

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

CONFIDENTIAL

Consultancy for Eco-Spiritual Tourism Readiness, Green Governance, and Operational Systems for Vacare Deo under GIZ Green Growth Palestine

**Project number/
cost centre:
G-010905-005**
**Tender number
10012181**

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0. List of abbreviations

AVB – General Terms and Conditions of Contract (GIZ)

BoQ – Bill of Quantities

CBO – Community-Based Organisation

DC – Development Cooperation

GIZ – Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

KW – Kilowatt

NGO – Non-Governmental Organisation

PPE – Personal Protective Equipment

SOP – Standard Operating Procedure

TL – Team Leader

WP – Work Package

KE1 – Key Expert 1 (Architect / Civil Engineer)

1. Context

Vacare Deo (“to make/have space for God”) is a long-term **spiritual–environmental initiative** of the Benedictine Sisters of Our Lady of Calvary, situated on the Mount of Olives — one of the holiest landscapes in Christian tradition. Since 2021, the Sisters have been rehabilitating their **15-dunum monastic garden**, restoring ancient terraces, reviving native biodiversity, and developing a contemplative visitor path that embodies **Benedictine spirituality, Christian creation theology, ecological stewardship, and monastic hospitality**.

The initiative aligns closely with the **GIZ Green Growth Palestine Programme**, which promotes sustainable tourism models, ecological protection, inclusive local economic participation, and green livelihoods. Vacare Deo stands as a unique model where **spirituality, ecology, community development, and green growth** directly reinforce one another.

Phase I of the garden was inaugurated on **14 November 2025**, highlighting its potential as:

- A **pilgrimage and retreat destination** for parishes, monastic orders, spiritual groups, and faith-based tour operators.
- A **green contemplative landscape** demonstrating biodiversity restoration, zero-waste principles, and nature-based spirituality.
- A **community asset** supporting local employment, skill development, and small-scale green-economy opportunities.
- A **sanctuary of silence, prayer, and healing** for visitors from around the world.

Despite these achievements, Vacare Deo is **not yet operational** due to the 2023–2025 tourism collapse caused by the Gaza war. To prepare for the expected return of pilgrimage and eco-spiritual tourism, the sisters require a **fully structured and professionally developed operational framework** covering:

- communication and outreach,
- fundraising and donor engagement,
- creation-care and visitor-management policies,
- booking and donation systems,
- staffing and organisational development,
- capacity building and readiness for reopening.

This ToR defines the consultancy required to bring Vacare Deo to **fully operational, spiritual, ecological, and organisational readiness**, ensuring that it can serve as a leading example of **green pilgrimage and eco-spiritual tourism** within the framework of **GIZ Green Growth Palestine**.

Objective of the Services

The overall objective of this consultancy is to support the Benedictine Sisters in establishing a **cohesive, sustainable, spiritually grounded, and operationally robust framework** for Vacare Deo one that unites **Benedictine spirituality, Christian creation theology, ecological stewardship, and green-growth principles** into a single, functioning operational model. This includes:

- A **complete communication, branding, and fundraising playbook** that authentically expresses Vacare Deo’s spiritual mission, ecological vocation, and community impact,

and effectively addresses faith-based audiences, environmental partners, and the wider tourism ecosystem.

- **A comprehensive Green Policy, pilgrimage code of conduct, visitor regulations, and event-space framework** that integrate theological values (silence, hospitality, creation care) with practical sustainability measures (biodiversity protection, zero-waste rules, responsible group behaviour).
- Finalisation of the Vacare Deo website: development and refinement of website content (no coding required).

Development of a donation-based model: design of a compliant donation framework considering local legal requirements and restrictions, including communication guidelines and sample messaging blocks for clearly presenting the donation-based model to website visitors.

- **Capacity-building and SOP development for the Sisters and staff**, enabling them to manage spiritual hospitality, visitor flow, booking systems, and green events independently and in harmony with monastic life.
- **A practical staffing plan and organisational structure** that balances spiritual ministry, ecological stewardship, and professional visitor management while generating green livelihoods for the local community.
- **Operational readiness for reopening** once international pilgrimage flows resume, with systems that protect sacred space, preserve ecological integrity, and support sustainable, spiritually aligned visitor engagement.

All outputs must be **practical, implementable, scalable**, and fully aligned with the **contemplative, ecological, and spiritual identity** of the monastery.

Intended Outcomes and Impact

By the end of the consultancy, the following **key outcomes** should be achieved:

No.	Intended Outcome	Description
Outcome 1	Integrated Spiritual–Ecological Communication Identity	A unified communication and fundraising playbook reflects Vacare Deo’s contemplative spirituality, creation theology, ecological mission, and community impact, and presents the initiative professionally to pilgrims, churches, environmental partners, donors, and the wider tourism value chain.
Outcome 2	Green Policy & Pilgrimage Regulation Framework	A complete and implementable set of sustainability rules, pilgrimage and visitor conduct guidelines, group-management standards, noise and photography controls, sacred-space regulations, biodiversity-protection measures, and green event-hosting requirements.
Outcome 3	Operational Website & Booking System	The website is fully finalized with spiritually aligned content, integrated booking logic, a legally compliant donation-based entry model, and visitor instructions that support respectful, environmentally conscious behaviour.
Outcome 4	Trained Sisters & Staff	The monastic community and lay staff can independently manage communication, bookings, visitor flow, green events, and on-site hospitality in

		accordance with Benedictine values and creation-care principles.
Outcome 5	Clear Staffing & Workflow Structure	A practical and balanced staffing model is established, supporting up to 60,000 annual visitors while safeguarding contemplation, silence, monastic rhythm, ecological integrity, and operational efficiency.
Outcome 6	Operational Readiness	All systems—visitor-flow processes, communication tools, booking mechanisms, policies, and staff workflows—are tested, refined, and fully functional, enabling Vacare Deo to reopen smoothly once pilgrimage activity resumes.

Impact

Impact Area	Description
Strengthened Green & Spiritual Tourism in Palestine	Vacare Deo emerges as a model for eco-spiritual tourism, demonstrating how creation care, contemplative hospitality, and sustainable visitor management can support green growth in Palestine.
Enhanced Faith-Based Tourism Value Chain	Churches, pilgrimage operators, monastic networks, and spiritual retreat organizers engage Vacare Deo through clear communication, booking processes, and spiritually aligned guidelines, strengthening the religious tourism sector.
Integration of Theology & Ecology in Practice	Christian creation theology and Benedictine spirituality are translated into operational policies—visitor regulations, silent zones, biodiversity protection, and green events—offering a unique, holistic approach to sustainable tourism.
Local Employment & Community Participation	New staffing structures create dignified, green jobs for local Palestinian residents in reception, garden stewardship, cleaning, event hosting, booking administration, and communication support.
Environmental Protection & Biodiversity Conservation	The Green Policy, visitor-flow management, and behaviour guidelines reduce human impact, safeguard restored terraces, protect native species, and promote a low-impact pilgrimage model.
Operational Resilience & Institutional Sustainability	Vacare Deo gains systems, SOPs, training, and structures that ensure it can operate independently and sustainably once tourism returns, securing long-term spiritual, ecological, and financial viability.
International Visibility & Partnership Potential	Vacare Deo becomes known internationally as a contemplative green sanctuary, attracting faith-based groups, environmental partners, diplomats, donors, and academic institutions seeking models of eco-spiritual practice.

2. Tasks to be performed by the contractor

The contractor shall carry out the following tasks in close collaboration with **GIZ Green Growth Palestine**, the **Benedictine Sisters of Our Lady of Calvary**, and relevant **local community, tourism, ecological, and faith-based partners**.

All tasks must be aligned with the overall objective of establishing a **cohesive, spiritually grounded, ecologically responsible, and operationally robust framework** for Vacare Deo. The contractor's work shall integrate **Benedictine spirituality, creation-care principles, green growth objectives, sustainable visitor management, and practical operational readiness** across all work packages.

Work Package 1- Communication & Fundraising Playbook

This work package develops a unified communication framework that reflects the **spiritual identity, theological roots, and ecological mission** of Vacare Deo. The playbook shall integrate Benedictine creation spirituality, contemplative hospitality, and green stewardship into all external messaging. It must address outreach to **faith-based audiences, pilgrimage operators, religious institutions, environmental networks**, and tourism stakeholders, positioning Vacare Deo as a model of **eco-spiritual green growth** in Palestine.

Key Tasks

- Development of the Vacare Deo narrative: preparation of a detailed written narrative of the Vacare Deo spiritual concept, outlining its spiritual, theological, ecological, and community impact from an objective and conceptual perspective. This includes the development of a comprehensive, consolidated document (approximately 4 pages) summarizing the key elements of the Vacare Deo project, which will serve as the foundational reference for further content development.
- Define theological & ecological messaging pillars
- Prepare key messages for faith-based audiences and green donors
- Create templates (briefings, brochures, emails) In English and French language
- Preparation of outreach materials: development of a structured document outlining key talking points for different outreach scenarios. The materials should enable the beneficiary to independently prepare communication for both written (e.g., email) and verbal (e.g., meetings) interactions. The result will be a reusable set of talking points and adaptable text blocks for consistent communication.
- Develop donor engagement plan (short-, mid-, long-term)

Deliverable

D1 – Communication & Fundraising Playbook

All deliverables must be prepared in English language with French translation

Work Package 2 – Green Policy, Pilgrimage Rules & Visitor Regulations

This work package establishes the **spiritual–ecological governance system** for Vacare Deo. It must translate Christian creation theology, Benedictine values, and ecological ethics into practical rules for **pilgrims, visitors, groups, and event organizers**. The framework shall protect silence, biodiversity, sacred space, and monastic rhythm, while promoting **zero-waste principles, respectful behaviour, mindful movement**, and environmentally responsible use of the garden and facilities.

Key Tasks

- Develop Green Policy (zero waste, resource use, biodiversity protection)
- Establish group-size limits & guiding responsibilities

- Set pilgrimage rules: silence, conduct, prayer etiquette
- Define photography, noise, phone, drone restrictions
- Create event-space green standards for retreats & green conferences
- Develop visitor-flow rules, restricted zones, and emergency procedures

Deliverables

All deliverables must be prepared in English language with French translation

D2 – Green Policy & Sustainability Guidelines

D3 – Visitor Conduct & Pilgrimage Rules

D4 – Green Event-Space Operational Framework

Work Package 3 – Website Finalization, Booking System Integration & Donation Model

This work package ensures that Vacare Deo's digital presence communicates the site's **spiritual mission and ecological commitment**. The website content, booking workflows, and donation-based entry must reflect values of **hospitality, simplicity, respect for creation, and green pilgrimage**. Digital communication should prepare visitors spiritually and environmentally, linking booking confirmations and instructions to **visitor regulations, silence rules, and green practices**.

Key Tasks

- Finalisation of website content: development and refinement of website content (no coding required). This includes creating content for sections targeting visitors of the Vacare Deo garden, covering the spiritual and theological concept, the ecological design of the garden, a typical spiritual tourism-focused FAQ, and standard visitor information relevant for tourism. Integrate booking system (calendar, approvals, emails)
- Establish legal donation model with Custody's legal office
- Prepare automated confirmation/reminder email templates
- Link booking rules to visitor regulations
- Ensure multilingual content (EN/AR minimum)

Deliverables

D5 – Website Content Package

D6 – Booking System & Workflow Document

D7 – Donation-Based Entry Concept

Work Package 4 – Capacity Building & Operational Training

This work package strengthens the Sisters' and staff's ability to operate Vacare Deo as a spiritual and ecological ministry. Training shall integrate Benedictine hospitality, contemplative visitor care, and environmental stewardship. Staff must learn how to communicate spiritual-green messages, manage pilgrims respectfully, uphold environmental policies, and operate booking and communication systems in alignment with Vacare Deo's eco-spiritual identity.

Key Tasks

- Booking system administration training

- Communication & hospitality training
- Pilgrimage group management & noise control
- Green event management (basement retreat space)
- SOPs for reception, visitor flow, complaints, emergencies
- Simulation of high visitor-flow scenarios

Deliverable

D8 – Training Curriculum & SOP Package

A training outline, training materials, and a set of Standard Operating Procedures (SOPs) relevant to the reception and management of visitors to Vacare Deo.

- Training delivery: A total of three (3) training days are foreseen. The training will be delivered on-site at the beneficiary's premises and will target the Sisters involved in the operation of Vacare Deo. The expected number of participants, including administrative and support staff, is approximately five (5) people.
- The expert shall prepare a detailed breakdown of the individual training sessions, including their duration, and independently develop the necessary training materials. The proposed training curriculum must be submitted for approval to GIZ and the beneficiary prior to implementation.

Work Package 5 – Staffing Plan & Organisational Setup

This work package defines an organisational structure that balances monastic life, spiritual hospitality, and ecological care with professional visitor management. Staffing recommendations shall integrate roles supporting green maintenance, contemplative space protection, responsible group handling, and faith-based engagement. The plan must promote local employment while safeguarding the spiritual and environmental integrity of the site.

Key Tasks

- Analyse visitor flows & operational needs
- Define staff roles (reception, guides, cleaners, gardeners, event hosts)
- Develop job descriptions & competencies
- Outline workflows between Sisters & lay staff
- Provide recruitment recommendations

Deliverable

D9 – Staffing Plan & Job Descriptions

Deliverable: A detailed HR-ready document outlining the recommended key personnel and roles required for the Vacare Deo project, including administrative and support staff. The document shall include basic job descriptions, roles and responsibilities, and salary benchmarking that considers the local job market. It shall also include a draft organizational chart for the project, reflecting potential growth scenarios and staffing adjustments in response to increased visitor numbers.

Work Package 6 – Implementation, Testing & Handover

This work package ensures all systems and policies function cohesively and reflect Vacare Deo's **spiritual and ecological principles**. Pilot testing shall verify that communication, booking flows, visitor regulations, and event protocols support a **quiet, respectful, nature-sensitive, prayer-friendly** visitor experience. The final handover consolidates all tools needed for long-term, spiritually aligned and environmentally sustainable operations.

Key Tasks

- Pilot test booking system with sample groups
- Test visitor-flow and pilgrimage rules
- Run sample communication campaigns
- Adjust website, booking system & rules
- Conduct final handover workshop
- Prepare final consolidated report

Deliverables

- D10 – Pilot Testing Report
- D11 – Final Consolidated Report

Estimated allocation of Working Days per Work Package (Total: 50 Days)

Work Package	Days
WP1 – Communication & Fundraising	10
WP2 – Green Policy & Pilgrimage Rules	12
WP3 – Website & Booking System	8
WP4 – Capacity Building	8
WP5 – Staffing Plan	4
WP6 – Implementation & Handover	8
Total	50

Additional tasks expected to be carried out by the contractor:

- The contractor shall provide all equipment and supplies needed to carry out the consultancy, including including laptop/computer, software tools, mobile devices for platform testing, internet access, and standard office consumables (e.g., printing, stationery). All operating, maintenance, and administrative costs associated with this equipment shall be fully borne by the contractor. 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.

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

Milestones	Deliverables / Partial Works	Deadline/place/person responsible	Person Responsible	Criteria for acceptance
M1	Inception Phase • Inception Report outlining	May 2026/ Mount of Olives, remote	Contractor	Approved Inception

	methodology, detailed work plan, coordination approach, and stakeholder engagement plan. • Initial Vacare Deo narrative framework and communication concept.			Report and initial narrative concept accepted by GIZ and beneficiary.
M2	D1 – Communication & Fundraising Playbook Including: • Spiritual–ecological narrative of Vacare Deo • Theological & ecological messaging pillars • Key messages for faith-based audiences and green donors • Outreach templates and communication tools • Donor engagement plan	May 2026/ Remote	Contractor	Communication & Fundraising Playbook submitted and approved by GIZ and beneficiary.
M3	D2 – Green Policy & Sustainability Guidelines D3 – Visitor Conduct & Pilgrimage Rules D4 – Green Event-Space Operational Framework Establishing ecological protection standards, pilgrimage behaviour rules, visitor-flow guidelines, and sustainable event management principles.	June 2026/ remote	Contractor	Green Policy and visitor regulation framework approved by GIZ and beneficiary.
M4	D5 – Website Content Package D6 – Booking System & Workflow Document D7 – Donation-Based Entry Concept Including finalized website content, booking logic, email templates, and legally compliant donation model.	June 2026/ remote	Contractor	Website content package and booking workflow validated by GIZ and beneficiary.
M5	D8 – Training Curriculum & SOP Package Delivery of 3 on-site training sessions covering: • Booking system administration • Visitor reception and hospitality • Pilgrimage group	August 2026 / Monastery (Mount of Olives)	Contractor	Training completed and training materials/SOP package submitted and accepted.

	management • Green event management • Visitor-flow procedures and emergency protocols			
M6	D9 – Staffing Plan & Job Descriptions Including organisational chart, HR-ready job descriptions, staffing recommendations, salary benchmarking, and workflow structure between Sisters and lay staff.	September 2026 / Remote	Contractor	Staffing plan and HR framework approved by GIZ and beneficiary.
M7	D10 – Pilot Testing Report Testing of operational systems including: • Booking system simulation • Visitor-flow management • Implementation of pilgrimage rules and green policies • Sample communication processes	October 2026 / Mount of Olives	Contractor	Pilot testing successfully conducted and documented in report accepted by GIZ and beneficiary.
M8	D11 – Final Consolidated Report Compilation of all outputs, operational guidance, final recommendations, and handover workshop with the Benedictine Sisters and GIZ.	November 2026 / Mount of Olives	Contractor	Final report and complete documentation package submitted and approved.

Period of assignment: from **15.05.2026** until **30.12.2026**.

3. 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.

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 2 Tasks to be performed) **(1.1.2)**.

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

The tenderer is required to present and explain its approach to **steering (1.3)** 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 (1.4)** 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)**.

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 (1.5)**.

Further requirements (1.7)

The bidder shall present a concise concept demonstrating their understanding of Vacare Deo as an eco-spiritual, heritage-sensitive site. The concept must explain how all proposed tools, systems, and governance frameworks will remain simple, durable, environmentally responsible, and fully aligned with Benedictine spirituality, creation-care principles, and the contemplative character of the garden.

4. 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.

Key expert 1

Tasks of key expert 1

Key Expert 1 is responsible for all strategic, communication, sustainability, and operational inputs required to make Vacare Deo fully functional and visitor-ready. Responsibilities include:

- Developing the communication and fundraising framework integrating spirituality, ecology, and green-growth messaging.
- Preparing the Green Policy, pilgrimage rules, visitor regulations, and event-space guidelines.
- Assessing operational needs, visitor flows, group management, monastic rhythms, and environmental constraints.
- Finalizing website content, booking workflows, and donation-based entry procedures.

- Ensuring all outputs are practical, simple, durable, spiritually aligned, and environmentally responsible.
- Supporting on-site implementation of visitor management, event protocols, and operational processes.
- Documenting all policies, templates, SOPs, and operational guidance.
- Training the Sisters and staff in communication, booking administration, spiritual hospitality, green event management, and visitor handling.

Qualifications of key expert 1

Education/training **(2.2.1)**: University degree (MA or similar level) in one of the following field: Communications, Sustainable Tourism, Environmental Studies, Theology/Religious Studies, Cultural Management, or a closely related field.

Language **(2.2.2)**: C1 -Excellent command (C1 level, CEFR) of English.

General professional experience **(2.2.3)**: 10 years of professional experience in communication strategy, sustainable tourism development, cultural/heritage site management, or organisational development.

Specific professional experience **(2.2.4)**: 10 years of experience in developing communication frameworks, visitor management systems, sustainability/green policies, or operational guidelines for spiritual, cultural, environmental, or tourism-focused institutions. 10 years of experience with faith-based organisations, pilgrimage management, or spiritual retreat operations.

Leadership/management experience **(2.2.5)**: 5 years of experience coordinating multi-stakeholder processes, leading organisational strengthening assignments, managing training programmes, or guiding policy/strategy development with local partners.

Regional experience **(2.2.6)**: 5 years of professional experience in Jerusalem, the West Bank, and the wider region, with demonstrated ability to work in religious, heritage-sensitive, and community-oriented environments.

Development Cooperation (DC) experience **(2.2.7)**: 7 years of experience working in international development or donor-funded programmes, ideally in fields such as green growth, tourism, cultural heritage, community engagement, or environmental sustainability.

Note: All qualifications and professional experience listed above must be substantiated through reference projects or other verifiable proof of performance. Each reference project must indicate the role of the expert, duration, location, and relevance to the tasks described in this ToR.

Soft skills of team members

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

- Teamwork and communication
- Initiative and problem-solving
- Client- and results-oriented working methods
- Interdisciplinary and innovative thinking
- Gender and inclusion sensitivity

5. 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 2026 \(GERMAN ONLY\)](#)).

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	Total	Comments
Designation of key expert 1	1	50	50	
Travel expenses	Quantity	Number of expert	Total	Comments
Per-diem allowance in country of assignment 1	20	1	20	Per diem relate to implementation on-site in Palestine
Overnight allowance in country of assignment 1	17	1	17	<p>Israel/Palestine Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence. Overnight stays in Israel (deviation from the travel expense regulations):</p> <p>Note: Overnight allowances of up to EUR 190 can be submitted for reimbursement against evidence. Up to EUR 142,50 can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis.</p>
Transport	Quantity	Number per expert	Total	Comments

International flights	3	1	3	Travel to the place of service delivery Jerusalem (Israel)
CO₂ compensation for air travel	3	1	3	A fixed budget of € 300,00 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) <ul style="list-style-type: none"> • Transfer to/from Tel Aviv airport (private transfer allowed) • Transportation between place of accommodation and implementation sites (private transfer allowed) 	1	1	1	A fixed budget of up to € 1.000,00 is earmarked for travel expenses in the country of assignment against evidence
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	€ 5.000,00	€ 5.000,00	A budget of € 5.000,00 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.

6. Inputs of GIZ or other actors

GIZ and the Benedictine Sisters Monastery will provide overall project coordination, access to the implementation site at the Mount of Olives, relevant background information, technical feedback, and approval of deliverables. All operational, logistical, and implementation-related costs—including travel, equipment, and subcontracted services—shall be fully borne by the contractor.

7. 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 (language).

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 can 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

For this assignment, **no personal data will be processed by the contractor**, and no data-processing activities on behalf of GIZ are foreseen. All tasks relate exclusively to the development of communication frameworks, policies, visitor guidelines, website content, booking workflows, staffing concepts, and operational procedures—none of which require the contractor to access, store, or process personal data.

Accordingly, **no annex on outsourced data processing is required** for this contract.