

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

CONFIDENTIAL

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## 0. List of abbreviations

BMZ	Federal Ministry of Economic Cooperation and Development
CD	Capacity Development
C4N	Capacity for Nutrition
EFSD+	European Fund for Sustainable Development Plus
EU	European Union
EUD	European Union Delegation
GP	Global Programme
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
DG ECHO	Directorate General for European Civil Protection and Humanitarian Aid Operations
DG INTPA	Directorate General for International Partnerships
KE	Key Expert
KOMP	Cost per output monitoring and forecast
KPCN	Knowledge and Policy Coherence for Nutrition
LoI	Letter of intent
MDD-W	Minimum Dietary Diversity for Women
M&E	Monitoring and Evaluation
MoU	Memorandum of Understanding
N4G	Nutrition for Growth Summit
RMO	Risk Management Office
SDG	Sustainable Development Goal
SUN	Scaling Up Nutrition Movement
TA	Technical Assistance
ToRs	Terms of reference

## 1. Context

The world is not on track towards achieving the 2030 Agenda and its Sustainable Development Goals (SDGs), including the access to safe, nutritious and sufficient food for all people all year round (SDG Target 2.1), or the eradication of all forms of malnutrition (SDG Target 2.2). Conflict, climate variability and extremes, and economic slowdowns/downturns are the major drivers slowing progress, particularly where inequality is high.

Although enough food is produced to feed the world's population, hunger and malnutrition are on the rise. The number of people affected by hunger globally is between 713 and 757 million, according to the United Nations report "The State of Food Security and Nutrition in the World 2024". More than 2.3 billion people experience moderate to severe food insecurity. According to the "Global Hunger Index 2024", significantly more women than men are affected by food insecurity and the consequences of climate change. Projections suggest that by 2030, 582 million people will still be chronically undernourished, and a healthy diet will remain unaffordable for 2.8 billion people. Partner countries need strategic investment in both food systems and early human capital development to meet rising environmental, social, and nutritional challenges.

The global architecture to address undernutrition is evolving against a backdrop of global economic challenges and constrained resources. This puts funding for nutrition-specific interventions at risk, at a time when budgets are not keeping pace with growing needs. The dismantling of the US Agency for International Development (USAID) and reductions in aid budgets by other donors over the next 3 to 5 years threaten to reverse decades of progress in reducing malnutrition. In this context, a renewed strategic focus and enhanced coordination – including through a strengthened Team Europe+ approach – will be essential to maximise collective impact.

A key policy milestone in this direction was the Council Conclusions on Food Security and Nutrition (December 2024) that also played a crucial role for the Team Europe pledge at N4G (€6.5 billion). The Conclusions '(...) called for further Global Gateway investments within a Team Europe approach, targeting key value chains (including transportation and storage in partner countries) and strategic corridors, contributing to food security, nutrition and the transition of vulnerable countries towards sustainable, resilient and nutritious food systems. (...) The Council recognised the need for further discussion and Team Europe coordination on the interplay between the Global Gateway Strategy and global food security and nutrition.'

The EU's 360-degree approach to the Global Gateway offers additional opportunities for nutrition by creating an enabling environment for sustainable and quality investments. This approach promotes high social, environmental and governance standards; supports climate neutrality and the green and digital transition; and enhances respect for human rights, the rule of law, non-discrimination, as well as the promotion of decent work, education, gender, youth, social rights and the reduction of inequalities.

### **Description of the project - Knowledge and Policy Coherence for Nutrition" (KPCN)/Capacity for Nutrition 2.0" (C4N 2.0)**

The Multi-Donor Action "Capacity for Nutrition 2.0" (C4N 2.0) is jointly co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH as part of the BMZ Global Programme (GP) "Knowledge and Policy Coherence for Nutrition" (KPCN).

C4N 2.0 contributes to the following **overall objective**: To contribute to the transition to inclusive, climate-neutral, resilient and sustainable agri-aquatic food systems.

The **specific objective of C4N 2.0** is “to support the nutrition and gender sensitive transformation of agri-food systems”.

Good nutrition is both a marker of human rights and a driver of transformative change. It signifies healthier lives, stronger economies, constitutes the foundation for resilience, and touches upon every SDG. It is also important for global stability as it reduces the risks of civil unrest (such as ‘hunger riots’) and migration in search of a better life. However, in the context of multiple, overlapping crises, as well as competing development budgets, efforts to transform agri-food systems to support healthy and sustainable diets – and ultimately improve nutrition – risk losing momentum within global, regional and national development agendas. At the same time, addressing nutrition effectively requires a multisectoral approach and sustained investments across a range of sectors. Strengthened nutrition governance (notably by empowering partner countries and regional organizations to strengthen their strategies to combat hunger and drive essential food system transformation) will therefore be essential for advancing nutrition integration, including a reinforced Team Europe approach and enhanced multistakeholder engagement and coordination.

Ensuring sustainable, resilient, and healthy diets is critical to both improve nutrition and mitigate climate change. Climate change contributes to all forms of malnutrition (including undernutrition, micronutrient deficiencies and overweight) and increased susceptibility to disease, particularly for nutritionally vulnerable groups. Changes in temperature, precipitation and the frequency and severity of extreme weather events, such as extreme heat, drought, floods and storms, result in reduced crop yields and productivity and put at risk critical infrastructure needed to access food (e.g., roads, storage facilities, water and sanitation). Additionally, climate change influences other underlying factors of malnutrition, such as unsustainable food systems, poor public health, risk of conflict and vulnerable livelihoods / socio-economic status, which in turn also impact the immediate determinants of nutritional status: food consumption and health.

On the other hand, the current food systems driven by unsustainable production practices and increasingly unhealthy dietary patterns, are a major driver of climate change and constitute the single largest driver of environmental degradation threatening to cross planetary boundaries with large-scale, abrupt or irreversible environmental changes. Healthy diets and nutrition are key factors in preventing and seeking solutions to address poverty and to adapt to and mitigate the effects of climate change.

The most affected populations are those most vulnerable to poverty and malnutrition, including women and children. Over one billion adolescent girls and women worldwide suffer from undernutrition, with lifelong and intergenerational impacts. At the same time, women have a crucial role to play in poverty reduction and food systems transformation as producers, entrepreneurs, and consumers. Their potential contribution to inclusive food systems transformation is often overlooked and should be advanced. There is extensive evidence that gender equality and the empowerment of women and girls in agri-food systems lead to greater food security and better nutrition for all.

In line with the Global Gateway, a key priority for sustainable agri-food systems in partner countries is to create a conducive and transparent policy environment that supports sustainable private investments. This includes to boost public and private investments in agri-value chains, facilitating innovation, and promoting improved nutrition - while ensuring the inclusion of women and youth, and addressing critical environmental dimensions such as climate change, biodiversity loss, soil degradation, water scarcity, and contamination. At the N4G summit in Paris, the private sector and International Financial Institutions pledged to mobilize substantial financial resources and innovative solutions to combat malnutrition and promote sustainable food systems globally

SDG 2 and nutrition for all within planetary boundaries can only be achieved if the interlinkages between food and nutrition security, climate change, and gender equality are considered together and addressed collectively. Challenges in implementation are diverse and include issues such as a lack of political prioritisation, insufficient capacities and investments, and inadequate frameworks.

Accordingly, this C4N 2.0 will bring these issues together – taking into account their mutual influences and interdependencies – and look at the nutrition, climate change and gender nexus to advance agri-food systems transformation for healthy and sustainable diets.

Building on the impetus created by the Nutrition for Growth (N4G) Summit and the bold Team Europe pledge (€6.5 billion), C4N 2.0 will promote nutrition integration so that healthy diets are embedded in global agendas as well as in regional and national processes, thereby driving forward the transformation of agri-food systems and contributing to the achievement of the SDGs. By forging international partnerships, C4N 2.0 will support the development and implementation of climate-smart and gender-transformative nutrition policies and interventions, including via Global Gateway blended finance investments.

C4N 2.0 aims to strengthen the alliance between the EC and Germany, expanding this to European Union member states and other like-minded European countries (Team Europe+) where applicable. This approach places a strong emphasis on shared values and interests, as well as the EU's responsibility and solidarity on the global stage, leading to greater coherence and efficiency – in line with the EU's Global Gateway Strategy.

**This will be achieved through 4 mutually reinforcing outputs:**

Output 1: Positioning - Coherent and evidence-based positions on the Nutrition-climate-gender nexus are developed to promote healthy and sustainable diets in a Team Europe+ approach.

Output 2: Advisory -Increased technical capacities of INTPA, EUDs and BMZ to scale up effective, equitable, sustainable, and resilient nutrition policy responses and outreach at global, regional, and national levels.

Output 3: Country support - Improved technical and institutional capacities to implement evidence-based recommendations for integrated climate- and gender-sensitive nutrition action in (SUN) partner countries.

Output 4: Stakeholder Engagement - Nutrition integration is supported through civil society organisations, think tanks and academia.

These outputs will be implemented through tailored technical assistance (TA), capacity development (CD), grant mechanisms, and multilevel coordination with EU and BMZ partners. The Action builds on the achievements of the first C4N phase and leverages established networks in Senegal, Kenya, and Thailand as regional hubs.

C4N 2.0 has a duration of 41 months (1 April 2026 to 31 August 2029).

## 2. Tasks to be performed by the contractor

### 2.1 Term

The expected term of the contract for services shall 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, outputs and indicators

The contractor contributes to achieving the objective, selected outputs and indicators described in this document.

The **Overall Objective** of the project is "to contribute to the transition to inclusive, climate-neutral, resilient and sustainable agri-aquatic food systems".

**Specific objective:** Support the nutrition and gender sensitive transformation of agri-food systems

Specific objective indicator(s)

1. Number of global and regional events at which the EC, Germany and other EUMS+ presented a coherent position on the Nutrition-climate-gender nexus to promote healthy and sustainable diets
2. Number of global policy processes in which the EC, EUDs and Germany have enhanced nutrition integration - with a focus on the Nutrition-climate-gender nexus – through TA or CD.

The contractor mainly contributes to Output 1 (Positioning) and Output 2 (Advisory)

**Output 1: Positioning** - Coherent and evidence-based positions on the Nutrition-climate-gender nexus are developed to promote healthy and sustainable diets in a Team Europe+ approach.

Output indicators:

- 1.1 Number of briefing materials and policy documents produced for the EC, Germany, and other EUMS+ on the Nutrition-climate-gender nexus, based on data, evidence, or indicators.

**Output 2: Advisory** - Increased technical capacities of INTPA, EUDs and BMZ to scale up effective, equitable, sustainable, and resilient nutrition policy responses and outreach at global, regional, and national levels.

Output indicators:

- 2.1 Average satisfaction survey score of  $\geq 3$  (on a 1-4 scale) from INTPA and BMZ on the technical advisory received from C4N
- 2.2 Number of TA and CD measures carried out by C4N 2.0 to enhance INTPA's and EUDs' capacity in relation to programmes (especially investments under Global Gateway, incl. M&E systems) or policy processes in food and nutrition security
- 2.3 Six reports related to accountability are produced

The Contractor is responsible for supporting C4N 2.0 in the implementation of specific tasks and advisory services.

**The mode of implementation will be demand-driven technical assistance and capacity development (TA/DC), mostly of a short to medium-term nature, with assignments emanating from requests to KPCN/C4N 2.0 from the EC DG INTPA and EU delegations in partner countries**

The Key Experts and experts from the expert pools support the C4N 2.0 team directly as well as the project's commissioning partners, in particular the EC DG INTPA and EU delegations in partner countries.

**The tasks to be performed** include amongst other:

- technical advice
- human capacity development measures such as conceptualising and implementing trainings
- performing desk research
- developing knowledge products (e.g. case studies, situation analysis) and briefings, as well as
- contributing to monitoring and reporting products.

– contributing to workshops or planning sessions.

The **experts** will be expected to be available throughout the project and on an ad-hoc basis and their services are requested on-demand. This includes the expectation to deliver tasks on a short notice.

C4N 2.0 will draw up corresponding specific assignments. The contractor will be responsible for identifying, deploying and ensuring the quality of the assignments.

All tasks performed will support the implementation of the different outputs and associated activities. Due to the **demand-driven nature** of C4N 2.0, the list of tasks and deliverables may be subject to change within in overall nature of the services to be provided.

Assignments (non-exhaustive) within each of the two outputs:

Output 1:

- drafting of briefings
- Inputting into strategic document, e.g. on healthy and sustainable diets

Output 2:

drafting of accountability reports

Support to INTPA's engagement in international events and initiative, e.g. N4G, SUN

Technical and strategic advice to INTPA and EU delegations, e.g. on programme design

**The contractor will organize the travels of the experts, including flight booking, requesting hotel quotes, booking of accommodation and checking invoices.**

### **2.3 Project and knowledge management requirements**

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing and steering the experts assigned to carry out the advisory services.
- The contractor ensures that the experts or the contractor can be reached in case of queries and ensures the flow of information between GIZ, the contractor's staff and the assigned experts.
- The contractor guarantees timely delivery and adherence to the agreed upon deadlines for the services to be delivered under this contract.
- The contractor guarantees that quality assurance of expert performance is carried out in accordance with the expectations of the C4N 2.0 project.
- The contractor manages adaptations to changing conditions and requirements during the contract period.

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
  - Financial monitoring of activities

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 three months after contract award, 15 pages
- Interim reports annually after each 12-month period
- Final report at the end of the contract

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

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

## **2.4 Data protection and information security**

The 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 and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried

out in accordance with the partner's instructions as well as laws and standards to which it is subject.

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

## 2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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:** Any assignment undertaken in the execution of tasks by the contractor shall be formulated with special consideration of gender-balance.
- **Environmental protection and climate action (climate change mitigation/adaptation):** Any assignment undertaken in the execution of tasks by the contractor shall be formulated with special consideration of environment and climate. Unintended negative impact on the environment is to be avoided.
- **Conflict and context sensitivity/Human rights:** Any assignment undertaken in the execution of tasks by the contractor shall be formulated with special consideration, in particular of the local context in case of assignments aimed to support EU delegations in partner countries. The contractor is to research relevant context information and analyse the context risks linked to any task. Unintended negative impact on human rights, on corruption levels, on local conflicts is to be avoided.
- **Security precautions:** In countries and assignment regions that are highly fragile and involve security risks, the agreed requirements – to the extent they affect the contractor – must be coordinated with the RMO.

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

## 3. Technical-methodological concept

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

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

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

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

- undertaking an assessment of the appropriateness of the personnel concept (Key Experts and expert pool) for implementing the scheduled tasks;
- 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

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

The tenderer is required to describe and justify the approach it plans to adopt in order to successfully contribute to the objective and outputs (see section 2) for which it is responsible.

The requests for support under the contract will be diverse, complex and often on short notice. The approach to be described should therefore reflect how relevant experts are selected and recruited and how the successful implementation of the requested tasks can be ensured. This includes, for examples, HR management as well as implementation control and monitoring.

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

- Not applicable -

#### **3.3.3 Approaches for leverage effects and measures for scaling-up** (section 1.3.3 of the assessment grid)

- Not applicable -

**3.3.4 Consideration of environmental and social compatibility requirements**  
(section 1.3.4 of the assessment grid)

- Not applicable -

**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)

- Not applicable -

**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.

**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 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.

In the tender, the tenderer 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 tenderer 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)

The tenderer is expected to describe the processes and tools it has in place to and provide examples:

- mobilise experts for the expert pools – 6 points out of 10
- manage key and non-key experts, including flight booking, hotel quotes and checking invoices – 4 points out of 10

The tenderer is required to describe its backstopping strategy. A CV must be provided for the position of administrative backstopping.

#### 4. Personnel

The **six Key Experts** (KE) foreseen in this contract will be mobilised to support INTPA and EUDs in nutrition and, more specifically, on the following topics:

- International governance (see KE1 below)
- Programme identification, formulation and nutrition integration in various sectors and funding modalities (see all KEs except KE4)
- Accountability including financial resource tracking (see KE4), Monitoring & Evaluation, nutrition surveys, data, evidence and epidemiology (see KE3 and KE2)
- Investments and financing for nutrition under the Global Gateway Strategy including for nutrition-sensitive value chains and healthy diets (see KE5 and KE6).

As **the support to INTPA and EUDs is demand-driven**, two pools of experts will complement the above and the in-house competence. Some of the profiles in the experts' pool will act as back up to GIZ project staff and Key Experts

Due to the **demand-driven nature** of C4N 2.0, the thematic fields may be subject to change within in overall nature of the services to be provided.

Prior experience with the EU, and ideally its nutrition advisory facilities, is of paramount importance for the experts to be mobilised by this contract.

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

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

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

##### 4.1 Expert 1: International Governance and programme development

(section 2.1 of the assessment grid)

This position is a **Key Expert**.

Tasks of expert 1

- Advising INTPA on its strategic engagement with the Scaling Up Nutrition (SUN) movement at global level (e.g. SUN Donor Network)
- Supporting INTPA's engagement in high-level events (e.g. Nutrition For Growth Summit, G7/G20 summits) and in international coordination, initiatives and processes (e.g. Committee on world Food Security)
- Supporting INTPA's engagement with the European Council and the EU parliament on nutrition matters
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs
- Technical Assistance for the design of EU-funded actions (e.g. in support of agri-food value-chains), especially for their nutrition dimension
- Advising INTPA and EUDs on the integration of nutrition/healthy diets objectives and related accountability mechanism in the implementation of the Global Gateway strategy including its integrated approach to fragility<sup>1</sup>
- other advisory tasks related to nutrition or healthy diets requested by the project and its partners

Qualifications of expert 1.

Education/training (section 2.1.1 of the assessment grid):	University degree ( 'master's or equivalent diploma ) in nutrition, development studies or related fields
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C2-level in the Common European Framework of Reference for Languages (10/10 points)
General professional experience (section 2.1.3 of the assessment grid):	15 years of experience working for international agencies in Food Security and Nutrition (5/10 points) 5 years of experience with the European Commission and/or EU-funded programmes/projects or with one of its nutrition advisory facilities (5/10 points)
Specific professional experience (section 2.1.4 of the assessment grid):	10 years of experience in Food and Nutrition strategy/programme development at national or regional or international levels (1/10 points) 5 years of experience in Nutrition Governance at international level (2/10 points) 5 years of experience in food and nutrition programming in fragile contexts and humanitarian crises, food assistance or engagement with DG ECHO (1/10 points) 5 years of experience as an advisor to the European Commission, drafting reports, strategic documents and briefings and responding to technical requests (3/10 points) 2 years of experience supporting the EU in gender-transformative approaches and the implementation of the Gender Action Plan III in the field of food and nutrition (1/10 points)

<sup>1</sup> Under development at the time of writing.

	5 years of experience in EU project-cycle management and procedures including the design of nutrition-sensitive actions and the application of the OECD-DAC Nutrition Policy Marker (2/10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	5 years of experience in Africa and/or Asia
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation
Other (section 2.1.9 of the assessment grid):	– Not applicable –

#### 4.2 Expert 2: Nutrition integration in various sectors and financing modalities

(section 2.2 of the assessment grid)

This position is a **Key Expert**.

##### Tasks of expert 2

- Supporting the design, monitoring & evaluation of EU-funded actions (e.g. in support of agri-food value-chains), especially for their nutrition dimension
- Supporting INTPA, EUDs, partner countries and other stakeholders in the use and roll out of the Minimum Dietary Diversity Indicator - as a SDG2 indicator -
- Capacity development for INTPA, EUDs and their partners in the field of healthy diets and nutrition (e.g. on the Nutrition-climate-gender nexus)
- Supporting the integration of nutrition/healthy diets objectives and related accountability mechanism in the implementation of the Global Gateway strategy including its integrated approach to fragility<sup>2</sup> at country and regional levels
- Technical Assistance to EUDs for their strategic engagement with nutrition governance and policy processes or initiatives at national or regional levels
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs

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<sup>2</sup> Under development at the time of writing.

Any other task related to nutrition or healthy diets requested by the project and its partners.

Qualifications of expert 2

Education/training (section 2.2.1 of the assessment grid):	University degree ( 'master's or equivalent diploma) in nutrition, public health, agriculture or related fields
Language (section 2.2.2 of the assessment grid):	Knowledge of: English, C2-level (3/10 points) French, C1-level (3/10 points) Spanish, C1-level (2/10 points) Portuguese, C1-level, (2/10 points) in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	15 years of experience working for international agencies in Food and Nutrition Security (5/10 points) 5 years of experience with the European Commission and/or EU-funded programmes/projects or with one of its nutrition advisory facilities (5/10 points)
Specific professional experience (section 2.2.4 of the assessment grid):	10 years of experience in multi-/inter-disciplinary approaches to nutrition and Capacity Development for both nutrition-specific and nutrition-sensitive approaches (3/10 points) 5 years of experience with EU project-cycle management and procedures including the design of nutrition-sensitive actions and the application of the OECD-DAC Nutrition Policy Marker (4/10 points) 5 years of experience in Food Security & Nutrition Monitoring & Evaluation systems, information systems and the use of nutrition/diet indicators (3/10 points)
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 experience in Africa and/or Asia and/or Latin America and the Caribbean or Southern America
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	5 years of experience in development cooperation
Other (section 2.2.9 of the assessment grid):	– Not applicable –

**4.3 Expert 3: Nutritional epidemiology, data and Monitoring & Evaluation**

(section 2.3 of the assessment grid)

This position is a **Key Expert**.

Tasks of expert 3

- Supporting INTPA, EUDs, partner countries and other stakeholders in the use and roll out of the Minimum Dietary Diversity Indicator - as a SDG2 indicator -
- Technical assistance and capacity development for the design and implementation of gender and nutrition-sensitive M&E systems within the framework of the Global Gateway strategy (e.g. nutrition-sensitive M&E for agri-food value-chains) and its integrated approach to fragility
- Technical assistance and capacity development for diet and nutrition surveys
- Providing technical advice to INTPA and KPCN on indicators (e.g. on new dietary indicators, for the Nutrition-climate-gender nexus)
- Support INTPA and EUDs' use of information and research results for their strategic positioning and evidence-based decision making (e.g. monitoring of progress towards internationally agreed nutrition targets to inform INTPA)
- Respond to research-related requests from INTPA or EUDs
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs
- Any other task related to nutrition or healthy diets requested by the project and its partners

Qualifications of expert 3

Education/training (section 2.3.1 of the assessment grid):	University degree ( 'master's or equivalent diploma ) in nutrition, epidemiology, biostatistics or related fields
Language (section 2.3.2 of the assessment grid):	Knowledge of English, C2-level (8/10 points) French, C-1 level (2/10 points) in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	12 years of experience in nutrition data management and nutritional epidemiology for international agencies (6/10 points) 5 years of experience with the European Commission or with one of its nutrition advisory facilities (4/10 points)
Specific professional experience (section 2.3.4 of the assessment grid):	5 years of experience in conducting and contributing to Food and Nutrition Surveys and epidemiological research studies (2/10) 5 years' experience of statistical analysis and modelling for epidemiology and nutrition, experience of IT and computer software (Microsoft Word, Excel, Power point, and statistical software like STATA, SAS) (2/10) Development of 3 training tools/guidelines for nutrition surveys or epidemiology (1/10 points) 5 years of experience conducting scientific reviews and presenting results effectively to various audiences (1/10 points) 5 years of experience as an advisor to the European Commission, drafting reports or technical documents and responding to technical requests (3/10 points)

	5 years of experience in gender transformative approaches (1/10 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):	5 years of experience in Africa and/or Asia
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	5 years of experience in development cooperation
Other (section 2.3.9 of the assessment grid):	– Not applicable –

#### 4.4 Expert 4: Financial Resource Tracking

(section 2.4 of the assessment grid)

This position is a **Key Expert**.

##### Tasks of expert 4

In collaboration with the C4N staff in charge of Resource Tracking and the Junior Advisor on Data Management for Financial Resource Tracking and Nutrition monitoring:

- Ensuring quality control of the application of the OECD DAC Nutrition Policy Marker (NPM) by the EU and documentation of quality control activities
- If necessary, upgrading of the systems to perform the above quality control
- Ensuring robust quality control of the Resource Tracking team work and outputs
- Capacity building and sensitization on the use of the NPM
- Analysis of resource tracking data, reporting/presentation of the results (annual Resource Tracking report, support to INTPA for its reporting to OECD and to the Global Nutrition Report)
- Respond to ad hoc requests for additional analysis (e.g. Nutrition Country Profiles, requests from EUDs)
- Supporting a Junior Advisor in data management (e.g. for data cleaning, management of databases)
- Advising INTPA and EUDs on approaches to nutrition resource tracking (e.g. for INTA's engagement with other actors such as EU Member States and the GNR team)
- Timely contributions to briefings and presentations on nutrition resource tracking for INTPA or EUDs
- Together with INTPA Unit F3, liaison with relevant units in INTPA such as Unit R2 – planning, budget, reporting

Any other task related to financial resource tracking and nutrition requested by the project and its partners Qualifications of expert 4.

Education/training (section 2.4.1 of the assessment grid):	University degree ( 'master's or or equivalent diploma) in Economics, Public Finance Management, International Development, Nutrition, Statistics or similar
Language (section 2.4.2 of the assessment grid):	Knowledge of English, C2-level (5/10 points) French, C1-level (5/10 points) in the Common European Framework of Reference for Languages
General professional experience (section 2.4.3 of the assessment grid):	10 years of experience in external cooperation/assistance in a nutrition-relevant field (4/10 points) 3 years of professional experience with the European Commission or an EU-funded project/programme or a nutrition advisory facility to the Commission (6/10 points)
Specific professional experience (section 2.4.4 of the assessment grid):	10 years of experience in EU project cycle management, log frame approach and procedures related to the design, approval and financing of projects (4/10 points) 5 years of experience in database management, excel and data analysis and in quality control systems(3/10 points) 3 years' experience of financial resource tracking and donor reporting to OECD DAC, including knowledge of the Nutrition Policy Marker (3/10 points)
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):	3 years of professional experience in Africa and/or Asia
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	5 years of experience in development cooperation
Other (section 2.4.9 of the assessment grid):	– Not applicable –

#### 4.5 Expert 5: Investments and financing for nutrition

(section 2.5 of the assessment grid)

This position is a **Key Expert**.

Tasks of expert 5

- Advising on nutrition-sensitive Global Gateway investments (including blended finance, innovative sustainable financing mechanisms, de-risking and guarantees, lending operations and public finance management)
- Providing TA to identify and formulate nutrition-sensitive actions (e.g. nutrition-sensitive agri-food value-chains) integrate nutrition/healthy diets objectives and design M&E systems (using MDD-W for instance) in Global Gateway actions such as EFSD+ projects.
- Supporting INTPA and EUDs in their dialogue with International Financial Institutions and the private sector (including through relevant networks, alliances or associations/organisations/platforms) following their pledges to mobilize substantial financial resources and innovative solutions to combat malnutrition and promote sustainable food systems globally;
- Support to INTPA and EUDs in promoting good practice for nutrition, ‘do no harm’ approaches, environmental and social standards and safeguards for investments,
- Contribution to drawing lessons from the engagement with private sector and Financial Institutions for nutrition under the Global Gateway strategy and drafting subsequent guidance
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs

Any other task related to nutrition or healthy diets requested by the project and its partners

Qualifications of expert 5.

Education/training (section 2.5.1 of the assessment grid):	University degree (‘master’s or equivalent diploma) in economics, finance or related fields
Language (section 2.5.2 of the assessment grid):	Knowledge of English, C2-level in the Common European Framework of Reference for Languages
General professional experience (section 2.5.3 of the assessment grid):	10 years of experience working for international agencies (4/10 points) 3 years of experience with the European Commission (3/10) 3 years of experience in a Development Bank/Financial Institution (3/10 points)
Specific professional experience (section 2.5.4 of the assessment grid):	3 years of experience in identification and operationalisation of financing mechanisms in external assistance, involving private sector or public/private partnership experience (3/10 points) 2 years of experience in the field of nutrition or related sector (3/10 points) 5 years of experience in public finance notably in blending or derisking (4/10 points)
Leadership/management experience (section 2.5.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment	– Not applicable –

(section 2.5.6 of the assessment grid):	
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	2 years of experience in Africa and/or Asia and/or Latin America and the Caribbean or Southern America
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	5 years of experience in development cooperation
Other (section 2.5.9 of the assessment grid):	– Not applicable –

#### 4.6 Expert 6: ‘Nutritious foods, value chains and innovative financing’

(section 2.6 of the assessment grid)

This position is a **Key Expert**.

##### Tasks of expert 6

- Advising INTPA and EUDs on themes related to micronutrient deficiencies, food fortification and nutritious food value chains
- Responding to questions on private sector companies working in the area of RUTFs and Fortified Blended Flours (FBF), (e.g. composition, demand for nutritious foods and nutrition commodities, potential for scalability, opportunities and challenges to develop local production and markets for these products)
- Supporting EC’s engagement in global events and collaborative relations, with a particular focus on nutritious foods for young children, micronutrients and food fortification;
- Provide demand-driven support (TA) to EUDs on programs aiming to support local manufacturers of nutritious foods for young children.
- Contribution to drawing lessons from the EU support to food value-chains, complementary feeding and fortified food
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs

Any other task related to nutrition or healthy diets requested by the projects and its partners

##### Qualifications of expert 6.

Education/training (section 2.6.1 of the assessment grid):	University degree ( ‘master’s or equivalent diploma) in Nutrition, Agro-food Engineering, Public Health, Food Security, Food science, Economics or related fields
Language (section 2.6.2 of the assessment grid):	Knowledge of English, C2-level (6/10 points) French, C1-level (4/10 points) in the Common European Framework of Reference for Languages

General professional experience (section 2.6.3 of the assessment grid):	10 years of experience covering the formulation and/or evaluation of policies, strategies and programmes in the area of nutrition and micronutrients deficiencies (including food fortification) in external assistance
Specific professional experience (section 2.6.4 of the assessment grid):	5 years of experience in working with governments, international organisations, the private sector and/or other stakeholders on micronutrient initiatives (5/10 points) 5 years of experience of food processing, manufacturing nutritious foods, fortified foods or micronutrients supplementation, technical assistance to local producers of nutritious foods in developing countries (5/10 points)
Leadership/management experience (section 2.6.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.6.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.6.7 of the assessment grid):	2 years of experience in Africa and/or Asia and/or Latin America and the Caribbean or Southern America
Experience in the field of development cooperation (section 2.6.8 of the assessment grid):	10 years of experience in development cooperation
Other (section 2.6.9 of the assessment grid):	– Not applicable –

#### 4.7 Experts 7 Pool 1 ‘Additional advisory capacity’ with 4 experts

(section 2.7 of the assessment grid)

In derogation from the number of experts mentioned above, **2 CVs** (one for each of the **profiles A, and B**) 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 2 exemplary CVs..

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 expert pool 1

- Supporting INTPA’s engagement with the European and international scene in nutrition (e.g. SUN movement)
- Technical support to EUDs
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs

- Technical Assistance for the design of EU-funded actions (e.g. in support of agri-food value-chains), the integration of nutrition/healthy diets objectives and related Monitoring & Evaluation systems
- Timely contributions to briefings and presentations on nutrition-related topics for INTPA or EUDs
- Advising on nutrition-sensitive Global Gateway investments (including blended finance, innovative sustainable financing mechanisms, de-risking and guarantees, lending operations and public finance management)
- Technical advice on the Nutrition-climate-gender nexus
- Support EU visibility and outreach activities in the field of nutrition, e.g. layout and design of reports, factsheets or case studies.
- English and French copy editing

Any other task related to nutrition or healthy diets requested by the project and its partners

Qualifications of the experts from pool 1

Education/training:

- University degree ('master's or equivalent diploma) in nutrition, public health, agriculture or related fields
- University degree ('master's or equivalent diploma) in economics, finance or related fields
- University degree ('master's or equivalent diploma) in communication, journalism, graphic design or related field

Language:

- Knowledge of English, C2-level in the Common European Framework of Reference for Languages
- Knowledge of French, C1-level in the Common European Framework of Reference for Language

General professional experience:

- 15 years of experience working for international agencies in Food and Nutrition Security including 5 years with the European Commission or a nutrition advisory facility to the Commission
- 10 years of experience working for international agencies including 5 years with the European Commission and/or a Development Bank/Financial Institution
- 5 years of communication experience working for international agencies, preferably the European Commission or EU-funded projects or programmes

Specific professional experience:

- 10 years of experience in Policy/strategy/programme development in food security and nutrition
- 2 years of experience in nutrition governance at international level, drafting of communication/technical documents/briefings for the EU
- 2 years of experience with EU project-cycle management and procedures including the application of the OECD-DAC Nutrition Policy Marker

- 3 years of experience in identification and operationalisation of financing mechanisms in external assistance, involving private sector or public/private partnership experience
- 2 years of experience in the field of food/nutrition security or agriculture
- 3 years of experience with EUDs, or INTPA or development banks or financing institutions notably with blending or derisking
- 5 years of experience working with: EC, BMZ and GIZ branding and communication guidelines
- 5 years of experience of developing visual communication concepts and products including: graphics; brochures; minor publications; and social media cards

Professional experience in the country/ region of assignment:

- 5 years of professional experience in Africa and/or Asia and/or Latin America and the Caribbean and/or Southern America
- 5 years of experience working in communication at international level

Experience in the field of development cooperation:

- 5 years of experience in development cooperation
- 5 years of experience communicating on development cooperation and 3 years of communicating on food and/or nutrition issues

Qualifications of the experts A and B from pool 1

<p>Education/training (section 2.7.1 of the assessment grid):</p>	<p><b>Profile A:</b> University degree ('master's or equivalent diploma ) in nutrition, public health, agriculture or related fields (5/10 points)</p> <p><b>Profile B:</b> University degree ('master's or equivalent diploma ) in economics, finance or related fields (5/10 points)</p>
<p>Language (section 2.7.2 of the assessment grid):</p>	<p><b>Profile A:</b> Knowledge of English, C2-level in the Common European Framework of Reference for Languages and knowledge of French, C1-level in the Common European Framework of Reference for Language (5/10 points)</p> <p><b>Profile B:</b> Knowledge of English, C2-level in the Common European Framework of Reference for Languages and knowledge of French, C1-level in the Common European Framework of Reference for Language (5/10 points)</p>
<p>General professional experience (section 2.7.3 of the assessment grid):</p>	<p><b>Profile A:</b> 15 years of experience working for international agencies in Food and Nutrition Security including 5 years with the European Commission or a nutrition advisory facility to the Commission (5/10 points)</p> <p><b>Profile B:</b> 1 expert with 10 years of experience working for international agencies including 5 years with the European Commission or a Development Bank/Financial Institution (5/10 points)</p>

Specific professional experience (section 2.7.4 of the assessment grid):	<p><b>Profile A:</b></p> <ul style="list-style-type: none"> <li>- 10 years of experience in Policy/strategy/programme development in food security and nutrition (1/10 points)</li> <li>- 2 years of experience in nutrition governance at international level, drafting of communication/technical documents/briefings for the EU (2/10 points)</li> <li>2 years of experience with EU project-cycle management and procedures including the application of the OECD-DAC Nutrition Policy Marker; (2/10 points)</li> </ul> <p><b>Profile B:</b></p> <ul style="list-style-type: none"> <li>- 3 years of experience in identification and operationalisation of financing mechanisms in external assistance, involving private sector or public/private partnership experience (2/10 points)</li> <li>- 2 years of experience in the field of food/nutrition security or agriculture (1/10 points)</li> <li>- 3 years of experience with EUDs, or INTPA or development banks or financing institutions notably with blending or derisking (2/10 points)</li> </ul>
Leadership/management experience (section 2.7.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.7.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.7.7 of the assessment grid):	<p><b>Profile A:</b> 5 years of professional experience in Africa and/or Asia and/or Latin America and the Caribbean and/or Southern America (5/10 points)</p> <p><b>Profile B:</b> 5 years of professional experience in Africa, Asia, Latin America and the Caribbean and/or South America (5/10 points)</p>
Experience in the field of development cooperation (section 2.7.8 of the assessment grid):	<p><b>Profile A:</b> 5 years of experience in development cooperation (5/10 points)</p> <p><b>Profile B:</b> 5 years of experience in development cooperation (5/10 points)</p>
Other (section 2.7.9 of the assessment grid):	– Not applicable –

#### 4.8 Experts 8 Pool 2 ‘Copy editing in English and French’ with 2 experts

(section 2.8 of the assessment grid)

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.

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 2

- English copy editing
- French copy editing
- Support to other experts for tasks containing communication and/ or language aspects

#### Qualifications of the expert pool 2 (language-specific)

Education/training:

- University degree (master's or equivalent diploma) in communication, English or French or related field; 1 expert with a University degree ('master's or equivalent diploma) in communication, French or related field

Language:

- Knowledge of English or French, C2 level in the Common European Framework of References for Languages

General professional experience:

- 5 years of editing experience for international agencies

Specific professional experience:

- 2 years of editing experience for the European Commission or EU-funded projects or programmes

Experience in the field of development cooperation:

- 5 years of experience in development cooperation and 2 years of experience in food & nutrition security or related field

#### Soft skills of all 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
- Ability to respond to requests at short-notice and meet tight deadlines
- Interdisciplinary thinking

Soft skills are not evaluated.

## 5. Costing requirements

### 5.1 Assignment of experts

In your tender, please do not deviate from the specification of 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.

<b>Expert</b>	Expert days in the country of residence /remote	Availability of expert in the country of assignment <sup>3</sup> in expert days	<b>Expert days in total</b>	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)
<b>Expert 1: International governance and programme development</b>	148	17	<b>165</b>	No
<b>Expert 2: Support to EUDs and nutrition integration</b>	62	43	<b>105</b>	No
<b>Expert 3: Epidemiology, data and M&amp;E</b>	67	53	<b>120</b>	No

<sup>3</sup> To be determined for the individual assignment

<b>Expert 4: Financial Resource Tracking</b>	117	3	<b>120</b>	No
<b>Expert 5: Investments and financing for nutrition</b>	96	24	<b>120</b>	No
<b>Expert 6: Nutritious foods, VCs and innovative financing</b>	43	17	<b>60</b>	No
<b>Expert 7: Pool 1</b>	80	30	<b>110</b>	No
<b>Expert 8: Pool 2</b>	18	5	<b>23</b>	No
<b>Backstopping</b>	<b>– Not applicable –</b>			

## 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 (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

Travel expense budget: EUR 65.000

Budget for CO<sub>2</sub> offsets for flights: EUR 2.910. An unalterable budget for CO<sub>2</sub> offsets for settlement against evidence is specified.

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 is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights (only economy class) and other transport costs
- Ancillary travel expenses (visa, travel agency fees etc.)
- Any form of local transportation costs during business trips, including but not limited to car rental with a driver and translator

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 respective country table in the circular from the German Federal Ministry of Finance on the reimbursement of travel expenses for that year in which the travel expenses occur (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**.

Notes on the settlement of accommodation allowances in Germany:

- Accommodation allowances up to EUR 80.00 will be reimbursed **on a lump-sum basis**.
- Accommodation allowances between EUR 80.00 and EUR 130.00 will be reimbursed **in the amount evidenced**.
- Overnight accommodation allowances that unavoidably exceed EUR 130.00 can be settled only in exceptional cases (e.g. trade fairs) **in the amount evidenced** and subject to a EUR 250.00 limit. A written individual justification must be provided.

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 –

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

– Not applicable –

#### **5.6 Workshops, education and training**

- Not applicable-

#### **5.7 Local contributions**

– Not applicable –

#### **5.8 Other costs**

Security budget: EUR 10.000

The contractor ensures necessary security measures in countries with security risks (e.g. trainings, security escort, armoured vehicles).

#### **5.9 Flexible remuneration item**

Budget for flexible remuneration: EUR 80.000

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

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

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 12 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**

### **7.1a 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:**

Additional requests and working packages going beyond the scope of the original contract are coming from the partner countries.

**7.1b 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 items shown in section 5 (Costing requirements) of these Terms of Reference can be increased by up to EUR 2.000.000 and extended by up to 48 months. Within this framework, the options can be exercised in up to two parts.

**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 additional 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 options in 7.1.**

**8. Annexes**

- A - Description of Action (DoA)