

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

CONFIDENTIAL

Project title:	Processing
EU Support to ECOWAS in Peace, Security and Governance (EPSG) Project	number/cost centre: G-012247-101
Country:	Transaction number: 81318825
ECOWAS Region	
Subject of the tender procedure:	
EPSG Expert Pool	

0. List of abbreviations	3
1. Context.....	4
2. Tasks to be performed by the contractor	5
2.1 Term	5
2.2 Objectives, indicators, work packages, milestones	5
2.3 Project and knowledge management requirements	10
2.4 Data protection and information security	12
2.5 Other requirements	13
3. Technical-methodological concept.....	14
3.1 Interpretation of objectives (section 1.1 of the assessment grid).....	14
3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)	14
3.3 Strategy (section 1.3 of the assessment grid).....	14
3.4 Project management (section 1.4 of the assessment grid)	16
3.5 Further requirements (section 1.5 of the assessment grid)	17
4. Personnel.....	17
5. Costing requirements	23
5.1 Assignment of experts	23
5.2 National administrative staff	24
5.3 Travel expenses.....	24
5.4 Materials and equipment	25
5.5 Operating costs in the country of assignment	25
5.6 Workshops, education and training	25
5.7 Local contributions	26
5.8 Other costs.....	26
5.9 Flexible remuneration item	26
6. Requirements on the format of the tender	26
7. Options or follow-on contract.....	27

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825



- 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)27
- 7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)27
- 7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)27
- 8. Annexes28**

0. List of abbreviations

AU	African Union
AVB	General terms and conditions of contract ('Terms and Conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
BMZ	German Federal Ministry for Economic Cooperation and Development/ <i>Bundesministerium für Wirtschaftliche Zusammenarbeit und Entwicklung</i>
CD	Capacity development
CRHSA	Country Resilience and Human Security Assessment
CSO	Civil Society Organization
EAD	Electoral Assistance Division
ECONEC	ECOWAS Network of Electoral Commissions
ECOWAS	Economic Community of West African States
EGDC	ECOWAS Gender Development Centre
EMBs	Electoral Management Bodies
EOM	Electoral Observation Mission
EPSA	ECOWAS Peace and Security Architecture
EPSAO	ECOWAS Peace and Security Architecture and Operations
ERM	Early Response Mechanism
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
KAIPTC	Kofi Annan International Peacekeeping Training Centre
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
NCCRMs	National Centre for the Coordination of Response Mechanisms
NDC	National Defense College
NOPSWECO	Network on Peace and Security for Women in West Africa
NPI	National Peace Infrastructure
PAPS	Political Affairs, Peace and Security Department
PSOD	Peace and Security Operations Division
RMO	Risk Management Office
ROAJELF	Le Réseau Ouest Africain des Jeunes Femmes Leaders
SDG	Sustainable Development Goal
SOP	Standard Operating Procedures
SSRG	Security Sector and Reform and Governance
TCEs	Training Centres of Excellence
ToR	Terms of Reference
WPS	Women Peace and Security
YPS	Youth Peace and Security

1. Context

Political transitions, governance changes, insurgencies, and violent extremism continue to reshape West Africa's peace and security landscape. Since 2021, several countries in the region have experienced military-led changes in leadership, reflecting broader governance shifts. These developments have influenced constitutional processes, governance structures, and regional cooperation efforts. At the same time, the expansion of violent extremism from the Sahel into coastal states—including Benin, Togo, Côte d'Ivoire, and Ghana—presents a growing security concern. Additionally, disinformation and organized crime contribute to instability, posing risks to democratic governance and social cohesion.

The Economic Community of West African States (ECOWAS) plays a critical role in coordinating regional responses to security challenges through its strategic frameworks for peace and development. These include long-standing conflict prevention and governance approaches alongside newer regional strategies addressing climate adaptation, resilience, and economic integration—recognizing the interconnections between security, governance, and broader regional dynamics. Strengthening coordination, fostering inclusive engagement—including with civil society—and promoting adaptive and preventive approaches remain key to achieving lasting peace and sustainable development.

The European Union (EU) and the German Ministry for Economic Cooperation and Development (BMZ)- co-financed Support to ECOWAS in Peace, Security and Governance (EPSG) project provides technical and financial support to ECOWAS for the strengthening of regional peace, security, and democratic governance. The project builds on the achievements and lessons learned of the predecessor "ECOWAS Peace and Security Architecture and Operations" (EPSAO) project.

The project is active in five key focus areas:

a. Conflict Prevention and Crisis Management

EPSG enhances ECOWAS' ability to detect and respond to conflicts by strengthening National Centres for Coordination of Response Mechanisms (NCCRMs) and other National Peace Infrastructures (NPIs). It also supports the ECOWAS Early Warning Directorate (EWD) in improving data collection, analysis, and reporting within the ECOWAS Early Warning and Response Network (ECOWARN) system. Additionally, the project reinforces ECOWAS' capacity to initiate timely interventions through the Early Response Mechanism (ERM).

b. Security Sector Reform, Governance and Human Rights

To strengthen accountable and citizen-focused security institutions, EPSG supports security sector reform through: Training and advisory services for security actors, parliamentary committees, and civil society organizations; strengthening democratic oversight to improve governance and transparency; and promoting human rights, addressing gender-based violence, and increasing the representation of women in security roles.

c. Electoral Support and Democratic Transitions

Amid political transitions and the risk of election-related violence, EPSG supports ECOWAS member states to conduct peaceful and credible elections by: Supporting Election Management Bodies (EMBs) to address gaps from past elections and facilitating training and peer-learning initiatives coordinated by the ECOWAS Electoral Assistance Division (EAD) and

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

the ECOWAS Network of Electoral Commissions (ECONEC); implementing recommendations from ECOWAS election observation missions; engaging civil society and the media to counter disinformation and prevent electoral violence; and supporting transition of member states back to a constitutional order.

d. Women, Peace, and Security (WPS) and Youth, Peace, and Security (YPS) Agendas

Recognizing the crucial role of women and youth in peacebuilding, EPSG supports the implementation of ECOWAS' WPS and YPS agendas. EPSG: Supports women and youth networks like the Network on Peace and Security for Women in West Africa (NOPSWECO) to enhance their involvement in peace processes; provides training and advocacy to increase women and youth participation in governance and conflict mediation.

e. Strengthening cooperation of the regional training infrastructure in the implementation of the ECOWAS Peace and Security Architecture

Funded exclusively by BMZ, this component enhances capacities of and cooperation between regional training centres of excellence in the region such as the Kofi Annan International Peacekeeping Training Centre (KAIPTC) in Ghana and the National Defense College (NDC) in Nigeria. The component focuses support on: Developing and implementing trainings, dialogues and research relating to ECOWAS peace support operations (PSOs); and strengthening capacities of training centres through digital skills development and other capacity development measures. It will also provide targeted support to the development and implementation of policy for ECOWAS Peace Support Operations, namely the Compliance and Accountability Framework and the Gender Policy.

Service provision is ensured by regular joint planning processes with the partner. At the same time, the project is required to react flexibly to the political context.

To be able to deliver the requested support to the political partner ECOWAS Commission, its institutions and specialized agencies, and other cooperation partners such as Training Centres of Excellence (TCEs) in time and at a high level of flexibility, quality, efficiency and reliability, the EPSG project seeks to engage a consulting firm to facilitate the engagement of experts to implement initiatives at the continental, regional and local level in the areas of:

- Structural conflict prevention;
- Conflict management;
- Peace consolidation;
- Organizational development and change management.

2. Tasks to be performed by the contractor

2.1 Term

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

2.2 Objectives, indicators, work packages, milestones

The EPSG project is commissioned by BMZ and co-financed by the European Union to work towards the achievement of the above-mentioned objectives. Within this context, outputs and

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

indicators have been developed which are expected to be partly fulfilled with this consultancy (as shown below. Also see Annex 1. Results Matrix for further information).

The selected key experts and expert pool shall advise both internal project staff and external partners for the implementation of project outputs. External partners could be officials from the ECOWAS Commission, related institutions and agencies such as the regional Training Centres of Excellence (TCEs), member states and Civil Society Organisations (CSOs). The activities implemented by the key experts and expert pool must comply with the associated indicators, fulfilling the module objective and output indicators.

The contractor contributes to the objectives and indicators described in this document.

Module objective:

The overall objective of the EPSG project is to enhance peace, security and governance in the ECOWAS region. To achieve this, the project has the following specific outputs:

Module objective indicator(s)

SO 1: Conflict prevention, crisis management and peace mediation based on ECOWAS' early warning and response mechanisms are strengthened in the ECOWAS region.

SO 2: ECOWAS' role in promoting a secure, democratic and human rights-based environment is enhanced.

SO 3: Transparent, peaceful and democratic national electoral processes and dialogues across ECOWAS member states are promoted.

SO 4: The implementation of the peace and security agendas for women and youth within ECOWAS and across targeted member states is enhanced.

SO 5: Cooperation of the regional training infrastructure in the implementation of the ECOWAS Peace and Security Architecture (EPSA) is strengthened.

Output 1

Output indicators:

1.1 The capacities of "National Centres for the Coordination of the Response Mechanisms (NCCRMs) and the National Peace Infrastructures (NPIs) with regard to the execution of early warning and response measures are enhanced.

1.2 The capacities of ECOWARN stakeholders in data analysis, improved report production and distribution are enhanced.

1.3 The capacities of ECOWAS to conduct and support peace mediations and dialogues are enhanced.

Output 2

Output indicators:

2.1 Reform processes by the security sector in line with rule of law, human security and accountability are strengthened.

2.2 The capacities of parliamentary committees and Civil Society Organisations (CSOs) in the democratic oversight of the security sector are strengthened.

Output 3

Output indicators:

3.1 Electoral institutions, processes and dialogue at regional and national levels are strengthened.

3.2 The ECOWAS Commission is strengthened in their support to affected countries in transitions back to a constitutional order.

Output 4

Output indicators:

4.1 The implementation of the ECOWAS Women, Peace and Security (WYS) Agenda and respective reporting improved in terms of coherence and effectiveness.

4.2 The implementation of the African Union (AU) Youth, Peace and Security (YPS) Agenda is strengthened in the ECOWAS region.

Output 5

Output indicators:

5.1 The regional training infrastructure cooperates more effectively on the implementation, coordination and monitoring of EPSA.

5.2 7 digitalisation projects implemented by the TCEs in line with their institutional development plans.

Further indicators: n/a

Description of the key experts and expert pool

The implementation of all outputs of the EPSG project is managed through the project's heads of components. The tasks listed below contribute to the achievement of key activities, outputs and indicators of the project.

The selected consultancy will be expected to provide experts who either take over the tasks under the work packages listed below or contribute to their achievement. This will be done based on written terms outlining specific needs, agreed between consultancy and programme based on the description of tasks in these ToR. In some cases, assignments may span several work packages, f.ex. facilitation of project-wide planning processes.

Required areas of support include, but are not limited to, thematic research, curriculum development, conduct of training, inputs to and facilitation of policy development processes, inputs to and facilitation of strategic planning and monitoring, conduct of human and institutional capacity development measures, facilitation and rapporteuring of events.

The key experts and expert pool which are the objective of this tender is expected to deliver the following:

- 1) Provision of national, regional and international experts.
- 2) Long-term support in some thematic fields through the same (key) consultants.
- 3) Flexibility in responding to emerging demands by partners: Based on the specific ToR provided by the project, the selected consultancy will provide 3 suitable options for experts to support the specific assignment.
- 4) Delivery of work assignments which involve both travel to ECOWAS member state countries as well as remote work from the experts' respective home countries.
- 5) Backstopping of individual experts by international consultancy.

The contractor is responsible for achieving the following milestones:

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

Milestones	Delivery period
Inception report outlining implementation strategy, modes of cooperation and communication, emerging challenges and risks as well as mitigating measures	Two months from contract award
Backstopping in place	Two months from contract award
Long-term key experts contracted and report on advisory role and approach submitted	Four months from contract award
Database of vetted experts at national, regional and international experts established and at least 3 experts deployed in response to EPSG request	Six months from contract award
Evidence (narrative report, financial report, time sheets, thematic reports, workshop reports, participant lists for workshops and trainings) of successful completion of assignments delivered in the context of this project	Throughout the duration of the project
Progress reports	8 months from contract award 15 months from contract award 22 months from contract award
Final report	1 month before completion

The contractor is responsible for supporting the work packages listed below.

The list of tasks is intended to give an overview of the expected range of tasks. As soon as one or more tasks are requested by the key partners and GIZ, a detailed description of the task(s) or ToR are sent to the contractor. Based on this description, the contractor shall provide relevant expertise.

Work package 1: Output 1 - Conflict Prevention and Crisis Management

This work package contributes to two of the three output indicators under SO 1: (i) strengthening the operational capacities of NCCRMs and NPIs to execute early warning and response measures, and (ii) enhancing the analytical, reporting, and dissemination capacities of ECOWARN stakeholders. All tasks will be implemented to promote timely, data-driven decision-making and effective response coordination at both national and regional levels. The package will deliver the following tasks:

- Design and deliver up to 8 targeted capacity-building activities (trainings, workshops, or thematic dialogues) at national and regional levels to strengthen the Early Warning and Early Response (EWER) capacities of ECOWAS Directorates, NCCRMs, and NPIs, with specific emphasis on the use of ECOWARN data for evidence-based response planning. Each activity will include pre/post assessments and comprehensive reports to evaluate effectiveness and learning outcomes.
- Develop up to 2 policy briefs or advisory notes in collaboration with EWD, NCCRMs and other national stakeholders, translating ECOWARN data and analysis into actionable recommendations for conflict prevention, resilience building, and response policy formulation.

- Provide technical and coordination support to up to 3 national policy processes addressing the spillover effects of violent extremism in ECOWAS coastal Member States, including facilitation of multi-stakeholder consultations, technical drafting, and validation of policy frameworks or action plans.

Work package 2: Output 2 - Security Sector Reform and Governance (SSRG)

This work package targets two output indicators: (i) strengthening security sector reform processes in line with the rule of law, human security, and accountability, and (ii) enhancing the capacities of parliamentary committees and CSOs for effective democratic oversight of the security sector. Experts will deliver the tasks outlined below, while GIZ will provide relevant policy and legal frameworks, existing reports, and facilitate connections with key national and regional stakeholders. The package will deliver the following tasks:

- Support the review and update of the outdated Implementation Plan for the ECOWAS SSRG Policy Framework;
- Develop, review, and monitor up to 2 national security policies to serve as guiding documents within the SSRG Policy Framework at the national level;
- Support towards the development of up to 2 measures from the updated SSRG Implementation Plan or related National Security Policies;
- Facilitate and support up to 2 activities in support of effective dialogue and exchange among security sector actors, parliamentarians, human rights organizations, media, and civil society within member states;
- Support the work (exchange, publications, peace-oriented activities) of the Standing Committee for Security of the ECOWAS Parliament with up to 1 measure.

Work package 3: Output 3 - Electoral Support and Democratic Transition

This work package addresses two output indicators: (i) strengthening electoral institutions, processes, and dialogue at regional and national levels, and (ii) enhancing the ECOWAS Commission's capacity to support countries transitioning back to constitutional order. GIZ will provide policy frameworks, relevant reports, and facilitate access to stakeholders, while experts will perform the following tasks:

- Support up to 5 technical and coordination initiatives with EMBs, mediators, media, political actors, and civil society organizations to operationalize ECOWAS EOM recommendations. Activities may include facilitation of stakeholder dialogues, provision of technical expertise, and support for institutional reforms that enhance transparency, inclusiveness, and credibility of electoral processes.
- Conduct up to 2 capacity-building trainings for staff of Electoral Management Bodies (EMBs) and other key stakeholders, using BRIDGE or other standardized training modules, to enhance their technical knowledge, practical skills, and institutional capacity in electoral administration, inclusivity, and integrity of electoral processes.

Work package 4: Output 4 - Women and Youth Peace and Security Agenda (WYPS)

This work package addresses two output indicators: (i) enhancing the coherence and effectiveness of implementing the ECOWAS Women, Peace and Security (WPS) Agenda

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

and related reporting, and (ii) strengthening the implementation of the African Union (AU) Youth, Peace and Security (YPS) Agenda in the ECOWAS region. Experts will deliver the tasks outlined below, while GIZ will provide policy frameworks, existing reports, and facilitate engagement with key regional and national actors. The package will deliver the following tasks:

- Support to the finalisation of the third generation of Regional WPS Action Plans and implementation with 1 selected measure
- Support towards improving ECOWAS' inter-departmental steering and coordination on WPS agenda with 1 capacity building activity
- Support 1 activity of the EGDC, including gender mainstreaming, research and data collection for evidence-based policy making and programme development, advocacy and awareness-raising
- Strengthen women/youth participation in peacebuilding through 2 capacity building initiatives such as trainings and experience sharing, in line with the implementation plan of the Continental Framework for Women/Youth, Peace and Security.
- Strengthen the capacities of related women's organisations such as the Female Mediator Network West Africa (FemWise), NOPSWECO and ROAJELF
- Support 1 initiatives to implement the AU Youth for Peace Agenda at regional level (e.g. regional YPS Forum)
- Provide up to 1 training and other capacity development for youth leaders.
- Supporting participatory processes towards developing national YPS action plans.

Work package 5: Output 5 - Regional Training Infrastructure and EPSA

This work package supports the output indicator of strengthening cooperation among regional training infrastructures for the effective implementation, coordination, and monitoring of the EPSA. GIZ will provide relevant policy documents, existing assessments, and facilitate engagement with key regional actors, while experts will deliver the following tasks:

- Deliver up to 2 needs-based capacity development activities for the political partner ECOWAS and regional training centres, such as expert papers and presentations, technical advice, senior-level support to development of partner strategies and other documents. Relevant topics for capacity development include their cooperation, strategic planning and business strategy, monitoring and evaluation, strategic communication, digitalisation, (virtual) training and e-learning, leadership, and project management.
- Facilitate up to 2 planning and monitoring meetings/workshops.
- Support 1 policy development process relating to peace support operations through the preparation of concept papers and/or draft policy documents and/or related curriculum review based on ECOWAS policy, international standards and regional training needs.

Overarching: Conduct up to 2 workshops with the EPSG project and/or its partners geared towards strategic planning, monitoring and steering of the project, development of partnership approaches and joint learning from implementation.

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

- 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:

See chapter 5.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.
- Tasks (such as facilitation of processes, training, etc.) undertaken by the contractor under each of the output indicators will, for the most part, be planned, implemented and evaluated in close coordination with ECOWAS and other partners of the EPSG project.
- The contractors should note that 33%, 18%, 17%, 16%, and 15% of the total cost of the consultancy is allocated to outputs 1, 2, 3, 4, and 5 respectively.
- The contractor will monitor the budget, cost and spending per output and highlight arising risks and challenges to the project.

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
 - Risks and measures taken to mitigate risks in the course of implementation of tasks
- The contract will provide a report on the budget as part of regular progress reports.

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 of no more than 15 pages that includes a revised workplan, strategies for implementing tasks to achieve the output indicators, and other essential elements, due 4 weeks after the start of the assignment.
- Interim progress reports on 01.11.2026; 01.03.2027; 01.07.2027
- Final report on 31.10.2027

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.

Requirements for company-wide learning, knowledge and innovation:

n/a

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;
- Steering (through the Teamleader) and contributing to (through the experts) performance monitoring;
- Collaborating with the administrative management (including logistic arrangements) of the project;
- Ensuring compliance with reporting requirements;
- 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 1.6 Confidentiality and 1.10 Data protection) apply.

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

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

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

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as genetic data, biometric data, or data concerning health or data concerning a natural person's sex life or sexual orientation must only be collected in a strictly anonymous and aggregated manner.

Data Controllership of GIZ for specific tasks (exception)

Only exceptionally and for specific tasks, where GIZ determines the means and purposes of processing personal data, such data processing shall be carried out only on behalf of and in

accordance with the instructions of GIZ. For these activities, GIZ and the consultant shall conclude a contract for commissioned processing (AuV) in accordance with Article 28 GDPR. It shall be annexed to the relevant terms.

Information Security

The present assignment might deal with sensitive and confidential information of GIZ and partners, organisations or companies (information owners). The confidentiality level as well as further protection or restriction measures must be discussed with the respective information owners prior to the collection. The release or disclosure of such information to third parties is only allowed in strict compliance with the need-to-know principle and duly considering the confidentiality level and agreed requirements or restrictions.

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:**
 - Implement gender mainstreaming;
 - Ensure equal participation of women and men in all (decision-taking) processes, training, and events; and
 - Include gender specific needs and viewpoints in every area of work.
 - The contractor's staffing profile should be balanced in terms of gender and age.
- **Environmental protection and climate action (climate change mitigation/adaptation):**
 - n/a
- **Conflict and context sensitivity:**
 - Ensure the equal participation of all groups with a specific focus on vulnerable groups; and
 - Use context-sensitive and human rights-based approaches in all areas of the work.
- **Human rights:**
 - Apply human rights due diligence to identify, prevent, and mitigate risks across all phases of task delivery.
 - Ensure interventions adhere to rights-based principles: participation, accountability, non-discrimination, transparency, empowerment, and legality.
 - Incorporate culturally appropriate communication approaches into all facilitation processes.
 - Integrate human rights indicators into the monitoring framework and report regularly on progress, challenges, and lessons learned.
 - Uphold non-discrimination principles in all aspects of task implementation.
- **Security precautions:**
 - Operating in fragile contexts requires the contractor to maintain up-to-date security awareness and coordinate with GIZ's Risk Management Office (RMO) to ensure safety and policy compliance.

3. Technical-methodological concept

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

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

The tenderer is required to interpret the objectives for which it is responsible. 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), for example by:

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

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

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

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

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

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

3.3 Strategy (section 1.3 of the assessment grid)

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

- Procedure for achieving the objectives stated in section 2.2 of these ToRs

- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs

(section 1.3.1 of the assessment grid)

The tenderer is expected to present and justify its strategic approach to delivering the milestones, objectives, and results outlined in section 2, focusing on how it will implement the strategy prescribed in the Terms of Reference. This should include an interpretation of the assigned targets and a critical appraisal of the corresponding tasks, without reiterating the activity descriptions. This chapter should also reflect the bidder's strategic approach for the flexible and needs-oriented management of the key experts and expert pool.

3.3.2 Building partnerships with the relevant actors

(section 1.3.2 of the assessment grid)

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

3.3.3 Approaches for leverage effects and measures for scaling-up

(section 1.3.3 of the assessment grid)

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

3.3.4 Consideration of environmental and social compatibility requirements

(section 1.3.4 of the assessment grid)

Gender equality

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

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

Not applicable

Conflict and context sensitivity

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

Human rights

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

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

3.4 Project management

(section 1.4 of the assessment grid)

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

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

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

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project; including (a) what they need to find the right expert, (b) entry points of communication on both sides, (c) timelines for contracting experts from the moment that terms of reference have been shared by the project.

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

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

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

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

3.5 Further requirements

(section 1.5 of the assessment grid)

- The tenderer is required to explain and, as far as possible, provide specific evidence of how it will make use primarily of West African national and regional technical expertise in the context of service delivery.
- The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for administrative backstopping. There is no requirement for regional experience for the administrative backstopping.

Requirement: Use of West African regional expertise: 6 points out 10 (max.)

Requirement: backstopping strategy including CV of backstopping personnel: 4 points out 10 (max.)

4. Personnel

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

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender, age etc. The staff will consist of one team leader, one senior expert on peace, security and governance, one senior expert on organisational development and change management, one Project and contract management expert, and a pool of 10 short-term experts, for delivering on demand advisory services.

The expert pool will be under the direction and supervision (from technical and quality point of view) of the team leader, in coordination with GIZ and the contractor.

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

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

Expert 1: Team leader with regional or 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)

- Serve as the focal person for the GIZ project for intellectual agenda setting, overall strategic direction of the assignment, supervision of the team and quality assurance;
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase;
- Personnel management, specifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting short-term experts;
- Consideration of cross-cutting themes (e.g. gender equality);

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

- Ensuring results monitoring is conducted and regular reporting in accordance with deadlines;
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ;
- Provide expert advisory services in mediation and preventive diplomacy, conflict prevention, crisis management, elections, governance, women and youth inclusion in peace and security.

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree ('master's or German Diplom') in Political Science, Peace and Conflict Studies, International Relations, Development Studies, Social Science
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C1 (8 points out of 10 points) in the Common European Framework of Reference for Languages, knowledge of French, C1 (2 points out of 10 points)
General professional experience (section 2.1.3 of the assessment grid):	10 years of professional experience in the African peace and security sector
Specific professional experience (section 2.1.4 of the assessment grid):	10 years in conflict and crisis prevention (3 points out of 10 points); and 10 years of professional experience in advisory work and development of normative frameworks for intergovernmental organisations such as ECOWAS (3 points out of 10 points) 7 years' experience for the facilitation of trainings and workshops (2 points out of 10 points); and 7 years' experience in advisory and consulting services in peace and security to ECOWAS, Regional Economic Communities or African Union (2 points out of 10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	7 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 10 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	7 years of professional experience outside the region of assignment
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	7 years of experience in more than two countries of the West African region (as defined by UN DESA Statistics Division)
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	10 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Not applicable

Expert 2: Senior Expert on peace, security and governance with regional 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

- Support the team leader for intellectual agenda setting, overall strategic direction of the assignment, supervision of the team and quality assurance;
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase;
- Provide expert advisory services in mediation and preventive diplomacy, conflict prevention, crisis management, elections, governance, security sector reform, women/youth inclusion in peace and security.

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree ('master's or German Diplom') in Law, Political Science, International Relations, Conflict Transformation and Peace Studies
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1 (8 points out of 10 points) in the Common European Framework of Reference for Languages; knowledge of French, C1 (2 points out of 10 points).
General professional experience (section 2.2.3 of the assessment grid):	10 years of professional experience in the African governance, peace and security sector
Specific professional experience (section 2.2.4 of the assessment grid):	10 years of <i>professional</i> experience in governance, peace and security (3 points out of 10 points) 10 years of professional experience in advisory work and development of normative frameworks for intergovernmental organisations in Africa (3 points out of 10 points) 5 years of experience in facilitation of trainings and workshops (2 points out of 10 points) 5 years of experience in advisory and consulting services in governance, peace and security to ECOWAS, RECs or AU member states
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):	10 years of experience in three or more countries of the West African region (as defined by UN DESA Statistics Division)
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	10 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	Not applicable

Expert 3: Senior Expert on organisational development and change management with regional experience (section 2.3 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 3

- Provide expert advisory services across all 5 work packages in the areas of organizational development and change management;
- Support in specification of personnel needs for short-term assignments related to the organizational development and change management processes within the available budget, as well as planning and steering assignments and supporting short-term experts.

Qualifications of expert 3.

Education/training (section 2.3.1 of the assessment grid):	University degree ('master's or German Diplom') in strategic management, public administration, development planning or organisational development
Language (section 2.3.2 of the assessment grid):	Knowledge of English, C1 (8 points out of 10 points) in the Common European Framework of Reference for Languages; knowledge of French, C1 (2 points out of 10 points).
General professional experience (section 2.3.3 of the assessment grid):	15 years of professional experience in designing and facilitating organisational development processes of intergovernmental organisations in Africa
Specific professional experience (section 2.3.4 of the assessment grid):	10 years of <i>professional</i> experience in advanced coaching with demonstrated knowledge and skills in transformational coaching (3 points out of 10 points) 10 years of professional experience in designing and facilitating participatory strategic planning processes for intergovernmental organisations in Africa (4 points out of 10 points) 10 years of experience in advisory and consulting services in change management to high level public officials of African intergovernmental organisations (3 points out of 10 points)
Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	20 years of experience in three or more countries of the West African region (in accordance with UN DESA Statistics Division)
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	10 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	Not applicable

Expert 4: Project and contract management with national/regional experience (section 2.4 of the assessment grid)

Tasks of project and contract management expert:

- Administrative management (including logistic arrangements) of the project;
- Technical support for experts during assignments, including assistance with travel and visa arrangements;
- Assist with the identification and contracting of suitable experts;
- Assist with monitoring of expert deployments;
- Assist with ongoing budget monitoring;
- Draft and compile financial and technical reports in line with reporting requirements.

Qualifications of project and contract management-expert.

Education/training (section 2.4.1 of the assessment grid):	Entry-level University degree (Bachelor's or equivalent) in administration, human resource management, financial management or commercial management
Language (section 2.4.2 of the assessment grid):	Knowledge of English, C1 (8 points out of 10 points) in the Common European Framework of Reference for Languages; knowledge of French, C1 (2 points out of 10 points).
General professional experience (section 2.4.3 of the assessment grid):	3 years of professional experience in supporting administrative, financial and human resources-related processes
Specific professional experience (section 2.4.4 of the assessment grid):	2 years of professional experience with backstopping project and contract management, including in travel management and other logistical tasks
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):	Not applicable
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	Not applicable
Other (section 2.4.9 of the assessment grid):	Not applicable

Expert 5: Expert Pool 1 with 10 experts with regional or international experience
(section 2.5 of the assessment grid)

In derogation from the number of short-term experts mentioned above, **5 CVs** (1 expert per work package) must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The experts of the pool are not “key experts”, which means that they can be changed during contract implementation. The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Implementation of variety of different tasks in Outputs 1 to 5 of the EPSG project (see section 2, for detailed description of tasks);
- Support the implementation at ECOWAS member states. To some extent, they can also be engaged to support institutional processes at the ECOWAS Commission.

Qualifications of the expert pool

Education/training (section 2.5.1 of the assessment grid):	Each expert with a university degree ('master's or German Diplom') in Political Science, Peace and Conflict Studies, Security Studies, Gender Studies, Organisational Development, Strategic Planning.
Language (section 2.5.2 of the assessment grid):	Each expert with knowledge of English, C1 (5 points out of 10 points) in the Common European Framework of Reference for Languages; including 4 experts with additional knowledge of French, C1 (4 points out of 10 points); as well as including 1 expert with additional knowledge of Portuguese, B2 (1 point out of 10 points)
General professional experience (section 2.5.3 of the assessment grid):	Each expert with 7 years of experience in governance, peace and security (2 out of 10 points) 2 experts with 7 years of professional experience in SSRG (2 points out of 10 points), 2 experts with 7 years of professional experience in Elections (2 points out of 10 points), 2 experts with 7 years of professional experience in WYPS (2 points out of 10 points), 1 expert with 7 years of professional experience in Peace Support Operations (PSOs) – Compliance and Accountability - (2 points out of 10 points),
Specific professional experience (section 2.5.4 of the assessment grid):	Out of all experts: 3 experts with 5 years of <i>professional</i> experience in conducting conflict assessments and designing peacebuilding initiatives (4 points out of 10 points) 2 experts with 5 years of experience in drafting of regional policy document (3 points out of 10 points) 2 experts with 5 years of experience in change management processes, designing and facilitating strategic planning, monitoring and evaluation processes (3 points out of 10 points)
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):	Each expert with 7 years of professional experience in West Africa and experience in cooperation with relevant regional and/or international professional networks in their respective fields (f.ex. African Security Sector Network, African Peace Support Trainers Association)
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	Not applicable

Other (section 2.5.9 of the assessment grid):	Not applicable
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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 [UNSD methodology](#) for country assignment.

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

Soft skills of team members

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

- Team skills
 - Initiative
 - Communication skills
 - Sociocultural and intercultural skills
 - Efficient partner- and client-oriented working methods
 - Interdisciplinary thinking
- Soft skills are not evaluated.

The soft skills of experts are not part of the evaluation.

5. Costing requirements

5.1 Assignment of experts

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

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)	Number of international flights	Number of national flights
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Expert 1: Team Leader	36	12	48	No	3	1
Expert 2: Senior Expert on peace, security and governance	21	9	30	No	1	1
Expert 3: Senior Expert on change management	42	30	72	No	9	2
Expert 4: Project and contract management	24	0	24	No	0	0
Expert 5: Short-Term Expert Pool	300	120	420	No	27	6

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

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

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

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

5.3.2 Travel expense requirements

Travel expense budget: EUR 137.281,00

This includes budget for CO₂ offsets for flights: EUR 4000. An unalterable budget for CO₂ offsets for settlement against evidence is specified.

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825

As the number and duration of the business trips is not yet clear, the above-mentioned unalterable travel expense budget for all trips in Germany and abroad for all experts (with exception of backstopping personnel) is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights and other transport costs
- Ancillary travel expenses (visa, etc.)

The costs are reimbursed as a lump sum (per-diem allowances 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 the reimbursement of travel expenses (see <https://www.bundesfinanzministerium.de>), or on presentation of evidence (airfares and other main transport costs).

Notes on the settlement of accommodation allowances outside Germany:

- Accommodation allowances up to 75% of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed in the **amount evidenced**.
- Accommodation allowances outside Germany that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification**.

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

5.4 Materials and equipment

– Not applicable –

All experts bring a private laptop with standard software (including MS teams) required to implement their assignment.

5.5 Operating costs in the country of assignment

– Not applicable –

All experts work from home, unless they are on assignment/duty travel for an expert assignment, when they are expected to work from their hotel room or the workshop location.

5.6 Workshops, education and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified.

5.7 Local contributions

– Not applicable –

5.8 Other costs

A fixed budget of 36.000,00 EUR is included in the financial offer.

The budget is to be used for sub-contracts in order to support the deployment of experts and associated events, for example through rapporteurs etc. The criteria and selection of sub-contractors will be agreed prior to implementation with the project on a case-by-case basis. Reimbursement against proof to the extent contractually agreed.

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 72.000,00

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 15 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 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 options if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

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

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

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

Not applicable

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

Subject of the tender procedure: EPSG Expert Pool

Transaction number: 81318825



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

EPSG Fact Sheet

Description of the Action

Results matrix

Concept note for BMZ stand-alone component 5