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General information

a. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The BMZ has commissioned GIZ to implement the “Information, Communication and Technology – Perspective for Modern Youth in Iraq (ICT)” project in Iraq. The aim of the project is to create job perspectives for youth in the field of ICT, in close collaboration with its partners from the innovation ecosystem. This is achieved through the setup of innovation hubs with co-working and makerspaces, trainings in start-up entrepreneurship and advanced tech skills (start-up incubation/ acceleration, blockchain and app development, digital production) as well as interventions in the fields of early-stage finance (angel investment, seed grants) and entrepreneurship research. The project is running since 2017 and operates in two major action fields: 1) Start-up/ Scale-up support and entrepreneurship, 2) Digital ecosystem development and 3) Digital and technological skills development. Further interventions include start-up entrepreneurship and ecosystem development, and digital and technological skills. The activities are mainly implemented by local partners such as Innovation Hubs through smaller or bigger grant agreements and within the different fields of action. The main intervention regions are Baghdad, Erbil, Sulaymaniyah, and Ninawa. The current project phasis ends in 11/23 and followed by a new project to foster “Employment Promotion in the Digital Economy (ProDIGI)”.

b. Context

To support the capitalization of learnings, the ICT projects aims to conduct a so-called KOMPASS procedure, an open recording of the perspectives of partners and target groups: The systematic recording of the perspectives and assessments of relevant stakeholder groups using qualitative tools and methods (e.g. focus group discussions, semi-structured interviews, participatory SWOT analysis) provides additional information that is equally important for indicator-based measurement of results and for project steering. The open approach also furnishes insights into the elements that the interviewees find important with regard to the project, how they rate these content elements of the project or partial aspects of the project, and where consensus or differences exist in the rating by the different stakeholder groups. As part of results-based monitoring, the findings obtained from the open recording of perspectives also contribute to reports to the commissioning party and to learning processes.

The open recording of different perspectives of key actors involved in the project enables statements to be made:

- on how the project is assessed by people/groups of people who are familiar with the project (target group, partners, intermediaries, GIZ staff, ...)
- for identifying blind spots and unintended results that were not taken into account during planning, as well as risks
- on the theory of change mapped by the results model ("Why has a result been achieved, or why not?") and on the theory of action ("Were the activities and instruments the right tools for achieving the results from the stakeholders' perspective?")
- and on the validity of the underlying hypotheses

The realization of the KOMPASS will be conducted by independent local experts and/ or a firm specializing in this field.

c. GIZ shall hire the contractor for the anticipated contract term, from 25.06.23 to 15.10.2023.

d. The contractor shall provide the following work/service:

e.

A. Preparation of the KOMPASS procedure:

- Familiarization with GIZ KOMPASS manual and guidelines and with the ICT project implemented activities, approaches, and monitoring and evaluation documents (e.g. results matrix, central project evaluation report), partner and project reports (desk study)
- Preparation of a 1-day kick-off workshop and interviews with the project team to get important insights on possible open research questions and the team perspectives (online or in person in Baghdad)
- Preparation of an adequate KOMPASS methodology with a mix of qualitative information collection tools such as semi-structured, open-ended interview designs for specific target groups (project partners and beneficiaries), a criteria-based random sampling approach and a road map with timeline in close coordination with the project and particularly the M&E focal point

- (Online) presentation of the methodology to the ICT project, discussion with the team and integration of feedback (PowerPoint, max. 15 slides)
- Coordination of the meetings, interviews, discussions with the identified members of the stakeholder groups in close coordination with the ICT project.

B. Implementation of Stakeholder Engagement Formats:

- Realization of up to 10 participatory sessions with the different target groups in group settings and individual interviews using adequate open-ended qualitative tools
- Analysis and compilation of the findings/ learnings and development of actionable recommendations for the follow-up project
- Presentation, and discussion with the project team (PowerPoint, max. 15 slides)
- Final report containing graphs, overviews and reader-friendly visualizations (Word or pptx., max 15 slides)
- 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 current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
 - A weekly (online) Jour Fixe with the ICT project focal point needs to be held to update the ICT project team on the progress of the project.

Deliverables

1) KOMPASS methodology (PowerPoint, max. 15 slides)

- Kick-off workshop
- The Contractor is responsible for preparing and documenting the methodology of the KOMPASS procedure taking into account the GIZ technical guidelines.
- The methodology should include a mix of qualitative information collection tools such as semi-structured, open-ended interviews etc.
- Further, it should include a sampling design for the specific target groups based on proposed criteria (e.g. regional representativeness, output/ topic-related activities, gender balance, grant size)
- The contractor is further asked to elaborate the concrete questionnaires and semi-structured interviews, discussions and workshop designs in coordination with the project.
- Presentation of the methodology and tools

2) Interview/ workshop logistics and participant management

- The contractor elaborates the road map and timeline for the realization and coordinates the meetings with partners and target groups (overview document)
- The KOMPASS sessions should be proposed as a mix of online and in-person meetings in adequate groups and include some individual interviews.

3) Presentation of findings and recommendations

- Development of a structured table for the documentation and clustering of findings
- Analysis of the results and elaboration of actionable recommendations for the follow-up project
- Presentation of the findings and recommendations, and discussion with the project team (PowerPoint, max. 15 slides)
- Final report containing graphs, overviews and reader-friendly visualizations (Word or pptx., max 15 slides)

Tender requirements

1. Qualifications of proposed staff

1.1. Team Leader/ Expert 1:

1.1.1. General qualifications

- Education: university degree (German 'Diplom'/Master) in university qualification in Social or Development Sciences, Political Science or other relevant degree
- Professional experience: 7+ years' experience in Social Science, Qualitative Research Projects, Project Evaluation or comparable professional work fields; Specific professional experience: 5+ years in in projects related to Monitoring, Evaluation and Knowledge Management, technical experience with ICT-related topics is an add-on

1.1.2. Experience in the region/knowledge of the country

- 4+ years of experience in implementing DC projects, 3+ similar reference project experience

1.1.3. Language skills

business fluency in English, full language proficiency in Arabic and/or Kurdish

1.2. Expert 2:

1.2.1. General qualifications

- Education: University qualification in Social or Development Sciences, Political Science or other relevant degree
- Professional experience: 4+ of professional experience in field research, data collection, qualitative assessments; Specific professional experience: 3+ years in projects related to Monitoring, Evaluation and Knowledge Management, technical experience with ICT-related topics is an add-on

1.2.2. Experience in the region/knowledge of the country

- 3+ years of experience in working in/ with international organisations, 2+ similar reference project experience

1.2.3. Language skills

- business fluency in English, full language proficiency in Arabic and/or Kurdish

2. Appropriateness of proposed concept

2.1 Experience in conducting monitoring, evaluation or similar service for international development or development cooperation organisations

2.2 Experience in conducting assessment or similar for GIZ

2.3 Expressed understanding of the KOMPASS methodology with the documentation submitted

III. Assessment of price

3. Specification of inputs

Sustainability aspects for travel

GIZ would like 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.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there

Fee days	Number of experts	Number of days per expert	Comments
• Preparation and presentation/discussion of the KOMPASS methodology	2	2	
• Preparation and implementation of the KOMPASS sessions	2	7	
• Documentation and analysis of findings	2	3	
• Final report with recommendations	2	3	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	2	2	
• Overnight allowance in country of assignment	2	2	
• Travel costs (train, private vehicle)	2	4	
Flights	Number of experts	Number of flights per experts	Comments
• International flights	0	0	
• Domestic flights	1	4	4 single flights
Other costs	Number of experts	Amount per experts	Comments

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 **Error! Reference source not found.** and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.*