

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

CONFIDENTIAL

Contract for German language training for Global Skills Partnership for Nursing Students	Project	number/
	cost	centre:
	G-012846-002	
	Tender	number

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0. 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

1. Context

Germany's Nursing Sector is already feeling the impact of a significant shortage of nurses today while India (Kerala) has a big supply of qualified experts that cannot be absorbed by the local labour market.

Objective

The further qualification of qualified Indian nurses with a view to their placement for the German labour market – including the relevant language training - alleviates the nursing shortage in Germany and reduces unemployment in the country of origin and gives people an opportunity of personal prospect and development.

Approach

GIZ is commissioned to establish a training partnership programme in India (Kerala), the Global Skills Partnership Nursing (GSP Nursing) Programme, which will provide Indian nursing students with the necessary additional qualifications and training necessary for the German labour market, with the aim that these students can be deployed for positions in Germany immediately upon finalization of their studies.

The qualification in this way provides the nurses with the chance to improve their future prospects already during their schooling. The project includes cooperating with an on-site language institute for the students' German language training during their last 2-2,5 years of studies in nursing. Language training will be integrated into the nursing schedule and will be provided within the facilities of the college. It is necessary for the students to pass the B1 level, complete the industry specific language for the professional area "nursing" (Pflege), and pass the B2 level.

This approach will be conducted for the GSP's partner colleges (detailed information on partner colleges provided in Section 2.8 Lots), particularly in coordination with their Nursing departments.

2. Tasks to be performed by the contractor

The contractor contributes to optimising the education and employment of Indian nursing students in the context of the German nursing sector, particularly through the required German language training up to B2 level and preparation for the B1 and B2 examinations (Goethe or TELC). The German language training is conducted for batches of nursing students during their schooling at the college. Each batch will start with a maximum of up to 25 participants (see Section 2.8 for the indicative, non-exhaustive list of Lots/batches; volumes are subject to change closer to tendering /during contract duration).

2.1 Overview of scope

Classes must be conducted face-to-face on the premises of the college, in rooms allocated by the college partner. There must be at least 8- teaching units (1 UE = 45 minutes) per week throughout the course period, with up to 6 teaching units possible on a given day. The overall weekly schedule is agreed jointly between the contractor, GIZ and the college in line with the college's academic calendar. Up to one-third of class hours per language level may be conducted online, by agreement with GIZ and the college, according to student needs or emergency circumstances.

Because the schedule is fitted around the nursing curriculum, German language classes are expected to run over a longer total duration than the equivalent intensive courses for skilled nurses, with lower-frequency scheduling during nursing examination periods and during GSP theoretical/skills training and elderly-care exposure blocks. The contractor must remain in close and continuous consultation with the GIZ coordinators assigned to the partnership, who facilitate coordination between the college partner and the contractor on scheduling and examinations.

2.2 Terms and Definitions

- **Partnership:** An association between a German employer and nursing college in Kerala/India.
- **Lot:** An Institute, College, or a group of Institutes/Colleges grouped together under a partnership. A Bidder shall bid for a minimum of one (1) complete Lot. Choosing institutes and locations within a lot is not feasible.
- **Institute/College:** The physical location and administrative unit at which participants are admitted for pursuing their nursing education, and at which participants attend the majority of their nursing & language classes. Please note that in the same partnership there can be multiple nursing colleges.
- **Batch:** A group of participants admitted to the GSP programme in the same academic year and following the same academic calendar for the duration of their nursing programme. Please note that in the same partnership under one institute there can be different batches
- **Cohort:** A group of up to twenty-five (25) participants from a single Batch at a single Institute/College who are scheduled to attend instructional sessions together. Please note that in the same partnership there can be institute and batch there can be multiple cohorts.

2.3 Participants & German language level

Participants are nursing students admitted to the GSP programme by the partner college, typically without prior German language knowledge, and start from A1. Passing the A2 internal assessment is a qualification gate for continued participation in the language track. Because language classes run alongside a fixed nursing curriculum, participants cannot repeat a language class; the contractor is expected to provide individual remedial support to help keep participants at the same pace. The contractor must, in its concept, describe the referral

pathway it will use to flag a participant at risk of not meeting a level gate to GIZ and the college in good time for a joint decision on remedial measures, before any assessment result becomes final.

2.4 Premises and scheduling arrangements

As the contractor does not own or lease the teaching premises, the following risk allocation applies:

- The college is responsible for allocating rooms and confirming the weekly timetable ahead of each teaching block; The contractor is responsible to have close working and coordination together with GIZ with the nursing institute for execution of the language class.
- Before each batch begins, the contractor, GIZ and the college jointly confirm a minimum facility standard for the allocated rooms (seating for the cohort size, power supply, whiteboard/screen, and stable internet where hybrid delivery is planned).
- If a previously confirmed room or timetable slot becomes unavailable for reasons attributable to the college, the contractor must notify GIZ within 5 working days and propose a revised delivery plan (e.g. a temporary online session), so that teaching-hour targets are not silently missed; the contractor is not liable for delivery gaps caused by college-side scheduling changes it has flagged in this way.
- Where the language schedule and the nursing curriculum's own exam or clinical schedule conflict, the nursing curriculum takes priority; the contractor must build catch-up capacity into its concept (see Work Package 6) to absorb such conflicts without extending the overall batch timeline beyond what is agreed.
- The contractor supplies and is responsible for its own portable teaching equipment (example: instructor laptop) for use in the allocated rooms; costs are included in the unit rates under Chapter 5.

2.5 Health, safety and duty of care

The contractor is responsible for complying with the health and safety rules of the host college for the duration of its presence on campus, and for its own instructors' safety during commute and on-site delivery. The contractor must maintain a clear point of contact for health or safety incidents occurring during its sessions and must report any such incident to GIZ and the college within 24 hours. As classes are held within a student campus, the contractor's staff must follow the college's code of conduct for visiting faculty/contractors.

2.6 Data protection

To fulfil its tasks, the contractor will receive personal data of nursing students from GIZ and/or the college (e.g. name, batch, contact and attendance/assessment data). The contractor must protect this data in line with the data protection principles in Chapter 8, and may not share participant data with any party outside the delivery of this contract without prior written consent from GIZ. Attendance, assessment and progress data reported to GIZ under Sections 2.6/3.2 must be limited to what is necessary for monitoring and quality assurance purposes.

2.7 Indicators

Indicator	Target value
Indicator 1 – Course effectiveness	80% of participants achieve B2 within the permitted attempts and time frame
Indicator 2 – risk mitigation and contingency	90% of participants pass the A2 gate (>70) on the first internal attempt; participants flagged as at-risk receive documented remedial support within 2 weeks of assessment (see Section 2.2).
Indicator 3 – Course delivery fidelity	Less than 20% deviation from the planned teaching hours per work package within the agreed batch timeline; delivery gaps are documented and remediated per Section 2.3.
Indicator 4 – Attendance & retention	Average participant attendance $\geq$ 90% per batch throughout each language level;

The contractor reports monthly against these indicators as part of the reporting described in Section 3.2 (Quality assurance approach).

2.8 Work packages

The contractor is responsible for the following work packages and associated milestones. Note: batch/delivery-period timings below are indicative and will be confirmed per Lot at contract start (see Section 2.8).

Work package 1: A1 German language training

The A1 German language training must be based on the A1 level of the CEFR. The language curriculum must include basic Pflege/nursing vocabulary, to complement students' theoretical and skills training in German nursing with German trainers. A no-cost internal A1 assessment is conducted (no certificate required) to the same quality standard as an external A1 examination. Max. participants per cohort: 25.

Activity	Indicative timing
Introductory and expectation-setting session	Within 3 weeks of batch acceptance (1 instructor for 1 cohort)
A1 classes (approx. 160 UE)	Within 1 month after batch acceptance
A1 internal assessment	Within 1 week after end of A1 classes

Work package 2: A2 German language training

As above, at A2 level. Passing the A2 internal assessment is a qualification gate for continued participation (see Sections 2.2/2.6). Max. participants per cohort : 25.

Activity	Indicative timing
A2 classes (approx. 160 UE)	Within 4 weeks after batch acceptance
A2 internal assessment	Within 1 week after end of A2 classes

Work package 3: B1 German language training and examinations with Pflege

Based on B1 level of the CEFR, including industry-specific nursing language and the thematic field “Life and work in Germany” (incl. intercultural aspects). Participants are prepared for Goethe or TELC examinations; exams must be conducted through TELC or Goethe, standards. Max. participants per cohort : 25.

Activity	Indicative timing
B1 classes, exam prep, remedial and consultation sessions (approx. 170 UE)	Within 6 weeks after end of A2 Assessment
B1 internal assessment	Within 1 week after end of B1 classes
B1 examinations, 1st and 2nd take*	Within 4 week (for 1 st) and within 8 weeks for (2 nd attempt) after end of B1 classes

**Only 3 attempts in total across B1 and B2 combined.*

Work package 4: B2 German language training and examinations with Pflege

As above at B2 level. Max. participants per cohort : 25.

Activity	Indicative timing
B2 classes, exam prep, remedial and consultation sessions (approx. 300 UE)	within 8 weeks after end of B1 classes
B2 internal assessment	Immediately after end of B2 classes
B2 examinations, 1st and 2nd take**	within 4 week (for 1 st) and within 8 weeks for (2 nd attempt) after end of B2 classes

***Only 3 attempts in total across B1 and B2 combined.*

Work package 5: Online exam-preparation classes (short, time-boxed block)

A short, intensive online block for participants who did not pass on the first take B2 exam (further exam preparation) and for participants who passed (to maintain their level pending departure). This is the one point in the programme where an intensive format is appropriate, because it is a short, bounded top-up rather than the ongoing concurrent-curriculum pace described in Section 2.1. Max. participants per cohort : 25.

Activity	Indicative timing
Online exam-preparation classes (approx. 6 UE/week, up to ~4 months total)	Within 1 week after the first B2 exam take

Work package 6: Online catch-up A1/A2 classes for late joiners

A short, time-boxed catch-up block (small groups, max. 8 participants) for participants joining a batch later than the rest of the cohort, timed so they can rejoin the main group at B1.

Activity	Indicative timing
Online catch-up A1 class (approx. 120 hours)	Coordinated with GIZ and college so the participant rejoins at B1
Online catch-up A2 class (approx. 120 hours)	Coordinated with GIZ and college so the participant rejoins at B1

Work package 7: Examination takes

Coordination and logistics for B1 and B2 examination sittings, including venue liaison with the certifying body (Goethe/TELC), scheduling of first, second and (where applicable) third takes, and submission of results to GIZ. GIZ covers the cost of up to 3 exam takes per participant in total, across B1 and B2 combined.

Activity	Indicative timing
B1 examination take(s)	Per Work Package 3 timeline
B2 examination take(s)	Per Work Package 4 timeline

Throughout the contract, the contractor is responsible for: selecting, preparing, training and steering its own experts; providing its own equipment and consumables; managing costs, accounting and invoicing per GIZ's requirements; reporting regularly per the current GIZ AVB and per Section 3.2 below; and providing individualised support to weaker learners so the batch progresses together (participants cannot repeat classes).

2.9 Lots

Bidders may submit a tender for one Lot, multiple Lots, or all Lots; each Lot is evaluated and awarded independently. All Lots are priced using the same unit rates (per teaching hour / per class / per participant) set out in Chapter 5, so that the list of Lots below can be extended during the life of the programme — as further GSP partner colleges are confirmed — without requiring a new tender, provided the additional location falls within Kerala and within the scope of services described in this ToR. GIZ will notify the contractor(s) in writing of any additional

Lot at least 3 months before the intended start date, referencing the applicable Lot number and college.

Lot	College / Institution location	Indicative batches	number of cohorts
Lot 1	Sree Gokulam Nursing College, Nellanad, Venjarammoodu	Batch 1 (2026–2029) – WP 1-7	1 cohort
Lot 2	SIMET College of Nursing, Neyyattinkara & Muttathara	Batches 1 (2026–2028) - WP 3-7 and Batches 2 (2026–2029) – WP 1-7	Batch 1: 2 cohorts Batch 2: 2 cohorts

Volumes and batch counts above are indicative and may change closer to tendering; this does not affect the unit rates tendered under Chapter 5.

Period of assignment: from 1 Dec2026 until 31 December 2030 (per Lot, from that Lot's confirmed start date).

3. Eligibility Requirements

The bidder must meet below mentioned requirements for both the lots

Lot 1 (refer document 2.1 for details and weightage)

I. Commercial Eligibility

- Bidder must be registered entity of India
- The average turnover for the latest last three financial years must be at least Euro 66.000 (INR 70,62,302)
- Average no. of employees and managers for the past three calendar years must be at least 5.

II. Technical Eligibility Assessment

- Bidder must submit at least 02 reference projects in the technical field of German Language teaching for nurses with at least 1 reference project in Asia in the last 36 months.

III. Weighted Criteria

1. Technical Experience

- Face-to-face A1 to B2 level in German language teaching for nurses in India (Kerala)
- Face-to-face German language teaching with nursing vocabulary in India (Kerala)
- Have physically managed operation in India (Kerala)

2. Regional Experience in India.

Please submit documentary evidence as per the details mentioned above. For more details, please

Lot 2 (refer document 2.2 for details and weightage)

I. Commercial Eligibility

- Bidder must be registered entity of India
- The average turnover for the latest last three financial years must be at least Euro 150.000 (INR 1,62,00,000)
- Average no. of employees and managers for the past three calendar years must be at least 5.

II. Technical Eligibility Assessment

- Bidder must submit at least 02 reference projects in the technical field of German Language teaching for nurses with at least 1 reference project in Asia in the last 36 months.
- The minimum commission value must be at least 20.000 Euros.

III. Weighted Criteria

1. Technical Experience
 - Face-to-face A1 to B2 level in German language teaching for nurses in India (Kerala)
 - Face-to-face German language teaching with nursing vocabulary in India (Kerala)
 - Have physically managed operation in India (Kerala)
2. Regional Experience in India.

4. Concept

In the tender, the tenderer must show how the objectives defined in Chapter 2 are to be achieved (technical-methodological concept), and describe its project management system for service provision. Numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1)

The tenderer considers the tasks in Chapter 2 with reference to the objectives in Chapter 1 (1.1.1), then presents and justifies the strategy with which it intends to deliver the services for which it is responsible (1.1.2).

Because this contract is delivered part-time, on college premises, alongside a fixed nursing curriculum — not full-time at a dedicated language school — the tenderer's strategy must explicitly address:

- A pedagogy and course design suited to spaced, blended learning: how content, pacing and assessment are adapted for learners attending 10+ UE/week over roughly 2-2,5 years (rather than an intensive daily block), including how language retention is maintained across gaps caused by nursing exam periods or clinical placements.
- A self-study/asynchronous component (e.g. a defined set of materials or a digital platform) that bridges the limited weekly contact hours, distinct from the short intensive catch-up blocks in Work Packages 5 and 6.
- How face-to-face classes will be delivered and at what times, and whether a specialised teaching platform or other learning concept is used to prepare participants for the B1/B2 exams within the given timeframe.
- The tenderer's relevant experience, and its proposed list of professional literature and multimedia materials (cost included in the tendered rates).
- How staff deployment and reporting will be communicated.

Project management of the contractor (1.6)

The tenderer explains its approach for coordination with GIZ, in particular the project management requirements in Chapter 2. This includes coordinating language courses with GIZ and the college partner, and communicating with participants, covering monitoring/evaluation of the progress of the participants and improvement discussions with GIZ and the college.

Regular monitoring activities must cover at least:

- Unit/chapter tests at the end of each course unit, to identify immediate deficiencies.
- Internal assessments at the end of each language level, to confirm readiness for the next level (see Section 2.6, Indicator 2).
- Weekly learning-progress and attendance reports.
- Participant feedback on their learning experience (see Quality assurance approach above).
- Analysis of exam results to inform improvements to future sessions.

Personnel assignment plan (1.6.2). The tenderer submits a personnel assignment plan (1.6.2) using the form below, showing who will do what and when: the proposed experts by position (see Chapter 4), the Lot(s) and work package(s) of Section 2.8 each expert is assigned to, the work steps performed, the period of assignment, and the expert days (with expert months equivalent) planned per expert. The plan must be consistent with the team presented in Chapter 4, the CVs and the work packages in Section 2.8, and must explain how the

assignment allows the tenderer to deliver the classes within the part-time schedule of the partner colleges, including the use of backup tutors.

Position name of expert	Lot(s)	Work package(s) and work steps	Period of assignment (from – to)	Expert days /months.
Team Leader				
Lead Tutor				
Support Tutor 1				
Support Tutor 2				
Additional personnel (if any)				
Total				

Explanation. Where the tenderer bids for more than one Lot, one plan covering all Lots is acceptable provided it is clear which experts and how many expert days apply to each Lot. The expert days stated in the plan are used for assessment only; the contractor is remunerated on the unit rates tendered under Chapter 5.

The tenderer describes its backstopping concept. The following are part of the standard backstopping package and must be factored into the fee schedule (Section 3.3.1 of the GIZ AVB): service-delivery control; managing adaptations to changing conditions; ensuring information flow between tenderer and GIZ; personnel responsibility for the contractor's experts; process-oriented steering for implementation; and securing the administrative conclusion of the project.

Where unexpected circumstances make face-to-face classes impossible, the tenderer describes: the online platform to be used; the communication flow with the teacher (including whether the teacher is present live throughout, and whether a session recording/repetition is possible); and IT support availability.

5. Personnel concept

The tenderer provides personnel suited to the positions below, on the basis of their CVs (Chapter 7), tasks and required qualifications. Qualifications below represent the requirements to reach the maximum score in the technical assessment.

Team Leader (1 expert)

Tasks

- Primary responsibility for the contractor's service packages (quality and deadlines).
- Coordination and communication with GIZ, the college partner, and project participants, including the cooperation approach described in Section 3.1.
- Personnel, administrative and finance management, including staff assignment planning within approved/negotiated budget.
- Regular and timely reporting, including the Section 2.6/3.2 indicator reporting.

Qualifications

- Education/training: A completed university degree (e.g. Bachelor's, Master's or German Diploma) in German studies or relevant field (example: education, project management).
- Language: High Proficiency in English. Additional languages like German and Malayalam will be appreciated.
- General professional experience: Five or more years of experience in the German language school/training sector.
- Specific professional experience: Three years' experience coordinating German language courses for nurses.
- Leadership/management: Three years of management experience in projects, companies, or other organisations.
- Regional experience: one or more years of experience in India (Kerala); Two or more years of experience in Germany.

Expert 1: Lead Tutor (Minimum 1)

Tasks

- Delivering interactive German language classes designed for a spaced, part-time, concurrent-curriculum schedule (see Section 3.1) — not an intensive full-time format, except for the short catch-up/exam-prep blocks in Work Packages 5–6.
- Observing participants and reporting on progress to improve delivery.

Qualifications

- Education/training: A completed university degree (e.g. Bachelor's, Master's or German Diplom) in relevant field.
 - Language: Certified German language proficiency of Minimum C1 level for teaching English/Malayalam language proficiency beneficial.
 - General professional experience: 3 years in the German teaching sector
 - Specific professional experience: 6 months teaching German with a focus on nursing
 - Regional experience: 6 months of professional experience in German-speaking countries and 2 years in India (Kerala).
 - Other: further training in German language instruction (e.g. the "Green Diploma" by Goethe-Institut or equivalent).
- Team skills; initiative; communication skills; socio-cultural skills; efficient, partner- and client-focused working methods; interdisciplinary thinking.

Expert 2: Support Tutor (Minimum 2)

Tasks

- Delivering interactive German language classes designed for a spaced, part-time, concurrent-curriculum schedule (see Section 3.1) — not an intensive full-time format, except for the short catch-up/exam-prep blocks in Work Packages 5–6.
- Observing participants and reporting on progress to improve delivery.

Qualifications

- Education/training: A completed university degree (e.g. Bachelor's, Master's or German Diplom) in relevant field.
- Language: Certified German language proficiency of Minimum B2 level for teaching English/Malayalam language proficiency beneficial.
- General professional experience: 2 years in the German teaching sector
- Regional experience: 1 years in India (Kerala).
- Other: further training in German language instruction (e.g. the “Green Diploma” by Goethe-Institut or equivalent).

Team skills; initiative; communication skills; socio-cultural skills; efficient, partner- and client-focused working methods; interdisciplinary thinking.

The above is for single lot. If applying to multiple lots – please double the experts

6. Costing requirements

Work package	Pricing unit	Basis	Included costs
WP1 — A1 classes (~160 UE)	Rate per cohort	Max. 25 participants/cohort	Professional fees, admin, materials, equipment, logistics/mobilisation
WP2 — A2 classes (~160 UE)	Rate per cohort	Max. 25 participants/cohort	As above
WP3 — B1 classes & exam prep (~170 UE)	Rate per cohort	Max. 25 participants/cohort	As above, incl. remedial/consultation sessions
WP4 — B2 classes & exam prep (~300 UE)	Rate per cohort	Max. 25 participants/cohort	As above
WP5 — Online exam-prep block (up to ~48 hrs each)	Rate per cohort	Max. 25 participants/cohort	As above, incl. B2 retake preparation

WP6 — Online catch-up A1/A2 (~240 hrs)	Rate per cohort	Max. 8 participants/ cohort	As above, incl. internal exams
WP7 — Examination takes	Rate per participant per Module	Up to 3 takes/participant (B1+B2 combined)	Exam-body fees and coordination

The tenderer prices each unit rate once; the rate applies uniformly to every Lot for which the tenderer is awarded a contract. GIZ will apply the tendered unit rates to the confirmed volumes for each Lot (including any Lot added under Section 2.8) at the time that Lot's batch is confirmed.

7. Inputs of GIZ or other actors

GIZ, university partners, and other relevant actors are expected to provide coordination and logistic support to the following:

- Organize an inception meeting to set expectations of the contract
- Maintain close coordination and support to ensure effective implementation
- Review and provide notification of acceptance of all deliverables
- University classrooms and internet connection to conduct face-to-face language classes
- Ensure quality monitoring and evaluation of language classes
- Conducting the joint quality-monitoring visits and collating the participant feedback surveys described in Section 3.1 (Quality assurance approach)
- Confirming and communicating any additional Lots under Section 2.8, with at least 3 months' notice

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

The CVs of the personnel proposed in accordance with Chapter 5 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 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 6 Quantitative requirements. The contractor is not contractually entitled to use up the classes or budgets in full. The number of classes and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

Where a tenderer bids for more than one Lot, it must state clearly, for each Lot bid on, which team (Chapter 5) and unit rates (Chapter 6) apply — a single combined tender covering all Lots is acceptable provided this is unambiguous.

Prescribed format/ template of Financial Proposal is provided in tender package to be used for providing budget/ costing to execute and implement workpackage.

Financial assessment will be done Lot wise, therefore please submit the documentation accordingly.

9. Outsourced processing of personal data

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.10 Data protection) apply.

DATA PROTECTION

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must 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 GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.