

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

CONFIDENTIAL

Capacity building workshops of TVET Actors	Project number/ cost centre: G-012100-001
	Tender number

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1. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

2. Context

The Indo-German Green Skills Programme (IGGSP) aims to strengthen Technical and Vocational Education and Training (TVET) in India, focusing on green jobs such as solar, renewable energies, and electromobility, with a particular emphasis on gender equity. The programme supports the Government of India's schemes to reduce gender disparity, working with stakeholders from central and state governments, civil society organizations, and industries to improve gender parity in green occupations and ensure women can fully participate in India's economic development.

The project has 4 outputs which pursue the following objectives:

- Improved provision of gender-equitable education and training opportunities for selected green professions.
- Improved structural conditions for the implementation of gender-equitable vocational education and training in the green professions supported by the project.
- Use of international experience to further develop implementation practice for the gender-equitable promotion of skilled workers in green professions.
- Adaptation to German and international standards of training and curricula for green professions in selected Indian training institutions.

Each of the outputs is underpinned by output indicators. In the present TOR, is to implement the Project Output 4 which is defined as follows :

Output 4:

In selected Indian training institutes for green professions, training and curricula are adapted to German and international standards.

Output Indicator 4.1.

08 out of 12 of India's education and training programs on green professions have been adapted to German and international standards regarding gender-equitable labor mobility.

Output Indicator 4.2.

20 Indian VET actors in green professions have improved their capacity for gender-responsive international mobility

The project focuses on strengthening cooperation between Indian and German TVET systems, including the development of TVET bridge courses to address differences in training curricula and qualification requirements.

IGGSP plans to conduct a series of capacity-building workshops/visits between August 2026 and April 2027 across various locations in India. These workshops will support technical exchanges, working group meetings, bridge course development, expert consultations and validation activities with representatives from government institutions, training providers, industry bodies and other stakeholders.

Given the varying locations, dates, and logistical requirements of the workshops, GIZ seeks to engage a qualified Event Management Agency through a competitive procurement process and establish a single Service Contract covering the entire implementation period.

The objective of this assignment is to provide end-to-end logistical and event management support for up to 11 workshops to be conducted across India during the contract period.

This will be the Service Contract (Framework Arrangement) and the contract shall specify a maximum quantity of up to Ten 11 workshops during the contract period. Individual workshop assignments shall be commissioned through written work orders issued by GIZ during the contract period based on operational requirements. Payment shall be made based on actual services delivered and accepted for each workshop.

Tentative list of workshop and locations:

	Workshop	Participants	No. of days	Location and date
1	Event 1: WG -1: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 16.-20.11.2026
2	Event 2: WG -1: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 14.-18.12.2026
3	Event 3: WG -2: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Hyderabad, up to 3 days in the week of 7.-11.12.2026
4	Event 4: WG-2: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Hyderabad, up to 3 days in the week of 18.-22.01.2027
5	Event 5: WG-3: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Mumbai, up to 3 days in the week of 21.-25.09.2026
6	Event 6: WG-3: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Mumbai, up to 3 days in the week of 07.-11.12.2026
7	Event 7: WG-4: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 07.-11.12.2026

8	Event 8: WG-4: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 18.-22.01.2027
9	Event 9: Combined Workshop OP 4.1 & 4.2	90, out of which 65 need accommodation/travel arrangements	1	Delhi (Near GIZ office Safdarjung Enclave Office), 1 day in the week of 09.-13.03.2027, Delhi
10	Event 10: Bridge Course ToT 2	28, out of which 22 need accommodation/travel arrangements	5	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 23.11.- 27.11.2026
11	Event 11: Bridge Course ToT 3	28, out of which 22 need accommodation/travel arrangements	5	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 25.- 29.01.2027

3. Tasks to be performed by the contractor

The contractor is responsible for organizing the events end-to-end in accordance with the requirements of the Project. The contract includes logistical arrangements for different events, workshops, and training-of-trainers. The main task would be to arrange accommodation, food, and transportation (Local travel). There are 4 Working groups under output 4 of the project and contractor shall organize 2 workshops each for 20 participants. Additionally, the Agency has to organize a Combined workshop for all the Working Groups and 2 TOTs for Bridge Courses of 5 days each.

Service package 1: Event 1- 8 Working Group Workshops

A total of 8 workshops need to be organized for 20 members over 3 days, of which 8 would require accommodation. 4 workshops in Delhi, 2 in Mumbai and 2 in Hyderabad.

The details of the events are as follows. **A 3- or 4 Star Accommodation arrangement** is required for participants visiting from different locations. Food and beverage arrangements for

	Workshop	Participants	No. of days	Location and date
1	Event 1: WG -1: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 16.-20.11.2026

2	Event 2: WG -1: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 14.-18.12.2026
3	Event 3: WG -2: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Hyderabad, up to 3 days in the week of 7.-11.12.2026
4	Event 4: WG-2: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Hyderabad, up to 3 days in the week of 18.-22.01.2027
5	Event 5: WG-3: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Mumbai, up to 3 days in the week of 21.-25.09.2026
6	Event 6: WG-3: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Mumbai, up to 3 days in the week of 07.-11.12.2026
7	Event 7: WG-4: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 07.-11.12.2026
8	Event 8: WG-4: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 18.-22.01.2027

Service package 2: Event 9 Combined Workshop

There will be a Combined Workshop of all the Working Groups in Delhi for 1 Day

Event 9: Combined Workshop OP 4.1 & 4.2	90, out of which 65 need accommodation/travel arrangements	1	Delhi (Near GIZ office Safdarjung Enclave Office), 1 day in the week of 09.-13.03.2027, Delhi
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Service package 3: Event 10- 11 Bridge Course TOT

The agency shall support to organize two 5 day TOT in one of the project locations. The participants shall require accommodation, food and transportation for the same.

1	Event 10: Bridge Course ToT 2	28, out of which 22 need accommodation/travel arrangements	5	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 23.11.-27.11.2026
2	Event 11: Bridge Course ToT 3	28, out of which 22 need accommodation/travel arrangements	5	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 25.-29.01.2027

The selected agency will be responsible for end-to-end event management for all the three above mentioned workshops, including but not limited to :

Event Plan: Discuss and plan for the management of all venue-related administrative and logistical arrangements required by project team.

Venue selection and setup: Research services for suitable venues and hotels (in some cases exclusive booking), in accordance with the (safety) standards. The Client shall provide the information required for this purpose

- Identification and reservation of suitable conference facilities in Delhi (Near GIZ office, Safdarjung Enclave).
- Negotiation of conference package rates.
- Provision of meeting room setup including seating arrangements, registration desk, audio-visual equipment, projector, screen, microphones, internet connectivity, stationery, drinking water and other workshop-related requirements.
- Arrangement for flip charts, whiteboards, and markers.
- Coordination with venue management throughout the event.

Workshop 1-8 (3 day Workshop) for upto 12 Participants and Event 9 (one) – Up to 90 Participants

- Full-Day Conference room for 15-20 participants (at least 80 square meters).
- Timing: 9:00 AM to 6:00 PM.
- The room must have: Sound System, Projector and Projector Screen and/or LED/LCD screen, Two Cordless Mics, Preferably round table style seating for 30 people, 6 chairs per round table, Good Lighting, Air Conditioned, Flipcharts, Markers, Extension boards for laptop charging.
- Morning and afternoon tea/coffee breaks should include a selection of snacks or other light refreshments.
- Lunch for all participants , comprising a buffet/menu with vegetarian and non-vegetarian options, including salads, main course, dessert and beverages.
- Video/audio system for video conferencing.

Accommodation Arrangements (Event Wise Requirement)

Workshop	Participants	Location
Event 1: WG -1: Workshop 1	8 need accommodation/travel arrangements	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 16.-20.11.2026
Event 2: WG -1: Workshop 2	8 need accommodation/travel arrangements	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 14.-18.12.2026
Event 3: WG -2: Workshop 1	8 need accommodation/travel arrangements	Hyderabad, up to 3 days in the week of 7.-11.12.2026
Event 4: WG-2: Workshop 2	8 need accommodation/travel arrangements	Hyderabad, up to 3 days in the week of 18.-22.01.2027
Event 5: WG-3:Workshop 1	8 need accommodation/travel arrangements	Mumbai, up to 3 days in the week of 21.-25.09.2026
Event 6: WG-3:Workshop 2	8 need accommodation/travel arrangements	Mumbai, up to 3 days in the week of 07.-11.12.2026
Event 7: WG-4: Workshop 1	8 need accommodation/travel arrangements	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 07.-11.12.2026
Event 8: WG-4: Workshop 2	8 need accommodation/travel arrangements	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 18.-22.01.2027
Event 9: Combined Workshop OP 4.1 & 4.2	65 need accommodation/travel arrangements	Delhi (Near GIZ office Safdarjung Enclave Office), 1 day in the week of 09.-13.03.2027, Delhi
Event 10: Bridge Course ToT 2	22 need accommodation/travel arrangements	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 23.11.-27.11.2026
Event 11: Bridge Course ToT 3	22 need accommodation/travel arrangements	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 25.-29.01.2027

- Reservation and management of hotel accommodation for participants as detailed above in a 3-star or above facility.

- Negotiation of preferential corporate rates where applicable.
- Management of participant check-in and check-out processes.
- Provision of rooming lists and accommodation reports.

Specification for Accommodation

- Single Occupancy Rooms for delegates with standard amenities (bed, bathroom, Wi-Fi, air conditioner) in a 3-star or above facility.
- Priority shall be given to booking accommodation in the same hotel where the workshop conference facilities are arranged, to minimise participant travel time and logistical complexity.
- Where the workshop is conducted at a partner institution, GIZ/government premises, or training centre, accommodation should be arranged in the nearest suitable hotel to the workshop venue, ensuring convenient access and minimising daily transportation requirements and associated costs.
- Room bookings should include daily breakfast and dinner for all delegates throughout the duration of their stay in accordance with GIZ hospitality guidelines.
- Dinner will be provided only on official workshop days and shall comply with applicable latest GIZ hospitality and per diem regulations.
- Smooth check-in/check-out coordination and handling of arrival and departure for all delegates.
- Regular housekeeping, cleaning, and upkeep of rooms.
- 24/7 front desk and reception support for delegate assistance.
- Negotiation of preferential corporate/group rates where applicable.
- Provision of rooming lists and accommodation reports for each workshop separately.

Catering Services for all the events

- a) Arrangement of tea/coffee breaks and lunch for all workshop participants in accordance with GIZ hospitality guidelines and applicable organisational policies.
- b) Morning and afternoon tea/coffee breaks with snacks or other light refreshments.
- c) Lunch shall be provided for all participants and must comprise a balanced buffet/menu with vegetarian and non-vegetarian options and any other special dietary requirements must be accommodated upon prior notificationn. Food Safety & Hygiene Standards must be followed for all catering management

Transportation & Transfer Services

The service provider shall be responsible for the provision of comprehensive transportation and transfer services for workshop participants, resource persons and guests. The scope of services shall include the following:

1. Flight Ticket Coordination

While flight tickets for participants will be booked directly by GIZ, the service provider shall be responsible for coordinating with all participants to collect the required details, including email confirmations necessary for the booking process. All required details will be shared with GIZ coordinator who will internally coordinate the booking of flight tickets and share the details once the tickets are booked.

Confidentiality Obligations: The service provider shall treat all participant information collected for the purpose of flight booking coordination as strictly

confidential. Such information shall not be disclosed to any third party, except as required for the purpose of facilitating the booking process with GIZ.

Data Protection Requirements: The service provider shall comply with applicable data protection laws and regulations in the collection, processing, storage and transmission of participant personal data. All such data shall be handled in accordance with the principles of lawfulness, fairness and purpose limitation.

Restriction on Sharing Participant Data: The service provider shall not share, sell, distribute, or otherwise disclose participant data to any individual, organization, or entity other than the designated GIZ coordinator, unless explicitly authorized in writing by GIZ.

Secure Storage and Deletion of Participant Information: The service provider shall ensure that all participant information is stored securely, using appropriate technical and organizational safeguards to prevent unauthorized access, loss, or misuse. Upon completion of the contract the service provider shall permanently delete or destroy all participant personal data in its possession and shall provide written confirmation of such deletion to GIZ.

2. Transportation

The contractor shall provide airport pick-up and drop-off services, for all participants, resource persons and guests as directed by GIZ. and make Arrangement of local transportation between the airport, hotel, workshop venue and other designated locations, as required.

To ensure cost efficiency and optimal utilisation of resources, the service provider shall, wherever feasible, arrange pooled transportation shared cars, vans or buses for participants travelling on similar schedules and routes, while maintaining reasonable comfort and convenience.

Event Management, Coordination and General Requirements

General Requirements

- a) All activities and decisions related to the assignment shall require prior approval from GIZ.
- b) The contractor shall designate a focal point/team member who will coordinate directly with the designated GIZ representative throughout the contract period.
- c) Workshop requirements shall be communicated through a written request issued by GIZ. Such requests may be issued as little as 10-15 calendar days prior to the planned workshop date.
- d) The request shall specify details including workshop dates, location, estimated number of participants, accommodation requirements, transportation requirements, conference venue requirements and catering requirements.
- e) Within three (3) working days of receiving a request, the contractor shall submit:
 - Proposed venue and/or hotel options; detailed cost estimates;
 - Transportation and logistics arrangements, where applicable; and
 - A proposed implementation and coordination plan.
- f) GIZ shall review the proposal and provide approval before any bookings, commitments, or implementation activities are undertaken.
- g) Any services, activities, or expenditures not explicitly covered under this Terms of Reference (ToR) shall require prior written approval from GIZ.

Event Coordination and On-site Support

The contractor shall provide comprehensive event coordination support, including:

- a) Participant registration support and management of registration desks.
- b) Preparation and maintenance of attendance sheets, participant records and workshop-related administrative documentation.
- c) On-site coordination throughout the workshop to ensure smooth implementation of all planned activities.
- d) Coordination and liaison with hotels, conference venues, transport providers, caterers, and other service providers.

Logistics and Facility Management

The contractor shall ensure:

- a) Smooth coordination of accommodation, transportation, conference facilities and catering services.
- b) Clean, hygienic, and well-maintained accommodation and conference facilities, including washrooms and common areas, in compliance with applicable health, safety, and sanitation standards.
- c) Reliable high-speed internet connectivity at accommodation facilities and conference venues throughout the duration of the workshop.
- d) Proper functioning of all conference equipment, including audio-visual systems, projectors, microphones, video conferencing facilities, and power supply arrangements.
- e) The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- f) The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- g) The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick Off Meeting with GIZ Project Team	Within three (3) working days of receiving a request/online/Contractor
Proposed venue and/or hotel options, confirmation of availability, detailed cost estimates, transportation and logistics arrangements (where applicable) and a proposed implementation and coordination plan	Within 1st Week of receiving the contract
Sharing of rooming lists and accommodation reports	At least two day prior to the workshop date/online/contractor
Finalisation of lunch and refreshment menu	At least two days prior to the workshop date/online/contractor

Maintenance and sharing of transportation schedule and trip records	At least one day prior to the workshop date/online/contractor
Event coordination and onsite support	During the workshop/in-person/contractor

Period of assignment: from **September 2026** until **May 2027**

4. Provisions for Workshop Cancellation, Postponement, Participant Changes and Cancellation Charges

1. Workshop Cancellation by GIZ

GIZ reserves the right to cancel any workshop commissioned under a work order, in part or in full, by providing written notice to the service provider. Where such cancellation is communicated at least seven (15) working days prior to the scheduled workshop date, no cancellation charges shall be payable by GIZ, except for any non-refundable advance payments already made to third parties (e.g., hotels) on GIZ's written instruction, which shall be reimbursed to the service provider upon submission of supporting documentation.

Where cancellation is communicated less than seven (15) working days prior to the scheduled workshop date, GIZ shall reimburse the service provider for reasonable, actual, and duly documented cancellation charges levied by third-party vendors (hotels, venues, transport), upon submission of supporting documentation.

The service provider shall make all reasonable efforts to mitigate cancellation costs, including negotiating flexible/refundable booking terms wherever feasible and shall promptly notify GIZ of any cancellation charges likely to be incurred upon receiving a cancellation instruction.

No service fee, management fee, or coordination fee shall be payable to the service provider for a cancelled workshop, other than reimbursement of substantiated third-party charges as outlined above.

2. Postponement of Workshops

GIZ may postpone a scheduled workshop to a revised date by providing written notice to the service provider.

Upon receipt of a postponement notice, the service provider shall make reasonable efforts to:

- Re-negotiate or transfer existing bookings (venue, accommodation, transportation) to the revised date at no additional cost, where possible; and
- Minimise any postponement/rebooking charges levied by third-party vendors.

Any reasonable and duly documented rebooking or amendment charges levied by third-party vendors due to postponement shall be reimbursed by GIZ, subject to prior approval and submission of supporting documents.

If postponement is communicated at least seven (15) working days prior to the original workshop date, the service provider shall not levy any additional coordination fee for rescheduling. If communicated with less notice, a mutually agreed nominal rescheduling fee may apply, to be approved in writing by GIZ in advance.

3. Participant Reduction/Increase

GIZ may notify the service provider of a change (increase or decrease) in the number of confirmed participants for a workshop, in writing, **at least three (10) working days prior** to the scheduled workshop date, unless otherwise mutually agreed due to operational necessity.

In case of reduction:

- a) The service provider shall adjust accommodation, catering and transportation arrangements accordingly and shall pass on any reduction in third-party costs (e.g., reduced room bookings, reduced catering headcount) to GIZ.
- b) Any cancellation charges levied by hotels/vendors for the reduced number of rooms/services, where notice was provided with less than the applicable notice period under the respective vendor's policy, shall be reimbursed by GIZ subject to prior approval and submission of supporting documents.

In case of increase:

- a) The service provider shall make best efforts to accommodate the increased number of participants within the same venue/hotel and shall communicate to GIZ any resulting cost implications prior to confirming additional bookings.
- b) Additional costs arising from an increase in participant numbers shall be borne by GIZ, subject to prior written approval and submission of a revised cost estimate by the service provider.

The service provider shall not proceed with any change in bookings resulting in additional cost to GIZ without prior written confirmation from the designated GIZ contact person.

5. Criteria for Eligibility of Firm

Note: Bidders must submit the documentary evidence for the criteria's specified below

Legal Status

- The bidder must be a legally registered entity in India (Company, LLP, Partnership Firm, or Proprietorship).
- The bidder must possess valid GST registration and PAN.

Experience

- Atleast **3 years Experience** in organizing workshops, conferences, training programs, seminars or similar events for government agencies, international organizations, PSUs, corporates, or development partners with more than

Past Performance

- Successfully completed at least:
 - **Two assignments** of similar nature, each with a value of at least INR 30,00,000.
- Submission of work orders/contracts and completion certificates/reference letters.

Financial Capacity

- Average annual turnover of at least INR 1,20,00,000 during the last three financial years from event management, hospitality, travel or related services.
- Audited financial statements or CA-certified turnover certificate to be submitted.

Geographical Coverage

- Ability to provide services across the workshop locations in India.
- Demonstrated network of hotels, conference venues, transport providers and catering service providers in workshop locations.

Vendor Network

- Established partnerships or working arrangements with hotels (3-star and above), conference venues, transport operators and catering service providers.

Human Resources

- Availability of at least two qualified personnel for event coordination and on-site support during workshops.

Desirable Criteria

- Prior experience working with international organizations such as GIZ, UNDP, UNICEF, World Bank etc.
- Availability of an online booking and reporting system

6. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications. A separate undertaking would be required for the experts proposed who are not on pay roll of the bidding organisation. In case a proposed expert is a freelancer or working with a non-bidding organisation, the expert will provide an undertaking over email to the bidding organisation stating his/her exclusive availability to the concerned bidder for this project. This undertaking to be shared along with the proposal.

Expert 1: Team Leader (01 number)

7.1 General qualifications

- Provide overall leadership and coordination for planning, implementation, and delivery of all events under the assignment.
- Act as the primary point of contact between GIZ, venues, hotels, transport providers, and other service providers.
- Ensure timely delivery of all pre-event, during-event, and post-event activities and deliverables.
- Supervise participant management, travel coordination, venue arrangements, branding, logistics, and event execution.
- Ensure compliance with GIZ procurement, sustainability, branding, and reporting requirements.
- Manage and supervise the event management team deployed for the assignment.

Education: Graduate degree or equivalent in Event Management, Hospitality Management, Tourism Management, Business Administration, Mass Communication, Public Relations, Marketing, or any other relevant discipline.

Professional experience:

- 8 years of professional experience in event planning and management.
- Demonstrated experience in organising national-level conferences, workshops, exposure visits, and stakeholder consultations involving government institutions and development partners.
- Experience in managing participant logistics, accommodation, travel coordination, venue management, and event operations.
- Experience working with international organisations, development agencies, government institutions, or donor-funded projects. Previous experience with GIZ will be an advantage.
- Skilled in designing/visualising creative posters with relevant illustrations to effectively communicate project messages and engage diverse audiences.

Experience in the region/knowledge of the country

Professional experience working across India, coordinating events involving multiple stakeholders across different states.

Language skills: English, and Hindi Business fluency in B1

Expert 2 and 3: Event Operations and Travel Coordinator (02 number)

General qualifications

- Lead participant logistics, travel coordination, accommodation management, and transportation arrangements.
- Coordinate participant databases, travel trackers, rooming lists, and event registrations.
- Liaise with hotels, transport providers, venues, and participants to ensure smooth event operations.
- Support implementation of events on site, exposure visits, trainings, and national-level events.

Education: Graduate degree in Event Management, Hospitality, Tourism, Administration, Logistics Management, or related field.

Professional experience:

- 3 years of experience in logistics coordination and event operations.
- Experience managing participant travel, accommodation, local transportation, and event registration processes.
- Experience coordinating conferences, workshops, trainings, and exposure visits involving multiple stakeholders.

Experience in the region/knowledge of the country

Professional experience working across India, coordinating events involving multiple stakeholders across different states.

Language skills: English and Hindi Business fluency in B1

7. Costing requirements

Workshops, events and trainings

This is a **Service Contract (Framework Arrangement)**, with a maximum of 11 eleven **workshops** to be commissioned during the contract period. Individual workshops will be assigned through **written work orders** issued by GIZ based on operational requirements. **Not all service packages will necessarily apply to every workshop** the applicable package(s) (Venue, Accommodation, Catering, Transportation) will be specified in each work order depending on the workshop location and nature (e.g., GIZ premises vs. external venue). Payment shall be made only for actual services delivered and accepted for each workshop.

The contractor implements the following workshops/ field trips during the contract period:

	Workshop	Participants	No. of days	Location and date

1	Event 1: WG -1: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 16.-20.11.2026
2	Event 2: WG -1: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 14.-18.12.2026
3	Event 3: WG -2: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Hyderabad, up to 3 days in the week of 7.-11.12.2026
4	Event 4: WG-2: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Hyderabad, up to 3 days in the week of 18.-22.01.2027
5	Event 5: WG-3: Workshop 1	12, out of which 8 need accommodation/travel arrangements	3	Mumbai, up to 3 days in the week of 21.-25.09.2026
6	Event 6: WG-3: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Mumbai, up to 3 days in the week of 07.-11.12.2026
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8	Event 8: WG-4: Workshop 2	12, out of which 8 need accommodation/travel arrangements	3	Delhi (Near GIZ office Safdarjung Enclave Office), up to 3 days in the week of 18.-22.01.2027
9	Event 9: Combined Workshop OP 4.1 & 4.2	90, out of which 65 need accommodation/travel arrangements	1	Delhi (Near GIZ office Safdarjung Enclave Office), 1 day in the week of 09.-13.03.2027, Delhi
10	Event 10: Bridge Course ToT 2	28, out of which 22 need	5	One of the project locations (Delhi, Tamil Nadu, West Bengal,

		accommodation/travel arrangements		Maharashtra and Telangana), 23.11.-27.11.2026
11	Event 11: Bridge Course ToT 3	28, out of which 22 need accommodation/travel arrangements	5	One of the project locations (Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana), 25.-29.01.2027

Places of Assignment: Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana

Sectors of Travel: Delhi, Tamil Nadu, West Bengal, Maharashtra and Telangana

Note: The locations may change, or additional locations be added in case of a requirement from the Ministry.

Please describe in your concept how you implement the minimum standards specified above.

8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

9. Outsourced processing of personal data

Personal data will be processed on behalf of the client. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment."