

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

CONFIDENTIAL

Project title:	Processing number/cost centre:
Support to the African Continental Free Trade Area (AfCFTA) II	G-011605001
Country:	Internal order:
African Union	11605010000
Subject of the tender procedure:	Tender number:
Short-Term Expert Pools to support negotiations and implementation of the African Continental Free Trade Area (AfCFTA)	10022598

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0. List of abbreviations

AfCFTA	African Continental Free Trade Area
ASRII	African Synthesized Regional Integration Index
AU	African Union
AUC	African Union Commission
BIAT	Boosting Intra-African Trade
BMZ	German Federal Ministry for Economic Cooperation and Development (Bundesministerium für Wirtschaftliche Zusammenarbeit und Entwicklung)
CV	Curriculum Vitae
EAC	East African Community
ECOWAS	Economic Community for West African States
ETTIM	Department for Economic Development, Trade, Tourism, Industry, Minerals
EU	European Union
EU-TAF	European Union – Technical Assistance Facility
FIAP	Federación de Asociaciones de Productores Audiovisuales de España
GDP	Gross Domestic Product

KOMP	Cost per output monitoring and forecast
M&E	Monitoring & Evaluation
MoU	Memorandum of Understanding
MS	Member State
NTB	Non-Tariff Barrier
REC	Regional Economic Community
RMO	Risk Management Office
SADC	South African Development Community
SDG	Sustainable Development Goal
SME	Small and Medium Enterprise
STE	Short Term Expert
STEP	Short Term Expert Pool
TiG	Trade in Goods
TiS	Trade in Services
ToRs	Terms of Reference
UNECA	United Nations Economic Commission for Africa

**Short-Term Expert Pools to support negotiations and
implementation of the African Continental Free Trade Area
(AfCFTA)**

10022598



1. Context

Project Summary

Module Title	Support to the African Continental Free Trade Area (AfCFTA) II
Sector	Sustainable economic development
Programme	Standalone TC module
Strategic frame of reference	BMZ reform plan 2026, BMZ Africa Strategy 2023, German development cooperation's Aid for Trade strategy 'Free and Fair Trade as a Driver for Development' (July 2017), African Union Agenda 2063 (the AfCFTA is one of the flagship projects)
AfCFTA Module objective	The framework conditions for implementing the Agreement establishing the African Continental Free Trade Area (AfCFTA) are strengthened.
Contribution to national implementation of the 2030 Agenda	SDG 1 No poverty, SDG 8 Decent Work and Economic Growth, SDG 9 Industry, Innovation and Infrastructure and SDG target 17.11 Increase the Exports from Developing Countries.
Core problem	The necessary institutional and legal frameworks for implementing the African Continental Free Trade Area (AfCFTA) at continental level and at the levels of the Regional Economic Communities and the States Parties remain weak. The readiness of the African private sector to trade under the AfCFTA remains low.
Target groups	The target group is the entire African population. Intermediaries are experts and managers of the African Union Commission (AUC) and of the AfCFTA Secretariat, trade-related committees and authorities in the focus countries, and private sector organizations.
Lead executing agency	AUC Department of Economic Development, Tourism, Trade, Industry and Minerals (ETTIM), AfCFTA Secretariat, EAC, ECOWAS, SADC, Trade Ministries in the 8 focus countries of the programme.

Methodological approach (including instruments)	The project aims to improve the framework conditions for the realisation of AfCFTA, support the outstanding negotiations and the implementation of the AfCFTA Protocols and their Annexes on continental, regional, and national level (multi-level approach). To this end, the steering, coordination, and implementation capacities of the AUC, the AfCFTA Secretariat, RECs and the AU Member States (AU MS) will be developed. Together with the private sector and civil society organisations, the implementation will be driven forward. Capacity Development measures for experts and managers will support the sustainable realisation of AfCFTA.
Key outputs	1: Strengthening of capacities of key institutions. 2: Liberalisation of trade in services. 3: Liberalisation of trade in goods. 4: Implementation of Phase II Protocols 5: Socially, ecologically and economically sustainable realisation of AfCFTA.
Project region	African Union, selected Regional Economic Communities (RECs) (EAC, ECOWAS, SADC), and selected AU Member States (Ethiopia, Ghana, Côte d'Ivoire, Kenya, Malawi, Rwanda, Tunisia, Zambia)
Commissioned by	Federal Ministry for Economic Cooperation and Development (BMZ), co-financed by the European Union (EU)
Commission value	EUR 78 million (as of 04/2026)
Term	From August 2020 to March 2028

The African Continental Free Trade Area (AfCFTA) is one of the African Union's (AU) flagship projects for implementation of its 2063 Agenda, which is supported by the action plan on Boosting Intra-African Trade (BIAT). AfCFTA is viewed as a means for achieving the overarching BIAT goals. It is expected that, with the introduction of the free trade zone, intra-African trade will be 15% to 25% higher in 2040 (UNECA). The AfCFTA agreement is signed by 54 of the 55 African Union Member States (MS) and became effective under international law in May 2019. Since that time, 49 countries have deposited their instruments of ratification with the AU (so called "AfCFTA States Parties"; as of April 2026). The full implementation of the AfCFTA will lead to a continental single market of more than 1.4 billion people with an aggregate GDP exceeding USD 2 trillion.

The GIZ implemented project "Support to the African Continental Free Trade Area (AfCFTA) II" cofinanced by the German Federal Ministry for Economic Cooperation and Development

(BMZ) and the European Union, seeks to improve framework conditions for the realisation of the AfCFTA and supports the outstanding negotiations and the implementation of the AfCFTA. For this, the programme supports the African Union Commission, specifically the Department for Economic Development, Tourism, Trade, Industry, Minerals (ETTIM) and the AfCFTA Secretariat at the continental level in the coordination of AfCFTA implementation. On the regional level the programme cooperates with Regional Economic Communities (RECs), specifically EAC (East African Community), ECOWAS (Economic Community for West African States) and SADC (South African Development Community, plus additional RECs based on request). The programme also supports Member States (Ethiopia, Ghana, Côte d'Ivoire, Kenya, Malawi, Rwanda, Tunisia, Zambia, plus additional Member States based on request) by working with national institutions, like trade ministries and customs, to implement the agreement. Lastly, the programme works closely with private sector and civil society actors to increase trade volume under the AfCFTA. Together with the named partners, the programme covers interventions across the various technical areas of the AfCFTA. The closely related outputs under the BMZ and EU commissions have aligned goals and are both covered by the programme.

The EU co-financed part of the programme, the EU Technical Assistance Facility, operates as a multi-partner contribution agreement between the European Commission, GIZ, Expertise France, and FIAP. A Project Management Unit oversees the implementation of the programme and the execution of activities. Each implementing partner agency (Expertise France, GIZ, and FIAP) is represented through the provision of programme managers housed in the AfCFTA Secretariat, while GIZ holds the position as lead implementing partner.

In the context of this tender, the project seeks specialized technical expertise in trade policy, trade negotiations and implementation of trade agreements to provide technical expertise and capacity building support to stakeholders at the continental, regional and national level.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The project seeks the services of a consulting firm to provide technical experts under different short-term expert (STE) pools, which can be deployed flexibly according to the specific demands of the project.

The contractor will contribute to achieving the objectives of the project, which consists of an overarching BMZ module that includes an EU-cofinanced part with a separate logframe under the EU Description of Action. The objectives of the project are the following:

BMZ Module objective: The framework conditions for implementing the Agreement establishing the African Continental Free Trade Area (AfCFTA) are strengthened.

EU Overall Objective of the Action: To boost the African continental economic integration between AU Members States.

EU Output 1: The capacities of the AfCFTA Secretariat to steer the implementation of the AfCFTA Agreement are strengthened.

EU Output 2: The capacities of the AUC and its specialized agencies to advance Continental Economic and Industrial policies complementary to the AfCFTA are strengthened.

EU Output 3: The capacities of targeted RECs to implement AfCFTA related priority reforms and to facilitate cross-REC exchanges are strengthened.

EU Output 4: The capacities of countries' authorities to implement AfCFTA commitments are strengthened.

EU Output 5: The capacities of private sector organisations to benefit from the AfCFTA are strengthened.

EU Output 6: The integration of transversal areas (e.g. gender, youth and climate) in the African continental economic integration process including through the engagement of civil society and/or think tanks organisations having the capacities to lead initiatives, is facilitated.

The Contractor will contribute to the implementation of all BMZ and EU outputs of the project. The overall goal of this assignment is to support the implementation of the AfCFTA at the continental, regional, and national level by providing advisory services and capacity building for governmental as well as private sector and civil society stakeholders. When the need for support to the project's partners within a particular thematic area is identified, experts shall be mobilised to provide demand-driven technical advisory services and/or capacity building to national, regional, and continental government partners and/or the project itself.

The contract is for the provision of pools of qualified STE to cover a broad range of issues relating to AfCFTA negotiations and implementation in general and the programme objectives in particular.

The services to be provided under the contract include measures for human capacity development and organisational and technical advice in the following thematic areas:

- Removing barriers to Trade in Goods (TiG), Trade in Services (TiS) and Digital Trade

- Support for further AfCFTA negotiations (among others on Rules of Origin, Trade in Services)
- Support for the ratification of the Phase II Protocols (Competition Policy, Intellectual Property Rights, Investment, Digital Trade, Women & Youth in Trade)
- Implementation of AfCFTA regulations at the national and regional levels
- Monitor and review the implementation of AfCFTA Protocols in AU MS
- Improve access to trade information to relevant line ministries and to the private sector
- Support the African private sector to trade under AfCFTA rules on the national and regional level
- Support relevant authorities to setup inclusive policies for women & youth traders to participate in trade under AfCFTA

The contractor will identify and manage pools of STE that will assist the initiatives in the programme's areas of intervention. The contractor will be in charge of coordinating the pools of experts and ensuring an effective deployment of the required expertise. The selection and deployment of experts will be managed by the STE pool coordinator. The pool coordinator is expected to attend relevant meetings and workshops with partners and with the project, including stakeholder consultations, inception and validation meetings, technical committee meetings, as well as internal planning and review meetings.

While certain assignments may be carried out remotely from the experts' home countries, many of the assignments will require travel to sites of the respective AU Organ, REC or AU MS. In order to be able to fully adapt to the needs and priorities of the political partners, the sequencing of tasks will be defined during an inception phase. This requires a high degree of flexibility from the contractor in terms of available experts and timing. While the project operates Africa-wide, it focuses interventions at national level in 8 countries: Ethiopia, Ghana, Côte d'Ivoire, Kenya, Malawi, Rwanda, Tunisia, and Zambia. At REC level it focuses at EAC, ECOWAS, and SADC. It is possible that the focus of national and REC interventions varies throughout the project duration.

Across the work packages detailed below, the contractor is responsible for the following tasks:

- Supporting the GIZ in defining the required expertise to reach the project objectives under the described outputs
- Identifying and proposing suitable experts from the STE pool
- Selecting experts together with the GIZ team
- Managing the deployment of experts

Expected services that may be included in the work packages are:

- Technical, operational, and strategic policy advisory services in the thematic areas listed above

- Support in developing, drafting and reviewing reports, studies, analyses, position papers, guidelines, action plans, strategies, implementation plans, legislation, regulations in the thematic areas listed above.
- Research and analysis, including diagnostic missions to assess implementation efforts of the AfCFTA protocols, identify obstacles and propose measures to advance implementation.
- Facilitation of private sector participation in policy-making processes, facilitation of dialogue and coordination between public and private sector actors relevant to AfCFTA negotiations and implementation
- Facilitation of national, regional, and continental workshops and conferences, including interpretation and translation services and providing expert inputs
- Provision of support services to the project, including on optimising M&E systems, the design of communication materials, workshop moderation, translation and interpretation services. Deliverables will mainly be in English or French, but may also be in the other official AU languages (Arabic, Portuguese, Spanish, Swahili) depending on the context of the activity

The specific scope of services is further detailed below under work packages oriented to different stakeholders includes but is not limited to the following:

Work package 1: Strengthen the AfCFTA Secretariat's capacity to guide and monitor AfCFTA implementation.

Expected activities

- Development of harmonized standardized tools for monitoring and evaluation of AfCFTA implementation, including assessment instruments (e.g. regulatory audits for service sectors or the AfCFTA Implementation Review Mechanism).
- Technical assistance for the roll-out of developed instruments on the country level.
- Development of guidance and interpretation documents for the implementation of the Protocols.
- Technical assistance for the analysis of offers for the liberalization of TiS in the sectors of phases I and II.
- Development of sector studies and policy briefs on TiS phase II sectors (construction, health, environment and free movement of businesspeople) for AfCFTA members as well as education and awareness raising through relevant forums, such as sectoral forums for the public and private sectors.
- Supporting the preparation and implementation of the pilot phase for TiS and complementary activities.
- Strategic capacity development for professionals from the AfCFTA Secretariat on the topics of the Protocol on TiG (e.g., trade facilitation, trade remedies, Rules of Origin).
- Support the AfCFTA Secretariat in ensuring the effective functioning of technical working groups in the area of TiG.

- Technical assistance for coordination of the implementation of the Protocol on Women and Youth in Trade
- Development of gender-sensitive and responsive policy recommendations

Work package 2: Strengthen AUC ETTIM's capacity to support and monitor the enabling environment for production of goods and services for African markets.

Expected activities

- Development of harmonized standardized tools for monitoring and evaluation of regional integration, including assessment instruments (e.g. the African Synthesized Regional Integration Index (ASRII)).
- Technical assistance for the roll-out of developed instruments on the regional and country level.
- Drafting, editing, design and translation of the African integration reports based on ASRII
- Development of policies/strategies to encourage private sector engagement in intra-African trade
- Development of gender-sensitive and responsive policy recommendations.

Work package 3: Support the coordination of the AfCFTA implementation approach among selected RECs (EAC, ECOWAS, and SADC).

Expected activities

- Advisory and facilitation services to REC experts on the development of joint AfCFTA implementation support strategies among several RECs for selected sectors or AfCFTA Protocols or Annexes.
- Organization of cooperation formats between all RECs using the ASRII report as one source of reference. Examples could be REC's Non-Tariff Barrier (NTB) removal mechanisms in cooperation with NTB Coordination Unit at the AfCFTA Secretariat along selected corridors, or value-chain support for priority value chains along corridors.

Work package 4: Support the domestication and ratification of the AfCFTA Protocols and their Annexes in selected AU MS.

Expected activities

- Technical assistance for countries to ratify outstanding Protocols or Annexes
- Technical assistance for countries to officially publish their tariff schedules under the AfCFTA and regulatory requirements for starting to utilize the provisions of the AfCFTA Protocols.
- Technical and process-oriented support for participation formats for the strategic management and coordination of AfCFTA implementation.

- Technical assistance for the revision of offers for the liberalization of TiS in the sectors of phases I and II.
- Conducting capacity building for the usage of regulatory audit reports
- Supporting the preparation and implementation of the pilot phase for TiS and complementary activities.
- Strategic capacity development for professionals from the trade ministry or customs offices on the topics of the Protocol on TiG (e.g., trade facilitation, trade remedies, Rules of Origin).
- Guidance and advice in the preparation of outstanding tariff offers in accordance with commitments
- Strategic skills development of individuals involved in the negotiation and implementation of Phase II Protocols.
- Development of gender-sensitive and responsive policy recommendations

Work package 5: Enable private sector actors to trade under AfCFTA rules on the country and regional level.

Expected activities

- Development of measures to capture the “trade readiness” of companies
- Supporting the preparation and implementation of the pilot phase for TiS and complementary activities.
- Strategic capacity development for professionals from private sector organizations on the topics of the Protocol on TiG (e.g. Rules of Origin).
- Technical advice and capacity-building with chambers of commerce, private sector associations, export promotion agencies to strengthen the private sector for trade under the AfCFTA.
- Organization of matchmaking events and trade missions among the private sector of different AU MS
- Development of AfCFTA information offers for the private sector, including specifically tailored offers for women & youth traders

Additionally, the contractor is required to support the provision of support services to the project as well as to partner institutions at the continental, regional and national level under all the work packages above. This includes communication services, moderation services, Monitoring & Evaluation support, translation services, and interpretation services. Specifically, this can include:

- Development of communication products on the AfCFTA, including infographics, factsheets, banners, newsletters, articles, reports, videos, podcasts and other media.
- Support to the development of M&E Systems for the project and partner institutions.
- Moderate workshops, trainings and conferences.
- Translate reports and communication materials into the six official African Union languages as well as German.

- Support in the organization of continental conferences and workshops related to AfCFTA topics, which includes among others the provision of interpretation services in the six official African Union languages

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

The process for the provision of experts by the tenderer is generally foreseen as follows:

- 1) General request for mobilisation of experts with a description of tasks to be performed
- 2) Development and agreement of ToR by GIZ project manager(s) and the contractor's pool manager
- 3) Identification of at least 3 suitable and available experts for the specific assignment within a maximum of ten working days
- 4) Selection of an expert by the respective GIZ project manager
- 5) Mobilisation of the selected expert within a reasonable timeframe not exceeding one month (except in cases of explicit approval by the respective GIZ project manager)
- 6) Following each expert mobilisation, the contractor will facilitate a joint kick-off meeting with the GIZ project manager (and others as required and invited by the GIZ project manager(s)) to clarify open questions and discuss the roadmap of the upcoming intervention (approx. 60 minutes). The participation of the pool manager is required at these meetings.

The project expects the contractor, represented by the pool manager, to provide the following project management services:

- Review and provide feedback on specific criteria for expert profiles as specified in the ToR to ensure that the available and identified experts have the necessary capacity and knowledge to adequately fulfil the activities and outputs described in the ToR
- Ensure that 3 available experts are offered for each position, who fit the profile in the ToR (with approval of the respective GIZ project manager and based on a brief justification submitted via mail by the contractor, only one CV may be provided)
- Ensure that all proposed experts are able to deliver the services described
- Ensure the right selection of experts for each intervention according to the ToR provided by the GIZ project team, and ad-hoc search for experts in case an alternative is needed
- Administrative and logistical preparation and steering of experts for each intervention, including monitoring timely submission of deliverables and following up with experts and the GIZ project manager(s) as needed

- Proactive and adaptive contract management with each expert, including timely adjustments to ToR and contractual amendments, when necessary, to reflect evolving timelines and to ensure alignment between the allocated working days for specific deliverables and the actual workload and invoiced working days.
- Close cooperation with GIZ project managers to ensure timely information and decision making on technical and administrative issues Logistical support of the experts' assignments (in case of travel: transport and accommodation)

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.
- The experts are required to provide their own IT equipment adequate for implementing the demanded tasks (computer/laptop, camera, microphone, software, stable internet connection with sufficient data volume for video transmission as far as local infrastructure allows, etc.), as well as the necessary knowledge and skills in dealing with digital media and methods.
- For virtual consultations, GIZ sends the contractor a link for a Microsoft Teams meeting. It is possible to accept the meeting invitation without a Microsoft Teams account using the respective browser or app. It is the responsibility of the contractor to ensure that Microsoft Teams can be used without restrictions.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

The contractor is required to ensure adequate monitoring of all planned and ongoing expert assignments with a focus on the deliverables agreed in the respective ToR. The monitoring approach is expected to cover at minimum: contract duration, planned working days, used working days, remaining working days, deliverable days, and the number of working days allocated and used for specific deliverables. The contractor is also expected to link individual assignment to the project's Outputs (as specified by the GIZ project managers in the ToR and included in the timesheets). It is expected that the contractor develops a suitable monitoring tool within the initial month after contract signature.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in English.

- Inception report no later than 1 month after contract start
- Final report, no later than two weeks before the end of the contract

The inception report shall summarize the approach for the management of the STE pools, including timelines for process steps and measures to ensure business continuity in case of absence of the pool manager. The final report should provide brief summaries of the concluded assignments.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences, if necessary
- The contractor's experts might be involved in online sessions of GIZ's sector network Economic Development in Africa (NEDA).
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.

Backstopping requirements:

The contractor ensures appropriate backstopping at all times, including through substitution when assigned backstopping staff is unavailable. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

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 and who 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.

Whenever the contractor executes the instructions of a partner to the GIZ regarding such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the General Data Protection Regulation (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.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- **Gender equality:**

The contractor shall integrate gender equality throughout the assignment in line with BMZ/GIZ gender strategies and gender-responsive trade principles, ensuring compliance with applicable EU/national legislation and alignment with international frameworks (e.g. CEDAW; SDG 5). The approach shall reflect feminist development policy principles (rights, resources, representation) where relevant to trade. Support should be taking into account cultural and religious characteristics for women as economic actors and – where applicable – strengthen the networking of women entrepreneurs, their associations and competences on trade issues. This shall help women entrepreneurs/ traders to obtain better access to important economic resources. Specifically, support needs to take into account the concerns of SMEs that are owned or managed by women, to promote a gender-sensitive orientation of the AfCFTA. A gender sensitive implementation of the AfCFTA should go along with the principles set out by the AfCFTA Women and Youth in Trade Protocol.

- **Environmental protection and climate action (climate change mitigation/adaptation):**

The contractor shall integrate environmental protection and climate action across whenever feasible in line with partner-country priorities and international frameworks. This includes supporting a trade-driven, environmentally sustainable economic

transformation, advancing mitigation (GHG reduction) and adaptation measures relevant to traded goods/services and value chains.

- **Conflict and context sensitivity:**

The contractor shall implement all activities in a conflict- and context-sensitive manner in line with GIZ approaches (do-no-harm; where possible “do some good”), integrating conflict analysis findings into design, delivery, and monitoring.

- **Human rights:**

The contractor shall respect, protect and promote internationally recognized human rights throughout the assignment. This includes compliance with the UN Guiding Principles on Business and Human Rights, ILO core labour standards, and applicable EU and national legislation.

- **Security precautions:**

The contractor shall ensure the duty of care for all personnel and subcontractors engaged under this assignment. The contractor shall comply with applicable host-country security regulations and, where relevant, GIZ country office security advisories and restrictions (e.g. no-go areas, curfews, or movement approvals). Prior to each assignment, including assignments in countries identified during contract implementation, GIZ will facilitate contact with the respective local Risk Management Office (RMO). Before deploying any personnel, the contractor shall coordinate with the relevant RMO, obtain any required security information and/or briefing, and comply with all applicable security requirements and measures. These requirements shall be addressed prior to the respective assignment. Activities in restricted areas require prior written approval by GIZ.

The contractor’s staffing profile should be balanced in terms of gender and age

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives to which it contributes. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that the object of the tender procedure

directly contributes to. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor is expected to undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), for example by:

- Summarizing and reflecting on the general approach of the project and the success factors for effective implementation;
- Summarizing and reflecting on the general approach of the project, providing an assessment of possible risks in implementation and pathways to address these risks

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

– *Not applicable* –

3.3 Strategy (section 1.3 of the assessment grid)

– *Not applicable* –

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

– *Not applicable* –

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

– *Not applicable* –

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

– *Not applicable* –

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

– *Not applicable* –

3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational

plan

(section 1.4.1 of the assessment grid)

– *Not applicable* –

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with the commissioning project. Specifically, the tenderer describes the procedural steps for the identification, recruitment, mobilisation, and implementation of experts under the pools, defining the role of the pool manager, the interface with the commissioning project, and maximum timeframes for each step. The tenderer is encouraged to prioritize efficiency in the proposed approach.

The tenderer is required to describe its backstopping strategy.

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

– *Not applicable* –

3.4.4 Monitoring

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of implementation of the contract. Project-level contributions to monitoring will be covered in the ToRs of specific expert assignments and are not to be described, instead the tenderer is to describe their approach towards designing and implementing a contractual and process-oriented monitoring system for the efficient management of the pools. The system is expected to cover the following aspects:

- Number of available and remaining expert days for each pool
- Status of planned and ongoing assignments, covering contract durations, expenditure of working days, and individual deliverables
- Linking the overall progress of the assignments to invoices and payments

In doing so, the tenderer is required to describe how the information that is relevant for monitoring is collected and in what form and at what intervals monitoring data are updated.

3.5 Further requirements (section 1.5 of the assessment grid)

– *Not applicable* –

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Expert 1: Team leader with international experience (Pool manager) (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1: Team leader (Pool manager)

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensuring that monitoring procedures are carried out
- Ensuring compliance with reporting requirements and deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Support the preparation of ToR for individual short-term assignments, in direct cooperation with the GIZ staff in charge
- Identify and propose at least 3 suitable expert profiles for each short-term expert assignment
- Support the short-term experts in their work and ensure quality of the results of their work
- Promote cooperation between the short-term experts, the GIZ project, and the partners
- Administrative processing of the short-term assignments

If the team leader is not available to carry out these tasks at all times (e.g. due to annual leave, sick leave, etc), then a suitable substitute must be found for that time.

Qualifications of expert 1: Team leader

Education/training (section 2.1.1 of the assessment grid):	University degree (bachelor's degree) in trade, economics, law, business, development or international relations
Language (section 2.1.2 of the assessment grid):	Knowledge of English C2-level in the Common European Framework of Reference for Languages (5 out of a possible 10 points) Knowledge of French C1-level in the Common European Framework of Reference for Languages (5 out of a possible 10 points)
General professional experience (section 2.1.3 of the assessment grid):	4 years of professional experience in the sector working in international consultancy services related to private sector development, international trade, regional integration and/or economic policy
Specific professional experience (section 2.1.4 of the assessment grid):	2 years of professional experience in working as an expert pool manager (tasks: quality control of outputs, negotiations with experts, and drafting of ToR and reports) in projects on international trade, regional integration or economic policy with the African Union or Regional Economic Communities (size of pool: 10 experts and 100 expert days or more).
Leadership/management experience (section 2.1.5 of the assessment grid):	- not applicable -
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	2 years of experience working as backstopper, pool manager or expert (advisor, project manager, consultant, etc.) on projects in Africa
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	- not applicable -
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	- not applicable -

Expert 2: Expert Pool 1 'Short term senior trade expert pool with regional experience' with a minimum of 15 experts (section 2.2 of the assessment grid)

In derogation from the number of experts mentioned above, **3 CVs** must be submitted with the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Providing the advisory services for work packages 1-5 as specified in section 2 above.

Qualifications of the expert pool

Education/training (section 2.2.1 of the assessment grid):	3 experts with a master's in international law, international trade law, economics, international economics or business administration
Language (section 2.2.2 of the assessment grid):	3 experts with knowledge of English, C2-level in the Common European Framework of Reference for Languages (4 out of a possible 10 points) 1 expert with knowledge of French, C2-level in the Common European Framework of Reference for Languages (3 out of a possible 10 points) 1 expert with knowledge of Portuguese, C1-level in the Common European Framework of Reference for Languages (3 out of a possible 10 points)
General professional experience (section 2.2.3 of the assessment grid):	1 expert with 9 years of professional experience in international trade law (4 out of a possible 10 points) 1 expert with 9 years of professional experience in international trade-related economics (3 out of a possible 10 points) 1 expert with 9 years of professional experience in private sector development or business development (3 out of a possible 10 points)
Specific professional experience (section 2.2.4 of the assessment grid):	1 expert with 5 years of professional experience in negotiation or implementation of Trade in Goods in regional trade agreements (4 out of a possible 10 points) 1 expert with 5 years of professional experience in the negotiation or implementation of Trade in Services in regional trade agreements (3 out of a possible 10 points) 1 expert with 5 years of professional experience on investment policy or competition policy or intellectual property rights or digital trade (3 out of a possible 10 points)
Leadership/management experience (section 2.2.5 of the assessment grid):	- not applicable -
International professional experience outside the	3 experts with 5 years of professional experience in one African country outside of their home country

country/region of assignment (section 2.2.6 of the assessment grid):	
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	3 experts with 5 years of professional experience in East Africa, Central Africa, North Africa, Southern Africa or West Africa (in accordance with UN DESA Statistics Division)
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	3 experts with 3 years of experience in development cooperation projects (7 out of 10 points) - 1 expert with 3 years of experience in the inclusion of women and youth in trade (3 out of 10 points)
Other (section 2.2.9 of the assessment grid):	- not applicable -

Expert 3: Expert Pool 2 ‘Short term senior trade expert pool with national experience’ with a minimum of 10 experts (section 2.3 of the assessment grid)

In derogation from the number of experts mentioned above, **3** CVs must be submitted with the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Providing the advisory services for work packages 1-5 as specified in section 2 above.

Qualifications of the expert pool

Education/training (section 2.3.1 of the assessment grid):	3 experts with a master's in international law, international trade law, economics, international economics or business administration
Language (section 2.3.2 of the assessment grid):	2 experts with knowledge of English, C2-level in the Common European Framework of Reference for Languages (7 out of a possible 10 points) 1 expert with knowledge of French, C2-level in the Common European Framework of Reference for Languages (3 out of a possible 10 points)
General professional experience (section 2.3.3 of the assessment grid):	1 expert with 9 years of professional experience in the sector international trade law (3 out of a possible 10 points)

	1 expert with 9 years of professional experience in international trade-related economics (3 out of a possible 10 points) 1 experts with 9 years of professional experience in private sector development or business development (4 out of a possible 10 points)
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 5 years of professional experience on Trade in Goods in multilateral trade agreements (3 out of a possible 10 points) 1 expert with 5 years of professional experience on Trade in Services in multilateral trade agreements (3 out of a possible 10 points) 1 expert with 5 years of professional experience on investment policy, competition policy, digital trade, intellectual property rights (4 out of a possible 10 points)
Leadership/management experience (section 2.3.5 of the assessment grid):	- not applicable -
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	- not applicable -
Professional experience in the country/ region of assignment (section 2.3.7 of the assessment grid):	3 experts, each possessing professional experience in at least one of the following countries: Ethiopia, Ghana, Côte d'Ivoire, Kenya, Malawi, Rwanda, Tunisia, or Zambia. The proposed experts shall collectively cover at least three different countries from the list above.
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	3 experts with 3 years of experience in development cooperation projects (7 out of 10 points) - 1 expert with 3 years of experience in the inclusion of women and youth in trade (3 out of 10 points)
Other (section 2.3.9 of the assessment grid):	- not applicable -

Expert 4: Expert Pool 3 'Short term expert pool with international experience' with a minimum of 9 experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the offer, GIZ must confirm before the assignment that their qualifications are equivalent to the required qualifications of the expert pool listed below.

Tasks of the expert pool

- Providing the advisory services for work packages 1-5 as specified in section 2 above.

Qualifications of the expert pool

Education/training:	9 experts with a master's in international law, international trade law, economics, international economics or business administration
Language:	4 experts with knowledge of English, C2-level in the Common European Framework of Reference for Languages 3 experts with knowledge of French, C2-level in the Common European Framework of Reference for Languages 1 expert with knowledge of Portuguese, C1-level in the Common European Framework of Reference for Languages 1 expert with knowledge of Arabic, C1-level in the Common European Framework of Reference for Languages
General professional experience:	3 experts with 9 years of professional experience in international trade law 3 experts with 9 years of professional experience in international trade-related economics 3 experts with 9 years of professional experience in private sector development or business development
Specific professional experience:	1 expert with 5 years of professional experience in negotiation or implementation of Trade in Goods in regional trade agreements 1 expert with 5 years of professional experience in the negotiation or implementation of Trade in Services in regional trade agreements 1 expert with 5 years of professional experience on competition policy 1 expert with 5 years of professional experience on digital trade 1 expert with 5 years of professional experience on investment policy 1 expert with 5 years of professional experience on investment policy 1 expert with 5 years of professional experience on intellectual property rights

	1 expert with 5 years of professional experience on industrialization 1 expert with 5 years of professional experience on working in a private sector company
Leadership/management experience:	- not applicable -
International professional experience outside the country/region of assignment:	9 experts with 5 years of professional experience in one region outside of Africa
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	9 experts with 2 years of professional experience in Africa
Experience in the field of development cooperation:	7 experts with 3 years of experience in development cooperation projects - 2 experts with 3 years of experience in the inclusion of women and youth in trade
Other:	- not applicable -

Expert 5: Expert Pool 4 ‘Short term junior trade expert pool with regional experience’ with a minimum of 6 experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Providing the advisory services for work packages 1-5 as specified in section 2 above.

Qualifications of the expert pool

Education/training	3 experts with a master's in international law, international trade law, economics, international economics or business administration 2 experts with a bachelor's in communications, public relations management, digital communication, web design, graphic design
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	1 expert with a master's in monitoring and evaluation, statistics, or related fields
Language:	3 experts with knowledge of English, C2-level in the Common European Framework of Reference for Languages 2 experts with knowledge of French, C2-level in the Common European Framework of Reference for Languages 1 expert with knowledge of Portuguese, C1-level in the Common European Framework of Reference for Languages 1 expert with knowledge of Arabic, C1-level in the Common European Framework of Reference for Languages
General professional experience:	1 expert with 1 year of professional experience in the sector international trade law 2 experts with 1 year of professional experience in international trade-related economics 2 experts with 1 year of professional experience in private sector development or business development 1 expert with 1 year of professional experience in the communication sector
Specific professional experience:	1 expert with 1 year of professional experience on Trade in Goods in multilateral trade agreements 1 expert with 1 year of professional experience on Trade in Services in multilateral trade agreements 2 experts with 1 year of professional experience on investment policy, competition policy, digital trade, intellectual property rights, women and youth in trade, or environmental sustainability 1 expert with 1 year of professional experience on digital and blended communication formats, including social media 1 expert with 1 year of professional experience event and workshop moderation
Leadership/management experience:	- not applicable -
International professional experience outside the country/region of assignment	6 experts with 1 year of professional experience in one African country outside their home country
Professional experience in the country/ region of assignment:	6 experts with 1 year of professional experience in East Africa, Central Africa, North Africa, Southern Africa or West Africa (in accordance with UN DESA Statistics Division)
Experience in the field of development cooperation:	3 experts with 1 year of experience in development cooperation projects
Other:	- not applicable -

Expert 6: Expert Pool 5 ‘Short term junior trade expert pool with national experience’ with a minimum of 6 experts

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Providing the advisory services for work packages 1-5 as specified in section 2 above.

Qualifications of the expert pool

Education/training:	3 experts with a master's in international law, international trade law, economics, international economics or business administration 2 experts with a bachelor's in communications, public relations management, digital communication, web design, graphic design 1 expert with a master's in monitoring and evaluation, statistics, or related fields
Language:	3 experts with knowledge of English, C2-level in the Common European Framework of Reference for Languages 2 experts with knowledge of French, C2-level in the Common European Framework of Reference for Languages 1 expert with knowledge of Portuguese, C1-level in the Common European Framework of Reference for Languages 1 expert with knowledge of Arabic, C1-level in the Common European Framework of Reference for Languages
General professional experience:	1 expert with 1 year of professional experience in the sector international trade law 2 experts with 1 year of professional experience in international trade-related economics 2 experts with 1 year of professional experience in private sector development or business development 1 expert with 1 year of professional experience in the communication sector

Specific professional experience:	1 expert with 1 year of professional experience on Trade in Goods in multilateral trade agreements. 1 expert with 1 year of professional experience on Trade in Services in multilateral trade agreements. 2 experts with 1 year of professional experience on investment policy, competition policy, digital trade, intellectual property rights, women and youth in trade, or environmental sustainability. 1 expert with 1 year of professional experience on digital and blended communication formats, including social media (2-out of a possible 10 points) 1 expert with 1 year of professional experience event and workshop moderation.
Leadership/management experience (section 2.3.5 of the assessment grid):	- not applicable -
International professional experience outside the country/region of assignment:	- not applicable -
Professional experience in the country/ region of assignment:	- not applicable -
Experience in the field of development cooperation	3 experts with 1 year of experience in development cooperation projects
Other:	- not applicable -

UN DESA regions are defined as East Africa, Central Africa, North Africa, Southern Africa, West Africa, South America, the Caribbean, Central America, North America, Central Asia, East Asia, South Asia, Southeast Asia, West Asia/Middle East, Eastern Europe, Northern Europe, Southern Europe, Western Europe, Australia, Melanesia, Micronesia and Polynesia; refer to [USND methodology](#) for country assignment.

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

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

- Team skills
- Initiative

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

Soft skills are not evaluated.

In addition to the qualification requirements specified in the tables above, the contractor shall ensure that the experts within the respective pool collectively possess the technical expertise necessary to perform all tasks described in Section 2 (Tasks to be performed).

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights (two-way tickets)	Number of national flights
Expert 1: Team Leader with international experience	405	0	405	No	0	0
Expert 2: Expert Pool 1: Senior trade Experts with regional experience	280	120	400	Yes	24	0

Expert 3: Expert Pool 2: Senior trade Experts with national experience	840	360	1200	not applicable	72	0
Expert 4: Expert Pool 3: Experts with international experience	280	120	400	not applicable	0	0
Expert 5: Expert Pool 4: Junior trade Experts with regional experience	280	120	400	Yes	24	0
Expert 6: Expert Pool 5: Junior trade Experts with national experience	0	100	100	not applicable	0	0
Backstopping	Not applicable	Not applicable	Not applicable			

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ emissions caused by air travel 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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

Travel expense budget: EUR 356,800.00

Budget for CO₂ offsets for flights: EUR 4999.96. An unalterable budget for CO₂ offsets for settlement against evidence is specified.

As the number and duration of the business trips is not yet clear, the above-mentioned unalterable travel expense budget for all trips in Germany and abroad for all experts is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights and other transport costs
- Ancillary travel expenses (visa, etc.)

The costs are reimbursed as a lump sum (per-diem allowances 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 the reimbursement of travel expenses (see <https://www.bundesfinanzministerium.de>), or on presentation of evidence (airfares and other main transport costs).

Notes on the settlement of accommodation allowances outside Germany:

- Accommodation allowances up to 75% of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed in the **amount evidenced**.
- Accommodation allowances outside Germany that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification**.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

Please note: These travel expense items do not cover costs related to the contract in the country of assignment (see section 3.6.2 of the General Terms and Conditions). Please cost

these items if applicable in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

5.4 Materials and equipment

– *Not applicable* –

5.5 Operating costs in the country of assignment

– *Not applicable* –

5.6 Workshops, education and training

Workshop budget: EUR 90,000

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

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting services
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– *Not applicable* –

5.8 Other costs

Budget for Translation and Interpretation Services: EUR 32,000

The budget is earmarked to hire experts for translation or interpretation services for the 6 official languages of the African Union (English, French, Portuguese, Arabic, Spanish, Swahili). Translation and interpretation costs will be settled in the amount evidenced.

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 200,000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 10 pages (not including the cover page, list of abbreviations, table of contents). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs must be submitted in English or French.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled

(for example, actual duration of assignment on the ground in full-time expert days,
weeks or months)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following options if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

– Not applicable –

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.