

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

CONFIDENTIAL

Strengthening IGAD's Training Capacity on Human Mobility in the Context of Disasters and Climate Change (HMDCC)	Project number/ cost centre: G-012250
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List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
DRR	Disaster Risk Reduction
EAC	East African Community
ECOWAS	Economic Community of West African States
FK	Expert
FKT	Expert days
HMDCC	Human Mobility in the Context of Disasters and Climate Change
IDPs	Internally Displaced Persons
ICPAC	IGAD Climate Prediction & Applications Centre
IGAD	Intergovernmental Authority on Development
KZFK	Short-term expert
MoDiaC	Human Mobility in the Context of Disasters and Climate Change in the IGAD Region Project
M&E	Monitoring and Evaluation
NCMs	National Coordination Mechanisms
RCP	Regional Consultative Process
SOPs	Standard Operating Procedures
SADC	Southern African Development Community
ToRs	Terms of reference
ToT	Training of Trainers

Context

The Intergovernmental Authority on Development (IGAD), in cooperation with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, is implementing the regional project Human Mobility in the Context of Disasters and Climate Change in the IGAD Region (MoDiaC). Commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), the project runs from 2024 to 2027. It aims to strengthen IGAD's capacity to implement endorsed regional approaches and regulations, and to support its member states in developing coordinated, science-based responses to human mobility driven by climate change and disasters.

Human mobility in the context of disasters and climate change (HMDCC) refers to movements, including migration, forced displacement, and planned relocations, that occur in anticipation of or in response to climate-related impacts. These movements are often triggered by increasingly frequent and severe extreme weather events such as floods and droughts, as well as slow-onset changes like sea level rise, environmental degradation, and shifting rainfall patterns. The drivers of mobility are complex and multi-causal, frequently interacting with socioeconomic vulnerabilities and conflict dynamics.

The IGAD region, comprising Djibouti, Eritrea, Ethiopia, Kenya, Somalia, South Sudan, Sudan, and Uganda, is particularly vulnerable to these dynamics. In addition to hosting over 4.2 million refugees and 8.1 million internally displaced persons (IDPs), the region is regularly affected by climate shocks and political instability. In 2023 alone, more than 3.5 million people were displaced due to climate-related disasters. In many areas, climate and conflict drivers overlap, reinforcing each other and requiring conflict-sensitive, inclusive programming to mitigate destabilization risks.

To address these challenges, MoDiaC supports IGAD and its member states in translating regional commitments into action by strengthening governance structures, improving data and forecasting capacities, and empowering local actors to address climate mobility and displacement more effectively.

MoDiaC is structured across three outputs:

- Output 1: Strengthening IGAD's technical role to support implementation of regulations and coordination mechanisms related to climate-induced mobility.
 - Indicator 1.1: Six out of seven IGAD member states have formulated national action plans and implementation guidelines with IGAD's support.
 - Indicator 1.2: Five out of seven IGAD-supported national coordination mechanisms have integrated HMDCC into cross-sectoral working groups.
- Output 2: Enhancing ICPAC's analytical and forecasting capacity to anticipate displacement and mobility trends.
 - Indicator 2.1: Trend identification models and risk assessments on HMDCC are integrated into existing early warning systems.
 - Indicator 2.2: Four IGAD member states have prepared gender-sensitive emergency plans for HMDCC.

- Output 3: Strengthening local actors in border regions to manage climate mobility through inclusive, gender-sensitive approaches.
 - Indicator 3.1: Sixty-five local actors, including 45 women, apply knowledge gained through concrete community initiatives.
 - Indicator 3.2: Nine local forums have developed context- and conflict-sensitive solutions for climate prediction and mobility management.

This Terms of Reference (ToR) refers to the implementation of selected activities under Output 1, which aims to strengthen IGAD's technical role in supporting its member states with targeted capacity development, and knowledge management related to HMDCC. The services under this contract will directly contribute to these objectives by providing technical advisory support, fostering knowledge exchange, and facilitating strategic capacity development across relevant national and regional stakeholders.

Tasks to be performed by the contractor

This consultancy is commissioned under Output 1 of the regional project *Human Mobility in the Context of Disasters and Climate Change in the IGAD Region (MoDiaC)*, jointly implemented by IGAD and GIZ with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ).

MoDiaC's Output 1 focuses on strengthening IGAD's technical and advisory capacities to support its Member States in the development and implementation of coherent, inclusive, and evidence-based frameworks addressing climate- and disaster-induced mobility. This includes improving institutional infrastructure, translating regional commitments into national action, and linking cross-border policy instruments to local realities. The consultancy will contribute to two the second indicator of Output 1: The integration of HMDCC issues into cross-sectoral coordination mechanisms in five Member States (Indicator 1.2).

IGAD's technical role will be further strengthened through a second consultancy under Output 1. Which will focus on development of policies and frameworks related to HMDCC and will entail technical preparation of RCP meetings; development of regional SOPs; capturing and systematizing lessons from pilot SOP implementation etc.

The contractor under this consultancy will support a set of core responsibilities under Output 1, it will focus on capacity development on HMDCC for relevant stakeholders at both regional and national levels. The consultancy will develop training materials and will provide technical and methodological guidance for selected workshops as well as a Training of Trainers (ToT) on HMDCC governance. Furthermore, it will support the facilitation of capacity development workshops at regional and national levels.

The contractor is expected to work in close coordination with the GIZ MoDiaC team and IGAD's Social Development Division, with active engagement from focal points in selected IGAD Member States. Close coordination and alignment with the contractor of the second consultancy under Output 1 will be required. Regular coordination and progress reporting are also expected. The consultancy period will run from Q2 2026 to Q2 2027, with deliverables aligned to defined milestones across the period.

The contractor is expected to implement selected activities under Output 1 of the MoDiaC project, the tasks are structured under three main categories as in the following:

Under Indicator 1.1 (Six out of seven IGAD member states have formulated national action plans and implementation guidelines with IGAD's support):

Task 1: Conducting a Regional Capacity Needs Assessment on HMDCC-Related Training Needs in IGAD Member States

Associated with MoDiaC's Activity 1.1.1a (Design and implementation of regional capacity development measures)

- **Rationale:** To ensure the effective design of national and regional training formats and materials aligned with the needs of IGAD Member States, the contractor will conduct a regional capacity needs assessment. This assessment will identify gaps and priorities in training related to HMDCC topics.
- **Content:** Building on existing information from the Situation Analysis Report and additional data collected through a short online questionnaire, the contractor will assess the current level of competencies and training needs of representatives from IGAD Member States and the IGAD Secretariat. The analysis will focus on areas such as:
 - Application of IGAD frameworks related to HMDCC.
 - Risk communication and awareness. Interpretation and use of trend identification and forecasting models. Other HMDCC-relevant thematic priorities as identified during the assessment. The outcome will provide an evidence-based baseline for the design of targeted training formats and materials under subsequent project activities
- **Value Added to MoDiaC:** This task ensures that future training formats—such as Training-of-Trainers (ToT) and national as well as regional workshops—are responsive to the actual capacity needs of IGAD Member States. By doing so, it contributes to the sustainable strengthening of HMDCC-related capacities across the region.
- **Deliverables:** The contractor submits the following documents to mark the conclusion of this task:
 - **D1:** Comprehensive report (10–15 pages) summarizing and consolidating existing documentation and newly gathered data on capacity needs across Member States.

Task 2: Preparation of Background Materials and Strate Backstopping for Regional Consultative Process (RCP) Meeting on HMDCC

Associated with MoDiaC's Activity: 1.1.1c (Conduct RCP meeting on HMDCC and disasters)

- **Rationale:** The IGAD Regional Consultative Process (RCP) on Migration is a regional forum where IGAD Member States and key partners meet regularly to discuss migration issues that affect the region and to improve how countries coordinate their responses. It is designed as a practical, flexible and non-binding space for dialogue, allowing countries to share experiences, compare policies, identify common challenges, and agree on areas where cooperation is needed, especially on cross-border movements and mixed migration

dynamics. Through technical exchanges and consultations, the RCP helps strengthen migration governance by promoting better information-sharing, joint understanding of priorities, and harmonized approaches where possible, while still respecting each country's national responsibilities and decision-making. For the beginning of the year 2027 the MoDiaC project is planning to organize an RCP to address HMDCC. Its effectiveness depends highly on well-prepared content and strategic framing to engage Member States on HMDCC continuously.

- **Content:** The contractor develops background materials, policy framing documents, talking points, and strategic guidance to support IGAD in convening a successful RCP meeting on human mobility in the context of climate change and disasters. The consultancy will also provide technical backstopping to ensure alignment with IGAD's ongoing policy processes and project outputs. This task ensures that the regional platform remains effective and aligned with MoDiaC's objectives, enhancing regional coherence and fostering evidence-based dialogue on climate-induced mobility.
- **Value Added to MoDiaC:** Enhances regional coherence, promotes evidence-based dialogue, and anchors HMDCC in IGAD's formal consultation architecture.
- **Deliverables:** The contractor submits the following documents to mark the conclusion of this task
 - **D2:** Building on IGAD strategies and policy frameworks, regional and global priorities, and previous work and engagement on human mobility in the context of climate change and disasters, propose a set of key policy areas and priority issues for exchange to frame the discussions during the RCP meeting
 - **D3:** Background paper on key HMDCC developments and IGAD Member States' progress, providing context for the RCP meeting
 - **D4:** Annotated agenda and strategic briefing materials for the RCP meeting, including key policy messages and talking points to guide IGAD's engagement
 - **D5:** Comprehensive report documenting the RCP meeting outcomes, agreed follow-up actions, and technical briefs for continued policy engagement
 - **D6:** If needed, physical participation to provide strategic advice or technical backstopping on sight

Task 3: Facilitation, Technical Backstopping, and Preparation of Training Materials for Regional and National Capacity Development Measures

Associated with MoDiaC's Activity 1.1.1a (Design and implementation of regional capacity development measures)

- **Rationale:** Building upon the results of the Regional Capacity Needs Assessment (Task 1), the contractor will ensure the consistent and high-quality delivery of all regional and national training interventions under Output 1. These training activities will be aligned with HMDCC themes and relevant IGAD frameworks, ensuring that the learning content addresses the capacity gaps previously identified and responds to Member States' priorities

- **Content:** The contractor will prepare a comprehensive package of training materials—including presentations, facilitator guides, handouts, and reference documents—for all regional and national workshops outlined under Activity 1.1.1. Target groups include disaster risk management experts, officials working on migration and climate change, and practitioners involved in risk communication and the interpretation of model outputs.

In addition to developing training materials, the contractor will facilitate and provide strategic and technical backstopping for up to **6 regional and national training sessions**. This includes ensuring quality standards across events, promoting harmonized messaging, and strengthening participants' capacity to apply HMDCC-related concepts within their institutional contexts.

- **Value Added to MoDiaC:** This task operationalizes the findings of the Needs Assessment by translating them into tailored, high-quality training sessions. It supports the standardization of messages and approaches across Member States, enhances the uptake of technical content, and improves the effectiveness and sustainability of regional capacity development interventions.
- **Deliverables:** The contractor submits the following documents to mark the conclusion of this task:
 - **D7:** Comprehensive training material package covering disaster risk management, migration and climate change, and risk communication—including presentations, facilitator guides, and reference materials (20-30 pages).
 - **D8:** Final report on the implementation of capacity development measures, summarizing participant feedback, lessons learned, and recommendations for strengthening future training efforts (10-15 pages).

Under Indicator 1.2 (Five out of seven IGAD-supported national coordination mechanisms have integrated HMDCC into cross-sectoral working groups):

Task 4: Training-of-Trainers (ToT) Program on HMDCC Governance

Associated with MoDiaC's Activities: 1.1.1a (Design and deliver regional capacity development measures on HMDCC for government representatives), and Activity 1.2.1a (Conduct five national workshops to establish or sustain cross-sectoral HMDCC coordination mechanisms)

- **Rationale:** Building on the outcomes of the regional capacity needs assessment (Task 1) and the design and delivery of training formats (Task 2), there is a need to ensure sustainable capacity at regional, national, and subnational levels. Many existing training programmes remain one-off events and do not sufficiently enable participants to transfer knowledge and skills within their institutions. A structured Training-of-Trainers (ToT) approach is therefore required to develop a cadre of trainers within IGAD, National Coordination Mechanisms (NCMs), and relevant sectoral institutions who can replicate and adapt HMDCC-related trainings over time.
- **Content:** The contractor will design and implement a ToT package for IGAD focal persons, members of NCMs, and selected representatives from disaster risk management, migration, and climate-related institutions. The programme will draw on the findings of Task

1 and the training materials developed under Task 2 to ensure thematic and methodological coherence. Core components will include:

- Fundamentals of HMDCC governance and related IGAD and national frameworks.
- Cross-sectoral coordination and the role of NCMs and working groups.
- Implementation of standard operating procedures (SOPs) and integration into institutional practices.
- Participatory planning, adult learning principles, and facilitation skills for cascading trainings.

The ToT will be delivered through a combination of interactive workshops, practical exercises, and follow-up assignments, enabling participants to design and implement their own HMDCC training sessions at national and subnational level.

- **Value Added to MoDiaC:** This task consolidates and scales up the project's capacity development efforts by establishing a cascading training model. It strengthens ownership and sustainability at IGAD and Member State levels, supports the institutionalisation of HMDCC governance approaches, and ensures that knowledge and tools developed under MoDiaC are continuously applied and replicated beyond the project's lifetime.
- **Deliverables:** The contractor submits the following documents to mark the conclusion of this task:
 - **D9:** ToT programme package, including curriculum, facilitator's guide, training modules (linked to the already planned capacity development workshops, and presentation decks. The package will cover key elements such as HMDCC governance, cross-sectoral coordination, and SOP implementation, and will be designed for replication at national and subnational levels. (50-60 pages)
 - **D10:** ToT training report, summarising the design and delivery of the programme, participant profile, feedback and evaluation results, and recommendations for improving future ToT sessions and supporting the sustainability of the cascading training model at IGAD and Member State level (15-25 pages).

Task 5: Strengthening Existing IGAD Platforms for Knowledge Sharing, Management, and Dissemination

Associated with MoDiaC's Activity 1.1.1c (Conduct Regional RCP Meeting on HMDCC and Disasters), Activity 1.1.3 (Analysis of national policy approaches), and Activity 1.2.2 (Study on integrating HMDCC into planning and budgeting).

- **Rationale:** IGAD and its specialised institutions already host several regional platforms and mechanisms for policy dialogue, technical exchange, and knowledge management, such as resilience and migration-related platforms and regional consultative processes. These structures offer an opportunity to anchor HMDCC as a cross-cutting topic without creating parallel systems. By systematically using these platforms for sharing evidence, tools, and lessons learned from MoDiaC and Member State experiences, the project can strengthen regional policy coherence and support continuous learning on HMDCC governance.

This task therefore focuses on reinforcing and sustaining existing IGAD platforms and channels for knowledge sharing and dissemination, rather than developing new infrastructure. It aims to ensure that HMDCC-related knowledge, guidance, and good practices are accessible to Member States and can inform policy processes at national and regional levels.

- **Content:** The contractor will support IGAD in planning, curating, and implementing a series of HMDCC-focused knowledge exchange initiatives using existing regional platforms (e.g. regional consultative meetings, technical working groups, online portals and mailing lists). This includes:
 - Designing and facilitating virtual and/or hybrid events such as webinars, policy dialogues, and technical sessions linked to the Regional RCP Meeting on HMDCC and disasters.
 - Supporting the creation or enhancement of online knowledge spaces (e.g. thematic pages, document libraries, or repositories) to host guidance documents, training materials, policy analyses, and country experiences on HMDCC.
 - Contributing to periodic knowledge products (e.g. short synthesis notes, newsletters, or summary briefs) that capture and disseminate key messages, tools, and lessons learned from MoDiaC activities, including policy analysis and integration of HMDCC into planning and budgeting.

The contractor will coordinate closely with relevant IGAD divisions to ensure that formats, branding, and technical content are consistent with existing communication and knowledge management standards.

- **Value Added to MoDiaC:** This task helps institutionalise MoDiaC results within existing IGAD systems, rather than treating them as stand-alone project outputs. It enhances the visibility and usability of HMDCC-related knowledge, supports cross-border and cross-sector learning, and contributes to longer-term sustainability of regional dialogue and cooperation on climate- and disaster-related human mobility.
- **Deliverables:**
 - **D11:** Concept notes and agendas for HMDCC-related knowledge exchange initiatives, including proposed objectives, formats, target audiences, and expected outcomes. This includes participant lists and facilitation materials (e.g. guiding questions, presentation templates, interactive tools) for a series of webinars and online knowledge-sharing sessions implemented via existing IGAD platforms.
 - **D12:** Knowledge exchange summary package, consisting of:
 - Individual summary notes or short reports for each supported webinar or online session, documenting key discussions, outcomes, and agreed follow-up actions.
 - A consolidated report (approx. 10–15 pages) with overall recommendations on how to further sustain and strengthen IGAD’s existing knowledge-sharing platforms for HMDCC, including suggestions on content management, roles and responsibilities, and options for continued regional learning after the end of the MoDiaC project.

Project Management and Oversight Requirements:

- The contractor is responsible for selecting, preparing, training, and steering the international long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
- **Deliverables:** The contractor submits the following documents to mark the conclusion of this group of tasks:
 - **D13:** Inception report and expert assignment details, including the consultancy's scope, objectives, methodology, timeline, and key milestones, along with the profiles and roles of the international long-term experts.
 - **D14:** Project plan, outlining the detailed implementation strategy, activities, and timelines for the consultancy.

Accordingly, the following milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones	Associated Deliverables	Deadline	Estimated Expert Days
M1: Launch & Capacity Kickoff	D1, D7, D13, D14	Q2 2026 (May-June)	24
M2: Regional Capacity Assessment delivered	D1	Q2 2026	5
M3: Strategic Positioning for Policy Dialogue	D2-D6	Q3 2026 (– July- August)	20
M4: Regional and National Capacity Development Measures Preparation & Delivery	D7, D8,	Q3 2026 (July – September)	35
M5: Regional ToT Program & Evaluation	D9, D10	Q4 2026 (October - December)	20
M6: Knowledge Platforms	D11, D12	Q1 2027 (January-February)	28
Flexibility, quality assurance, and project coordination (expert pool)	Can be utilized by all deliverables	Q2 2026 (April - June) – Q1 2027 (January - February)	10
Total			142

Period of assignment: from May 1, 2026, until the end of **April 30**, 2027.

Concept

In the tender, the tenderer is required to show how the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable, under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Technical-methodological concept

Strategy (1.1)

The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context). (1.1.1); Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed). (1.1.2);

Cooperation (1.2)

The tenderer is required to present the actors relevant for the services for which it is responsible (1.2.1); and describe the cooperation with them. (1.2.2)

Steering Structure (1.3)

The tenderer is required to present and explain its approach to steering the measures with the project partners (1.3.1); and its contribution to the results-based monitoring system (1.3.2).

Processes (1.4)

The tenderer is required to describe the key processes for the services for which it is responsible and create an operational plan or schedule (1.4.1); that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Learning and innovation (1.5)

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1); and GIZ and to promote scaling-up effects (1.5.2); under learning and innovation.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. (1.6.1); (3 points) In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan (1.6.2)**; with explanatory notes that list all the experts proposed in the tender; the plan includes information on

assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. (1.6.3); The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

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

Further requirements (1.7)

All services provided by the contractor must consistently and proactively address the following cross-cutting issues that are essential for achieving the module's objectives:

- **Gender Sensitivity and Equality:** Every activity and deliverable must be reviewed for its impact on gender relations. This includes ensuring that national and regional frameworks, capacity development materials, SOPs, toolkits, and planning processes integrate gender-sensitive approaches. Special emphasis should be placed on addressing the differentiated impacts of climate- and disaster-induced mobility on women and girls and promoting their rights and participation throughout policy and implementation processes. The IGAD Gender Strategy (2023-2030) shall serve as a key guiding document. The contractor is expected to work in close coordination with the IGAD Gender Department and the MoDiaC core team.
- **Participatory Inclusion of Vulnerable Populations:** The design and implementation of all activities, including stakeholder consultations, training materials, SOP development, and pilot documentation, must ensure inclusive and participatory engagement of affected and at-risk groups. This particularly includes cross-border communities, displaced persons, pastoralist populations, youth, and persons with disabilities. Their perspectives should be reflected in study findings, planning processes, policy advice, and regional dialogues.
- **Conflict Sensitivity and Do No Harm:** Given the conflict-affected contexts of several IGAD Member States, all interventions must be guided by conflict-sensitive approaches that mitigate risks of exclusion or exacerbation of local tensions. The SOPs and related guidance tools should explicitly reflect this consideration, and recommendations should be tailored to avoid unintended consequences.
- **Sustainability and Local Ownership:** The contractor is expected to promote sustainability and ownership by involving national and local institutions, building capacity, and supporting knowledge transfer throughout all stages of implementation. Deliverables should be designed to remain usable and adaptable beyond the consultancy period.

- **Reporting Obligations:** Progress on the integration of cross-cutting issues must be systematically documented in all relevant deliverables, including the interim and final reports. Where appropriate, disaggregated data (e.g., by gender, age, region, etc.) should be used to strengthen analysis and recommendations.

Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Lead Expert

Tasks of the lead expert

- Overall responsibility for the advisory packages of the contractor, ensuring high quality and adherence to timelines
- Coordinates and ensures communication with GIZ, IGAD, and all relevant stakeholders
- Leads and manages the completion of all tasks, progress monitoring, and conflict resolution
- Ensures smooth implementation of all consultancy activities, including workshops, and webinars
- Leads quality assurance and timely delivery of all products – including, reports, the M&E framework, and both the interim and final reports
- Acts as the key interface with GIZ and IGAD for all technical and strategic matters
- Organizes and participates in weekly coordination calls with designated IGAD and GIZ focal points
- Provides strategic oversight and senior-level technical advice on HMDCC, SOP development, and regional coordination

Qualifications of the Lead Expert

- **Education/training (2.1.1):** University degree (Master) in International Development or International Relations, ideally with a specialization on the impact of climate change in the Global South and migration, or another relevant field.
- **Language (2.1.2):** C2-level proficiency in English.
- **General professional experience (2.1.3):** 7 years of professional experience in the international development sector.
- **Specific professional experience (2.1.4):** 5 years in policy advisory on migration and displacement and/or climate change resilience and adaptation in emergency or displacement settings.

- **Leadership/management experience (2.1.5):** 5 years of experience in project team leadership or managerial roles.
- **Regional experience (2.1.6):** 7 years of experience in the IGAD region or in comparable regional cooperation communities (e.g. ECOWAS, SADC, EAC) and/or political/economic unions (e.g. EU). (4 points)
- **Development cooperation experience (2.1.7):** 7 years of experience in development cooperation projects.
- **Other requirements (2.1.8):**
 - 5 years of experience in drafting policy documents, declarations, action plans, and analytical reports.
 - 5 years of experience in high-level presentation and advisory work with governments in the areas of migration and/or climate change adaptation.

Key Expert: Capacity Development (HMDCC)

Tasks of Key Expert

- Partial responsibility for the advisory packages of the contractor (quality and deadlines), specifically for Tasks 2 and 5.
- Backstopping in all aspects of the service package, ensuring technical robustness of deliverables across capacity development,
- Lead on the preparation of training materials (Task 2), and the ToT curriculum (Task 4).
- Facilitation and moderation of meetings supporting the coordination of national and regional workshops (Task 3). ToT sessions, and online knowledge-sharing formats under Tasks 2, 4, and 5.
- Supporting the lead expert in producing all deliverables associated with assigned tasks, including technical quality assurance and drafting contributions.
- Communication with GIZ, IGAD, and stakeholders throughout implementation, especially for Task4, to ensure strategic alignment and partner ownership.

Qualifications of Key Expert

- **Education/training (2.2.1):** University degree (master's or equivalent) in Migration Studies, Climate Policy, International Relations, Public Policy, or another relevant field focused on displacement, regional policy, or capacity development.
- **Language (2.2.2):** C2-level proficiency in English.
- **General professional experience (2.2.3):** 5 years of professional experience in the international development sector.
- **Specific professional experience (2.2.4):** 3 years of experience in developing capacity building materials, SOPs, or policy frameworks related to migration, climate-induced displacement, or disaster preparedness.

- **Leadership/management experience (2.2.5):** 3 years of experience coordinating or managing components of international development projects with intergovernmental stakeholders.
- **Regional experience (2.2.6):** 3 years of experience working in the IGAD region or with comparable regional organisations (e.g. ECOWAS, SADC, EAC, AU).
- **Development cooperation experience (2.2.7):** 5 years of experience in development cooperation projects.
- **Other requirements (2.2.8):**
 - 3 years of experience drafting strategic documents (SOPs, policy briefs, or toolkits) and advising public institutions or intergovernmental bodies.
 - Demonstrated experience in knowledge facilitation, webinar or toolkit development, and policy learning in regional settings.

Optional Use of Short-Term Expert Pool (if needed)

To allow for the targeted mobilisation of specialist expertise, the contractor may allocate up to **10** expert working days to a short-term expert. These days are intended to:

- Provide specific technical inputs not covered by the core team (e.g., gender budgeting, GIS support, legal review, etc.)
- Support time-bound assignments such as validation workshops, translation of training content, or technical editing of deliverables.
- Ensure flexibility in responding to emerging needs or unforeseen shifts in partner priorities.

The expert profile(s) and daily rate(s) must be clearly justified in the contractor's offer. Any deployment must be aligned with the overall work plan and cleared in advance by GIZ.

Qualifications of Short-term Pool

- **Education/training (2.6.1):** University degree (Master's or equivalent) in Environmental Science, Data Science, Migration Studies, Public Administration, Disaster Risk Management, or a related field.
- **Language (2.6.2):** C2-level proficiency in English.
- **General professional experience (2.6.3):** 5 years of professional experience in institutional strengthening, climate change, disaster preparedness, mobility governance, or data-driven development programming.
- **Specific professional experience (2.6.4):** 5 years of experience with developing or supporting technical advisory and capacity development in one or more of the following: data systems for mobility or early warning; SOPs or DRM coordination frameworks; inclusive risk communication and participatory methods. Experience with GIS, remote sensing, or data visualization for policy is a strong asset.
- **Regional experience (2.6.6):** 5 years of professional experience in the Horn of Africa, IGAD region, or in regional mechanisms focused on climate, disaster, or migration governance.

- **Development cooperation experience (2.6.7):** 5 years of experience working in or advising development cooperation initiatives.
- **Other requirements (2.6.8):**
 - Proven experience facilitating participatory consultations, policy validation processes, and cross-institutional dialogue.
 - Familiarity with IGAD or similar regional bodies and their policymaking and technical coordination processes related to disaster risk governance, climate mobility, or data systems.

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements in the format of the bid) for the assessment.

The expert profile(s) and daily rate(s) must be clearly justified in the contractor's offer. Any deployment must be aligned with the overall work plan and cleared in advance by the GIZ.

Soft skills required from all experts

In addition to their specialist qualifications, the following qualifications are required of all experts:

- Strong team skills
- High degree of initiative and self-motivation
- Excellent communication skills
- Intercultural sensitivity and socio-cultural competence
- Efficient, partner- and client-focused working methods
- Ability to think and work in an interdisciplinary manner

Preference for Regional Expertise: The contractor is encouraged to engage experts with proven experience in the IGAD region and, where possible, to include regional experts who are familiar with local contexts, cross-border dynamics, and IGAD's institutional mechanisms. This will enhance contextual sensitivity, stakeholder engagement, and alignment with IGAD's regional integration agenda.

Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

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

Specification of inputs:

Fee days	Number of experts	Number of days per expert	Price per day	Total	Comments
Designation of TL	1	56			
<i>Key expert 2/ Senior Consultant</i>	1	76			
<i>Expert Pool 1</i>		10			Will be hired prior to GIZ approval as needed. CV will be Submitted but will not be evaluated
<i>Total</i>	3	142			
Travel expenses	Quantity	Number per expert		Total	Comments
Per-diem allowance in country of assignment	N/A	N/A	N/A	N/A	
Overnight allowance in country of assignment	N/A	N/A	N/A	N/A	

Transport	Quantity	Number per expert		Total	Comments
CO₂ compensation for air travel Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions	3	2		6	A fixed budget of EUR 780,00 is earmarked for settling carbon offsets against evidence.
Fixed travel budget <i>The Project has set a fixed amount as we are uncertain regarding the specific travel plans during the tender procedure. However, the tenderer should describe the number of trips, travel destinations, and time periods as best as possible.</i>	1	3		20.000,00 Euro	A budget is earmarked for travel to the following countries: Djibouti, Kenya, Uganda and Ethiopia A fixed budget of EUR 20.000,00 is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price		Total	Comments
Flexible remuneration	1	12.428,00 EUR		12.428,00 EUR	A budget of 12.428,00 EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

Workshops	0				The budget contains the following costs . <i>Alternatively:</i> Please calculate a budget for workshops taking the following cost items into account:
Procurement of materials and equipment	0				The budget contains the following costs .
Other costs					The budget contains the following costs .

Inputs of GIZ or other actors

GIZ and IGAD are expected to make the following available:

Logistics for workshops and travel arrangement:

- GIZ and IGAD ensure the organization and logistics of the workshops and events which require the participation and support of the consultants.
- The consultants will take care of their own travel arrangements to these events, as these are covered by the fixed travel budget

Requirements on the format of the tender

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

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English as well.

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

Annexes

- A1 Expertise Assessment Grid

- A3 Eligibility Assessment Grid