

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Engagement of an Agency for Providing Project Management and Technical Support for the National- and State-Level Implementation of the “Scaling-up Gender-Responsive Climate-Resilient Business Models in Rural India” Project (CAFRI III)	Project number/ cost centre: G-101244-001 (Internal order number – 101244010000) Tender number 10053766
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List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
EU	European Union
ToRs	Terms of reference

1. Context

The Indo-German bilateral project, “Scaling-up Gender-Responsive Climate-Resilient Business Models in Rural India (CAFRI III),” is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). The project is being implemented in partnership with the Ministry of Environment, Forest and Climate Change (MoEFCC) and the National Bank for Agriculture and Rural Development (NABARD) as key national-level nodal partners. At the state level, CAFRI III is being implemented across Uttarakhand, Himachal Pradesh, Assam, and Kerala, in collaboration with the respective state nodal departments responsible for climate change.

The overarching objective of CAFRI III is to promote scalable and financially viable climate adaptation interventions, while strengthening the enabling framework for the use of carbon markets. A key focus of the project is on developing and promoting carbon market-based interventions in rural areas, with climate resilience of rural communities as an important co-benefit. The project objectives are aligned with the Green and Sustainable Development Partnership (GSDP) between India and Germany, particularly in relation to the implementation of the National Adaptation Priorities (NAP), operationalisation of State Action Plans on Climate Change (SAPCCs), localisation of climate adaptation measures, and mainstreaming adaptation into policy and planning processes.

CAFRI III addresses the critical financing gap for climate adaptation in rural India, which disproportionately affects women, smallholder farmers, and vulnerable groups. The project strengthens the pipeline of investible, gender-responsive adaptation business models and bankable projects, while improving access to appropriate financing instruments. In collaboration with MoEFCC, and other stakeholders, the project enables public and private investments, and pilots approaches to voluntary carbon markets to mobilise additional finance for climate-resilient development.

Against this backdrop, CAFRI III proposes the engagement of an agency to provide dedicated project management and technical support for the implementation of CAFRI III at both the national and state levels. The agency will work closely with GIZ- CAFRI III project to facilitate effective coordination, implementation, and delivery of project outcomes.

Objective

To provide coordinated project management, technical & implementation support, inter-departmental convergence, monitoring, and knowledge support to ensure effective, timely, and sustainable implementation of CAFRI III interventions in the Project States and at National Level.

The project objectives are aligned with the Green and Sustainable Development Partnership (GSDP) between India and Germany, particularly in relation to the implementation of the National Adaptation Priorities (NAP), operationalisation of State Action Plans on Climate Change (SAPCCs), localisation of climate adaptation measures, and mainstreaming adaptation into policy and planning processes.

Scope

The implementation of CAFRI III requires a coordinated institutional mechanism capable of translating the project’s strategic objectives into effective, scalable, and results-oriented interventions at both national and state levels. Given the project’s focus on mobilising climate

adaptation finance, developing bankable and gender-responsive climate-resilient business models, strengthening institutional capacities, engaging private-sector stakeholders, and supporting the implementation of SAPCCs and the NAPCC, the engagement of an agency to provide project management and technical support is essential for ensuring effective and timely delivery of the project.

The selected technical agency will provide support for project planning, coordination, stakeholder engagement, work planning, implementation, reporting, documentation, knowledge management, and timely delivery of project outputs. Considering the involvement of multiple State Nodal Departments, national institutions, financial institutions, private-sector stakeholders, development partners, and other relevant actors, the agency will facilitate effective convergence and coordination across stakeholders. It will also support the alignment of project interventions with state and national climate priorities, strengthen institutional ownership, and contribute to the efficient, coherent, and results-oriented implementation of CAFRI III.

In this context, GIZ India proposes to engage a qualified technical agency as per the Terms of References (ToRs) for the given below tasks.

Tasks to be performed by the Contractor:

WP1: Support MoEFCC and State Nodal Departments of Climate Change and Facilitate Implementation of CAFRI III at National Level and State Level:

The work package will encompass, but not be limited to, the following activities, with the experts engaged under this assignment providing the necessary technical, project management, coordination, and implementation support to:

- a) MoEFCC and State Nodal Department on Climate Change in the overall planning, coordination and implementation of CAFRI III, including facilitating engagement with national ministries, State departments, financial institutions, development partners, the private sector and other key stakeholders, as well as supporting the preparation of annual work plans, implementation schedules, progress reviews and reporting.
- b) MoEFCC & State Nodal Department of Climate Change in translating national and State adaptation priorities into implementable programmes and investment opportunities.
- c) Support alignment and convergence of national priorities with SAPCCs, NAPCC and relevant sectoral policies and programmes.
- d) Identify priority sectors, geographies and themes with potential for scalable adaptation investments.
- e) Support development of adaptation project pipelines and bankable project proposals.
- f) Provide technical inputs on climate adaptation, climate-resilient investment, gender-responsive planning, and relevant policy frameworks.
- g) Support in organising national and State Level consultations, workshops, knowledge-sharing events and capacity-building programmes.
- h) Support MoEFCC/State Nodal Departments/GIZ in measuring progress against CAFRI III outputs and indicators.

WP2: Support Implementation of State and National Adaptation Priorities and Private Sector Engagement on Climate Adaptation and Resilience.

The work package will encompass, but not be limited to, the following activities, with the experts engaged under this assignment providing the necessary technical, project management, coordination, and implementation support to:

- a) Identification and prioritisation of adaptation investment opportunities
- b) Identify priority adaptation needs and investment opportunities emerging from SAPCCs, NAPCC and National Adaptation Priorities.
- c) Prioritise interventions with potential for replication, scale and private-sector participation.
- d) Support public and private stakeholders in developing concept notes, feasibility studies and detailed project proposals.
- e) Support integration of gender considerations into project design and financing structures.
- f) Identify, develop and pilot gender-responsive climate-resilient business models.
- g) Support enterprises, producer organisations, start-ups, FPOs, MSMEs and other market actors in improving investment readiness.
- h) Document successful models for replication and scaling.
- i) Establish structured engagement with industry associations, corporates, financial institutions, impact investors, technology providers, start-ups and agribusinesses.
- j) Facilitate partnerships and potential PPP/blended-finance arrangements.
- k) Explore opportunities for climate-resilient business models to engage with emerging carbon-market mechanisms.
- l) Support development of suitable business models that generate both adaptation and mitigation co-benefits.

WP3: Providing necessary support to State Nodal Departments of Climate Change on implementation of CAFRI III activities in States (Kerala, Uttarakhand, Himachal Pradesh and Assam)

The work package will encompass, but not be limited to, the following activities, with the experts engaged under this assignment providing the necessary technical, project management, coordination, and implementation support to:

- a) Support State Nodal Departments on climate change in preparation of state-level CAFRI III work plans and implementation.
- b) Facilitate coordination with line departments, financial institutions, private sector, academia, civil society and other stakeholders at State Level.
- c) Support regular review of progress, bottlenecks and implementation priorities.
- d) Identify and prioritise adaptation interventions based on SAPCC priorities, climate vulnerabilities and local development needs.
- e) Support convergence of CAFRI III interventions with state schemes, programmes and investments.
- f) Provide technical assistance to State Nodal Departments and GIZ and line departments in developing bankable adaptation projects.
- g) Support preparation of project concepts, feasibility assessments, business plans and investment proposals.
- h) Ensure gender responsiveness and inclusion of vulnerable communities in project design.
- i) Identify sectors and value chains suitable for climate-resilient business models.

- j) Facilitate pilots and demonstrations in selected districts/landscapes.
- k) Support documentation, assessment and scaling of successful models.
- l) Facilitate state-level engagement with SIDBI, NABARD, banks, financial institutions, investors and private-sector actors.
- m) Support in conducting capacity development programs on climate finance, investment readiness, adaptation planning, gender-responsive finance, carbon markets etc.
- n) Capture lessons learned and evidence of impact for replication across states.
- o) Facilitate participation of communities, producer groups, women-led institutions and local stakeholders in planning and implementation.

Deliverable and timeline schedule

Reference to Main Task	Deliverable	Deadline
Deliverables related to Main Tasks of WP 1, WP 2 & WP 3	Inception Report	December 2026
Deliverables related to Main Tasks of WP 1, WP 2 & WP 3	Monthly update reports on the progress of all Work Packages	30 th of every month starting from 30 th December till 28 th February 2029
Final report	Final consolidated report on all the completed tasks	February 2029.

Period of assignment: from 01.12.2026 until 28.02.2029

Place of assignment: Delhi NCR, Himachal Pradesh, Uttarakhand, Assam and Keralam.

Travel sectors: All activities are to be performed in Delhi NCR, Himachal Pradesh, Uttarakhand, Assam and Keralam. No travel outside of above-mentioned States are foreseen.

All the milestones to be approved by AV/ Component Manager, MoEFCC Component of CAFRI III.

Important points to consider:

- a) The selected agency will provide project management & technical support and shall follow an iterative development and implementation process, ensuring regular engagement and feedback from officials of the partner ministries/departments and/or the GIZ CAFRI III team.
- b) Experts of the selected agency shall be based in the respective project states and Delhi, as applicable, to facilitate regular interaction with officials of partner ministries/departments, enable timely coordination, and ensure continuous sharing of progress and updates with the CAFRI III team at GIZ.
- c) All content, reports, tools, knowledge products and other materials developed under the assignment shall be handed over to the concerned partner authorities, with the applicable copyright and usage rights vested in the concerned authorities.
- d) The selected agency shall make periodic presentations to the partner ministries/departments and the GIZ CAFRI III team, covering key outputs, achievements, progress, challenges and proposed next steps.

- e) Suitable office space will be facilitated by the respective State Nodal Departments for Climate Change, MoEFCC and at GIZ.
- f) All reports and deliverables shall be submitted in appropriate formats suggested by GIZ technical team, along with the relevant reference materials, datasets, source information and other supporting data/information collected or generated during the assignment.

2. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid (internal GIZ).

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

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

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

3. Criteria for Eligibility of firms

Qualification requirements for the companies participating in the tender:

a) Commercial assessment criteria:

- Please provide the legal status of your firm.
- In case of bidding consortia, please provide declaration by consortium.
- Average annual turnover for the last three financial years: At least 200000 Euro (net)
- Average number of employees and managers for the past three calendar years: At least 20 Persons.

- b) **Technical assessment criteria:** The agency should have at least 3 reference projects in the field of project management, technical & consulting support for Central/State Govt Programme for monitoring, training, capacity building or institutional strengthening on climate change/circular economy/rural development/health/livelihood/IT with a minimum commission value of 50,000 Euros and at least 3 reference projects in India (similar to the current assignment) in the last 3 years.

ii) Weighted Criteria:

Technical experience:

- » 5 years of experience in providing programme management and technical assistance to Central and/or State Government programmes, including support to Technical Support Units (TSUs) and/or Programme Management Units (PMUs) in programme monitoring, implementation, data management, and stakeholder handholding.
- » 5 years of experience in Monitoring and Evaluation (M&E) of national-level projects/programmes, in sectors such as climate change, circular economy, health, information technology, and livelihoods.
- » 5 years of experience in designing and delivering capacity-building and training programmes for government officials and institutional stakeholders, including workshops, training programmes, and structured handholding support.
- » Minimum of 30% staff must be women OR Minimum of 30% of the experts proposed for the assignment are women.

Regional Experience:

- » The agency should have a minimum 5 years of experience in India.
- » ODA Exp.- The agency should have experience of 2 years working in Other Development Assignments (ODA)

4A: Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Key Expert 1:

Project Expert, Climate Change (2 Nos) (to be based at Dehradun, Uttarakhand to support State Environment Conservation and Climate Change Directorate (SECCD), Government of Uttarakhand.)

Tasks

- Technical input and oversight for delivery under WP 1, WP 2 and WP 3

Qualifications

- Education/training (2.1.1): university degree (Master) in Climate Change, Disaster Management, Social Work or another field relevant to this consultancy.
- Language (2.1.2): C1 -level language proficiency in English and Hindi.
- General professional experience (2.1.3): 07 years of professional experience in the climate change/disaster management /Livelihood sector/Environment Conservation and Management.
- Specific professional experience (2.1.4): 05 years in demonstrable knowledge & experience of managing projects related to climate change/disaster management/livelihood with state governments/bilateral agencies. Preferably experience in Implementation of SAPCC.
- Regional experience (2.1.6): 5 years of experience in projects in India, preferably in Indian Himalayan Region.
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

Key expert 2:

Project Expert, Climate Change (1 Nos) (to be based at Shimla, Himachal Pradesh to support Department of Environment, Science Technology & Climate Change (DEST &CC))

Tasks

- Technical input and oversight for delivery under WP 1, WP 2 and WP 3

Qualifications

- Education/training (2.2.1): university degree (Master) in Climate Change, Disaster Management, Social Work or another field relevant to this consultancy.
- Language (2.2.2): C1 -level language proficiency in English and Hindi.
- General professional experience (2.2.3): 07 years of professional experience in the climate change/disaster management /Livelihood sector/Environment Conservation and Management. Preferably experience in Implementation of SAPCC.
- Specific professional experience (2.2.4): 05 years in demonstrable knowledge & experience of managing projects related to climate change/disaster management/livelihood with state governments/bilateral agencies.
- Regional experience (2.2.6): 5 years of experience in projects in India, preferably in Indian Himalayan Region.
- Development cooperation (DC) experience (2.2.7): 3 years of experience in DC projects

Key expert 3: Project Expert, Climate Change (1 Nos) (to be based at Guwahati, Assam to support Assam Climate Change Management Society (ACCMS))

Tasks of key expert 3

- Technical input and oversight for delivery under WP 1, WP 2 and WP 3

Qualifications of key expert 3

- Education/training (2.3.1): university degree (Master) in Climate Change, Disaster Management, Social Work or another field relevant to this consultancy.
- Language (2.3.2): C1 -level language proficiency in English and Assamese
- General professional experience (2.3.3): 07 years of professional experience in the climate change/disaster management /Livelihood sector/Environment Conservation and Management.
- Specific professional experience (2.3.4): 05 years in demonstrable knowledge & experience of managing projects related to climate change/disaster management/livelihood with state governments/central government institutions/bilateral & multilateral agencies. Preferably experience in Implementation of SAPCC.
- Regional experience (2.3.6): 5 years of experience in projects in India, preferably in Northeastern Region.
- Development cooperation (DC) experience (2.3.7): 3 years of experience in DC projects

Key expert 4:

Project Expert, Climate Change, (1 Nos) (to be based at Thiruvananthapuram, Keralam to support Directorate of Environment & Climate Change, Government of Keralam.

Tasks

- Technical input and oversight for delivery under WP 1, WP 2 and WP 3

Qualifications

- Education/training (2.4.1): university degree (Master) in Climate Change, Disaster Management, Social Work or another field relevant to this consultancy.
- Language (2.4.2): C1 -level language proficiency in English and Malayalam.
- General professional experience (2.4.3): 07 years of professional experience in the climate change/disaster management /Livelihood sector/Environment Conservation and Management.
- Specific professional experience (2.4.4): 05 years in demonstrable knowledge & experience of managing projects related to climate change/ disaster management/livelihood with state governments/central government institutions/bilateral & multilateral agencies. Preferably experience in Implementation of SAPCC.
- Regional experience (2.4.6): 5 years of experience in projects in India, preferably in Southern Part of India.
- Development cooperation (DC) experience (2.4.7): 3 years of experience in DC projects

Key expert 5:

Project Expert, Climate Change, (1 Nos) (to be based at New Delhi to provide technical support to Ministry of Environment, Forest & Climate Change & GIZ).

Tasks

- Technical input and oversight for delivery under WP 1, WP 2 and WP 3

Qualifications

- Education/training (2.5.1): university degree (Master) in Climate Change, Disaster Management, Social Work or another field relevant to this consultancy.
- Language (2.5.2): C1 -level language proficiency in English and Hindi.
- General professional experience (2.5.3): 07 years of professional experience in climate change/disaster management /Environment conservation & management.
- Specific professional experience (2.5.4): 05 years in demonstrable knowledge & experience of managing projects related to climate change/ disaster management/livelihood with state governments/central government institutions/bilateral & multilateral agencies. Preferably experience in Implementation of SAPCC/NAPCC and knowledge of National Adaptation Priorities.
- Regional experience (2.5.6): 5 years of experience in projects in India.
- Development cooperation (DC) experience (2.5.7): 3 years of experience in DC projects

Key expert 6:

Project Associate, Climate Change, (2 Nos) (to be based at New Delhi to provide technical support to Ministry of Environment, Forest & Climate Change and GIZ).

Tasks

- Technical input for delivery under WP 1, WP 2 and WP 3

Qualifications

- Education/training (2.6.1): university degree (Master) in Climate Change, Disaster Management, Social Work or another field relevant to this consultancy.
- Language (2.6.2): C1 -level language proficiency in English and Hindi.
- General professional experience (2.6.3): 02 years of professional experience in climate change/disaster management /Environment conservation & management.
- Specific professional experience (2.6.4): 02 years in demonstrable knowledge & experience of providing technical and implementation support to projects related to climate change/ disaster management/livelihood with state governments/central government institutions/bilateral & multilateral agencies.
- Regional experience (2.6.5): 2 years of experience in projects in India.
- Development cooperation (DC) experience (2.6.6): 1 years of experience in DC projects

Key expert 7:

Project Associate, Documentation, (1 Nos) (Remote work).

Tasks

- Communication & Documentation related inputs for delivery under WP 1, WP 2 and WP 3
- Develop & design content for social media, articles for publications with the support of technical team.

Qualifications

- Education/training (2.7.1): university degree (Master) in Mass Communication or Development Communication or another field relevant to this consultancy. Preference would be given to PhD in Communication/ Development Communication.
- Language (2.7.2): C1 -level language proficiency in English and Hindi.
- General professional experience (2.7.3): 05 years of professional experience in working with communication agencies/research & academic institutions.
- Specific professional experience (2.7.4): 02 years in demonstrable knowledge & experience in publishing editing and writing articles on social development related issues including climate change.
- Regional experience (2.7.5): 2 years of experience in projects in India.

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

4. Costing requirements

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Key Expert 1 Project Expert, Climate Change Dehradun, Uttarakhand (Cluster 3 Level 2)	1	275	275	Number of days required during the assignment Will be based at State Environment Conservation and Climate Change Directorate (SECCCD), Government of Uttarakhand.
Key Expert 2 Project Expert, Climate Change, Dehradun, Uttarakhand (Cluster 3 Level 2)	1	275	275	Number of days required during the assignment. Will be based at State Environment Conservation and Climate Change Directorate (SECCCD), Government of Uttarakhand.
Key expert 3 Project Expert, Climate Change Shimla, Himachal Pradesh (Cluster 3 Level 2)	1	275	275	Number of days required during the assignment. Will be based at Department of Environment, Science Technology & Climate Change (DEST &CC) Government of Himachal Pradesh.
Key expert 4 Project Expert, Climate Change, Guwahati, Assam. (Cluster 3 Level 2)	1	275	275	Number of days required during the assignment Will be based at Assam Climate Change Management Society, Department of Environment, Forest & Climate Change, Govt of Assam.
Key expert 5 Project Expert, Climate Change, Thiruvananthapuram, Keralam (Cluster 3 Level 2)	1	275	275	Number of days required during the assignment. Will be based at Directorate of Environment & Climate Change, Thiruvananthapuram, Government of Keralam.
Key Expert 6 Project Expert, Climate Change, MoEFCC, New Delhi (Cluster 3 Level 2)	1	275	275	Number of days required during the assignment. Will be based at MoEFCC, New Delhi

Key Expert 7 Project Associate, Climate Change, New Delhi (Cluster 3 Level 1)	1	275	275	Number of days required during the assignment. Will be based at GIZ Office, New Delhi
Key Expert 8 Project Associate, Climate Change, New Delhi (Cluster 3 Level 1)	1	275	275	Number of days required during the assignment. Will be based at MoEFCC New Delhi
Key Expert 9 Project Associate, Documentation New Delhi (Cluster 2 Level 2)	1	275	275	Number of days required during the assignment. Will work remotely and based out of Delhi NCR/New Delhi
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				There is no travel required for the assignment for the entire duration.
Overnight allowance in country of assignment				There is no travel required for the assignment for the entire duration.
Transport	Quantity	Cost (in EUR)	Total	Comments
Domestic flights				There is no travel required for the assignment for the entire duration.
CO₂ compensation for air travel India				
Travel expenses (train, car) Travel within India by • Train (round trip) • taxi local				There is no travel required for the assignment for the entire duration.

Travel costs

The consultancy services are expected to be performed in Delhi NCR, Assam, Uttarakhand, Himachal Pradesh and Keralam by the locally placed experts and hence no provisions for outstation travels are made.

5. Inputs of GIZ or other actors

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

Note: Consultants use own laptop/software; the ministry/concerned state department on climate change provides access to the consultant and suitable office space will also be provided to them by concerned ministry and state department.

6. Data Protection

Data Protection Clause

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. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to 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.

7. Requirements on the format of the tender

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

The complete tender must not exceed 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

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