to exchange experiences and lessons learned among themselves, and to engage with external experts, particularly on topics related to climate resilience and women's and youth economic empowerment.

Business Development Services (BDS) refers to a range of services that aim to improve the performance, competitiveness, and growth potential of businesses, especially small and medium-sized enterprises (SMEs).

BDS can include 1) business advisory, including strategic planning, business model reviews, legal and regulatory compliance, financial management advice, HR policy development, use of ICT and communication tools, peer networks; 2) access to finance, such as investment readiness support, pitching, and linkages with financial institutions; 3) market access, including market research and information, branding and marketing, participation in trade fairs, 4) supply chain management, like finding suppliers and assuring quality, 5) training, coaching and mentoring, for instance, on leadership or public speaking skills.

Ultimately, the aim is to support SMEs to grow and expand their customer base, increasing access to agricultural products and services that enable customers to adapt to climate change and increase income and job opportunities, particularly for women and youth.

Key tasks include:

- Conduct initial diagnostic and needs assessment of the SMEs to design tailored technical assistance.
- Develop individualised business development support plans aligned with each SME's results/ objectives.
  - Integrate climate resilience considerations into business advisory services, including climate risk identification and adaptation strategies.
  - Integrate gender-responsive approaches into business advisory services, supporting inclusive business models and employment practices.
- Identify qualified service providers and facilitate matchmaking with SMEs to deliver tailored technical assistance to them.
- Based on their individualised business development support plans, oversee and deliver customised business development services to the 25 SMEs over the 18-month implementation period.
  - Four in-person advisory visits per SME, each of 2–4 days duration
  - Bi-monthly virtual check-ins with each SME

**Transaction number:**

- Develop enterprise profiles for 25 SMEs for investors, buyers, banks and potential stakeholders
- Design and organize two structured peer-learning and networking events in Kathmandu for the SMEs to a) exchange experiences, best practices and lessons learnt, and b) participate in training and discussions on relevant climate and gender topics. Ensure learning events are practical, context-specific, and responsive to SME needs.
  - Plan two two-day events.
  - Organise logistics for all participants, including travel, accommodation, venue, catering and any materials/ equipment needed.
- Provide continuous hands-on guidance to the SMEs to support the implementation of their contracts and achievement of agreed milestones.
  - Encourage collaboration and partnerships among the SMEs and relevant ecosystem actors.
  - Ensure all BDS interventions contribute to measurable improvements in SME performance, access to products and services, and sustainability impacts.
  - Review milestones/ results if they cannot be met.
- Organise a graduation ceremony for 25 SMEs.

S.N	Milestones for work package 4	Delivery period
4.1	<p><b>SME diagnostics and tailored BDS planning</b> Prepare diagnostic report, identifying SME support needs and priorities, and develop individualized business development support plans.</p> <ul style="list-style-type: none"> <li>• One summary report on business development support needs and priorities of SMEs</li> <li>• 25 individualised BDS plans</li> <li>• 25 SME profiles</li> </ul>	Eleventh month after the contract award
4.2	<p><b>Delivery of tailored business development service</b> Implement the tailored acceleration programme through in-person advisory visits, virtual mentoring, collective learning events, and targeted expert support to enable SMEs to achieve agreed milestones.</p> <ul style="list-style-type: none"> <li>• Progress reports every six months on progress of business development, peer- learning and networking</li> </ul>	Throughout the implementation period (up to 18 months)
4.3	<p><b>Verification of milestones and fund disbursement management through contracts for work</b> Verify achievement of enterprise-level milestones, coordinate field and documentation verification, and manage disbursement of funds in accordance with approved contracts.</p> <ul style="list-style-type: none"> <li>• Enterprise level milestone reports and written statement confirming the verification of milestones achieved by the contractor</li> </ul>	Throughout the implementation period (up to 18 months) and upon completion of milestones

### **Work package 5: Monitoring, evaluation, communication and knowledge management**

The objective of Work Package 5 is to establish and implement a robust Monitoring, Evaluation, Communication, and Knowledge Management system to track results and impacts from the assignment. The Monitoring and Evaluation (M&E) system shall be two-fold.

First, the contractor shall ensure timely monitoring, verification, and reporting on the achievement of milestones agreed in the contracts with SMEs. Second, the contractor shall design and implement a system to track and report on outcome and impact indicators, including climate adaptation, income increases, job creation, scalability of solutions and improvements in revenue and business competitiveness.

Timelines for monitoring, verification, and reporting activities shall be agreed in close coordination with GIZ and aligned with GIZ's reporting requirements and operational needs.

The contractor is expected to complete the following tasks.

1. Establish a Monitoring and Reporting Framework
  - Develop joint understanding of monitoring and reporting requirements with all involved parties (SMEs, GIZ and contractor staff, evaluators) of
    - Milestones and indicators, including baseline and targets
    - Data sources and collection methods
    - Documentation standards and verification procedures
    - Roles, responsibilities, and timelines
  - Develop, agree and operationalize an SME-level monitoring and reporting system.
2. Monitor and verify milestones
  - Collect, review, and verify milestone evidence submitted by the SMEs prior to milestone-based disbursement, ensuring completeness and credibility.
  - Prepare and submit milestone verification reports in accordance with agreed timelines and GIZ compliance requirements.
  - Flag implementation risks, delays, or deviations in milestone achievement and propose corrective actions jointly with SMEs and GIZ.
  - Document milestone verification and evidence.
3. Monitor and report progress on outcomes and impacts
  - Align outcome and impact monitoring with GIZ expectations, including baseline, midline (where applicable), and endline measurement.
  - Collect quantitative and qualitative data on:
    - Adoption of climate-smart and biodiversity-positive practices
    - Changes in income, revenue, and productivity
    - Job/ employment creation (direct and indirect)
    - Customer outreach and service expansion

**Transaction number:**

- Revenue increases
    - Improvements in business competitiveness and scalability
  - Ensure systematic disaggregation of all relevant indicators by gender, age, and social inclusion categories.
  - Apply data quality assurance measures, including regular validation checks, triangulation, and documentation of assumptions and limitations.
  - Produce regular analytical outputs such as progress reports, indicator summaries, and infographics in line with GIZ reporting formats and schedules.
  - Support GRAPE 2 evaluations, including midline and endline assessments, impact evaluations and others.
4. Knowledge Management, Communication, and Visibility
- Develop enterprise profiles for the 25 SMEs, describing their business model to scale access to products and services in the agriculture sector as well as outlining the impact these SMEs in the areas outlined above.
  - Systematically document lessons learned, emerging good practices, and innovation pathways across supported SMEs.
  - Develop knowledge products and communication materials to strengthen learning and visibility.
  - Support communication and dissemination efforts at events, through (social) media, and GRAPE 2 learning.

S.n	Milestones for work package 5	Delivery period
5.1	<p><b>Monitoring Framework and Baseline Established</b> Establish the monitoring, reporting and verification system in coordination with GIZ and participating SMEs.</p> <ul style="list-style-type: none"> <li>• Monitoring and Evaluation (M&amp;E) framework aligned with GRAPE 2 indicators and results</li> <li>• Baseline and endline data collected and documented for 25 SMEs (e.g., revenue, customers, jobs, outreach, climate practices)</li> <li>• Standardised data collection tools, reporting templates and verification procedures established</li> </ul>	<p>M&amp;E system- Tenth month after the contract award</p> <p>Baseline: December 2027</p> <p>Endline: last two months of the contracts</p>
5.2	<p><b>Results-based Monitoring and Verification System Operational</b></p> <ul style="list-style-type: none"> <li>• Milestone tracking system operational for 25 SME contracts</li> <li>• Milestone verification reports with evidence in accordance with agreed timelines and GIZ compliance requirements</li> </ul>	<p>Continuous throughout implementation</p>
5.3	<p><b>Periodic Progress Reporting and Dashboards Submitted</b> Submit regular monitoring updates, dashboards, milestone verification reports, and analytical summaries aligned with GIZ reporting timelines.</p>	<p>To be determined during Kick-Off Workshop</p>

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	<ul style="list-style-type: none"> <li>• Bi- annual monitoring reports summarising SME performance and progress</li> <li>• Documentation of key indicators (jobs created, revenue growth, customer outreach, access to products and services, climate practices with gender and youth segregation)</li> </ul>	
<b>5.5</b>	<p><b>Knowledge Products, dissemination and programme closure</b> Document lessons learned, develop SME profiles and case studies, organize a closing dissemination event, and submit the final technical and M&amp;E report to GRAPE 2.</p> <ul style="list-style-type: none"> <li>• 25 SME enterprise profiles highlighting business models to scale access to products and services and impacts</li> <li>• Final report showcasing impact, lessons learnt and knowledge products submitted to GIZ</li> </ul>	Final report: April 2029

### **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
- Risks and mitigation measures

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In addition, the contractor will establish robust M&E and verification systems to support both the monitoring of results achieved by the SMEs as well as the GRAPE 2 M&E system, including:

- Contract monitoring
  - Develop SMEs performance tracking tools
  - Develop verification protocols for reimbursement approval
  - Verify achievement of milestones; collect relevant documentation and evidence
  - Coordinate with external evaluators and if relevant, auditors to verify milestones independently
- GRAPE 2 M&E system
  - Develop and maintain M&E database based on the project indicators
  - Collect baseline/ endline data based on the project indicators
  - Prepare **6-monthly technical progress reports** to GIZ with M&E data sets and information on results, learning, and good practices with a focus on agriculture, gender and climate
  - Prepare and submit a final report with datasets, learning documents and M&E archives and handover to GIZ

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:  
English

- **Inception report** due 3 months after the project start.
- **Interim report(s)** on 30<sup>th</sup> November 2027, 30<sup>th</sup> November 2028
- **Final report** on 31<sup>st</sup> May 2029.

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

Additionally, the contractor is required to produce in English language:

- Contributions to the report to GIZ's commissioning party (December 2027/ December 2028, May 2029; 2 pages)
- Half-yearly progress reports on the implementation status of the project, including business development, peer- learning and networking
- Bootcamp documentation report summarising activities and results
- Short profiles of the 40 SMEs in the pitching competition, compiled into an event booklet
- Due diligence report of the 25 +2 selected SMEs, including site verification
- One summary report on business development support needs and priorities of SMEs
- Milestone verification reports with evidence in accordance with agreed timelines and GIZ compliance requirements; written statement confirming the verification of milestones achieved by the contractor
- Brief bi- annual monitoring reports summarising SME performance and progress
- 25 SME enterprise profiles highlighting business models to scale access to products and services and impacts

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- Final report showcasing impact, lessons learnt and knowledge products submitted to GIZ

### Requirements for company-wide learning, knowledge and innovation:

- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- The contractor provides facilitates and/ or supports other contractors (e.g. photographers, videographers, M&E specialists, gender specialists, evaluators) to engage with SMEs in the framework of the GRAPE 2 project, if required.
- The contractor supports the organisation of field visits with delegations from Germany, the EU, the Government of Nepal, or media, if required.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.

### 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 provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (sections 1.7 Confidentiality and 1.11 Data protection) apply.

Exclusively when implementing work packages 1 "design and launch of the Challenge fund" and 5 "Monitoring, evaluation, communication and knowledge management", personal data will be processed on behalf of the client. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must

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nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

For any other processing of personal data 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.

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.

The present assignment might deal with sensitive or confidential information and business secrets. Under no circumstances are the consultants of the contractor (as a company and as individuals) allowed to provide, share, release or disclose any information or materials of the partners or companies unless otherwise agreed with the respective information owner.

### 2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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

#### Gender equality:

- Foster the **economic empowerment of women**, with a particular emphasis on strengthening female entrepreneurship and narrowing the gender gap in employment and economic opportunities through gender-transformative business development support and facilitation of equitable access to financial resources and asset ownership for women.
- **Facilitate networking and mentorship** to connect women entrepreneurs with experienced business leaders, investors, and mentors. This can help in building confidence, sharing knowledge, and fostering supportive relationships.
- Proactively **address the entrenched socio-cultural norms** perpetuating gender disparities, including patriarchal structures, caste-based discrimination, and entrenched traditional practices.
- Implement training and awareness programs to **address unconscious bias** and stereotypes that may hinder women's participation and leadership in the business ecosystem. Encourage stakeholders to recognize and challenge these biases in their interactions and decision-making processes.
- **Highlight success stories of women entrepreneurs** who have excelled in their businesses. Creating visibility for these role models can inspire other women and change perceptions among stakeholders.

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

- Clearly define and document **criteria for climate resilient and biodiversity friendly businesses** and agricultural practices. This includes negative impacts that are to be avoided as well as positive effects of SME activities.
- Focus on promoting **local and diversified production systems** (e.g. indigenous crops, crop rotation, agroecological agricultural practices, solar irrigation, organic fertilizer, etc.) as well as local value addition.
- Support SMEs in developing biodiversity-friendly, climate-resilient, and/ or low emission **business models**.
- Advising SMEs on **financial instruments** and payments schemes for ecosystem services (PES) and/or green finance to incentivise sustainable and low-emission agri-businesses.

**Conflict and context sensitivity:**

- Not applicable -

**Human rights:**

- Not applicable -

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

### **3. Technical-methodological concept**

In this section, the contractor 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 contractor must describe the design of the project management process.

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

The contractor is required to interpret the objectives for which it is responsible. 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:

- making an assessment of the technical concept
- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;

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- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation.

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

- Not applicable -

### **3.3 Strategy (section 1.3 of the assessment grid)**

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

- Procedure for 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)

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

The contractor 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.

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

The contractor 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 contractor 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 contractor is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the contractor 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**

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The contractor 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). Particularly, the contractor must guide and support SMEs to identify, strengthen, and scale their own gender-transformative good practices. The contractor must clearly explain how a gender-transformative approach will be integrated in the bootcamps as well as the technical assistance provided to the final 25 SMEs. The contractor should also elaborate how gender aspects are embedded across project planning, implementation, monitoring, and evaluation.

### **Biodiversity and climate action (climate change mitigation/ adaptation/ resilience)**

The contractor is required to outline in the tender how it can prevent negative impacts on the environment, biodiversity 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). Particularly, the contractor must clearly explain how environmental, biodiversity and climate change aspects will be integrated in the bootcamps, technical assistance provided to the final 25 SMEs and across all aspects of the project, including planning, implementation, monitoring, and evaluation.

Requirement: 'Gender Transformative Approach':	5 points out of 10 (maximum)
Requirement: 'Biodiversity and climate action'	5 points out of 10 (maximum)

## **3.4 Project management**

(section 1.4 of the assessment grid)

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

### **3.4.1 Operational plan**

(section 1.4.1 of the assessment grid)

The contractor 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 chronological order. The contractor 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 contractor is required to describe the procedure for coordinating with GIZ.

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

- Not applicable -

**3.4.4 Monitoring**  
(section 1.4.4 of the assessment grid)

In the tender, the contractor 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.

In the tender, the contractor is required to describe how it can ensure that the requirements resulting from the monitoring system of the project or the partner are met (see section 2). In doing so, the contractor is required to describe how the information that is relevant for monitoring is collected and in what form and at what intervals monitoring data are updated.

**3.5 Further requirements**  
(section 1.5 of the assessment grid)

- Not applicable -

**4. Personnel**

The contractor 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.**

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender and age. The personnel concept should consider how to effectively reach and work with women entrepreneurs (e.g. female coaches for women entrepreneurs in some parts of the country).

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

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

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

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

Tasks of expert 1: Team Leader

- Overall responsibility for the advisory packages of the contract (quality and deadlines)

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- Coordinating and ensuring communication with GIZ and others involved in the project
- Ensuring the coherence and complementarity of the contractor’s services with other services delivered by the project at local and national level
- Responsibility to mainstream gender-transformative and climate-resilient approaches in all activities
- Partnership management and networking with businesses, investors and other stakeholders
- Staff management, in particular, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting short-term experts
- Mobilize and coordinate specialized business and technical experts to address SME-specific needs across sectors
- Guide the design and implementation of the Business Development Services (BDS) delivered to SMEs, ensuring that advisory support strengthens business performance, market access, and growth potential.
- Supervise and provide strategic oversight to monitoring and evaluation, ensuring robust quality assurance, data integrity, and coherent, timely reporting
- 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
- Coordination and oversight of financial and administrative processes

Qualifications of expert 1: Team Leader

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. ‘master’s or German Diplom’) in business administration, economics, entrepreneurship
Language (section 2.1.2 of the assessment grid):	Knowledge of C2-level English in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	15 years of professional experience in the entrepreneurship sector, promoting SME development
Specific professional experience (section 2.1.4 of the assessment grid):	10 years of professional experience in business development and investment acquisition (7 out of 10 points); of which 3 years working on women economic empowerment and female entrepreneurship (3 out of 10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	10 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	10 years of professional experience in business development and investment acquisition outside Nepal

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Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	2 years of professional experience in Nepal
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	7 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	- Not applicable -

**Expert 2: Business development expert with national experience** (section 2.2 of the assessment grid)

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

Tasks of expert 2

- Provide technical inputs to the design of Challenge Fund and documentation, including guidelines, eligibility and evaluation criteria, application templates, contract templates, and business-focused monitoring framework and scoring tools.
- Organise and support outreach and information sessions.
- Ensure that business viability, scalability, climate resilience, biodiversity, and gender considerations are systematically embedded in SME assessment and selection criteria.
- Support evaluation and shortlisting process to ensure consistent and high-quality assessment of SMEs.
- Design and facilitate bootcamps for shortlisted SMEs, covering business planning, marketing strategy, revenue models, storytelling and pitch deck design.
- Design, organise and facilitate regional and national pitching sessions, providing technical guidance and feedback to participating SMEs.
- Co-develop tailored business development plans and contracts with SMEs, including scaling milestones, key performance indicators, and expected outcomes.
- Provide technical inputs to the definition of milestones and performance indicators, ensuring alignment with SME business growth trajectories.
- Provide targeted business advisory support to the selected SMEs through in-person visits and virtual mentoring sessions.
- Monitor SME progress against agreed milestones and support performance monitoring.
- Co-lead the design, implementation, and management of the M&E system, ensuring alignment with project's impact, indicators, milestones, and milestone-based disbursement requirements under SME contracts of work.
- Develop and maintain SME performance tracking tools and implement verification protocols for milestone achievement to support fund reimbursement processes.
- Collect, verify, and maintain baseline and endline data for all participating SMEs and project activities.
- Support the overall evaluation process, including evaluation planning, data collection, analysis, and reporting

**Subject of the tender procedure: Scaling for Impact - SME Challenge Fund**

**Transaction number:**

- Ensure systematic data collection from SMEs, conduct data analysis, and compile performance information for reporting purposes.
- Prepare six-monthly technical progress reports, including M&E datasets, results achieved with a specific focus on gender equality and climate outcomes
- Develop entrepreneur profiles for investors, potential business partners and collaborators
- Document lessons learned, good practices, and case insights related to SME acceleration and business readiness.
- Support knowledge sharing events and SME peer-learning activities

Qualifications of expert 2

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Business Administration, Economics, Finance, Agribusiness Management, Entrepreneurship, or a related field
Language (section 2.2.2 of the assessment grid):	Knowledge of C1-level English (5 out of 10 points) and C1-level Nepali (5 out of 10 points) in the Common European Framework of Reference for Language
General professional experience (section 2.2.3 of the assessment grid):	7 years of professional experience in private sector development, entrepreneurship support, SME acceleration, or enterprise advisory services
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience in assessment of business planning and strategy, commercialization, and practical business development support
Leadership/management experience (section 2.2.5 of the assessment grid):	- Not Applicable -
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	- Not Applicable -
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	5 years of professional experience in Nepal
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	- Not Applicable -
Other (section 2.2.9 of the assessment grid):	- Not Applicable -

**Transaction number:**

**Expert 3: Finance and investment expert with national experience** (section 2.3 of the assessment grid)

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

Tasks of expert 3

- Provide technical inputs to the design of the Challenge Fund, including call guidelines, eligibility criteria, application templates, and investment-focused evaluation frameworks and scoring tools.
- Support the Team Lead in the design of the Challenge Fund with a focus on improving SME access to finance, including development of call guidelines, eligibility criteria, application templates, and financial evaluation frameworks that assess SMEs' creditworthiness and loan readiness.
- Assess SME financial viability and investment readiness, reviewing financial statements, cash flow projections, and funding requirements to identify suitable financing pathways.
- Advise SMEs on access to finance and financial products, including bank loans, blended finance instruments, credit guarantees, and other financing options to support.
- Support SMEs in financial planning and loan readiness, including preparing financial documentation, strengthening financial management practices, and developing projections required by financial institutions.
- Facilitate linkages with financial institutions and investors, supporting SMEs to secure appropriate loans or investment and guiding engagement with banks, microfinance institutions, and impact investors.
- Provide continued financial advisory and mentoring support to SMEs, including development of financing roadmaps, support to SME contract management, financial management guidance, and participation in knowledge-sharing and peer-learning activities.
- Co- lead the design, implementation, and management of the M&E system, ensuring alignment with project's impact, milestones, and milestone-based disbursement requirements under SME contracts of work.
- Develop and maintain SME performance tracking tools and implement verification protocols for milestone achievement to support fund reimbursement processes.
- Collect, verify, and maintain baseline and endline data for all participating SMEs and project activities.
- Support the overall evaluation process, including evaluation planning, data collection, analysis, and reporting
- Ensure systematic data collection from SMEs, conduct data analysis, and compile performance information for reporting purposes.
- Prepare six-monthly technical progress reports, including M&E datasets, results achieved with a specific focus on gender equality and climate outcomes

Qualifications of expert 3.

Education/training (section 2.3.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Finance, Economics, Business Administration, Investment Management, Entrepreneurship
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**Subject of the tender procedure: Scaling for Impact - SME Challenge Fund**

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Language (section 2.3.2 of the assessment grid):	Knowledge of C2-level English (5 out of 10 points) and C2-level Nepali (5 out of 10 points) in the Common European Framework of Reference for Language
General professional experience (section 2.3.3 of the assessment grid):	7 years of professional experience in investment advisory, SME finance, or enterprise growth financing
Specific professional experience (section 2.3.4 of the assessment grid):	5 years of professional experience in investment readiness, SME financing, financial due diligence, portfolio growth support, and advising enterprises to attract and manage investment
Leadership/management experience (section 2.3.5 of the assessment grid):	- Not Applicable -
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	- Not Applicable -
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	5 years of professional experience in Nepal
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	- Not Applicable -
Other (section 2.3.9 of the assessment grid):	- Not Applicable -

**Expert 4: Monitoring, Learning and Communication Expert with national experience**  
(section 2.4 of the assessment grid)

A statement of availability for this expert must be attached to the tender as an annex.

Tasks of Expert 4

- Support the operationalization of M&E systems that enable rigorous tracking of outputs, outcomes, and performance.
- Oversee data collection, cleaning, validation, and statistical analysis to generate high-quality, reliable datasets, ensuring evidence-based insights inform project steering and adaptive management.
- Develop analytical dashboards, periodic performance reports, and data visualizations to support real-time decision-making and stakeholder reporting.
- Prepare and submit a comprehensive progress- and final report, including consolidated datasets, learning documents, results verification records, and complete M&E archives, for handover to GIZ.

**Subject of the tender procedure: Scaling for Impact - SME Challenge Fund**

**Transaction number:**

- Lead knowledge management, good practices and learning, including documentation of lessons learned, development of case studies, and contributions to programme visibility and dissemination events.
- Collaborate closely with the GIZ team, technical experts, and relevant stakeholders to ensure timely, accurate, and actionable data informs decision-making, programme improvement, and reporting obligations.
- Develop and manage bilingual (English and Nepali) communication materials, including announcements, simplified guidelines, FAQs, website content, and social media campaigns.
- Create engaging multimedia content (short videos, reels, graphics, and infographics) to explain the Challenge Fund, highlight opportunities, and encourage SME participation.
- Coordinate digital outreach and promotion through social media platforms, partner networks, influencers and ecosystem channels to expand national reach.
- Lead communication and visibility of activities, including information sessions, regional bootcamps, and pitching competitions, through event highlights and announcements.
- Develop impact stories and monitor engagement analytics, producing SME success stories and using platform insights to refine communication strategies.

Qualifications of Expert 4.

Education/training (section 2.4.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Social Sciences, , Development Studies, Communication, Journalism, Public Relations
Language (section 2.4.2 of the assessment grid):	Knowledge of C1-level English (5 out of 10 points) and C1-level Nepali (5 out of 10 points) in the Common European Framework of Reference for Language
General professional experience (section 2.4.3 of the assessment grid):	5 years of professional experience in monitoring and evaluation, strategic communication, results-based management, private sector development or SME support programmes.
Specific professional experience (section 2.4.4 of the assessment grid):	5 years of professional experience in producing high-quality communication and visibility materials, including digital and print products, photography, and video content.
Leadership/management experience (section 2.4.5 of the assessment grid):	- Not Applicable -
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	- Not Applicable -
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	5 years of professional experience in Nepal

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**Transaction number:**

Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.4.9 of the assessment grid):	- Not Applicable -

**Expert 5: Finance Manager with national experience (section 2.5 of the assessment grid)**

Tasks of expert 5

- Lead financial management and oversee procurement processes, ensuring sound budgeting, tendering, accounting, and financial reporting processes in line with contractual and donor requirements.
- Establish and maintain robust financial systems for tracking expenditures, reimbursements, and milestone-based disbursement processes under contracts of work.
- Conduct financial due diligence assessment of shortlisted SMEs, including review of financial statements, cost structures, and funding needs.
- Ensure compliance with relevant financial regulations, procurement rules, and audit standards applicable to GIZ.
- Support internal and external audits by maintaining complete financial records, receipts, and supporting documentation in accordance with GIZ standards.
- Manage invoicing, payment requests, and financial coordination with implementing partners, consultants, and service providers.
- Contribute to financial risk management by identifying potential budgetary or compliance risks and proposing mitigation measures.
- Support financial inputs to monitoring, learning, and reporting processes, ensuring alignment between financial performance and technical progress.
- Provide technical support in financial planning for outreach events, bootcamps, pitching sessions, and other programme activities.

Qualifications of expert 5.

Education/training (section 2.5.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Finance, Accounting, Business Administration, Economics
Language (section 2.5.2 of the assessment grid):	Knowledge of C1-level English (5 out of 10 points) and C1-level Nepali (5 out of 10 points) in the Common European Framework of Reference for Language
General professional experience (section 2.5.3 of the assessment grid):	7 years of professional experience in financial management, budgeting, accounting, or finance oversight for development cooperation or private sector-related programmes

**Subject of the tender procedure: Scaling for Impact - SME Challenge Fund**

**Transaction number:**

Specific professional experience (section 2.5.4 of the assessment grid):	5 years of professional experience in project financial reporting, donor compliance, audit preparation, and management of financial mechanisms such as SME support funds, or SME performance based disbursements
Leadership/management experience (section 2.5.5 of the assessment grid):	- Not Applicable -
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	- Not Applicable -
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	5 years of professional experience in Nepal
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.5.9 of the assessment grid):	- Not Applicable -

**Expert 6: Pool 1 – Short term Expert Pool with international experience for agri and non – agri services**

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned. Number of experts: 8-12.

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.

This pool will consist of experts with experience in agriculture, agri-business, agri-services, rural enterprises, agricultural value chains, agri-tech, food systems, or climate-smart agriculture.

Tasks of the expert pool 1

- Provide high-level technical assistance to SMEs to analyse, strengthen, and scale sustainable business models across agriculture value chains and related service sectors.
- Deliver specialised advisory services to SMEs operating in areas such as agricultural inputs, green and climate-smart technologies, post-harvest management, digital agri-solutions, inclusive finance, and consumer-oriented services.

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**Transaction number:**

- Support SMEs in developing and refining innovative products and services that enhance productivity, resource efficiency, climate resilience, and biodiversity-friendly practices.
- Provide technical guidance on technology adoption and operational improvements, including precision agriculture, renewable energy solutions, digital platforms, traceability systems, and sustainable logistics.
- Strengthen SMEs' internal business systems and capacities, including business planning, financial management, operational monitoring, and preparation for accessing finance and investment.
- Facilitate linkages with ecosystem actors, including financial institutions, advisory service providers, input suppliers, digital solution providers, and certification bodies to improve market access and service delivery.
- Support to the design and delivery of tailored SME support packages, including mentoring, coaching, and technical advisory services, while promoting inclusive approaches that expand opportunities for women and youth.

Qualifications of the expert pool 1

Education/training	Allxperts with a Bachelor's degree in Agribusiness Management, Agriculture Economics, Business Administration, Economics, engineering, Finance, Entrepreneurship, Rural Development, Food Systems.
Language	All experts with Knowledge of C1-level English
General professional experience	All experts with 10years of professional experience in private sector development, agri-business development, entrepreneurship support, agri-value chains, or investment advisory.
Specific professional experience	All experts with 7 years of professional experience in one of the following areas such as business model assessment and development, agri-business and value chain planning, SME incubation and acceleration, financial and investment readiness, and enterprise advisory services for SMEs operating in agriculture, food systems, and related service sectors.
International professional experience outside the country/region of assignment	All experts with at least 5 years of professional experience working in international agri-business, agriculture development, or private sector programs

**Expert 7: Pool 2 – Short term Pool with national experience for agri and non – agri services**

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned. Number of experts: 8-12.

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

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must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

This pool will consist of experts with experience in non-agricultural sectors such as digital services, finance, marketing, manufacturing, green businesses, circular economy enterprises, and service-based startups.

### Tasks of the expert pool 2

- Provide high-level technical assistance to SMEs to analyse, strengthen, and scale sustainable business models across agriculture value chains and related service sectors.
- Deliver specialised advisory services to SMEs operating in areas such as agricultural inputs, green and climate-smart technologies, post-harvest management, digital agri-solutions, inclusive finance, and consumer-oriented services.
- Support SMEs in developing and refining innovative products and services that enhance productivity, resource efficiency, climate resilience, and biodiversity-friendly practices.
- Provide technical guidance on technology adoption and operational improvements, including precision agriculture, renewable energy solutions, digital platforms, traceability systems, and sustainable logistics.
- Strengthen SMEs' internal business systems and capacities, including business planning, financial management, operational monitoring, and preparation for accessing finance and investment.
- Facilitate linkages with ecosystem actors, including financial institutions, advisory service providers, input suppliers, digital solution providers, and certification bodies to improve market access and service delivery.
- Support to the design and delivery of tailored SME support packages, including mentoring, coaching, and technical advisory services, while promoting inclusive approaches that expand opportunities for women and youth.

### Qualifications of the expert pool 2

Education/training	All experts with a Bachelor's degree in Agribusiness Management, Agriculture Economics, Business Administration, Economics, engineering, Finance, Entrepreneurship, Rural Development, Food Systems
Language	All experts with Knowledge of C1-level English and C1-level Nepali in the Common European Framework of Reference for Language
General professional experience	All experts with 10 years of professional experience in private sector development, agri-business development, entrepreneurship support, agri-value chains, or investment advisory.
Specific professional experience	All experts with 7 years of professional experience in areas such as business model assessment and development, agri-business and value chain planning,

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	SME incubation and acceleration, financial and investment readiness, and enterprise advisory services for SMEs operating in agriculture, food systems, and related service sectors.
Professional experience in the country/ region of assignment	All experts with 10 years of professional experience in Nepal

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

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

Soft skills of team members

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

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

Soft skills are not evaluated.

## **5. Costing requirements**

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

### **5.1 Assignment of experts**

The number of expert days corresponds to full working days.

**Transaction number:**

<b>Expert</b>	Expert days in the country of residence/ remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights	Number of national flights
<b>Expert 1:</b> Team Leader	0	616	616	Yes	1 round trip	25 round trips
<b>Expert 2:</b> Business development expert	0	616	616	n/a	0	26 round trips
<b>Expert 3:</b> Finance and Investment expert	0	616	616	n/a	0	26 round trips
<b>Expert 4:</b> Monitoring, Learning and Communication expert	0	616	616	n/a	0	18 round trips
<b>Expert 5:</b> Finance Manager	0	308	308	n/a	0	5 round trips
<b>Expert 6:</b> Pool 1 – Expert with international experience	0	50	50	n/a	12 round trips	12 round trip
<b>Expert 7 :</b> Pool 2 – Expert with national experience	0	100	100	n/a	n/a	12 round trip

## **5.2 National administrative staff**

The following national administrative staff are needed:

1 Office assistant for 28 months

### **5.3 Travel expenses**

#### **5.3.1 Travel – sustainability considerations**

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> 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 CO<sub>2</sub>-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO<sub>2</sub> 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:

<b>Travel expenses item</b>	<b>Quantity/budget</b>
Total number of international flights	13
Total number of regional/national flights	124
CO <sub>2</sub> offsets for flights	13,700 EUR An unalterable budget for CO <sub>2</sub> offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, public transport)	20,000 EUR
Per-diem allowances for experts with international experience in the country of assignment and trips of the team leader outside of the place of assignment	150 days
Per-diem allowances for experts with national experience	565 days
Accommodation allowances in total for all experts	564 overnight stays
Other travel expenses (visa, living expenses for international staff etc.)	650 EUR

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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>). Maximum amount to be offered for Nepal for per diem allowances for experts with international experience: **EUR 33,00**. Maximum amount to be offered for Nepal for per diem allowances for experts with national experience: **EUR 17.00**.

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 Nepal, tenderers may offer accommodation allowances up to EUR 125,00. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% EUR 93,75 of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 93,76 and EUR 125,00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

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

**Please note:** These travel expense items do not cover contract-related costs in the country of assignment (see section 3.6.2 of the General Terms and Conditions). Please cost these items in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

## 5.4 Materials and equipment

Budget for materials and equipment: EUR 10,000

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The fixed, unalterable budget above is earmarked for the procurement of the materials and equipment described in the table below (payment against evidence).

Made available free of charge by the project executing agency (local project partner) for the duration of the contract.	Made available free of charge by GIZ for the duration of the contract.	Materials and equipment to be procured by the contractor in the financial bid.
Meeting rooms for planning and consultation		IT equipment Workshop/ training materials

**5.5 Operating costs in the country of assignment**

The contractor is required to specify a monthly lump sum to cover the operating costs for the implementation of the contract in the country of assignment. The lump sum must include all the costs involved in the proper running of the offices and vehicles.

	<b>Months</b>
Office operating costs (rent and utilities cost like internet, water, tea coffee, waste collection charges)	28

**5.6 Workshops, education and training**

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

- Information sessions – 4 in-person events
- Bootcamp – 4 events, 5 days each
- National pitching – 1 event, 3 days
- Award ceremony – 1 event, 1 day
- Collective learning and dissemination - 2 events, 2 days

Workshop budget: EUR 100,000

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

- Venue hire
- Technical systems, e.g. sound, IT, LED screens

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- Translation/ interpreting services (English – Nepali) and Master of ceremony
- Workshop materials
- Videography, photography and visibility materials
- Catering
- Accommodation for partner experts and entrepreneurs (subsistence/ food, travel, accommodation)
- 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 the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

### 5.7 Local contributions

– Not applicable –

### 5.8 Other costs

Budget for contracts of works with SMEs: EUR 1,000,000

A fixed, unalterable budget of 1,000,000 EUR (one Million Euro) is earmarked for contracts of works with SMEs and entered in the price schedule. The contracts of works should have the objective of improving access to appropriate, affordable, and reliable agricultural products and services. The contracts should cover cost, payment terms and schedule, scope of work, and specific milestones. They are not tax exempt and need to consider VAT within this budget line. For the avoidance of doubt, this budget line constitutes a cost component of the service contract between GIZ and the Contractor. The Contractor subcontracts SMEs in fulfilment of its contractual service obligations. These contracts are contracts of work within the meaning of the applicable GIZ General Terms and Conditions of Contract, with milestone-based disbursement.

No advance payment is made to the contractor for these contracts of work. The contractor also receives payment only after the subcontracted SMEs have fulfilled the milestones under the contract for work.

### 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 3.6.5.7 of the General Terms and Conditions.

## **6. Requirements on the format of the tender**

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in 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 and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format 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)
- 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 and/or an agreement is concluded to provide cofinancing for the measure.

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

Not applicable

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

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

**Scope of possible services:**

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

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

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

**8. Annexes**

- 03a Appendix 1 Impact Matrix of GRAPE
- 03b Appendix 2 Logframe Matrix
- 03c Gender Analysis
- 03d GRAPE Gender Strategy