

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

CONFIDENTIAL

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| Experts pool for the cashew and pepper sectors in Cambodia | Project number |
| | G-012359-001 |
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1. Context

GIZ is a federally owned enterprise and is supporting the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The project “EU-Cambodia Partnership for Sustainable Agriculture and Food Systems” (EU-German CAPSAFE) is jointly co-financed by the European Union and the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ. Project provinces are Kratie, Kampong Thom, Kampot and Tboung Khmum. The timeline of the project is from May 2024 till March 2029.

The Overall Objective of the project is to contribute to green growth and decent jobs by promoting climate-resilient and sustainable agriculture value chain development in Cambodia.

The Specific Objective (outcome) of the project is to improve the sustainability, competitiveness and inclusiveness of cashew nut and pepper value chains.

The project follows a multi-level approach. Output 1 aims at increasing the institutional capacities for improving the national systems on agri-food safety and climate-resilient agriculture, including decent work. Output 2 aims at increasing the profitability of cashew nut and pepper value chains with climate-resilient and sustainable intensification practices including deforestation free production. Output 3 aims at increasing the capacities of agribusiness micro, small and medium enterprises (MSMEs) and industry associations and federations (IAF) to add value in the pepper and cashew nut value chains in accordance with ASEAN and premium markets, including the EU.

The project supports smallholder farmers, agricultural cooperatives, micro, small and medium-sized enterprises, and their representative bodies in the form of sector associations and federations in realizing income and employment potentials along the cashew and pepper value chains.

Cambodia's agricultural sector still lags behind neighboring countries in terms of productivity, product quality, and competitiveness.

Cashew production is a good example of Cambodia's undeveloped potential: over the last years, the country has established itself as the world's second largest cashew producer. However, more than 90% of cashew production is exported unprocessed mostly to Vietnam, and Cambodia is the only country exporting raw cashew nuts without prior drying.

Another good example of Cambodia's undeveloped potential is pepper: while the high quality Kampot pepper (which is registered with a protected geographical indication in the EU) is sold internationally at high prices, more than 90% of conventional Cambodian pepper is exported mostly to Vietnam unprocessed, at low prices and sometimes with high pesticide contamination.

At the same time, both cashew and pepper sectors possess over immense growth potential.

The pepper sector's estimated value added was USD 71.2 million USD in 2023. The sector has the potential to grow up to a value of 140 million USD. In 2024 the direct value added by the cashew sector in Cambodia is estimated at 1.072 billion USD, which calculates at 3.8% of the 2023 GDP total for the country. It can reach 2 billion USD by 2035 with growth driven by expanded processing and higher value retention.

The EU-German CAPSAFE project is looking for an expert pool to address different challenges of the private sector with the goal to increase processing volumes of cashew and pepper in Cambodia.

2. Tasks to be performed by the contractor

2.1 Term

The term for this contract is from Beginning of June 2026 to 30 June 2028.

2.2. Work packages and required expertise

The EU-German CAPSAFE project requires the services of a contractor who can provide long-term and short-term cashew and pepper sector experts to support the project team (Experts Pool). The support provided by the international long-term and short-term experts will contribute to the implementation of project activities and will help to achieve the outputs, objectives and target indicators as per attached logframe especially in relation to value addition and processing. The project is working on the following work packages and the long-term and short-term experts supplied by the contractor are expected to contribute to them

Strategic advice in the cashew and pepper sectors

One long-term expert is required to manage the pool of experts and to provide strategic advice on the increasement of processing in Cambodia and attraction of European foreign investment and European buyers. This expert is the team leader and can also be included in the expert pool for selected tasks/topics.

Under Output 3, the advice will be mainly directed to investment and buyers attraction, increasement of processing volumes and capacities, investment and export.

Increasement of processing in Cambodia

Various short-term expertise is required for the project support under the EU-Cambodia Business Partnership. The EU-Cambodia Business Partnership is an initiative to support Cambodian enterprises to unlock their growth potential that enables them to become more competitive and to access EU and ASEAN markets. The business support facility is structured with two main schemes: 1. Increasement of (pre-)processing capacities and of the competitiveness of the value chains cashew and pepper (Agri Innovation Lab under EU-German CAPSAFE), and 2. Enhancement of export capacity of food and non-food companies (Export Lab under another GIZ project, EU-German GATE).

The Agri Innovation Lab seeks to support 40 cashew and pepper companies in the following areas:

- Increase in processing capacity
- Utilization of existing processing capacity

- Operation process improvement for higher total productivity and cost reduction
- Capacity development of technical and managerial staff for increased efficiency
- Innovative product research and development
- Business development and investment readiness support
- Compliance with decent work principles (won't be covered by this assignment)
- Introduction of scalable traceability solutions (won't be covered by this assignment)

The expertise of the short-term experts is also required under the Investment Readiness Program of the EU-German CAPSAFE project. As part of this Investment Readiness Program, the EU-German CAPSAFE project is looking to assist 7 (out of the abovementioned 40) local cashew, and pepper processors to become investment ready and unlock additional funding in the form of debt, equity, and blended financing for both capital and operation expenditure as laid out in the target companies' business development plan. The main aim of the Investment Readiness Program is preparing the companies for accessing broader financing, and to attract local and foreign investment to increase processing volumes of cashew and pepper in Cambodia. Under the Investment Readiness Program, the required expertise from the short-term expert pool is mainly to increase processing volumes and quality, efficiency and management related to cashew and pepper processing.

In particular, short-term experts are required with special expertise:

1. Core group:
 - a. Supply chain development and marketing expert – with experience in business development including consumer packs to the EU market
 - b. Processing business expert – former manager of a major cashew factory taking it from inception to profitability.
 - c. RCN procurement and processing expert – RCN buyer, tester, and former factory manager
2. Supporting group to be deployed only when necessary or for specific tasks (short-term expert pool as detailed in Chapter 4)
 - a. Cashew equipment specialist
 - b. Pepper specialist
 - c. Reserve cashew processing specialist
 - d. Sustainability specialist
 - e. Factory owners for knowledge transfer

2.4 Data protection and information security

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

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

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 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.

Project management of the contractor (1.6)

The tenderer is required to explain its **approach for coordination with the GIZ project** (1.6.1). 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 lists 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.

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.

Long-term expert/team leader

Tasks of the long-term expert/team leader

Program Management:

- Overall responsibility for the management and delivery packages of the contractor (quality and deadlines)
- Oversee day-to-day operations, ensuring smooth execution of activities.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Produce activity plans, hold progress meetings with GIZ Team, as well as offer suggestions on the project implementation approach.

- Conduct monitoring and regular reporting about the progress of the project implementation

Strategic consultancy in the cashew and pepper sectors:

- Strategic advice on the transformation of the cashew and pepper sectors
- Accompany the project team in investment attraction, including targeted investment and buyers attraction, buyers and investors missions facilitation to Cambodia, preparation and facilitation of necessary meetings, contacts and network
- Technical advice and participation in other project related activities as Cashew and Pepper Trade Forum, High-Level missions etc.
- Advise/coaching to the management of cashew and pepper factories upon necessity

Qualifications of the team leader

- Education/training (2.1.1): Bachelor degree in economics, trade or related field
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the cashew and pepper sectors
- Specific professional experience (2.1.4): 7 years in cashew and pepper value chain development, cashew and pepper processing
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 2 years of advisory experience in Cambodia
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): 2 reference projects that demonstrate experience in the transformation of the cashew and pepper sectors

Short-term expert pool (4 – 6 experts)

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.

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

Tasks of the short-term expert pool

- Consult up to 40 target companies on specific topics including cashew and pepper processing, machinery, efficiency, factory management, supply chain management, EU marketing etc.
- Report to team leader on action plan as agreed by target companies for follow-up action.
- Ensure sufficient advisory and support to the target companies for further progress.
- Provide feedback to team leader and GIZ team on the progress and challenges.

Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with a bachelor degree or technical diploma / associate degree / Berufsausbildung or equivalent degree in business administration, marketing, operation management, engineering.
- Language (2.6.2): All experts with C2-level language proficiency in English

- General professional experience (2.6.3): All experts with 10 years of professional experience in technical or managerial roles relevant to agribusiness value chain.
- Specific professional experience (2.6.4): All experts with 7 years of professional experience in the relevant sphere (cashew and pepper processing, machinery, factory management, marketing) as stated in section 2.2
- Other (2.5.7): All experts with 1 project reference that demonstrate experience in advising the private sector with visible impacts

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 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 GIZ TA 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 |
|-------------|-------------------|---------------------------|-------|--------------------------|
| Team Leader | 1 | 90 | 90 | Actual against timesheet |
| Expert Pool | 4 | 32 | 128 | Actual against timesheet |

| Travel expenses | Quantity | Number per expert | Total | Comments |
|--|----------|-------------------|-----------|---|
| Per-diem allowance in country of assignment | 15 | 5 | 75 | Cambodia |
| Overnight allowance in country of assignment | 15 | 5 | 75 | Cambodia |
| Transport | Quantity | Number per expert | Total | Comments |
| International flights | 5 | 4 | 20 | Round Trip to Cambodia |
| CO ₂ compensation for air travel | 40 | 100 Euro | 4000 Euro | A fixed budget of EUR 4.000 is earmarked for settling carbon offsets against evidence. |
| Travel expenses (train, car) | 5 | 4 | 20 | |
| Other travel expenses | 5 | 4 | 20 | Visa Fee |

6. Inputs of GIZ or other actors

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

- Concept notes of the EU-Cambodia Business Partnership Support Facility
- List of selected companies and contact information
- Transportation on site with own project vehicle on the occasion where GIZ staff also join the trip
- Actual logistic arrangement in case of group training/coaching/meeting in Phnom Penh and provinces.

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.

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 5 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.

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.