

Terms of reference (ToR) for the procurement of services / framework agreement

Project title: Data Services for projects	Processing number/cost centre: V000349
Country: Germany	Contract number: 81322923
Works/services put out to tender: Framework Contract for M&E Data Services and Solutions	

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0. List of abbreviations

ToR	Terms of Reference
CC	Competence Center Digital Societies
CEFRL	Common European Framework of Reference for Languages
DSC	Data Service Center
FMB	Sectoral Department
JO	Job Order
M&E	Monitoring and Evaluation
P+R	Processes and Rules
GIZ	Deutsche Gesellschaft für die internationale Zusammenarbeit GmbH

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1. Context and general information

1.1. Information on GIZ and the organisational unit

The **Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)** is a globally active company that supports the German Government in achieving its goals of international cooperation for sustainable development and has been implementing projects and programs in various thematic areas worldwide for many decades. This is done primarily on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ), but also on behalf of other federal ministries or the European Commission. GIZ also works for international development agencies, financing institutions and governments of partner countries. At present, more than 24,000 employees are supporting around 2,000 projects in around 120 countries in Africa, Asia, Latin America and Europe from the head offices in Bonn and Eschborn and from more than 80 GIZ country offices in the partner countries.

The **Competence Centre Digital Societies (CC)**, located in the GIZ **Sectoral Department (FMB)**, has the mandate of providing advisory services to GIZ projects on their use of digital technologies. One area of advisory services deals with data.

The **Data Service Center (DSC)** is one out of six subteams within the CC that was created in 2022 and is headquartered in Eschborn/Germany. As an internal service provider, the DSC can be commissioned via the *Portal for Internal Customers (PiK)*. The DSC supports GIZ projects across the globe in using data along the entire data life cycle – from data collection, data storage, data analysis to data visualization. With this, the DSC is providing centralized standard M&E data services and solutions instead of individual, isolated stand-alone products which would not contribute to the overall efficiency of projects. The specialists working at the DSC have expertise in artificial intelligence, geodata and monitoring and evaluation (M&E). For this specific tender, the DSC is searching for support in M&E.

In the area of M&E, the DSC provides **methodological and technical advisory services** to support the design and implementation of digital monitoring systems in development cooperation projects. This includes advice on monitoring concepts, indicator frameworks, data requirements, and suitable digital toolsets, as well as roadmaps for integrating digital M&E into project planning and partner arrangements.

The DSC focuses on the **configuration of end-to-end monitoring solutions along the data lifecycle**, including data integration from primary and secondary sources, data management, quality assurance, and reporting structures. Its role is primarily advisory and technical, with an emphasis on system design, standardization, and scalable solution setups rather than in-field implementation support.

The DSC supports the **analysis, visualization, and use of monitoring data** for project steering, for example through interactive dashboards (e.g. Power BI), and advises on effective communication of results for management and partner dialogue.

As mentioned above, with this tender, the DSC wants to support its work in the field of M&E. For this, selected experts shall consult GIZ projects via the DSC by providing technical expertise. These clients are mainly GIZ projects (internal staff) yet they may also vary from DSC staff to respective stakeholders (e.g. government officials, civil society, consultancies etc.). The specific services can range from general advice on the preparation of studies to concrete implementation of technical deliverables (such as code or data dashboard files). More details can be found in section “2.2 Services to be provided and requirements to be met by the contractor” further below.

1.2. Notes on tender

The purpose of this tender is to conclude a framework agreement for the provision of data services by qualified experts during the term of the agreement. The aim is to commission **one contractor** under the framework agreement. The assignments for the provision of the data services are called off under this framework agreement according to the requirements specified in section 6 of the ToR.

Tender process

The process is conducted as a restricted procedure, which means that negotiations are precluded.¹

In the course of the **call for competitive tender**, the eligibility of tenderers is firstly determined on the basis of the requests to participate submitted. For details see the documents '05_Self-declaration' and '06_Eligibility assessment grid'. A selection of eligible tenderers (qualified group of tenderers) is made on this basis.

In the second stage of the procedure (**tender phase**), these tenderers are invited to submit a technical and financial tender.²

2. Specifications for the contractor

2.1. Term and scope of agreement

The expected term of the framework agreement 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.

GIZ calculates the total amount to be an **estimated amount** of 306 working days (240 expert days, 36 days team lead, 30 days backstopping) for 24 months. The **maximum amount** is 367 working days for 24 months. It is expected that these estimated and maximum amounts will be distributed as follows:

Amounts during the initial term of the agreement (24 months)	Amounts under the optional extension(s) of the term of the agreement according to section 8 of the ToR (24 months)
Estimated amount: 306 Maximum amount: 367	Estimated amount: 306 Maximum amount: 367

There is no entitlement to an actual call-off in the stated order of magnitude, nor do the estimated and/or maximum amounts constitute minimum purchase amounts.

¹ The awarding authority is not permitted to subsequently request documents related to the evaluation (technical and financial tenders); all required documents must be submitted at the same time.

² The awarding authority is not permitted to subsequently request documents related to the evaluation (technical and financial tenders); all required documents must be submitted at the same time.

2.2. Services to be provided and requirements to be met by the contractor

With this tender, GIZ is seeking a contractor to match projects with short-term experts who will advise and support on topics related to data services. Specifically, the focus is on **M&E services**, including the use of **Power BI** (five work packages see below in this section). The selected contractor will - via the DSC* - consult employees and external partners of a variety of GIZ projects (*important: the DSC must be consulted before a call-off is made). As the framework contract will be open to all GIZ, projects from the entire company could in theory be consulted. These projects usually concentrate on sector specific interventions including but not limited to e.g. agriculture, climate, governance, migration, healthcare, urban management or energy.

The services are to be performed with GIZ's Data Service Center **and in collaboration with GIZ projects** (customer of M&E data services). The support to the GIZ projects shall be conducted virtually. In a few cases, it may also be necessary for the expert(s) to travel abroad to the projects (e.g. Africa, Asia, Europe, etc.) or to meet the teams at one of GIZ headquarters in Germany (Eschborn, Bonn, Berlin). To coordinate customer requests and to discuss the distribution of work between the DSC and the contractor of this tender, **regular meetings** need to be conducted virtually (e.g. bi-weekly) between the DSC coordinator of the contract and the team lead (incl. backstopper/assistant) of the contractor. The number and frequency of such meetings depend on the number of incoming requests and shall be decided between both parties. In addition, a kick-off meeting shall take place one week after the start date of the contract (see section 2.3). The contractor shall be available during regular working days/hours (**Monday – Friday, 9am to 5pm CET**), in case a new Job Order requests comes in and requires urgent discussion. The response time to such requests is **2 working days** latest upon receiving the notification by GIZ (via Mail, MS Teams message or call).

The contractor must constantly capture and document the **status of working days** used per expert position (see section 4, Team Lead, Pools 1-2, backstopper) and Job Order as well as the status of implementation respectively. The DSC will provide for a **monitoring list** which has to be used. The contractor must flag potential risks in implementation immediately. Once completing a job order, **results/outcomes/learnings** must be documented and handed over to the DSC.

Services are organized into five work packages that can be called upon individually or in combination. Each package includes a (non-complete) set of common deliverables to illustrate typical outputs:

1. **Data Strategy and Solution Design** – Strategic advice for project design and implementation, including which data to gather, which indicators to use, and which digital M&E solutions are most appropriate.
 - Indicator framework with measurement approaches aligned to project logframes and donor requirements
 - Recommendations for appropriate M&E toolsets (surveys, monitoring apps, analytics)
 - Roadmaps for integrating digital M&E into project planning and partner agreements
2. **Data Collection** – Guidance and hands-on support to design and implement surveys and other data collection methods, integrate secondary data sources (e.g. satellite

data), and set up frontends and digital tools for project activity monitoring. Support includes contracting and training local service providers where relevant.

- Sampling strategies and validated survey instruments ready for implementation
 - Digital activity monitoring frontend configured and deployed for project teams
 - Integration of secondary data sources (e.g. geospatial, open data) into monitoring workflows
 - Local enumerator training package prepared and delivered
3. **Data Management** – Expertise to design and establish information management workflows, including data integration pipelines, transformation processes, and preparation for subsequent analysis. Support covers lifecycle management, data quality assurance, and solutions for organizing and maintaining project data in sustainable ways.
- Information management workflow configured and documented for project use
 - Data integration pipeline established to merge multiple project/partner sources
 - Cleaned and standardized datasets available for further analysis
 - Guidance note on data lifecycle management (archiving, sharing, sustainability)
4. **Data Analysis & Visualization** – Analytical support to transform raw data into actionable insights. This includes the design, development and deployment of interactive data analytics dashboards and advanced statistical analyses to address project-specific research questions. Capacity building is included to ensure sustainable use of analytical solutions.
- Interactive dashboard (e.g. Power BI) deployed for project or cluster reporting
 - Analytical report with extended statistical analysis addressing key evaluation questions
 - Training session delivered to project staff on use and adaptation of dashboards
5. **Communication & Use of Data** – Advisory support to move beyond reporting and make full use of data for project steering and stakeholder engagement. This includes strategies to communicate results effectively, formats for dialogue with partners and beneficiaries, and guidance on how evidence can inform decision-making and adaptive management.
- Communication strategy for monitoring and evaluation results prepared with project team
 - Templates and formats developed for project steering and partner dialogues
 - Guidance on translating data evidence into adaptive management processes
 - Reporting framework aligned with donor requirements and partner expectations

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2.3. Quality assurance during the term

At the beginning of the term of the framework agreement, GIZ and the contractor attend a virtual '**kick-off meeting**', which lasts no more than 180 minutes.

No compensation is paid for this format. The 'kick-off meeting' is for the purpose of onboarding and participation and it is a prerequisite for the first assignment.

2.4. Materials and technical requirements

The respective data service support **must** be carried out primarily remotely. Only in exceptional cases, the activities shall be carried out at the project location. This needs to be discussed closely between the contractor and the DSC/respective GIZ project. GIZ makes the final decision on the format of the assignment. This does not affect the specification of inputs.

The contractor and its experts are required to have adequate IT equipment (PC or laptop, camera, microphone, stable internet connection with sufficient data volume for image transmission, software, etc.), as well as the necessary knowledge and skills in dealing with digital media and methods.

For virtual consultations, GIZ sends the contractor and its experts a link for a Microsoft Teams meeting. It is possible to accept the meeting invitation without a Microsoft Teams account using the respective browser or app. It is the responsibility of the contractor to ensure that Microsoft Teams can be used without restrictions.

2.5. 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 (section 1.10 Data protection) apply.

Personal data will be processed on behalf of GIZ. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the Annex on Outsourcing of data processing.

3. Technical-methodological design

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)

- Not applicable -

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

- Not applicable -

3.3. Experience and Service Delivery (section 1.3 of the assessment grid)

Prior experience based on reference projects and the strategy for delivering respective services in the tender is the core element of the technical-methodological concept. For this, please provide for a clear description of one completed reference project per work package (work packages see above section 2.2), which demonstrates the level of expertise in service provision within the respective area. The respective reference project can be used for **at most three out of the five** work packages. Thus, please provide **at least two different, but not more than three reference projects** across the five work packages. Please consult the following sections 3.3.1 – 3.3.4 for further details on the structure per reference project:

- Per reference project: description of the service (3.3.1) (section 1.3.1 of the assessment grid)
- Per reference project: results of the service (3.3.2) (section 1.3.2 of the assessment grid)
- Per reference project: testimonial of the service provision (3.3.3) (section 1.3.3 of the assessment grid)
- Per reference project: reflection of the delivered services (3.3.4) (section 1.3.4 of the assessment grid)

Reference projects per work package

(sections 1.3.1 – 1.3.4 of the assessment grid)

As mentioned above, the tenderer is required to describe **one reference project per work package** (see section 2.2) which has been completed in the past by the tenderer. The respective reference project can be used for **at most three out of the five** work packages. Thus, please provide **at least two different, but not more than three reference projects** across the five work packages.

Please note: the following sections 3.3.1 - 3.3.4 refer to the structure of one reference project. **This structure must be followed for all 2-3 reference projects.** Sections 3.3.1, 3.3.2 and 3.3.4 are rather descriptive, adding up to a total of 1,5 pages. Section 3.3.3 refers to a pre-existing resource of the reference project which shall be added. Please clearly use the respective subheadings (“3.3.1 Description of the Service, “3.3.2 Results of the Service”, “3.3.3 Testimonial of the Service” and “3.3.4 Reflection of the delivered Service and relevance for work package”), for assessment purposes.

These instructions apply to **each of the 2-3 reference projects** which need to be provided.

3.3.1 Description of the Service

(section 1.3.1 of the assessment grid)

- Heading: Reference Project for work package “X – Name” (e.g. “*Reference Project for Work Package 1 - Data Collection*”)
- Name of the reference project
- Timeframe of implementation
- Location of service implementation
- Project volume (in €)

- Actors: implementation partner (if any), partner institutions, beneficiaries
- Description of the services:
 - o Please describe the use case/problem statement what the service request was about.
 - o Please list 3-4 key activities which you have conducted.
 - o Which of your own organisational resources were involved (e.g. which experts were providing support and how was this complemented by organizational wisdom/resources/tools)?
 - o Please name the three biggest challenges in fulfilling the service and briefly explain how you have solved these (not more than three bullets).
- Maximum 0,5 page, Arial 11

3.3.2 Results of the Service

(section 1.3.2 of the assessment grid)

- Which added value did your activities have for the project? Please fill in the following parts of the sentence:
 - o *“In contrast to the status quo, where the project dealt with [please add problem statement/initial stage], after successful service provision, now the project is able to [please state the added value for the project].”*
- Which were the 3 most important deliverables you handed over to the project after service provision?
- Maximum 0,5 page, Arial 11

3.3.3 Testimonial of the Services

(section 1.3.3 of the assessment grid)

- Please add a **pre-existing** resource, which showcases the reference project and described services/outcomes (e.g. link to result presentation over a newsletter section or snapshot of a testimonials from a blog or website; if no pre-existing testimonial is available, please add a written and signed reference by a customer). The testimonial shall entail a name/contact, where the testimonial is from.
- Maximum 1 page, e.g. Arial 11, this must be a pre-existing resource, no self-written text (the maximum of 1 page does not need to be exhausted, if e.g. a link to an external source is provided e.g. newsletter article, quote on a website).

3.3.4 Reflection of the delivered Services and relevance for work package

(section 1.3.4 of the assessment grid)

- Please reflect on the service delivery process and name your two most important success factors to deliver value for money in this particular line of work and how these success factors could contribute positively to the execution of the respective work package of this tender.
- Maximum 0,5 page, e.g. Arial 11

3.4. Project management (section 1.4 of the assessment grid)

- Not applicable -

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3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

- Not applicable -

3.4.2 Coordination with GIZ or the contracting project

(section 1.4.2 of the assessment grid)

- Not applicable -

3.4.3 Steering or coordination of measures with the relevant implementing partners

(section 1.4.3 of the assessment grid)

- Not applicable -

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

- Not applicable -

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

- Not applicable -

4. Human resources

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 7.**

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 (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1: Team leader

- Overall responsibility for the advisory packages of the contractor
- Main point of contact for the DSC
- Attend and prepare regular (e.g. bi-weekly) meetings with the DSC
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the customer project and/or the DSC
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ

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- Ensure that work results are reported back to the DSC once a job order/project support has been completed

Qualifications of the Team Leader:

Exclusion criterion:

The offered expert must **at least meet English level C1 as defined in the Common European Framework of Reference for Languages** to be considered for this bid. **Bids containing expert profiles not meeting this minimum language requirement will not be considered and the entire bid will be excluded.** English language skills must be explicitly stated in the CVs provided; a language certificate is not required.

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in data science, economics, IT, social science.
Language (section 2.1.2 of the assessment grid):	Knowledge of German C1-level (7 out of 10 points), knowledge of French, B2-level (2 out of 10 points) and knowledge of Spanish, B2-level (1 out of 10 points) in the Common European Framework of Reference for Languages.
General professional experience (section 2.1.3 of the assessment grid):	10 years of professional experience in public sector projects in Germany.
Specific professional experience (section 2.1.4 of the assessment grid):	10 years of professional experience in data science or analytics or working with data acquired within the last 10 years since the publication of the tender.
Leadership/management experience (section 2.1.5 of the assessment grid):	8 years of leadership experience in projects or companies or other organisations.
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	- not applicable -
Professional experience in the country and/or region of assignment (2.1.7 of the assessment grid):	- not applicable -
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	8 years of experience working in the field of development cooperation.
Other (section 2.1.9 of the assessment grid):	6 years of experience working with agile project management methods (e.g. SCRUM).

Expert 2: Administrative backstopper (section 2.2 of the assessment grid)

Tasks of expert 2

- Attend and prepare regular (e.g. bi-weekly) meetings with the DSC, supporting the team leader
- Support the team leader in his/her responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ (e.g. available and used days per expert pool)
- Supporting the team leader to ensure that work results are reported back to the DSC once a job order/project support has been completed

Qualifications of expert 2

Education/training (section 2.2.1 of the assessment grid):	Graduated apprenticeship (“Ausbildung”) in event management, project management, office management.
Language (section 2.2.2 of the assessment grid):	Knowledge of German, C2-level (5 out of a possible 10 points) and English, C1-level (5 out of a possible 10 points) in the Common European Framework of Reference for Languages.
General professional experience (section 2.2.3 of the assessment grid):	4 years of professional experience in public sector projects in Germany.
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of professional experience in administrative project management tasks acquired within the last 7 years since the publication of the tender.
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 and/or region of assignment (2.2.7 of the assessment grid):	- not applicable -
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	2 years of experience in working in the field of development cooperation.
Other (section 2.2.9 of the assessment grid):	- not applicable -

Expert Pool 1: ‘Junior Data Analysts’ with 2 experts (section 2.3 of the assessment grid)

A CV for each expert must be attached to the tender.

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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

- **Data Strategy and Solution Design** – Strategic advice for project design and implementation, including which data to gather, which indicators to use, and which digital M&E solutions are most appropriate.
- **Data Collection** – Guidance and hands-on support to design and implement surveys and other data collection methods, integrate secondary data sources (e.g. satellite data), and set up frontends and digital tools for project activity monitoring. Support includes contracting and training local service providers where relevant.
- **Data Management** – Expertise to design and establish information management workflows, including data integration pipelines, transformation processes, and preparation for subsequent analysis. Support covers lifecycle management, data quality assurance, and solutions for organizing and maintaining project data in sustainable ways.
- **Data Analysis & Visualization** – Analytical support to transform raw data into actionable insights. This includes the design, development and deployment of interactive data analytics dashboards and advanced statistical analyses to address project-specific research questions. Capacity building is included to ensure sustainable use of analytical solutions.
- **Communication & Use of Data** – Advisory support to move beyond reporting and make full use of data for project steering and stakeholder engagement. This includes strategies to communicate results effectively, formats for dialogue with partners and beneficiaries, and guidance on how evidence can inform decision-making and adaptive management.
- **Reporting** of work results back to the team leader and/or DSC once a job order/project support has been completed.
- For further details, please consult work packages 1 – 5 in section 2.2 above.

Qualifications of the expert pool

Exclusion criterion:

The offered experts must **at least meet English level C1 as defined in the Common European Framework of Reference for Languages** to be considered for this bid. **Bids containing expert profiles not meeting this minimum language requirement will not be considered and the entire bid will be excluded.** English language skills must be explicitly stated in the CVs provided; a language certificate is not required.

Education/training (section 2.3.1 of the assessment grid):	Each expert with a university degree (e.g. bachelor's) in statistics, economics data science, MINT, social sciences.
Language (section 2.3.2 of the assessment grid):	1 expert with knowledge of German C1-level (5 out of 10 points), 1 expert with knowledge of French, B2-level (3 out of 10 points) and 1 expert with knowledge of Spanish, B2-level (2 out of 10 points) in the Common European Framework of Reference for Languages.

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General professional experience (section 2.3.3 of the assessment grid):	Each expert with 3 years of professional experience in the field of monitoring and evaluation or data management, including support to monitoring activities, data preparation, or reporting tasks, acquired within the last 3 years since the publication of the tender.
Specific professional experience (section 2.3.4 of the assessment grid):	Each expert with 3 years of professional experience in survey design and setup (e.g. KoBoToolbox, Survey Solutions) or in data cleansing routines and preparation of basic analytical outputs, including dashboard preparation using tools such as Power BI or Excel.
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 and/or region of assignment (2.3.7 of the assessment grid):	Each expert with initial work experiences in partner countries of German development cooperation of 3 years.
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Each expert with 3 years of experience in development cooperation projects.
Other (section 2.3.9 of the assessment grid):	- not applicable -

Expert Pool 2: 'M&E & Data Advisory Consultants' with 4 experts (section 2.4 of the assessment grid)

A CV for each expert must be attached to the tender.

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

- **Data Strategy and Solution Design** – Strategic advice for project design and implementation, including which data to gather, which indicators to use, and which digital M&E solutions are most appropriate.
- **Data Collection** – Guidance and hands-on support to design and implement surveys and other data collection methods, integrate secondary data sources (e.g. satellite data), and set up frontends and digital tools for project activity monitoring. Support includes contracting and training local service providers where relevant.
- **Data Management** – Expertise to design and establish information management workflows, including data integration pipelines, transformation processes, and preparation for subsequent analysis. Support covers lifecycle management, data

quality assurance, and solutions for organizing and maintaining project data in sustainable ways.

- **Data Analysis & Visualization** – Analytical support to transform raw data into actionable insights. This includes the design, development and deployment of interactive data analytics dashboards and advanced statistical analyses to address project-specific research questions. Capacity building is included to ensure sustainable use of analytical solutions.
- **Communication & Use of Data** – Advisory support to move beyond reporting and make full use of data for project steering and stakeholder engagement. This includes strategies to communicate results effectively, formats for dialogue with partners and beneficiaries, and guidance on how evidence can inform decision-making and adaptive management.
- **Reporting** of work results back to the team leader and/or DSC once a job order/project support has been completed.
- For further details, please consult work packages 1 – 5 in section 2.2 above.

Qualifications of the expert pool (section 2.4 of the assessment grid)

Exclusion criterion:

The offered experts must **at least meet English level C1 as defined in the Common European Framework of Reference for Languages** to be considered for this bid. **Bids containing expert profiles not meeting this minimum language requirement will not be considered and the entire bid will be excluded.** English language skills must be explicitly stated in the CVs provided, a language certificate is not required.

Education/training (section 2.4.1 of the assessment grid):	Each expert with a university degree (e.g. master's or German Diplom) in social sciences, statistics, economics, econometrics, mathematics, computer science, public policy, data science.
Language (section 2.4.2 of the assessment grid):	3 experts with knowledge of German, C1-level (6 out of 10 points), 1 expert with knowledge of French, B2-level (2 out of 10 points) and 1 expert with knowledge of Spanish, B21-level (2 out of 10 points) in the Common European Framework of Reference for Languages.
General professional experience (section 2.4.3 of the assessment grid):	2 experts with 7 years of professional experience in the field of monitoring and evaluation, including the design and use of digital monitoring systems and data workflows, in international development, acquired within the last 10 years since the publication of the tender (5 out of 10 points). 2 experts with 7 years of professional experience in data science, statistics, or applied analytics with relevance for monitoring, evaluation, or decision support in development contexts, acquired within the last 10 years since the publication of the tender (5 out of 10 points).
Specific professional experience (section 2.4.4 of the assessment grid):	2 experts each with 5 years of professional experience in survey design and digital data collection (e.g. KoBoToolbox, Survey Solutions) or in the design of monitoring workflows and development of analytical dashboards (e.g. Power BI) (5 out of 10 points).

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	2 experts each with 5 years of professional experience in quasi-experimental methods for causal inference, forecasting or predictive analytics, and the development of interactive analytics dashboards (e.g. Power BI, R Shiny, Python Dash) (5 out of 10 points).
Leadership/management experience (section 2.4.5 of the assessment grid):	Each expert with 3 years of management experience in projects, companies, or other organisations, including coordination of work packages, technical leadership, or responsibility for defined work streams.
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	Each expert with 3 years of professional experience in 6 countries outside the country of assignment.
Professional experience in the country and/or 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):	Each expert with 5 years of experience in development cooperation projects.
Other (section 2.4.9 of the assessment grid):	Each expert with 5 years of experience working with agile project management methods (e.g. SCRUM).

The tenderer must assign all the proposed experts to the required qualifications and present this clearly in a separate table preceding the CVs. This summary must refer only to qualifications that are stated in the CVs. Professional experience must be evidenced by relevant references in the CVs. It is advisable to provide explicit references for each example of professional experience in accordance with the numbering system used for the specified criteria.

The tenderer must also provide a clear overview of which expert should be assigned to which pool. It is not possible that one expert can contribute to more than one expert pool.

Soft skills of team members

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

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

Soft skills are not evaluated.

5. Costing specifications

In your tender, **please do not deviate from the specification of inputs required in these ToR**. 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 in an individual assignment and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1. Specifications of the costing of the fees

Bidders should specify a fee for one expert day per position for each of the four expert positions specified in the table. The expert days per position specified in the table below may not be adjusted. They serve to ensure that bids can be evaluated objectively and are used to weight the fees proportionally in the competition.

The number of expert days corresponds to full working days.

Expert	Expert days for the financial assessment (estimated amounts)
Expert 1: Team lead	36
Expert 2: Administrative backstopper	30
Expert Pool 1: Junior Data Analysts	50
Expert Pool 2: M&E & Data Advisory Consultants	190

5.2. Travel costs

5.2.1. Travel – sustainability considerations

GIZ is keen to reduce the 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 should be offset if they cannot be avoided. GIZ specifies a budget for this which enables carbon offsets to 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](#). GIZ recommends using the standards specified there.

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5.2.2. Travel expense requirements

The number and duration of assignments have not yet been determined in detail and will be agreed when awarding the individual assignments. All travel activities must be coordinated in advance with GIZ. The usual case under this framework contract will, however, be remote support. **Onsite/support at the project location shall pose an exception.**

Per-diem allowances and overnight accommodation allowances are recorded separately in the time record. The per diem allowance is not paid if GIZ or a third party commissioned by it covers the costs of subsistence at a conference or event during a business trip.

Assignments – remote

In contrast to assignments carried out on site, no costs of transport or travel expenses are reimbursed for assignments carried out **remotely/from home**.

Assignments – at the project location

If the assignments are conducted on site at the project location, travel expenses are reimbursed in addition to remuneration as follows:

- **Per-diem allowances** as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense reimbursement (download at <https://www.bundesfinanzministerium.de>).
- **Overnight accommodation allowance**
 - of up to 50% of the current German Federal Ministry of Finance country table as a lump sum.
 - Where accommodation costs exceed this lump sum, the corresponding cost item is settled on presentation of evidence up to the maximum of the respective lump sum given in the country table.
 - Overnight accommodation costs in excess of the respective lump sum are accepted only in justified exceptions and after prior consultation with GIZ.
- **Costs of transport in the country of assignment** on presentation of evidence
- **Costs of transport at the place of habitual abode** of the contractor (e.g. taxi rides, local public transport) to be settled against evidence
- **Air travel expenses** to be settled against evidence
- **Carbon offset costs** for air travel to be settled against evidence ([working aid for GIZ service providers on avoiding, reducing and offsetting GHG emissions](#))

No air travel is undertaken within Germany or within the experts' country of residence.

5.3. In-person workshops, education and training

Workshop budget: EUR 32,000.00

The number and duration of assignments have not yet been determined in detail and will be agreed when awarding the individual assignments. Referring to section 5.2 above, travelling and respective **in-person workshops** which may need to be held shall pose an **exception** under this framework agreement. Workshops which take place **remotely** shall not pose any extra costs and are not referred to in this section 5.3.

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

- Translation/interpreting services
- Workshop materials
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.2 above).

6. Call-off contract/Individual assignment

The contractor's experts can be drawn on multiple times during the term of the framework agreement; they are engaged by the GIZ projects/organisational units in collaboration with the organisational unit responsible for the contract, 4E20/DSC. The call-off contract is issued in text form, as soon as an assignment is required. The overall monitoring of all call-offs is the responsibility of the organisational unit and the contractor.

Important: GIZ is not obliged to a certain number of call-off under this framework agreement. We do not guarantee that the entire available budget under this framework agreement will be exhausted.

7. Tender format requirements

The structure of the tender submitted by the tenderers must correspond to the structure of the ToR. It must be legible (Arial, font size 11) and clearly formulated. The tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToR) must not exceed 7,5 pages (not including the cover page, list of abbreviations, table of contents, brief introduction). Additional annexes not requested will not be assessed.

The CVs of the staff proposed in accordance with section **Fehler! Verweisquelle konnte nicht gefunden werden.** of the ToR must be in the EU format and not more than two pages in length. The CVs shall 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)

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- 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)
- 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)

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.

8. Option

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 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 the estimated amount and maximum amount specified in section 2 of these Terms of Reference and extended by up to 24 months. Within this framework, the option can be exercised in up to two parts.

Precondition: Approval of funding for the additional services in accordance with the projects budget planning.

Bidders should specify a fee for one expert day per position for each of the four expert positions specified in the table. The expert days per position specified in the table below may not be adjusted. They serve to ensure that bids can be evaluated objectively and are used to weight the fees proportionally in the competition.

The number of expert days corresponds to full working days.

Expert	Expert days for the financial assessment (estimated amounts)
Optional - Expert 1: Team lead	36
Optional - Expert 2: Administrative backstopper	30
Optional - Expert Pool 1: Junior Data Analysts	50

Works/services put out to tender:

Contract number:

Optional - Expert Pool 2: M&E & Data Advisory Consultants	190
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9. Annexes (optional)

- Not applicable -