

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

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**Support to the operationalizing of the Joint CF-EU EPA M&E Framework**

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**Project number/  
cost centre:  
20.2165.7-003.00**

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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract for supplying services and work
CARIFORUM	Caribbean Forum
DC	Development Cooperation
EPA	Economic Partnership Agreement
ESA	Eastern and Southern Africa
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
M&E	Monitoring and Evaluation
NEW	Supporting Sustainability Aspects in the Implementation of EU-Economic Partnership Agreements
SADC	Southern African Development Community
ToR	Terms of Reference

## 1. Context

### **Background of the project “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements through critical observation of their execution (NEW II)”**

In May 2017, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has been mandated by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement a global project operating under the title “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW)”. The overall objective of the NEW project is to foster the implementation of Economic Partnership Agreements (EPAs) by regional organisations, their member states, the private sector and civil society in a way that supports sustainable development. The project operates cross-regionally, with a focus on the Caribbean (CARIFORUM EPA), the Southern Africa (SADC EPA) and the Eastern and Southern Africa (ESA EPA). The project has been approved for a second phase entitled “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements through critical observation of their execution (NEW II)” which is executed for the period May 2020 to April 2023.

NEW’s interventions are organised around three main areas of activity with the key goals of:

1. Facilitating the establishment of participatory EPA monitoring systems, providing methodological, as well as institutional support
2. Strengthening the capacity of public and private sector actors to contribute to an enhanced use of opportunities, and recognition of the risks for sustainable development in the implementation of the EPAs
3. Developing cross-regional exchange of public and civil society actors on implementing and deepening the EPAs with a view to supporting sustainable development

The main implementation partners are regional organisations and other institutions and stakeholders at the regional level. In the Caribbean, the project works closely with, among others, the CARIFORUM Directorate of the CARICOM Secretariat in Guyana responsible for administering the work of CARIFORUM under the Cotonou Agreement and the CARIFORUM-EU EPA.

### **Background information on the CARIFORUM-EU EPA**

The Economic Partnership Agreements denote a set of comprehensive trade agreements between the European Union (EU) and the African, Caribbean and Pacific states (today: Organisation of African, Caribbean and Pacific States). These agreements aim to extend beyond the scope of traditional trade agreements, and to create partnerships that are consistent with the objectives of the United Nation’s Sustainable Development Goals.

The CARIFORUM-EU EPA was signed in October 2008 and entered provisional application on 29 December 2008. The EPA aims to promote trade and investment between the two groupings – and as a result to enhance sustainable growth, employment and development. The Agreement sets out to help CARIFORUM States to consolidate their regional integration and to increase their participation in world trade, in order to share in the opportunities stemming from globalisation. The EPA is a tailor-made partnership to suit specific regional circumstances. It takes account of the socio-economic conditions of CARIFORUM States by offering asymmetric rights and obligations, specific safeguards, as well as long transition periods for taking on commitments.

## **Background information on the Joint Monitoring & Evaluation (M&E) Framework for the CARIFORUM-EU EPA**

A key aspect of the implementation of the CARIFORUM-EU EPA is monitoring the operation of the Agreement, including the progress of the implementation of the provisions and the impact of the Agreement on societal, employment and environmental concerns. In November 2014, the EU and CARIFORUM have set up a dedicated Task Force to work on the mechanism for the Monitoring of the Agreement as required by the EPA.

The Task Force has met six times to date. During the last meeting in February 2020, the Task Force has finalised a list of compliance and performance indicators, which have been approved in principle at the technical level by both Parties. The task force also decided to move towards an operational phase and to conduct a first trial run in order to test the indicators and put to test the necessary proceedings.

In 2021, the Parties consulted with the NEW II project on the possibility to support the operationalising of the Joint M&E Framework and the conduct of a first trial run, including the development of templates for data collection, the conduct of training on the approved templates as well as the compilation of data collected by CARIFORUM States at the national level for use by the CARIFORUM Directorate. The process commenced in July 2021, but has been somewhat halted due to a number of challenges that have hindered some CARIFORUM States to collect the necessary data at the national level.

In order to not lose the momentum at this critical stage and to support stakeholders involved in the monitoring process in overcoming the challenges experienced during the first phase of the trial run, the NEW II project is seeking to continue the provision of technical support, in the form of a consultant.

### **Objectives of the assignment**

The overall objective of the assignment will be to support the CARIFORUM Directorate in facilitating the completion of the trial run as well as in expediting the operationalisation of the Joint M&E Framework for monitoring and evaluating the CARIFORUM-EU EPA. Moreover, the consultancy shall contribute to enhancing the capacities of CARIFORUM States to collect and analyse trade data, and eventually to monitor effectively and evaluate the implementation and impact of the agreement.

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services within the timeframes indicated. All services are expected to be provided virtually and in English language:

- i. Provide technical support to up to 15 CARIFORUM States in their data collection at the national level through the provision of guidance on the completion of the revised data collection templates as well as through the conduct of additional virtual data collection workshops, if necessary (up to 15 days, until 3 months after the start of the contract – deadline may be adjusted depending on the responsiveness of States).
- ii. Provide technical support to the CARIFORUM Directorate in consolidating the data collected from CARIFORUM States into a central format for reporting at the regional level (up to 10 days, until 3 months after the start of the contract – deadline may be adjusted depending on the responsiveness of States).

- iii. Output: consolidated form of the data collected
- iv. Support to the CARIFORUM States and CARIFORUM Directorate in developing benchmarking data collection procedures based on the results of the trial run to assist on the procedures of national data centres and the processes for data collection which includes interviews and documentation of procedures (up to 8 days, until mid-April 2023).  
Output: report or operational guide on best practices for data collection
- v. Support to the CARIFORUM States in developing national action plans for the implementation of the Joint M&E Framework, inclusive of specific targets, activities and timelines related to the data collection, compilation, analysis, and reporting; at least 8 national action plans developed (up to 22 days, until mid-April 2023).
  - Prepare and present the action plans at national validation meetings hosted by the CARIFORUM States; at least 8 national action plans presented.

The national action plans can be used as a basis for the development of a future regional action plan.
- vi. Participate actively in a cross-regional exchange between CARIFORUM and SADC on the Joint EPA Monitoring and Evaluation mechanisms and processes between EU, SADC and CARIFORUM and provide inputs for the preparation, delivery and report of the event (up to 5 days, until mid-April 2023).

#### Tasks related to results-based monitoring of the intervention

Under the guidance of the NEW project team, the contractor ensures and contributes to the effective results-based monitoring of the intervention. The contractor will liaise closely with the NEW project team regarding evaluation timelines, approaches and methodologies, ensuring that the NEW project's standards for monitoring and evaluation (M&E) are met. In particular, the contractor, together with the NEW project team, will ensure that the monitoring methodology and data collection plan is designed and managed to assess the intervention's relevance, effectiveness, impact and sustainability of results; evaluations are carried out in a credible and systematic manner; as well as lessons learned and recommendations are derived for future interventions.

The following M&E-related tasks are to be performed by the contractor in coordination with the NEW project team (up to 2 days, ongoing until mid-April 2023):

- Planning of M&E activities, including development of methodology and data collection plan;
- Conduct of baseline (if required) and end line surveys, to capture the effects of the intervention and to measure progress against achieving the NEW project's objectives and indicators;
- Ensure high return rate of (online) questionnaires, e.g. by designating time for survey completion in webinars and workshops;
- Report to NEW project team on progress and completion of the intervention, including effective communication of lessons learned and recommendations;
- Support the NEW project team in collecting success stories and anecdotal evidence of project results.

## Milestones

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

<b>Milestone</b>	<b>Deadline/person responsible/no. of days</b>
Inception report submitted	2 weeks after the start of the contract / consultant / up to 2 days
1 <sup>st</sup> Interim report submitted	3 months after the start of the contract / consultant / up to 1.5 days
2 <sup>nd</sup> Interim report submitted	9 months after the start of the contract / consultant / up to 1.5 days
Final report submitted	mid-April 2023 / consultant / up to 3 days

Concrete dates will be agreed upon during the inception meeting.

The payment plan for the contract is linked to the above-mentioned deliverables and proposed as follows:

- Advance payment: 20%, with contract signature
- Interim payment: 40% after 3 months, with delivery of 1<sup>st</sup> interim report
- Final Payment: 40%, with 2<sup>nd</sup> interim report and final report submitted with deliverance and approval of final original invoice.

GIZ reserves the right to pay within 3-5 business days once the deliverables and receipt of original final invoice (signed and stamped) have been reviewed and approved.

GIZ does not cover third-party's bank fees charges. Total number of days for the execution of tasks and preparation of reports: up to 70 days

Period of assignment: From 01.05.2022 until 15.04.2023.

## **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 data protection principles such as lawfulness, 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 and, apart from non-personal data (company data or statistics), the GIZ does not expect to receive any personal data from the contractor.

### 3. Concept

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

#### Technical-methodological concept

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

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

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

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

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief interim reports on the implementation status of the project (5-7 pages)
- Final report

### 4. Personnel concept

The bidder is required to provide an expert who is suited to filling the position described, on the basis of a CV (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.

#### Expert 1

##### Tasks of the expert

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project

- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts, if applicable
- Regular reporting in accordance with deadlines

#### Qualifications of the expert

- Education/training (2.2.1): University qualification in Management, Economics, Business Administration or Public Administration from an accredited tertiary institution; An advanced degree in the relevant areas is an asset
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 15 years of professional experience in the area of diplomacy, public administration, negotiations, trade policy and monitoring and evaluation
- Specific professional experience (2.2.4): 10 years in advising public officials in trade policy and monitoring and evaluation
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): 15 years of experience within the national and regional context of the Caribbean region; Advanced knowledge of the Caribbean regional system and inter-organisational relationships, inclusive of the CARIFORUM Directorate/ CARICOM Secretariat and the Organisation of Eastern Caribbean States (OECS) and CARIFORUM States
- Development Cooperation (DC) experience (2.2.7): 6 years of experience in DC projects
- Other (2.2.8): not applicable

#### Soft skills

In addition to specialist qualifications, the following qualifications are also required:

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

## **5. Costing requirements**

### **Assignment of personnel**

Expert 1: Assignment (virtual execution of all planned activities) for up to 70 expert days

The expert may propose to involve other suitable experts in the execution of the activities. Any other expert must be presented to (with CV) and formally approved (written consent) by the project and the CARIFORUM Directorate before any information on the activities may be shared. After a formal approval, the bidder would have to subcontract the additional expert at his\*her own expense. No expert days can be added to this contract due to the involvement of an additional expert.



## **Travel**

Due to the exigencies of the pandemic, no travel is anticipated. Therefore, all activities are expected to be executed remotely using virtual platforms.

## **Workshops, training**

The contractor implements the following workshops/study trips/training courses:

- Conduct virtual data collection workshops for CARIFORUM States on a needs basis
- Convene virtual meetings with CARIFORUM States to present and validate their national action plans for the implementation of the Joint M&E Framework
- Participate and provide input in a virtual cross-regional exchange between CARIFORUM and SADC, organised by GIZ, on the EPA Monitoring and Evaluation mechanisms and processes

Where translation and interpretation services would be required for any M&E-related material and during the meetings, the successful bidder will be required to collaborate on this with the translation and interpretation service provider that GIZ will separately contract.

## **6. Inputs of GIZ or other actors**

GIZ and the CARIFORUM Directorate are expected to make the following available:

- Contact details of focal persons at the regional and national level
- Background material and other supporting documents on the Joint M&E Framework
- Assistance regarding the monitoring and evaluation of the executed tasks, including the provision of standardised questionnaires, online survey tool as well as results matrix of the project
- Translation of materials and interpretation services during meetings – if required (English-French / English-Spanish)

## **7. Requirements on the format of the bid**

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

The complete bid shall not exceed 10 pages (excluding CV). A technical offer comprising of a current version of expert's CV.

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. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule. Furthermore, a signed financial offer covering all costs related to the assignment, including the number of expert days required for the assignment with the respective rates. The financial offer should be in US Dollars only.

## **8. Other provisions**

### **Payment information**

Advance payment is only applicable for expert consultants.

GIZ reserves the right to pay within 3-5 business days once the deliverables and receipt of the original final invoice (signed and stamped) have been reviewed and approved.

GIZ does not cover third-party's bank fees charges.

### **Discretion**

The consultant agrees not to disclose any confidential information, neither before, during nor after the provision of services. The scope of possible disclosures will be discussed with the client and will be limited solely and exclusively to what is strictly necessary for the performance of work. However, the customer will have the permission, if required, to use the work as a professional reference.

### **External Communication**

The consultant is committed to always use the logos of GIZ and BMZ in the correct format. All official and external communication, before, during and after the consultancy, must be agreed with the project first.

**Note:** If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration

### **The offer should include the following information:**

- A signed financial offer covering all costs related to the Assignment.
- A technical offer should be in pdf-format separated from the financial offer.
- The financial offer should be in USD only and pdf-format; (signed and stamped if a company)
- The Consultant's CV/profile .
- A scanned copy of a valid ID, e.g. Passport or Driver's license (both sides);
- Only applicable for companies: written confirmation that Consultant can issue invoices with tax receipt number;
- Only applicable for companies: The certificate of incorporation;

- Only applicable for companies: The offers must include the stamp of the company;
- GIZ cannot receive offers via Google Drive, Vimeo or any other file sharing platform. Technical and financial offers must be sent via email.

**All submissions must be made electronically in PDF format to the e-mail address:**

**DO\_Quotation@giz.de**

**Please submit the proposal by April 26<sup>th</sup>, 2022**

For further questions, please contact **do\_inquiry@giz.de**

Questions will be answered by April 20<sup>th</sup>, 2022