

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

Project title:

Just Urban Mobility Transition in Brazil

Country:

Brazil

**Processing
number/cost centre:**

G-012569-001

Internal order:

12569030000

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Transaction number:
10028448

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0. List of abbreviations

AFC	Automated Fare Collection
ANTP	Associação Nacional de Transportes Públicos (National Public Transportation Association)
API	Application Programming Interface
APC	Automatic Passenger Counting
AVL	Automatic Vehicle Location
BMZ	Federal Ministry for Economic Cooperation and Development
DUS	Sustainable Urban Development
ETL	Extract, Transform, and Load
FMB	Sectoral Department (Fach- und Methodenbereich)
GEDSI	Gender, Equality, Diversity and Social Inclusion
GEI	Gender Equality and Inclusion
GG2	Gender EqualityGHG Greenhouse gases
GEOREDUS	Georeferenced platform of the Network for Sustainable Urban Development
GPS	Global Positioning System
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTFS	General Transit Feed Specification
IA	Artificial intelligence
ITF	International Transport Forum (ITF)
ITS	Intelligent Transport Systems
KLM2	Climate Change Mitigation)
KOMP	Cost per output monitoring and forecast
LGPD	Lei Geral de Proteção de Dados (Brazilian Data Protection Law)
Lol	Letter of intent

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MCID	Ministério das Cidades (Ministry of Cities - Brazil)
MaaS	Mobility as a Service
MoU	Memorandum of Understanding
NDCs	Brazil's Nationally Determined Contributions
NTU	Associação Nacional das Empresas de Transportes Urbanos (National Association of Urban Transportation Companies)
OD	Pesquisa Origem-Destino (Origin-Destination Analysis)
PlanMob	Programa de Apoio à Elaboração de Planos de Mobilidade Urbana (Program of Support for the Development of Urban Mobility Plans)
PEMOB	Pesquisa Nacional de Mobilidade Urbana (National Urban Mobility Survey)
PNMU	Política Nacional de Mobilidade Urbana (National Policy for Urban Mobility)
ReDUS	Network for Sustainable Urban Development (Brazil and German cooperation)
RMO	Risk Management Office
SEMOB	Secretaria Nacional de Mobilidade Urbana (National Secretariat of Urban Mobility)
SIMU	Sistema de Informações em Mobilidade Urbana (National Urban Mobility Information System)
TCCW	Transport and Climate Change Week (Event)
TJMU	Just Urban Mobility Transition in Brazil Project
ToRs	Terms of reference

1. Context

Brazil's public transport systems are in crisis. Between 2013 and 2019, passenger numbers decreased by 26.1%, with this trend further exacerbated during the COVID-19 pandemic. Since 2019, ridership across Brazil has fallen by an additional 32.4%. As a result, public transport no longer adequately fulfils its role in ensuring access to cities nor contributes sufficiently to climate protection. Low-income users are often forced to walk long distances when they cannot afford fares. The decline in ridership is also driven by insufficient spatial coverage and service quality, which encourages a shift towards private motorized transport, particularly as incomes rise. This, in turn, reduces fare revenues and reinforces a downward spiral.

Women and people of color are particularly affected by the low quality of service and lack of supply, as they are the main users of Brazil's public transport systems and often depend on them. The insufficient supply limits their socio-economic development and their access to employment, education, health, leisure and recreation opportunities. This situation endangers basic human rights and the "right to the city" (direito à cidade), which is enshrined in the National Policy for Urban Mobility (Política Nacional de Mobilidade Urbana, PNMU). Women and people of color also spend a higher proportion of their income than other population groups on mobility, for example by changing vehicles frequently or relying on taxis, and travel longer distances on foot due to a lack of public transport services or a lack of solvency. This places them at an additional financial disadvantage and leads to time poverty. In São Paulo, for example, 57% of public transport users are women of color with a monthly income of up to EUR 480.

Furthermore, the crisis makes it more difficult to reduce urban greenhouse gas emissions. Due to the decline in public transport use, which in Brazil is almost exclusively financed by ticket sales, there is a lack of necessary funds for its expansion. At the same time, the share of motorized individual transport, especially motorcycles, is increasing considerably. Energy-related emissions in Brazil have increased sharply over the past 20 years. The transport sector is by far the largest polluter, accounting for 44% of total emissions from the energy and industrial processes sectors.

Brazil is at a strategic moment to promote urban mobility and create conditions to improve the quality of public transport that takes into account the needs of women and people of color. There is consensus among the Ministry of Cities, associations of public transport operators, city administrations, and civil society that public transport needs public funding, and that service quality must be improved. Mayors are also increasingly concerned about public transport and seek to strengthen its role. The national government is actively driving the transformation of the public transport sector, underpinned by various legislative initiatives. The project aims to use this momentum to anchor the consideration of the needs of women and people of color in public transport through strategic policy advice, for example by introducing criteria in national policies and programmes.

At the local level, public administrations can regain control over the sector, which was previously dominated by private companies. They benefit from the increasing use of digital technologies, such as position data from the Global Positioning System (GPS), data from the General Transit Feed Specification (GTFS) and digital ticketing systems in Brazil, thereby increasing transparency regarding supply and demand. More than 80% of the 415 municipalities with more than 80,000 inhabitants already have purely digital ticket sales.

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However, only 10% of municipalities have access to this data, which is collected by private bus operators, and very few municipalities have the technical capacity to use it.

The module goal derivation is that the Brazilian public transport sector is at a crossroads, with declining passenger numbers, financial difficulties and deteriorating services that particularly affect women and people of color. Although there is consensus on the need for change, prerequisites such as experience, data-based evidence and awareness of the needs of women and people of color are still lacking, and guidelines, regulatory frameworks and gender-sensitive standards are not sufficiently in place. Therefore, the Just Urban Mobility Transition in Brazil project strengthens the knowledge of relevant stakeholders, anchors criteria in policies, programs and planning, and improves data and information systems so that the prerequisites for improving the quality of public transport in Brazilian cities, with a focus on the needs of women and people of color, are created.

The following effect hypotheses are based on the formulation of the outputs. Output 1 aims to strengthen the knowledge of relevant actors on local and national level in order to anchor the perspective of women and people of color in national public transport policies or programmers. Output 2 aims to develop measures to align the regulatory and operational framework for public transport in selected pilot cities more closely with the needs of women, people of color and people with disabilities. Output 3, which is the subject of this ToR, aims to improve data collection and analysis methods in such a way that they form the basis for mobility planning that takes into account the needs and movement patterns of women and people of color.

The impact hypothesis is that the collection and analysis of data and the feeding of relevant indicators into information systems will make the mobility patterns and needs of women and people of color visible. This will allow this information to be better integrated into the planning of public transport systems and better-informed decisions and thus will create conditions for increasing the quality of public transport for the target groups (module goal). Various studies, including the popular science book “Invisible Women: Exposing Data Bias in a World Designed for Men” (Caroline Criado-Perez, 2019), describe how the gender data gap leads to the lack of consideration of women in, for example, infrastructure and transport projects. The output is based on the assumption that the developed methods will be introduced and will find their permanent way into information systems and planning processes at national and local level.

The technical and methodological assistance described in these Terms of Reference (ToR) is part of the Just Urban Mobility Transition in Brazil technical cooperation project, whose module goal is that the conditions for improving the quality of public transport in Brazilian cities, with a focus on the needs of women and people of color, have been created. The Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, in partnership with the Brazilian Federal Ministry of Cities (MCid), implements the project with funding from the German Federal Ministry for Economic Cooperation and Development.

Commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), this project is anchored in the markers GG2 (Gender Equality) and KLM2 (Climate Change Mitigation). These markers define its core transversal objectives; thus, the technical strategy must demonstrate full coherence with these priorities, focusing on making the mobility patterns of vulnerable groups visible to support inclusive and evidence-based decision-making.

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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 contractor's services aim to strengthen capacities and develop procedures for data collection, processing and use, research methodologies and monitoring systems in urban mobility planning in Brazil at national and subnational levels, incorporating the needs of women, people of color and vulnerable groups. To achieve this goal, the specific objectives are:

- Develop and validate data collection and processing procedures, as well as a research methodology, to systematically integrate the needs of the target group into urban mobility planning.
- Design and validate a methodology for integrating multiple data sources to strengthen inclusive urban mobility planning, with a focus on the target group.
- Deliver capacity-building activities for partners and strategic actors through training activities, including courses, training and innovative formats.
- Provide technical advisory services to pilot cities and support the implementation of project activities within the scope of the contract.

The contractor is responsible for achieving the objectives and indicators described in this document.

Module objective.

Module objective indicator(s)

1. Number of coordinated national policies and funding programmes on urban mobility that include climate protection criteria and consider the needs of women and people of color in their instruments.
 - Base value: 0 Policies or funding programmes
 - Target value: 1 Policy or funding programme*(The contractor is contributing to the achievement of the indicator)*
2. Number of cities that have decided on the implementation of contract models or data collection methods with a focus on the needs of women and people of colour in public transport.
 - Base value: 1 City
 - Target value: 3 Cities

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(The contractor is contributing to the achievement of the indicator)

3. Number of thematic data analyses on the mobility of women and people of colour that have been included in a national urban mobility monitoring tool.

- Base value: 0 Thematic data analyses
- Target value: 1 Thematic data analysis

(The contractor is responsible for the achievement of the indicator)

Output 1: The knowledge of relevant actors for the development of national policies or programs that take into account the needs of women and people of color in public transport has been strengthened.

Output indicators:

1.1. Number of participation formats in which criteria for climate protection and the consideration of the needs of women and people of color in public transport were discussed as input for national policies or programs.

- Underlying: 1 investment format
- Target value: 4 participation formats

(The contractor will not contribute to the achievement of the indicator)

1.2. Number of relevant actors who have successfully participated in training on the needs and relevance of women and people of color in public transport.

- Baseline: 70 people
- Target value: 300 people

(The contractor is responsible for the partial realization of the indicator: 80 people trained)

Output 2: The regulatory and operational conditions of urban public transport in cities are more geared towards the needs of women, black people and people with disabilities.

Output indicators:

2.1. Number of cities that have developed measures aimed at addressing the needs of women, people of colour, and people with disabilities in public transport.

- Base value: 1 City
- Target value: 3 Cities

(The contractor is responsible for the partial realization of the indicator: implementation of up to three measures in the pilot cities or other partner cities involved in implementation TJMU project)

2.2. Number of contracts or technical regulations for the operation of public transport that have been revised to take into account the needs of women, people of color and people with disabilities.

- Base value: 1
- Target value: 3 Contracts or technical regulations

(The contractor will not contribute to the achievement of the indicator)

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Output 3: The basis for urban mobility planning has been strengthened, with advances in data collection and analysis methods, and includes the needs of women and black people.

3.1. Number of data collection and analysis methods validated by relevant stakeholders for urban mobility planning that take in to account the needs of women and people of colour.

- Base value: 0 data collection methods
- Target value: 1 data collection method

(The contractor is responsible for the achievement of the indicator)

3.2. Number of proposals for the integration of different data sources for urban mobility planning that take into account the needs of women and people of color.

- Base value: 0 Proposals
- Target value: 1 Proposal

(The contractor is responsible for the achievement of the indicator)

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

Work package 1: (part of Output 1, 2 and 3):

Focuses on contract management, coordination with key partners, and the overall monitoring of implementation. The minimum activities outlined below are intended to ensure alignment among stakeholders, effective communications, and the structures organization of the work throughout the contract execution.

Tasks:

- Preparation of the Kick-off meeting and regular meetings every two weeks and extraordinary meetings on demand.
- Development of an Activity Planning Report (Work Plan), including a critical reflection about the contract scope, Gantt chart, and other strategies requested at the Kick-off meeting.
- Mapping of stakeholders related to the activities of the contract, including government entities, private sector (with special attention to the European private sector), NGOs, representative bodies, among others.
- Design and implement a Communication and Stakeholders Engagement Plan including communication of results and interchange through platforms like SomosLAC and ReDUS.
- Development a capacity building strategy focusing on the target groups, which should include mapping existing training and capacity-building materials.

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Below is the list of activities that make up a work package:

Milestones for work package / Output 1, 2 and 3	Delivery period
1.1 Activity Planning Report (Work Plan)	20 calendar days after contract award
1.2 Communication, Engagement and Capacity Building Report	60 calendar days after contract award

Work package 2 (Output 3):

Development, review, redesign and implementation of data collection methods, research, and analyses sensitive to gender, focus on cisgender and transgender women, race, and person with disabilities.

The work package focuses on strengthening the basis for local urban mobility planning through the development, testing and validation of data collection and analysis methodologies, monitoring indicators, with the aim of promoting coordination between the national and subnational levels, and guidance for integration with national systems. The contractor shall include, at a minimum, the following activities:

Tasks:

- Map existing data collection, research and data analysis methods commonly used in sustainable urban mobility planning in Brazil, identifying gaps related to the inclusion of the target groups' need for generating evidence for informed decision-making.
- Systematize national and international experiences that contribute to critical reflection and provide evidence to support the revision, redesign or creation of data collection, research and data analysis methods used in Brazilian mobility plans.
- Develop methodological guidance, considering different application contexts, such as, disparities in technical capacity, technological availability, regional differences and other relevant conditions.
- Pilot the revised methods in selected contexts, when feasible, in order to test their applicability, integration potential, architecture and storage needs and types of visualization, before broader adoption.
- Validate the proposed data collection, research and data analysis methods with national research institutions, key stakeholders, and other relevant actors to support their institutional uptake and broad incorporation.
- Develop standards, recommendations and workflows to support the integration of methods with national systems, such as SIMU, as well as with existing or emerging georeferencing systems (e.g. GeoREDUS).
- Carry out training activities, at least 40 people (such as public management, civil society, NGO's, private sector and other relevant), aimed at improving the methods development, such as workshops, training and promotion of communities of practice

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focus on councils, private companies, research institutes and civil society organizations.

- Map, prioritize and adapt, at least, two GIZ training courses on data and digitalization and materials for the Brazilian context on how to include a gender and vulnerable groups approach in urban mobility planning.

Below is the list of activities that make up a work package:

Milestones for work package 2 / Output 3	Delivery period
2.1 Systematic Review and Framework Methodology focus on needs of women, people of color and disability inclusion	12 months after contract award
2.2 Guide and training activities for capacity building and upscaling of the methods and workflows created	16 months after contract award

Work package 3: (Output 3):

The work package focuses on strengthening national urban mobility monitoring and data system by improving methodologies, indicators, and digital tools, with focus on the integration of gender, race, and georeferenced data.

The objective is to develop thematic data analysis and integration proposals of different data sources for urban mobility planning and national urban mobility monitoring, validated by relevant stakeholders. At the minimum, the tasks include:

Tasks:

- Identify, collect and systematize national and international good practices on data sources, platforms and indicators that reflect the profile and needs of the project's target audience, focusing on their applicability to Brazilian national urban mobility systems and cross-cutting climate and sustainability requirements.
- Propose improvements to address gaps in national urban mobility systems related to the needs of the target group, including data collection methods, data use, indicator design and information accessibility, considering SIMU, PEMOB and the PlanMob digital tool.
- Develop a proposal for methodological redesign to mainstream the gender and race approach across SEMOB-management research, monitoring and evaluation system and digital tools, including opportunities to incorporate gender and race disaggregated analyses and dedicated visualizations.
- Implement, in two digital system management by SEMOB, the use of gender and race disaggregated, georeferenced and statistical data through the integration and improved

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used to official, standardized, and nationally scalable databases to make inequalities visible and support evidence-informed decision-making.

- Develop recommendations for data governance, interoperability and ethical use of data in urban mobility systems, including standards for data sharing between municipalities and national platforms.
- Develop or update guidance to support municipalities in the preparation of inputs (including primary data collection and analysis processes) and in the qualified use of tools and guidelines provided by National Government.
- Support SEMOB in disseminating and presenting results at events and within global networks, contributing to scaling-up the approach and increasing its reach and impact.
- Provide support for the facilitation of multi-stakeholder working groups with convergent roles in advancing the improvement of the platforms to be enhanced fostering synergies coordinated action and the scaling of results.
- Deliver training activities for local public managers, councils, private companies, research institutes, and civil society organizations, reaching a total of 40 trained participants.

Below is the list of activities that make up a work package:

Milestones for work package 3 / Output 3	Delivery period
3.1 Policy and Technical Recommendations for Strengthening SIMU, PEMOB, Sistema de Apoio à Elaboração de PlanMobs and National Mobility Indicators	8 months after contract award
3.2 Implementation of Functional and Technical Specifications for Updating National Systems with Gender and Race Features	14 months after contract award
3.3 Stakeholder Engagement and Training on Gender and Race Responsive Mobility Systems	18 months after contract award

Work package 4 (part of Output 2, Output 3):

Support to 5 (five) partner cities and Municipal Networks for the Operationalization of Data- and Digital-Driven Urban Mobility Measures

The work package focuses on the technical structuring and operationalization of priority measures in the partner cities. The objective is to support partner cities in developing and applying data-driven tools, scenarios and methodologies to assess the social, economic and environmental impacts of the energy and technological transition in urban transport systems, with a particular focus on operational aspects of bus public transport systems, while

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strengthening monitoring systems, institutional capacities and the dissemination of good practices at local and national levels.

Tasks:

- Assess the digital and data maturity of partner cities and develop tailored diagnostic and prospective scenarios to analyse the impacts, trade-offs and opportunities of digitalization and electrification for a just transition, with attention to labour markets and user costs.
- Define and operationalize tailored technical support work plans for the selected partner cities and their demonstration projects, leveraging a flexible pool of experts to provide specialized advisory in thematic areas such as Intelligent Transport Systems (ITS), Mobility as a Service (MaaS), digital ticketing, and artificial intelligence.
- Support the rapid prototyping of data-driven and digital tools related to the selected measures, combined with hands-on capacity-building on the practical use of data for decision-making, public management and civil society.
- Propose monitoring tools and data solutions adapted to the priority measures defined by each partner city, which may include (depending on the local context) dashboards, heat maps, risk mapping, reporting systems, service performance indicators, workforce transition indicators, and other relevant digital tools.
- Support technical exchanges and peer-learning activities tailored to the needs of the partner cities, including exchanges with national or international reference experiences relevant to the selected themes and measures.
- Prepare synthesis materials, lessons learned and training activities to disseminate good practices at national level and promote structured peer exchange and coordination among municipalities and city networks.

Below is the list of activities that make up a work package:

Milestones for work package 4 / Output 3 and part of Output 2	Delivery period
4.1 City-Level Diagnostic and Data-Driven Implementation Framework	5 months after contract award
4.2 Strengthening Municipal Networks through Knowledge and Capacity-Building for a Just Transition in Urban Mobility	16 months after contract award

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

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

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.

Requirements on expenditure management and cost control:

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

Information on cost-output monitoring (KOMP):

To enable cost-output monitoring (KOMP), the contractor must implement rigorous expenditure management. The contractor's invoices must present fees and travel expenses clearly separated and allocated by Output: Output 1 (10%), Output 2 (20%), or Output 3 (70%).

Considering that Output 3 (Data collection and analysis methods reflecting the mobility patterns of women and people of colour) is the core focus of this consultancy, the contractor must ensure that the majority of expert days and associated costs are technically justified and assigned to this specific output in all financial reports and invoices.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following:
 - Degree to which activities are implemented (Initial situation, process, and status quo)
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility
 - Provide information required by GIZ's results-based monitoring system
 - Data for the project's standard indicators (greenhouse gas emissions and number of people who have benefited through public participation or improved urban infrastructure systems or services)
 - Report risks and suggest mitigation actions to be implemented
 - The monitoring shall be conducted in accordance with the methodologies and tools selected by GIZ and in line with GIZ' reporting requirements, including contributions to a common monitoring platform (ReFrame Monitor) applied across all GIZ mobility and transport projects (in this platform, the project indicators and other project data is being gathered in order to facilitate sector-wide aggregated impact monitoring amongst other purposes)
 - Summary of expenses.

The contractor reports to GIZ as follows:

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Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: Portuguese (Regular reports and technical deliverables). Selected knowledge products and dissemination materials for global networks may be requested in English.

- Inception report: 20 calendar days after contract award. The report shall consist of approx. 30 pages and cover the detailed Activity Planning Report (Work Plan), a Gantt chart, and the stakeholder mapping.
- Interim report(s) on:
05/30/2027: First progress report covering results from December 2026 to May 2027
11/30/2027: Second progress report covering results from June 2027 to November 2027
03/31/2028: Technical draft of the final report for GIZ review.
- Final report on **04/30/2028** (Portuguese and English)

The interim report(s) and the final report should provide information about the progress made.

The format of the reports is to be previously agreed upon with and approved by GIZ, and the reports shall also contain relevant information contributing to GIZ's own reporting system (progress reports and standard indicator reports).

Activity-related reports (e.g. workshops, site visits, training) must be submitted within 10 days after the activity has taken place, at the national or international level.

During the term of the contract, the Contractor shall provide, upon GIZ's request, information on project results and impacts, including indicator achievement, event attendance, beneficiaries, and the implementation status of pilot projects.

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning party: The contractor shall provide technical inputs for GIZ's progress reports to the BMZ twice a year, typically in January and July, with approx. 5-10 pages focusing on indicator achievement and impact stories.
- Brief quarterly or half-yearly reports on the implementation status of the project (5-7 pages) to facilitate executive steering and decision-making during technical meetings.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: Contributions to conferences: *Arena ANTP*, *Seminário NTU*, Transport and Climate Change Week (TCCW), International Transport Forum (ITF) and similar. The contractor shall e.g. present the results of the study.
- The contractor's experts are actively involved in GIZ's sector networks. Specify the corresponding sector network and work involved (frequency of meetings, location of

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meetings, additional working group activities if applicable) and include the costs in the cost calculation

- 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. 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.
- Ensuring the administrative management of the project.

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. 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 with regard to 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 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:

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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 contracted company must promote the reduction of gender gaps through its actions, mobilizing methodologies, pedagogical approaches, providing safe and accessible locations equipped with childcare facilities, and processes that promote equal conditions, gender-equality-oriented decision-making, and access to opportunities and the right to cities. The promotion of balanced participation in terms of gender should be a point of attention for the Contractor. Ageism and gender discrimination, such as harassment, misogynistic and LGBTQphobic behaviors, should not be tolerated in meetings, workshops, communication materials or any results and actions related to this contract.

Race/ethnicity equity: the contracted company must guide actions to reduce race/ethnicity inequalities, highlighting through data and analysis inequalities in access based on ethnic and racial segregation, and guiding actions and decision-making processes aimed at reducing these. Discriminatory acts and racial/ethnic prejudice shall not be tolerated in meetings, workshops, communication materials or any results and actions related to this contract.

People with disabilities: the contractor is required to mitigate accessibility barriers that may result in people with disabilities being unable to access the events, workshops, meetings and materials that will be developed under this contract, in order to ensure the adequate inclusion and participation of people with disabilities through physical spaces, interpreters, and accessible language systems. Ableism behaviors shall not be tolerated in meetings, workshops, communication materials or any results and actions related to this contract.

Environmental protection and climate action (climate change – mitigation and adaptation): the contracted company is requested to pay attention to mitigation and adaptation issues, expanding the project's contribution to climate change. Decision-making processes related to logistics, event production, technological definitions, and other decisions that result in the production of greenhouse gases (GHG) must consider choices that reduce GHG emissions and vulnerability to climate change.

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 critically examine the tasks for which it is responsible (section 1.1.2 of the assessment grid). Simple repetition of the tasks formulated in section 2 of the ToRs is

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not desired. Rather, the contractor is to identify potential challenges in provision of services and suggestions for adjusting the approach of services defined in this ToR.

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

Processes describe actions or set of tasks that are necessary in order to render specific services in the sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations.

The tenderer is required to describe, using existing documents where possible, the processes and dynamics in the Brazilian urban mobility sector that are relevant to the services put out to tender (section 1.2.1 of the assessment grid)

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Involvement of relevant and strategic actors and stakeholders
- Adherence of environmental and social compatibility requirements
- Appropriate consideration of further requirements

The tenderer is required to reflect on the targets that it is responsible for and undertake a critical appraisal of the task. Subsequently, the tenderer must describe and justify the strategy it intends to use to achieve the milestones, targets, and results that it is responsible for by means of the work packages described in section 2. The tenderer is to avoid repeating information from the description of the implementation approach.

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

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives, tasks and results (see section 2) for which it is responsible.

This description must go beyond a list of activities and should provide a conceptual and methodological roadmap for catalyzing a structural shift in data-driven urban mobility planning in Brazil. To demonstrate technical-methodological excellence, the tenderer's strategy should specifically address the following guiding questions:

- How can gaps and biases in existing urban mobility data systems be identified and addressed regarding gender, race, and other intersecting inequalities?
- Which practical and innovative methods can be applied to collect, process, and manage gender- and race-disaggregated mobility data in the Brazilian context?
- How can disaggregated data be effectively integrated into public policies, institutional processes, and urban mobility planning at both national and subnational levels?

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- How can ethical data use (in compliance with LGPD/GDPR), institutional ownership by the Ministry of Cities, and the long-term sustainability of the proposed methods be ensured after the project concludes?
- What practical methods can be used to handle and process anonymized data, ensuring its transfer between national and subnational governments?

The strategy will be evaluated based on its coherence with the project's [GG2 \(Gender\)](#) and [KLM2 \(Climate\)](#) markers and its potential to make movement patterns of vulnerable groups visible for evidence-based decision-making. Detailed definitions and application guidelines can be found on the BMZ Portal.

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)

The tenderer is required to outline in the technical proposal how it will implement the mitigation and support measures described in section 2.5 of these ToRs.

The contractor's staffing profile should be balanced in terms of gender, race/ethnic and age.

The bidder must demonstrate a clear methodology for integrating these safeguards into the project's technical execution, specifically:

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Race/ethnicity equity

The tenderer is required to outline in the tender how it can prevent negative impacts on racial/ethnic equity in its area of responsibility and how it can contribute to improving racial/ethnic equity through corresponding measures (see also the relevant requirements in section 2.5).

People with disabilities inclusion

The tenderer is required to outline in the tender how it can prevent negative impacts on equity for people with disabilities in its area of responsibility and how it can contribute to improving

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equity for people with disabilities through corresponding measures (see also the relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures, take into account mitigation and adaptation (see also relevant requirements in section 2.5).

Please demonstrate as shown in the following table:

Requirement: 'Gender equality':	3 points out of 10 (maximum)
Requirement: 'Race/ethnicity equity':	3 points out of 10 (maximum)
Requirement: 'People with disabilities':	2 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	2 points out of 10 (maximum)

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

(section 1.4.1 of the assessment grid)

plan

- not applicable

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

- not applicable

3.4.3 Steering or coordination of measures with the relevant implementing partner

(section 1.4.3 of the assessment grid)

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- 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 completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

In the tender, the tenderer is required to describe how it can ensure that the requirements resulting from the monitoring system of the project or the partner are met (see section 2). 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.

Furthermore, given that the project involves several technical work streams running in parallel, the tenderer must describe its approach to adaptive management. This includes how the monitoring process will serve as a tool to identify, in a timely manner, the need for scope readjustments or technical realignments to ensure the overall coherence of deliverables and the achievement of indicators despite changing framework conditions.

3.5. Further requirements

(section 1.5 of the assessment grid)

Requirements that do not fall into the categories in sections 3.1 to 3.4 can be included here.

- Strategy for diversity and intersectional team composition the tenderer is required to describe its strategy for ensuring a diverse and intersectional team, specifically regarding gender and racial equity. This includes the internal management approach to promote an inclusive working environment during service delivery.

Requirement: 4 points out of 10 (max.)

- Utilization of National Resources and Integration with Local Networks The tenderer is required to explain and provide specific evidence of how it will make use of national resources, such as Brazilian research institutions (e.g., IPEA, IBGE), local network partners, and technical platforms like ReDUS. The bidder must demonstrate how these partnerships will be leveraged to ensure that data methodologies and monitoring systems (SIMU/PEMOB) are technically validated and sustainable within the Brazilian institutional framework.

Requirement: 4 points out of 10 (max.)

- Backstopping strategy the tenderer is required to describe its backstopping strategy to ensure continuous technical and administrative support to the field team. This includes

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quality control of deliverables, steering adaptations to changing conditions, and ensuring smooth communication between GIZ and the contractor's personnel. Note: Members of the backstopping team are not part of the HR concept in Section 4, and their costs must be included in the experts' fee schedules.

Requirement: 2 points out of 10 (max.)

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 (section 2.1 of the assessment grid)

This position is a key expert.

The team leader is responsible for leading the contract and the project team, while ensuring the integration of gender equality, racial equity and an intersectional approach across all activities and contract indicators achievements related to national urban mobility systems and instruments. Contributing to diagnostics, methodologies, capacity building and policy dialogue to strengthen more equitable and inclusive data-driven planning and decision-making.

Tasks of expert 1 – Team leader:

- **Contract Management**
 - Overall responsibility for this Contract.
 - Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
 - Staff management identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting local and international experts.
 - Quality control of all deliverables and interim results.
 - Ensuring that monitoring procedures are carried out and regular reporting in accordance with deadlines.
 - Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ.
 - Identify implementation risks (technical, institutional, political) and propose mitigation measures in coordination with the GIZ and national counterpart.
 - Contribute to adaptive management of the project, proposing adjustments to activities based on monitoring results and contextual changes, as well as continuous improvement of project strategies and approaches.

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- Gender mainstreaming and intersectionality
 - Ensure the systematic integration of gender equality, inclusion, racial equity and an intersectional approach across all project activities, deliverables, and indicators, including through continuous quality assurance processes.
 - Lead the implementation of the gender-related actions defined under the contract (here referred to as the Gender Action Plan), including responsibility for monitoring progress, documenting results, and reporting to GIZ and partners.
 - Provide technical expertise on gender, with an intersectionality approach, contributing to the development of content, analytical inputs, materials, diagnostics, and action plans at both national and local levels.
 - Apply an intersectional lens to project activities, considering overlapping dimensions such as gender, race/ethnicity, disability, income, age, and caregiving responsibilities.
 - Ensure the integration of cross-cutting themes such as climate change, sustainability, and finance into gender- and equity-related work streams and recommendations.

Qualifications of expert 1 – team leader:

Education/training (section 2.1.1 of the assessment grid):	University degree (bachelor's level) in Urban Planning, Urban Studies, Sustainable Mobility, Transportation Engineering, Social Sciences, Political Science, Gender Studies, Public Management, International Relations, Social Justice or International Analyst (5 of 10 points) University degree (Master's level) and/or doctorate in Gender Studies, Gender, Sexuality and Women's Studies, Sociology, Feminist Studies or Human Rights (Master's level 3 of 10 points, and Doctoral level 2 of 10 points)
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C2-level in the Common European Framework of Reference for Languages (5 of 10 points) Knowledge of Portuguese, C1 level in the Common European Framework of Reference for Languages (5 of 10 points)
General professional experience (section 2.1.3 of the assessment grid):	7 years of cumulative professional experience in sustainable mobility, transport or urban planning (in total 7 years of experience, no matter if in sustainable mobility, transport or urban planning)
Specific professional experience (section 2.1.4 of the assessment grid):	5 years of cumulative experience gender mainstream, GEI (gender equality and inclusion) human rights or intersectionality (in total 5 years of experience, no matter if in gender mainstream, GEI, human rights or intersectionality)

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Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management/leadership experience as manager in a company (leading 7 staff members and budget of 100.000 €)
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	5 years of cumulative professional experience in working with or in South America, the Caribbean or Central America outside of Brazil
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	3 years of professional experience in Brazil
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: Local Coordinator and Data qualitative research specialist with national experience (section 2.2 of the assessment grid)

This position is a key expert.

This expert will coordinate the local technical implementation of the contract and support the management of the consulting team, as a right-hand person of the Team Leader. The role includes ensuring the quality and coherence of deliverables, contributing to monitoring and reporting, leading qualitative research and participatory processes focused on inequalities and target groups, aligned with just transition principles, supporting capacity development and engaging with stakeholders and networks to strengthen the impact and visibility of contract results.

Tasks of expert 2

- Technical and team management
 - Support the GIZ and national counterparts in updating and/or adapting the project strategy, contributing to evaluations and the preparation of a potential follow-on phase.
 - Coordinate the overall tactical and strategic alignment of the consulting team, including the Expert Pool.
 - Coordinate the implementation of activities and the local deployment of consultants and the Expert Pool in pilot cities
 - Ensure technical and personnel management of the team, including regular reporting in Portuguese and compliance with established monitoring procedures.
 - Promote and integrated approach to procurement services, ensuring the application of a focus on equity, sustainability and innovation

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- Quality control, monitoring and reporting
 - Ensure coherence and consistency across all documents and deliverables submitted to GIZ and national counterparts.
 - Oversee and ensure the overall quality of all products, inputs, sections, annexes, and outputs developed under the contract.
 - Ensure effective knowledge management, results-based monitoring, and the preparation of periodic and final project reports.
 - Design, implement, monitor, and evaluate capacity development activities for local partners in the following thematic areas: urban mobility, equity, digitalization of public transport, and just and inclusive transition.
- Qualitative research and research leadership
 - Ensure that all activities remain aligned with the principles of just transition and maintain a consistent focus on the target groups throughout implementation.
 - Coordinate the mapping of methodologies, good practices, and technologies, and contribute to defining strategies for data structuring and integration within the project scope.
 - Design and lead the implementation of qualitative research methods, including surveys, focus groups, ethnographic approaches, and semi-structured interviews.
 - Oversee the collection of qualitative data related to urban mobility and transport, with a focus on inequalities, care-related mobility, harassment, access to opportunities, and other relevant dimensions for achieving the contract objectives.
 - Lead workshops and develop innovative formats for data collection and stakeholder engagement.
- Communication and engagement
 - Support the facilitation of multi-stakeholder working groups established to achieve the contract's results.
 - Contribute to the positioning of project results within international networks and thematic communities of practice on urban mobility, equity, and digitalization, upon request by GIZ and MCid.

Qualifications of expert 2

Education/training (section 2.2.1 of the assessment grid):	University degree (bachelor's level) in Urban Planning/Urban Studies, Urban Mobility or Transportation Engineering Social Sciences, Political Science, Public Management (5 of 10 points) University degree (Master's level) and/or doctorate in Sustainable Development, Architecture and Urbanism, Urban Planner, Urban Design, Mobility or Transport Planner, Public Policy, Public Management or Policy Science (Master's level 3 of 10 points, and Doctoral level 2 of 10 points)
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Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages (4 of 10 points). Knowledge of Portuguese, C2-level in the Common European Framework of Reference for Languages (6 of 10 points)
General professional experience (section 2.2.3 of the assessment grid):	10 years of professional experience in technical advisory roles within the urban mobility sector, specifically focused on sustainable transport planning, policy formulation, or the design of public transport monitoring systems
Specific professional experience (section 2.2.4 of the assessment grid):	5 years of experience in qualitative research development and analysis methods for urban mobility
Leadership/management experience (section 2.2.5 of the assessment grid):	3 years of cumulative professional experience in coordinating complex projects, preferably in international cooperation
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	2 years of cumulative professional experience outside Brazil
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	7 years of professional experience in Brazil
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	– Not applicable –
Other (section 2.2.9 of the assessment grid):	– Not applicable –

Expert 3: Racial/Ethnic, Statistics and Data Quantitative Research Specialist with national experience

(section 2.3 of the assessment grid)

This position is a key expert.

This key expert will provide technical advisory to the local coordinator on statistic and quantitative analysis within the scope of urban mobility and national data systems, including the analysis of racial inequalities and disparities. The role includes designing and applying indicators and analytical frameworks to support planning, monitoring and policy formulation

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related to instruments, integrating transport, demographic and territorial data for equity-oriented diagnostics, developing dashboards and analytical products for decision-making.

The expert will also support pilot cities and partners through guidance and training capacity-building activities, including on the integration of racial/ethnic equity and gender equality considerations into data-driven planning processes. This expert will serve as the primary focal point for racial equity within the contract.

Tasks of the expert 3

- Data Analysis and Methodological Development
 - Design and implement quantitative analytical frame works, indicators and statistical models to support-evidence-based urban mobility planning, monitoring and policy formulation.
 - Structure, integrate, clean, and document datasets from multiple sources, contributing to the improvement of data workflows, interoperability and data quality across national and subnational systems.
 - Ensure analytical, transparency and ethical use of data, including attention to bias, representativeness, and compliance with data governance and data protection principles.
 - Support the integration of disaggregated data (e.g. by gender, race, income, territory) into analytical processes.
 - Promote standardized data structure and metadata to enhance interoperability and apply AI and machine learning to improve data processing and analytical insights.
 - Apply expertise in transport-specific datasets and operational data streams (e.g. AFC, AVL, GPS, GTFS, APC, sensors, ITS, as well as data on walking and cycling such as counts and surveys) to support performance analysis, service monitoring, demand assessment and evidence-based decision-making.
 - Integrate census, demographic and territorial data into analytical frameworks to support spatial and socioeconomic analyses for equity-oriented urban mobility planning and decision-making focus on the target group.
- Dashboards, visualization and decision-support tools
 - Develop dashboards, visualizations and analytical tools that enhance transparency and support decision-making by technical and non-technical stakeholders.
 - Translate complex quantitative findings into accessible formats (charts, infographics, summaries) for different audiences.
 - Contribute to the improvement of transparency and usability of data through visualization and communication products.
- Monitoring, evaluation and reporting
 - Contribute to the design and implementation of monitoring frameworks and indicators aligned with national systems and policy objectives
 - Provide analytical inputs for reports, policy briefs and technical deliverables, supporting the interpretation of results and formulation of evidence-based recommendations
- Capacity development and knowledge transfer

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- Support pilot cities in improving data collection methodologies, data analysis practices and the definition of prioritized local measures based on evidence.
- Develop guidance materials and documentation to strengthen partners' capacity to use and interpret data.
- Support and train collaborative networks of stakeholders and working groups to validate methodologies and strengthen collective ownership of analytical approaches
- Develop and deliver training sessions and support facilitation of events and workshops on data methodologies, data collection, processing and analysis.
- Ensuring that racial considerations are systematically integrated into analytical approaches, data frameworks, and capacity building activities.

Qualifications of the expert 3

Education/training (section 2.3.1 of the assessment grid):	University degree (bachelor's level) Statistics, Data Science, Economics/Econometrics, Applied Mathematics, Public Policy, Social Sciences, Urban Studies/Urban Planning, Transport Engineering or Geography (7 of 10 points) University degree (Master's level) in Statistics, Data Science, Economics or Econometrics, Applied Mathematics, Quantitative Social Research, Public Policy, Urban Studies, Transport Engineering or Geography (3 of 10 points)
Language (section 2.3.2 of the assessment grid):	Knowledge of English, B2-level in the Common European Framework of Reference for Languages (5 of 10 points). Knowledge of Portuguese, C2-level in the Common European Framework of Reference for Languages (5 of 10 points)
General professional experience (section 2.3.3 of the assessment grid):	7 years of cumulative professional experience in quantitative data analysis, development of indicators and monitoring frameworks (in total 7 years of experience, no matter if in quantitative data analysis, development of indicators and monitoring frameworks)
Specific professional experience (section 2.3.4 of the assessment grid):	3 years of cumulative experience in data analysis (Python or R is mandatory), use of transport-related datasets and development of dashboards and data visualization (Power BI or similar is mandatory)
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):	2 years of cumulative professional experience outside the region, in Global South contexts

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Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	4 years of professional experience in Brazil
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	– Not applicable –
Other (section 2.3.9 of the assessment grid):	2 years of experience with public sector institutions (ministries, municipalities and/or public enterprises)

Expert 4: Gender, Intersectionality and Inclusion Specialist with national experience
(section 2.4 of the assessment grid)

This position is a key expert.

This lead expert will provide technical advice to the local coordinator on the systematic integration of gender equality, racial equity, and an intersectional approach into all contractual activities, such as public policy design, the development of indicators, technical analyses, and other relevant tasks. The expert will also support pilot cities and partners through guidance and training capacity-building activities, including on the integration of racial/ethnic equity and gender equality considerations into data-driven planning processes. This expert will serve as the primary focal point for gender equality and intersectionality within the contract.

Tasks of expert 4:

- Ensure the systematic integration of gender equality, inclusion, racial equity and an intersectional approach across all project activities, deliverables, and indicators, including through continuous quality assurance processes.
- Systematize and present the implementation of the gender-related actions defined under the contract (here referred to as the Gender Action Plan), including responsibility for monitoring progress, documenting results, and reporting to GIZ and partners.
- Provide technical expertise on gender, with an intersectionality approach, contributing to the development of content, analytical inputs, materials, diagnostics, and action plans at both national and local levels.
- Apply an intersectional lens to project activities, considering overlapping dimensions such as gender, race/ethnicity, disability, income, age, and caregiving responsibilities.
- Ensure the integration of cross-cutting themes such as climate change, sustainability, and finance into gender- and equity-related work streams and recommendations.
- Attending events on behalf of the project, leading lectures and discussions on gender mainstreaming, social inclusion and racial equity.

Qualifications of Expert 4:

Education/training (section 2.4.1 of the assessment grid):	University degree (bachelor's level) in Social Sciences, Political Science, Gender Studies, Public Management, International Relations, Social Justice or International Relations (7 of 10 points)
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	University degree (Master's level) and/or doctorate in Gender Studies, Gender, Sexuality and Women's Studies, Sociology, Feminist Studies or Human Rights (3 of 10 points)
Language (section 2.4.2 of the assessment grid):	Knowledge of English, B2-level in the Common European Framework of Reference for Languages (5 of 10 points). Knowledge of Portuguese, C2-level in the Common European Framework of Reference for Languages (5 of 10 points)
General professional experience (section 2.4.3 of the assessment grid):	7 years of cumulative experience of working on gender mainstreaming, Gender, Equality, Diversity and Social Inclusion (GEDSI), human rights, racial equity or intersectionality (in total 7 years of experience, no matter if in gender mainstreaming, GEDSI, human rights, racial equity or intersectionality)
Specific professional experience (section 2.4.4 of the assessment grid):	5 years of cumulative professional experience in analysing and integrating gender and social dimensions into policy implementation and/or sharing technical knowledge about gender mainstreaming, social inclusion and racial equity on events (in total 5 years of experience, regardless of which of the above)
Leadership/management experience (section 2.4.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	4 years of professional experience in Brazil
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	– Not applicable –
Other (section 2.4.9 of the assessment grid):	– Not applicable –

Expert 5: Engagement and facilitation specialist with national experience
(section 2.5 of the assessment grid)

This position is a key expert.

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The lead expert will support the project's core objective of strengthening engagement, awareness raising, and process facilitation through the mobilization of diverse actors and the application of inclusive language and learning methods. Providing flexible technical expertise, the specialist will complement the Team Leader and long-term experts by facilitating strategic dialogues and co-creation processes between national and subnational stakeholders. The expert will be responsible for implementing the Stakeholder Engagement Plan—with a specific focus on the mobilization of social movements, civil society organizations, and peripheral communities in pilot cities—while delivering technical training and designing inclusive communication products to ensure the active participation of target groups and the dissemination of good practices.

Tasks of the Expert 5 - Engagement and facilitation:

- Moderation, training and presentations
 - Contribute to the preparation of moderation, training and presentations, ensuring alignment with the project's equity objectives.
 - Facilitate co-creation workshops and validation sessions for gender- and race-sensitive data collection methods, ensuring the active participation of target groups.
 - Deliver technical training for public managers and stakeholders.
- Stakeholder mobilization and strategic engagement:
 - Implement the Stakeholder Engagement Plan, focusing on the mobilization of social movements, civil society organizations, and peripheral communities in pilot cities.
 - Facilitate multi-stakeholder working groups to foster technical synergies between national and subnational levels regarding georeferenced data and monitoring.
 - Coordinate peer-learning activities and technical exchanges to disseminate good practices in data-driven inclusive urban mobility.
- Inclusive communication and learning methodologies:
 - Design media and communication materials, such as short videos, infographics, articles, social media content, training materials and publications, to support the strategic communication of the project and user engagement.
 - Conduct the communication with target users (e.g. public officials, stakeholders, end users) to improve and support the development of products, measures and materials.

Qualifications of the Expert 5 – Stakeholder engagement and facilitation process:

Education/training (section 2.5.1 of the assessment grid):	University degree (bachelor's level) in Social Sciences, Communications, Business Administration, Public Policy, Pedagogy, Education, Anthropology, Philosophy, Learning Sciences and/or Human Rights (5 of 10 points) University degree (Master's level), doctorate and/or certifications in Organizational Development, Facilitation,
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	Conflict Resolution and/or Stakeholder Engagement (5 of 10 points)
Language (section 2.5.2 of the assessment grid):	Knowledge of English, B2-level in the Common European Framework of Reference for Languages (5 of 10 points). Knowledge of Portuguese, C2-level in the Common European Framework of Reference for Languages (5 of 10 points)
General professional experience (section 2.5.3 of the assessment grid):	5 years of cumulative experience in stakeholder engagement, facilitation, design thinking and participatory processes
Specific professional experience (section 2.5.4 of the assessment grid):	3 years of cumulative experience in designing and leading workshops, consultations, and multi-stakeholder dialogues (5 of 10 points) 2 years of Experience facilitating discussions and decision-making processes (5 of 10 points)
Leadership/management experience (section 2.5.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	5 years of professional experience in Brazil
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	– Not applicable –
Other (section 2.5.9 of the assessment grid):	– Not applicable –

Expert 6: Data Science and Geospatial Systems Specialist with national experience
(section 2.6 of the assessment grid)

This position is a key expert, who will lead the technical design and implementation of data architectures, pipelines and digital tools supporting national urban mobility systems (e.g. SIMU, tools for PlanMob support and geoportals such GeoRedus), ensuring interoperability, data

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governance, scalability and long-term sustainability of the project's data and monitoring solutions.

Tasks of Expert 6:

- Data architecture and infrastructure
 - Design and support the implementation of scalable architecture for public sector systems (e.g. data platforms, data hubs, data lakes).
 - Define data models, metadata standards and interoperability structures to enable integration across systems.
 - Support the development and optimization of databases, APIs
 - , and data pipelines.
 - Support the development and optimization of databases, APIs and data pipelines.
 - Contribute to the definition of technical requirements for digital tools and platforms.
- Data Engineering and Automation
 - Develop data pipelines to ensure efficient, scalable and sustainable processing of multi-source datasets.
 - Ensure data quality, reliability and sustainability through validation routines, monitoring mechanisms, documentation and version control practices.
- Geospatial Analytics and Data Science
 - Apply geospatial analysis and GIS methods to process, integrate and analyze spatial data for policy-relevant insights.
 - Use advanced analytics and data science techniques to identify spatial patterns, trends and inequalities across mobility and territorial datasets.
- Dashboards, applications and digital tools
 - Develop interactive dashboards and analytical applications for technical and non-technical users.
 - Support the backend and frontend integration of digital tools (e.g. data portals, monitoring platforms, visualization tools).
 - Ensure usability, performance and technical robustness of digital products.
- Data governance, security and standards
 - Apply principles of data governance privacy-by-design, and data protection in the design of systems and workflows.
 - Support compliance with relevant data standards, interoperability frameworks and digital public infrastructure principles.
 - Contribute to the development of technical documentation, protocols and guidelines
- Technical support and capacity building
 - Provide technical support to partner institutions on the operation and maintenance of data systems.
 - Contribute to technical training and knowledge transfer related to data infrastructure, tools and analytical methods.

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- Support troubleshooting and continuous improvement of digital systems.

Qualifications of expert 6

Education/training (section 2.6.1 of the assessment grid):	University degree (bachelor's level) in Computer Science, Information Systems, Software Engineering, Geoinformatics or Software Engineering
Language (section 2.6.2 of the assessment grid):	Knowledge of English, B2-level in the Common European Framework of Reference for Languages (5 of 10 points). Knowledge of Portuguese, C2-level in the Common European Framework of Reference for Languages (5 of 10 points).
General professional experience (section 2.6.3 of the assessment grid):	10 years of cumulative professional experience in data architecture and developing data-driven digital products,
Specific professional experience (section 2.6.4 of the assessment grid):	5 years of experience in geospatial analysis and GIS . (5 of 10 points) 2 years led the design and development of data platforms and digital systems involving large and complex datasets in institutional environments. (5 of 10 points)
Leadership/management experience (section 2.6.5 of the assessment grid):	– Not applicable –
International professional experience outside the country/region of assignment (section 2.6.6 of the assessment grid):	– Not applicable –
Professional experience in the country/ region of assignment (2.6.7 of the assessment grid):	4 years of professional experience in Brazil
Experience in the field of development cooperation (section 2.6.8 of the assessment grid):	– Not applicable –
Other (section 2.6.9 of the assessment grid):	3 years of cumulative professional experience in data governance, interoperability, privacy-by-design and data protection in public-sector environments

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Expert 7: Pool 1 'IT and Digital' with national experience with 2-3 experts

This is a pool short-term experts mobilized on demand to provide specialized, complementary expertise to the core project team. The pool supports the project's core objective of providing technical expertise for the development and prototyping of digital tools, providing flexible technical expertise to complement the Team Leader and long-term experts.

This pool is not subject to technical evaluation during the tender. **Hence, no sample CVs need to be submitted. However, it is subject to the financial evaluation and have to be included in the financial bid.** The qualifications specified for the pool are minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

Expert Pool 1 will be recruited during the contract based on the qualifications listed below. Expert-Pool 1 consists of IT and Digital experts with national expertise. 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.

It is expected that these experts are already available on site, as no international travel expenses are covered for this expert position.

Tasks of the Expert 7 - Pool 1

- Analytical products and dashboards
 - Contribute to research and data activities (quantitative, qualitative, geospatial) focused on gender, race and vulnerable groups.
 - Contribute to the preparation of technical products, reports and presentations, ensuring alignment with the project's equity objectives.
 - Support the design, development and improvement of dashboards and data visualization tools for monitoring mobility systems and project indicators.
- Data analysis and digital data systems
 - Develop and implement automated workflows (ETL) for the integration of large datasets (GPS, GTFS, ticketing, and sensors), ensuring a shift from manual reporting to real-time, scalable monitoring
 - Use AI and machine learning models to identify complex patterns in urban mobility, specifically to predict demand changes and detect hidden inequalities in travel patterns
 - Implement international best practices for mapping risks and barriers, including the development of a Safety Index (to identify zones of harassment and violence) and Accessibility Maps (to identify physical and operational barriers for persons with disabilities and marginalized groups)

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- Support the application of data standards, interoperability frameworks and digital public infrastructure principles in mobility-related system and platforms.
- Governance and Safeguards for Data and Digital Systems
 - Provide advisory on data protection, information security and LGPD/GDPR, including anonymization and ethical data use.
 - Provide expertise on responsible use of data and AI, including ethical considerations, bias mitigation and inclusive digital design.
 - Implement specific protocols to identify and mitigate algorithmic and data collection biases. This includes ensuring that statistical models and AI applications used in urban mobility planning do not reinforce racial or gender inequalities and that the data representativeness accurately reflects the mobility patterns of women and people of color.
 - Ensure that all digital tools and dashboards strictly adhere to Privacy by Design and Privacy by Default principles, implementing advanced pseudonymization protocols for sensitive individual ticketing data
- Digital Design User Experience and Communication Products
 - Support stakeholder engagement with government entities, public institutions and relevant partners involved in contract activities.
 - Support the translation of complex technical content into clear visual and educational formats for different audiences.
 - Design and implement innovative learning methods and formats (e.g. interactive workshop, peer-learning, digital learning tools, experiential approaches) to strengthen capacity-building processes related to data, digitalization and inclusive urban mobility.

Qualifications of the Expert 7 - Pool 1

Education/training:	All experts with a university degree (bachelor's level) in either or a combination of the following fields: 1. Data, statics and quantitative analysis: Statistics, Data Science, Artificial Intelligence, Economics/Econometrics, Applied Mathematics or Geoinformatics 2. IT, data engineering and digital systems: Computer Science, Software Engineering, Information Systems 3. Design, communication and learning (UX Design): Design UX/UI, Communication and related fields
Language:	All experts with knowledge of Portuguese, B2-level in the Common European Framework of Reference for Languages (5 of 10 points)

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General professional experience:	All experts must have 5 years of specific professional experience in their respective sectors as described in the section 2.7.1. (Education/training).
Specific professional experience:	– Not applicable –
Leadership/management experience:	– Not applicable –
International professional experience outside the country/region of assignment:	3 years of professional experience
Professional experience in the country/ region of assignment:	– Not applicable –
Experience in the field of development cooperation:	– Not applicable –
Other:	– Not applicable –

Expert 8: Pool 2 ‘Sector specialists’ with international experience with 2-4 experts

This is a pool of short-term experts mobilized on demand to provide specialized, complementary expertise to the core project team. The pool supports the project’s core objective of strengthening gender equality, racial equity and inclusion in urban mobility systems, climate change, decarbonization and dialogue with the private sector and representative organizations, providing flexible technical expertise to complement the Team Leader and long-term experts.

This pool is not subject to technical evaluation during the tender. **Hence, no sample CVs need to be submitted. However, it is subject to the financial evaluation and have to be included in the financial bid.** The qualifications specified for the pool are minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

Expert Pool 2 will be recruited during the contract based on the qualifications listed below. Expert-Pool 2 consists of sectoral experts with international expertise. 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 8 - Pool 2

- Data analysis and digital data systems

- Support the analysis and integration of transport-related data (e.g. AFC, AVL, GPS, GTFS, APC, MaaS, sensors, ITS), including the use of disaggregated data to highlight inequalities.
 - Support the application of data standards, interoperability frameworks and digital public infrastructure principles in mobility-related system and platforms.
 - Use AI and machine learning models to identify complex patterns in urban mobility, specifically to predict demand changes and detect hidden inequalities in travel patterns.
- Systematic integration of gender equality, inclusion, racial equity and an intersectional
 - Support the analysis and systematize the implementation of the gender-related actions defined under the contract.
 - Support measures, methodologies and analyses on gender, race and inclusion data gaps, with an intersectional approach, contributing to the development of content, analytical inputs, diagnoses and actions at national and local level.
 - Apply an intersectional lens to project activities, considering overlapping dimensions such as gender, race/ethnicity, disability, income, age, and caregiving responsibilities.
- Climate, NDC, and Decarbonization:
 - Ensure the integration of cross-cutting themes such as climate change, sustainability, and finance into gender- and equity-related work streams and recommendations.
 - Align urban mobility data monitoring methodologies with Brazil's Nationally Determined Contributions (NDCs) and national targets for becoming climate-neutral by 2050.
 - Develop frameworks and scenarios to measure avoided greenhouse gas emissions (CO₂ equivalent) resulting from the implementation of sustainable mobility measures and electrification in pilot cities.
 - Provide expertise to ensure that decarbonization and energy transition strategies in urban transport consider social impacts, such as user costs and workforce transitions, particularly for vulnerable groups.
- Dialogue with the Private Sector
 - Provide technical advisory to facilitate dialogue and establish protocols for sharing digital data (GPS, GTFS, and ticketing) between private bus operators and municipal/national administrations.
 - Advise on the development of new contractual models for public transport that include data-based incentives for service quality and the inclusion of women and people of color.
 - Coordinate engagement activities with transport industry representative bodies and private technology providers to align innovative solutions (ITS, MaaS) with public policy objectives.
 - Contractual models and public transport concessions that include performance-based incentives and quality indicators.

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Qualifications of the Pool 2 – Sector specialists:

Education/training:	All experts with a university degree (Master's level) in either or a combination of the following fields): 1. Data, statics and quantitative analysis: Statistics, AI, Data Science, Economics/Econometrics, Applied Mathematics and related fields 2. Urban mobility, transport and territorial studies: Urban Planning/Urban Studies, Geography, Transport Engineering and related fields 3. Social sciences, gender, race and inclusion: Sociology, Political Science, Anthropology, Gender Studies, Human Rights and related fields 4. Environmental Sciences, Engineering (Environmental, Civil or Transport), Economics with a focus on Climate Finance or Public Policy
Language:	All experts with Knowledge of English, B2-level in the Common European Framework of Reference for Languages (5 of 10 points). All experts with Knowledge of Portuguese, C1-level in the Common European Framework of Reference for Languages
General professional experience:	All experts must have 5 years of specific professional experience in their respective sectors as described in section 2.8.1 (Education/training)
Specific professional experience:	– Not applicable –
Leadership/management experience:	– 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:	– Not applicable –
Other:	– Not applicable –

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

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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.

Staff
(section 2.11 of the assessment grid)

presentation

– Not applicable –

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.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of	Availability of expert in the country of assignment	Expert days in total	Consecutive stay > 3 months (see General Terms and	Number of international flights	Number of national flights
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	residence /remote	* in expert days		Conditions, section 3.6.2)		
Expert 1: Team Leader Chief Consultant with international experience	72	10	82	No	3	3
Expert 2: Local Coordinator and Data qualitative research specialist with national experience	0	368	368	Not applicable	2	35
Expert 3: Racial/Ethnic, Statistics and Data Quantitative Research Specialist with national experience	0	300	300	Not applicable	0	5
Expert 4: Gender, Intersectionality and Inclusion Specialist with national experience	0	280	280	Not applicable	0	5
Expert 5: Engagement and facilitation specialist with national experience	0	130	130	Not applicable	0	10
Expert 6: Data Science and	35	65	100	Not applicable	0	5

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Geospatial Systems Specialist with national experience						
Expert 7: Pool 1 'IT and Digital' with national experience	180	20	200	Not applicable	4	5
Expert 8: Pool 2 'Sector specialists' with international experience	0	75	75	No	0	10
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.

Settlement will be made against original evidence only. The documentation must clearly show the flight route (starting point and destination), the booking class, the calculated quantity of

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carbon emissions, and the price paid per CO₂. Evidence of the calculator used must be provided upon invoicing.

It is important to reinforce to the contractor that the budget defined works as a price ceiling. Reimbursement will be limited to the actual proven value, if it does not exceed the maximum rates allowed.

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/budget
Total number of international flights	9
Total number of regional/national flights	78
CO ₂ offsets for flights Link to working aid and table for setting the budget	EUR 4,350.00 An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transfer costs (rail travel, car travel, public transport)	EUR 5,460.00
Per-diem allowances (international trip)	10 days
Accommodation allowances (international trip)	10 days
Per-diem allowances (national trip)	375 days
Accommodation allowances (national trip)	375 days
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	Not Applicable

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 (download at <https://www.bundesfinanzministerium.de>).

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

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- Flight costs
- Transfer costs

The specified budget for Transfer cost serves as an estimate, but the values cannot exceed the ceiling set out in the cost sheet.

Notes on the settlement of accommodation allowances outside Germany:

For the country **Brasil**, tenderers may offer accommodation allowances up to EUR 88.00. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 66.00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 66.01 and EUR 88) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

Accommodation allowances outside Germany that exceed the maximum amount permissible under tax law as stipulated by BMF and were unavoidable (e.g. due to security requirements) can be settled exclusively on presentation of a written justification of the specific case for the evidenced costs up to the contractually agreed amount.

Notes on the settlement of accommodation allowances in **Germany**:

Tenderers can offer accommodation allowances up to EUR 130.00.

- If a tenderer offers accommodation allowances of up to EUR 80.00, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If a tenderer offers accommodation allowances of up to EUR 130.00, the expenses will be reimbursed **against evidence** up to the contractually agreed amount.

Accommodation allowances that exceed EUR 130.00 can be settled only in exceptional cases (e.g. trade fairs) against evidence and subject to a EUR 250.00 limit if they were unavoidable. A written individual justification must be provided.

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

5.4 Materials and equipment

- Not applicable

5.5 Operating costs in the country of assignment

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- Not applicable

5.6 Workshops, education and training

The contractor runs, at least, the following workshops/study trips/training courses:

- 5 workshops aimed at improving research methods and data collection sensitive to gender and race.
- 4 training sessions for local public managers and stakeholders on monitoring systems and digital tools (National and local systems)
- 5 exchange activities tailored to the needs of the pilot cities to disseminate good practices and innovative data solutions.

Workshop budget: EUR 7.000

The fixed, unalterable 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 and facilitation services
- Translation/interpreting services
- Catering
- Workshop materials
- Other costs relating to the workshops

The contractor may be requested by GIZ to assume the logistical organization, rental of rooms, equipment and technical materials and other costs related to the workshops.

Financial settlement will only be made with original proof (invoices and receipts). The specified budget serves as an estimate, but the values cannot exceed the ceiling set out in the cost sheet. The quote does not include fees or travel expenses for the contractor's own experts, which are covered in sections 5.1 and 5.3.

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

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5.9 Flexible remuneration item

Budget for flexible remuneration: EUR **75.500,00**

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 English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 30 pages (not including the cover page, list of abbreviations, table of contents, brief and introduction and 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 three pages in length. The CVs can also be submitted in Brazilian Portuguese.

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)

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In order to facilitate the assessment, we request that your 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 option 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.

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

Below is the list of documents attached to this Terms of Reference:

- Results model (Annex I)
- Analysis (Annex II)