

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

Mobile Consultations Activity (Mobile Buses)	Project number/ cost centre: 20.2045.1-061.02
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0. List of abbreviations

BMZ	The Federal Ministry for Economic Cooperation and Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
PME	Programme Migration for Development
GMAC	German Centre for Jobs, Migration and Reintegration in Iraq
MoLSA	Ministry of Labour and Social Affairs
ToR	Terms of Reference
FI	Federal Iraq
KRI	Kurdistan Region of Iraq
PR	Public Relations
HQ	GIZ Headquarter in Eschborn

1. Context

The Federal Ministry for Economic Cooperation and Development (BMZ) commissioned BMZ Programme "Returning to New Opportunities", which through the Global Programme Migration for Development (PME) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) together with civil society organizations, operate in the implemented countries of origin. The German Centre for jobs, Migration and Reintegration (GMAC) represents Programme Migration for Development (PME), which supports local governments on the topic promoting private sector and also promotes returnees to transfer and return their gained knowledge and experience from abroad, to their country of origin.

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward looking solutions for political, economic, ecological, and social development in a globalised world. The project supports its partners in implementing active labour market measures and in adapting these, so they meet the needs of employers and address the needs of unemployed, including vulnerable groups.

It is under the umbrella of GMAC Kurdistan Region of Iraq (KRI), in cooperation with Ministry of Labour and Social Affairs in Kurdistan Region of Iraq, mobile consultations are required to scope far-reached areas via mobile buses designed for this purpose to provide consultations and employment promotion trainings to returning migrants. The main purpose is to include as many returnees as possible in the targeted areas around Zakho, Soran and Garman at first stage then move to areas around the three major cities in KRI: Dohuk, Erbil and Sulaymaniyah. Main objectives for this activity are:

- Activate MoLSA KRI Career Centre Buses and Cooperate with their representatives in respective training centre facilities to strengthen the intervention for the activity promotion purposes in the targeted areas.
- Provide one-to-one employment promotion training such as CV writing, job search, interview preparation to returnees on-site in the targeted areas.
- Collect returnees' data and submit to GMAC Erbil advisory board for upscaling and track and tracing as well as update client's portfolio.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Collaborate with GMAC Erbil Activity Focal Point for recruitment of project staff and their initial onboarding and capacity building.
- Establish communication with MoLSA KRI to take over the mobile buses and their required maintenance.
- Collaborate with MoLSA KRI training centre respective facilities for promoting the activity in area of intervention prior to the travel date.
- Follow the timeline in Annex I for travel plans.
- Submit monthly figure report to GMAC activity supervisor. Reporting Template is in Annex II

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

Milestone	Deadline/place/person responsible
Recruitment and capacity building of project staff.	1st October 2021– Contractor and GMAC Koors
Travel plans to area of intervention	31st Jan 2022 – Contractor, MoLSA, GMAC Koors
Monthly Report	First week of September, October, November, and December 2021 – Contractor and GMAC M&E Advisor

Period of assignment: From 1st October 2021 until 31st Jan 2022. Working days are 5 days during the week (Sunday to Thursday) from 09:00-17:00.

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).

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.

Other specific requirements

The contractor is required to take the following approaches into consideration while implementing the activity in real ground: Gender based sensitivity, Gender equality and do no harm principle.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- GMAC Koors are responsible for selecting, preparing, training, and steering the experts assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Costing requirements

Assignment of personnel

Project Officer: On-site assignment for 4 expert months

Expert 1: Assignment in country of origin for 4 expert months

Expert 2: Assignment in country of origin for 4 expert months

Qualifications of expert 1 and expert 2:

- Education/training (2.1.1 and 2.2.1): High School Diploma and above
- Language (2.1.2 and 2.2.2): Fluency in Kurdish and good command in English
- General professional experience (2.1.3 and 2.2.3): N/A
- Specific professional experience (2.1.4 and 2.2.4): Experience in Data Collection
- Leadership/management experience (2.1.5 and 2.2.5): N/A
- Regional experience (2.1.6 and 2.2.6): Knowledge of KRI map and areas.
- Development Cooperation (DC) experience (2.1.7 and 2.2.7): N/A
- Other (2.1.8 and 2.2.8): N/A

Drivers: On-site assignment for 4 expert months

Driver 1: Assignment in country of origin for 4 expert months

Driver 2: Assignment in country of origin for 4 expert months

Qualifications of Driver 1 and Driver 2:

- Education/training (2.3.1 and 2.4.1): High School Diploma or above
- Language (2.3.2 and 2.4.2): Fluency in Kurdish
- General professional experience (2.3.3 and 2.4.3): N/A
- Specific professional experience (2.3.4 and 2.4.4): N/A
- Leadership/management experience (2.3.5 and 2.4.5): N/A
- Regional experience (2.3.6 and 2.4.6): Knowledge of KRI map and areas
- Development Cooperation (DC) experience (2.3.7 and 2.4.7): N/A
- Other (2.3.8 and 2.4.8): N/A

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and Travel Timeline in Annex I and list the expenses separately by daily allowance, accommodation expenses, and other travel expenses.

Workshops, training

GMAC implements the following training as onboarding for the contractor recruited staff:

- Data collection based on Template in Annex II
- CV Writing
- Job Search and interview preparation.

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

- CV Writing
- Job search and interview preparation.

Other costs

- Vehicle (Mobile Buses) maintenance, including petrol and operating costs
- Equipment and ongoing office costs.

5. Inputs of GIZ or other actors

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

- Transportation on site with own project vehicle (Mobiles Busses from MoLSA)
- Training logistics to project staff.

6. 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 language.

The complete bid shall 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.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.

7. Annexes (the annexes are attached as separating excel sheets)

- Activity Timeline
- Reporting Template