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

Tender number: 10005340

Technical Review of RSC Inspection and remediation programme SOPs	**Project number/ cost centre:** **G-011550-001**

0. List of abbreviations

AG	Commissioning party
AN	Contractor
API	Application Programming Interface
AVB	General Terms and Conditions of Contract for supplying services and work.
BGMEA	Bangladesh Garment Manufacturers and Exporters Association
BKMEA	Bangladesh Knitwear Manufacturers and Exporters Association
BMZ	Federal Ministry for Economic Cooperation and Development
CAP	Corrective Action Plan
DIFE	Department for Inspection of Factories and Estabhlishments (agency of the Ministry of Labour and Employment)
DoE	Department of Environment
DoL	Directorate of Labour (agency of the Ministry of Labour and Employment)
FFC	Fair Factories Clearinghouse
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
HR	Human Resources
ILO	International Labour Organisation
ITC	International Trade Center
LDC	Least Developed Country
MoC	Ministry of Commerce
MoLE	Ministry of Labour and Employment
N/A	Not Applicable
NGO	Non-governmental organisation
RMG	Ready-Made Garment
RSC	Ready-Made-Garment Sustainability Council

1. Context

Bangladesh is the world's second-largest textile and garment producer after China, accounting for a global market share of 7.4 percent in 2023, according to the World Trade Organization's report *World Trade Statistics 2023: Key Insights and Trends* (WTO, 2024). In the same year, Bangladesh exported textile and garment products valued at USD 38 billion, representing approximately 82 percent of the country's total exports. These figures underscore the critical importance of the textile and garment sector to Bangladesh's economy and highlight the country's strong dependence on this industry. Furthermore, the sector employs around four million workers, predominantly un- or low-skilled, and provides income opportunities for approximately 60 percent of working women, according to the International Labour Organization (ILO).

The Ready-Made Garment (RMG) sector is a major contributor to Bangladesh's economic growth; however, compliance with social and environmental standards remains limited. Workers' rights are often neglected, wages are low, and gaps in environmental regulation and enforcement allow the continued use of outdated technologies and production practices, leading to hazardous waste discharge and risks to workers, communities, and the environment.

Following the collapse of the Rana Plaza building in 2013, the **Accord on Fire and Building Safety in Bangladesh** (Accord) was established by 190 primarily European brands in collaboration with international trade unions (IndustriALL and UNI Global) to improve workplace safety. The Accord implemented legally binding Corrective Action Plans (CAPs) to address essential fire and building safety measures. While the Accord achieved significant improvements, it concluded operations in May 2020 following a Supreme Court decision.

Its mandate and structure were transferred to the **Ready-Made Garment Sustainability Council (RSC)**, a tripartite, multi-stakeholder initiative including workers' representatives, industry associations, and brand signatories. The RSC adopted and extended the Accord's standards, processes, and complaint mechanism, while broadening its scope to include labour rights, worker training, and environmental compliance. The RSC operates through a board of 18 directors (6 representatives from each stakeholder group) under a principle of unanimity. The Executive Committee includes Rubana Huq (industry), Joachim Leo Juette Overmeyer (brand), and Christina Hajagos-Clausen (trade union), with the ILO acting as a neutral convener. Roger Hubert serves as Managing Director and George Faller as Chief Safety Officer.

The RSC's mandate emphasizes inspection standards, fire protection, electrical and building safety, and aims to ensure impartial conflict resolution while promoting continuous improvement across social, environmental, and occupational safety standards in the RMG sector.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH was commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ) to implement the project 'Skills for Self-monitoring and Compliance with Clean and Fair Production in the Textile Industry' (SCAIP) with the objective to strengthen the capacity of the Ready-Made-Garment Sustainability Council in order to ensure compliance with safety, labour and environmental standards in the textile and garment industry in Bangladesh. To achieve this goal, three outputs are defined:

1. **Output 1:** The RSC technical and organisational capacity for inspecting and auditing safety, labour and environmental standards in the textile and garment sector have been strengthened. Output 1 will focus on analysing the technical operations of the RSC,

improving data management processes and reporting and increasing its personnel competencies to ensure transparent and reliable inspections of safety and environmental standards in the textile and garment industry of Bangladesh.

2. **Output 2:** A cooperation between the RSC and relevant public inspection institutions e.g. Department of Environment (DoE) and Department of Inspection for Factories and Establishments (DIFE) has been established. Output 2 will focus on strengthening strategic collaboration and coordination to foster efficiency and effectiveness of inspections.

3. **Output 3:** Workers in the textile and garment industry in Bangladesh have been qualified adequately. Output 3 will focus on empowering workers through training and advisory services to ensure safety, labour and environmental standards in factories.

Against this background, GIZ is seeking to commission the services of a firm of consultants to support the implementation of Output 1. Against the backdrop of an evolving landscape of international best practices and local standards, this assignment focuses on reviewing the RSC's current technical SOPs in view of future requirements. The review will cover a total of 30 core documents, comprising 24 SOPs and 6 Protocols, along with 70 supporting documents—including 10 email templates and 60 associated flowcharts—derived from these SOPs and Protocols to facilitate operational implementation. Key areas addressed by these documents include Relocation-Closure (1 SOP, 1 Protocol, 60 email templates), Escalation & De-escalation (4 SOPs, 1 Protocol, 5 email templates), Factory Disclosure (Listing/De-listing) (2 SOPs, 1 Protocol, 1 email template), Remediation Finance (2 SOPs, 4 Protocols), Fraud Protocol (1 SOP), Immediate & Critical Findings (1 SOP), and Inspection & Remediation (15 SOPs, 1 Protocol). Reviewing all these integrated documents is essential to ensure that the RSC establishes a robust, reliable, and internationally recognised inspection framework with the involvement of relevant stakeholders. This process will also promote continuous improvement and adaptation to evolving safety standards and remediation requirements, with the overarching objective of creating a safer working environment within the RMG sector. If needed, these documents can be shared to facilitate easier resource allocation for the review.

1. Tasks to be performed by the contractor

The contractor is responsible for providing the following services: The following section will outline the scope of the assignment as well as the tasks and responsibilities of the contractor.

The objective of the proposed assignment is to

- Review the inspection and remediation programme SOPs identify areas of improvement; ensuring that the inspection, remediation and other operational SOPs are comprehensive and up to date and in line with the lates relevant standards,
- Review the RSC's technical Guidelines (Standard) to ensure they cover the local building Standard (BNBC) and international best practices (e.g., NFPA) where BNBC the is insufficient to address safety and realities of the RMG industries of Bangladesh
- Enhance the transparency and robustness of the RSC inspection and remediation process,
- Improve workplace safety and compliance within the RMG industry.

The contractor is responsible for providing the following services. The section outlines the scope of the assignment as well as the tasks and responsibilities of the contractor.

The objective of the proposed assignment is to:

- Review the RSC's inspection and remediation programme SOPs and supporting documents, including protocols, email templates, and flowcharts, to identify areas of improvement; ensuring that the inspection, remediation, and operational SOPs are comprehensive, up-to-date, and aligned with the latest local and international standards.
- Review the RSC's technical Guidelines (Standards) to ensure coverage of local building codes (BNBC) and integration of international best practices (e.g., NFPA) where local standards are insufficient to address safety realities in Bangladesh's RMG industry.
- Enhance the transparency and robustness of the RSC inspection and remediation process.
- Improve workplace safety and compliance within the RMG industry.

Functionality

- Comprehensive Guidelines: Provide detailed and actionable guidance for conducting inspections and executing safety remediation in factories, including SOPs, protocols, email templates, and flowcharts.
- Consistency: Ensure uniformity and thoroughness in inspection and remediation procedures and eliminate duplication of effort through case studies and integrated operational documents.
- Alignment with Best Practices: Where local laws are insufficient, integrate relevant international safety standards and best practices.
- Usability: Update the SOPs and associated documents to ensure they are user-friendly, practical, and implementable at the operational level

These measures will assist the RSC to fulfil its mandate and to take responsibility for ensuring compliance with workplace safety and labour standards in adherence to internationally agreed upon standards.

The contractor shall submit an implementation concept and an annotated work plan to comment and elaborate on the tasks assigned with the ToR (**inception report)**. However, some **key deliverables** are:

1. **Desk study** (Study of the specific requirements, existing SOPs, relevant local and international laws, regulation and requirements.
    - **1.1 Review Existing SOPs***:* Review of existing SOPs, protocols, email templates, and flowcharts for fire safety, electrical safety, building safety, boiler safety, and remediation programme.
    - **1.2** Study of the relevant local and international law, rules and regulations and requirements.
    - **1.3** Analyze key expectations of the RSC Board of Directors.
    - **1.4** Review practices of relevant national and international organizations.

2. **Inception meeting** with RSC with the RSC Managing Director, Chief Safety Officer, Sr. Head of the Department-Remediation Programme, Head of the Departments (Structural, Fire, Electrical & Boiler Safety) in order to clearly identify current SOPs and needs.

3. **Stakeholder consultations to obtain accurate information**: Conduct consultations with RSC inspectors and Remediation Programme Officers, RSC BoD/EC, Brands & International Accord representatives, Factory Owners, Worker representatives, and relevant authorities to gather insights and recommendation
    - **RSC Representatives**: Representatives from the Board of Directors and/or Executive Committee, RSC management, and inspectors. (From BoD and EC, three parties can also be covered: industry representatives, workers representatives, and brand representatives.)
    - **International Accord Representatives**: Representatives of International Accord responsible for Inspection, policy implementation, stakeholder engagement and data management.
    - **Consulting Firm Representatives**: Experts from the consulting firm conducting the review and update.
    - **Technical and Engineering Experts**: Industrial engineers, structural engineers, electrical engineers, Remediation Case management etc.
    - **Legal Advisors**: Labour law specialists.
    - **Workers' Representatives**: Local and international workers representatives
    - **International Stakeholders**: Brand representatives, international NGOs, multilateral organizations.
    - **Industry Representatives**: Factory owners, managers, industry association representatives.
    - **Academic and Research/Govt. Institutions**: University professors, researchers, research organizations

4. **Gap Analysis:** Identify gaps and areas for improvement in the existing SOPs, protocols, and supporting documents based on stakeholder feedback and review of local & international standards. Identify non-value-adding steps and optimize inspection, review, report writing, and remediation programme activities, including CAP management, escalation, inspection scheduling, closure/relocation, remediation finance, and data management

5. **Updating SOPs**
    - 1.1 **Drafting Updated SOPs:** The firm drafts the update for SOPs of inspection (fire, electrical, structural & boiler) and remediation programme based on the review of local & international Standard and accumulated stakeholder's feedback.
    - 1.2 **Technical Review:** The updated drafts are submitted to the RSC EC and leadership for review and feedback.
    - 1.3 **Revisions:** Incorporate feedback and finalize SOPs, protocols, and associated supporting documents (*email templates and flowcharts*).
6. **Finalization and Reporting**

    - 1.1 **Final Report:** Prepare a comprehensive report documenting the review process, findings, proposed updates to SOPs, protocols, and supporting documents, with detailed recommendations for implementation and future revisions. Highlight gaps, corrective measures, and alignment with international best practices and local regulatory requirements.
    - 1.2 **Submission and Presentation:** Submit the final updated SOPs, protocols, email templates, flowcharts, and report to GIZ Bangladesh and RSC. Present the findings, recommendations, and detailed updates to facilitate decision-making, adoption, and operational implementation within RSC's inspection and remediation framework.

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

Milestone	**Deadline/Place/Person Responsible**
Phase 1: Planning and Inception	
Kick-off meeting minutes	**1 weeks after contract start / TL & key experts and Polls GIZ**
Technical review group charter (RSC, EC)	**2 weeks after contract start / TL & key experts and Polls**
Inception report	**2 weeks after contract start/ TL & key experts and Polls**
Phase 2: Stakeholder Consultation and Gap Analysis	
Stakeholder engagement report	**6 weeks after contract start/ TL & key experts and Polls**
Gap analysis report	**6 weeks after contract start/ TL & key experts and Polls**
Phase 3: Updating SOPs	
Draft updated SOPs	**8 weeks after contract start/ TL & key experts and Polls**
Technical review feedback report	**8 weeks after contract start/ TL & key experts and Polls**
Finalized updated SOPs	**8 weeks after contract start/ TL & key experts and Polls**
Phase 4: Internal Training and Implementation	
Feedback collection report	**11 weeks after contract start/ TL & key experts and Polls**
Phase 5: Finalization and Reporting	
Final comprehensive report	**12 weeks after contract start/ TL & key experts and Polls**
Presentation materials	**12 weeks after contract start/ TL & key experts and Polls**
End of service:	**Please note that the service is scheduled to be provided by October 30, 2026.**

Period of assignment: from May 2026 until 31.12.2026

2. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 3 (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.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

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 3 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2 –** 1.2.1. and 1.2.2**)** with them.

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).

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 3 (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).

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. 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 describe its backstopping concept. 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

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- 1 progress report (3-5 pages) after 1.5 months
- Closing (final) report

3. 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.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree (German 'Diplom'/Master) in Occupational Safety and Health (OSH), Industrial Engineering, or a related field.
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the RMG or manufacturing sectors
- Specific professional experience (2.1.4): 5 years in RMG or manufacturing sectors
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Asia (region), of which 2 years in projects in Bangladesh
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): N/A

Key expert 1 (Local) (Structural)

Tasks of key expert 1

- Provide expertise on structural safety within the context of the RMG sector in Bangladesh.

- Ensure that the SoPs are compliant with local regulations and industry standards and are practical for implementation in local factories.
- Facilitate coordination and collaboration between RSC and governmental inspection authorities to harmonize inspection procedures.

Qualifications of key expert 1

- Education/training (2.2.1): Advanced degree in Structural Engineering, Mechanical Engineering, or a related field.
- Language (2.2.2): C1 -level language proficiency in English language and Bengalis is native
- General professional experience (2.2.3): 10 years of professional experience in the RMG or manufacturing sectors
- Specific professional experience (2.2.4): 5 years of experience in fire and electrical safety, with a focus on RMG factories
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): N/A
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in DC projects
- Other (2.2.8):N/A

Short-term expert pool 1 with minimum 3, maximum 4 members

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 on the format of the bid) for the assessment.

Short-term pool-1 (Local) (1 Boiler, 1 fire, 1 Electrical)

Tasks of the short-term expert pool 1

- Review existing SOPs with a focus on **practical applicability**, implementation challenges, and alignment with **Bangladesh-specific regulations** (BNBC, Boiler Act, local enforcement practices).
- Identify operational gaps, implementation bottlenecks, and non–value-adding steps in current SOPs based on field realities.
- Assess compliance challenges faced by RMG factories and inspectors in applying existing SOPs.
- Provide **context-specific recommendations** for improving SOP usability, clarity, and enforceability.
- Support stakeholder consultations with inspectors, remediation officers, factory representatives, and local authorities.
- Advise on **feasible improvements** to electrical, fire, boiler, and structural safety SOPs based on local capacity and constraints.

- **Education/training** (2.6.1):
    - 1 expert with advanced degree in Mechanical Engineering, Power Engineering, or a related field
    - 1 expert with advanced degree in Fire Safety Engineering, Civil Engineering, Mechanical Engineering, or related fields
    - 1 expert with advanced in degree in Electrical Engineering, Electronics, or equivalent. Certification or training in international electrical safety standards (e.g., NFPA 70E, IEC 60364, or IEEE guidelines)

- **Language** (2.6.2): 3 experts with C1 -level language proficiency in English and Bengali is native
- **General professional experience** (2.6.3):
  - 1 expert with 7 years of experience in boiler safety inspection, design, installation, or maintenance within industrial sectors in Bangladesh, including 8 completed risk assessments and inspections of boiler systems in industrial facilities, preferably in the RMG sector, ensuring compliance with local regulations.
    1 expert with 7 years of experience in fire safety or related fields, including 5 completed assignments in fire safety implementation, inspections, SOP application, and policy compliance in industrial sectors, with experience in the RMG sector.
  - 1 expert with 7 years of experience in electrical safety, electrical engineering, or related fields, including 5 completed safety inspections, audits, or compliance management assignments in industrial sectors, ensuring alignment with local regulations.
- **Specific professional experience** (2.6.4):
  - 1 expert with 5 years of hands-on experience in boiler safety inspection, design, installation, or maintenance within the RMG and textile sectors in Bangladesh, including 5 completed assignments involving SOP implementation and adaptation of international guidelines to the local context.
  - 1 expert with 5 years of experience in fire safety in industrial inspections, including 5 completed assignments in risk identification, mitigation planning aligned with BNBC and NFPA standards, and SOP review and application in the RMG sector, as well as 5 documented stakeholder consultation or training sessions.
  - 1 expert with 5 years of hands-on experience in assessing and implementing electrical safety systems, including 5 completed risk assessments and compliance assignments aligned with BNBC and international standards (NFPA, IEC, or ILO), and experience in SOP application in industrial facilities.
- **Regional experience** (2.6.5): N/A
- **Development cooperation (DC) experience** (2.6.6): N/A
- **Other** (2.6.7): N/A
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Short-term expert pool 2 with minimum 3, maximum 4 members

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 on the format of the bid) for the assessment.

Short-term pool-2 (International) (1 Electrical, 1 Structural, 1 Boiler)

Tasks of the short-term expert pool (International)

- Benchmark existing SOPs against **international standards and best practices** (e.g. NFPA, IEC, ASME, Eurocode).
- Review SOPs from a **comparative international perspective** to identify gaps relative to global best practices.

- Validate proposed recommendations from the local expert pool to ensure consistency with internationally recognised safety frameworks.
- Provide strategic advice on **future-oriented improvements** to SOPs in line with evolving international standards.
- Support RSC in aligning its inspection framework with **internationally recognised compliance and governance models**.
- Contribute to high-level technical discussions with RSC leadership, International Accord, brands, and development partners.

- **Education/training** (2.7.1):
    - 1 expert with advance degree in Electrical Engineering, Electrical Safety, or a related field.
    - 1 expert with advanced degree in Civil or Structural Engineering, or a related field.
    - 1 expert with advanced degree in Mechanical Engineering or a relevant field; specialization in boiler safety preferred.
- **Language** (2.7.2): 3 experts with C2 -level language proficiency in English
- **General professional experience** (2.7.3):
    - 1 expert with 7 years of experience in **electrical safety inspection, audits, or assessments in industrial sectors**, with emphasis on **benchmarking against international standards**.
    - 1 expert with 7 years of experience in **structural engineering**, focusing on **building safety assessment and compliance with international codes**.
    - 1 expert with 7 years of experience in **boiler safety inspection, compliance, and operations**, including benchmarking and **validation against international guidelines**.
- **Specific professional experience** (2.7.4):
    - 1 expert with 5 years of experience in **developing, reviewing, or implementing electrical safety standards or SOPs in accordance with international codes such as NFPA or IEC**.. The expert should have completed **3 assignments in industrial settings**, in the **garment or manufacturing sector in developing countries or similar contexts**.
    - 1 expert with at 5 years of experience in **reviewing or developing structural safety inspection guidelines and standards** such as BNBC, ASCE, or Eurocode. The expert should have completed at least **3 assignments related to structural safety in industrial buildings**.
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- 1 expert with at 5 years of experience in **developing or reviewing boiler safety standards or SOPs in line with international guidelines** such as ASME Boiler and Pressure Vessel Code. The expert should have completed at least **3 assignments related to boiler safety in industrial settings**, preferably in the **garment or manufacturing sector in developing countries or similar contexts**.
- **Regional experience** (2.7.5): 3 experts with 2 years of experience in projects in South Asia (region)
- **Development cooperation (DC) experience** (2.7.6): 3 years of experience in DC projects
- **Other** (2.7.7): N/A

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Soft skills of team members
In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking
- safety inspections, with a strong focus on fire, electrical, building, and boiler safety.

4. Costing requirements

Specification of inputs

Fee days	**Number of experts**	**Number of days**	**Total**	**Comments**
Designation of TL	1	10	10	Remote work
Key expert 1	1	15	15	Based in Dhaka
Short term Pool 1	3-4	30	30	Based in Dhaka
Short term Pool 2	3-4	30	30	Remote work
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
N/A				
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	**1**	**5.500 EUR**	**5.500 EUR**	A budget of EUR 5.500 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. Please calculate the given budget. DO NOT CHANGE

5. Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

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

- Assessment presentation / workshop with relevant stakeholders (remotely)
- Sharing final report and recommendations with GIZ and RSC

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Transportation on site with own project vehicle
- Logistics for workshops

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. 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 (language).

The complete tender must not exceed 12 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 3 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 must also be submitted in English (language).

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.

8. Outsourced processing of personal data

- N/A