

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

CONFIDENTIAL

Data collection on SSVPI results and change processes		Project number/ cost centre: 24.9007.6-001.00
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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 2023
DwP	Dealing with the Past
FK	Expert
FKT	Expert days
M&E	Monitoring and Evaluation
PVE	Prevention of violence and violent extremism
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development. As a public-benefit federal enterprise, GIZ supports the German Government and public and private sector clients in around 120 countries in achieving their objectives in international cooperation.

The GIZ project “Stabilisation Support and Violence Prevention in Iraq II” (SSVPI II), commissioned by the Federal Ministry of Foreign Affairs is running from December 2024 until May 2026. It supports the stabilization process in Iraq and contributes to the prevention of violence and violent extremism (PVE) through contributions to (i) community resilience through dialogue and youth engagement (ii) a component on transitional justice / dealing with the past initiatives to support social cohesion at community level, (iii) reintegration of returnees from northeast Syria to their areas of origin (AoO) in Iraq, through enhancing the capacity of Government of Iraq (GoI) stakeholder.

With a view to support the return process of Iraqi citizens from northeast Syria, the project’s engagement focuses on strengthening governmental institutions on strategy development, coordination and provision of essential services, including economic assistance, civil documentation, education and psychosocial support. The project promotes collaborative frameworks, such as steering committees and coordination meetings, to improve policy effectiveness and promote social reintegration.

To strengthen community resilience, the project supports local projects that address drivers of violent extremism, accompanied by capacity development on PVE to strengthen the role of national civil society organizations and selected governmental stakeholders to implement activities empowering women and youth to take an active role in their communities.

Emphasizing comprehensive Dealing with the Past and transitional justice approaches that restore relationships, the project aims at contributing to, inter alia, mutual acknowledgement of community grievances, memorialisation, reconciliation and trust-building within communities previously alienated. Therefore, the project provides capacity building on inclusive, bottom-up and conflict-sensitive Dealing with the Past approaches to local civil society organisations and government stakeholders.

SSVPI’s objective and areas of intervention

The current project term of the SSVPI project is from 01.12.2024 to 31.05.2026. The objective of the project “Stabilisation Support and Violence Prevention in Iraq” is: “The stabilisation process in central Iraq has been strengthened.” This stabilisation process is to be supported in the project’s impact logic through suitable measures and the achievement of underlying indicators.

Context of the tasks

Although the project itself conducts impact monitoring and indicator tracking, data collection from state institutions and municipalities is to be supported by an external third party. Outsourcing selected data collection activities offers the advantage of engaging a neutral actor, while also ensuring conflict-sensitive and high-quality data collection in hard-to-reach areas.

As part of the project's implementation, external support is required for data and information gathering within the scope of Monitoring & Evaluation (M&E) in two key areas of intervention:

- Strengthening state and civil society actors in the prevention of extremism and violence
- Empowering local communities in managing potential conflicts

The specific objective of this contract is to design, plan, and carry out qualitative data collection for both outcome and output-level indicators. The services to be provided are structured into three distinct work packages, each tailored to different target groups and taking into account geographic and administrative differences. These work packages are described in detail in the following chapter.

2. Tasks to be performed by the contractor

The assignment is scheduled to begin on the date of contract award and must be completed no later than 31.05.2026.

Within this timeframe, the contractor is responsible for delivering the services outlined below, thereby contributing to the project's overall monitoring system and supporting the implementation of related activities.

Throughout the assignment, the contractor is expected to maintain regular coordination with the GIZ project team.

Regular briefing and coordination meetings with GIZ are to be held at intervals of no more than 3 weeks.

The scope of services to be provided by the contractor includes the following key components:

- a.) Supporting data collection on improvements in the capacities of governmental human resources structures in the areas of preventing violent extremism and violent conflict.
- b.) Assessing changes initiated by the project at the level of PVE subcommittees, particularly regarding their roles, coordination practices, and effectiveness.
- c.) Collecting qualitative data on improvements community resilience and in the reintegration of Iraqi nationals returning from North East Syria—both among community members and within local administrative structures.

The main target groups of the data survey activities foreseen under this assignment are:

- Personnel of government administrative structures: The main service directorates have already been selected and include Ministry of Justice (MoJ), Ministry of Labour and Social Affairs (MoLSA), Ministry of Migration and Displacement (MoMD), Office of the National Security Advisor (ONSA), Ministry of Youth and Sports (MoYS), Ministry of Education, Ministry of Culture
- Members of PVE subcommittee representatives of local authorities at district or Governorate's level, community leaders, and civil society organisations
- At the local level the target group comprises district or governorate authorities, tribal, religious and community leaders, Iraqi citizens returning from Northeast Syria (returnees), members of local communities (including host communities, victims and survivors, women and youth) and representatives of civil society organisations

The project is implemented geographically in the governorates of Anbar, Diyala, Salah al-Din, Kirkuk, and Thi Qar. Given that conservative cultural and religious norms are deeply rooted in many parts of Iraq, particular attention must be paid to ensuring the accessibility of contracted services for vulnerable, neglected, and marginalized groups—such as women, youth, persons with disabilities, illiterate individuals, the elderly, and returnees.

The contractor is expected to ensure that the specific circumstances and needs of these groups—especially women—are meaningfully considered throughout the introduction, setup, and data collection phases of the implementation. This includes aspects such as the organisation of events, participant selection, and communication strategies.

Upon commencement of the assignment, the contractor will be provided with relevant background materials (e.g. parts of the project proposal, existing assessments such as context analyses conducted by GIZ or its partners). In addition, the contractor will be connected with relevant local governmental institutions and civil society actors.

Furthermore, the contractor is expected to coordinate closely with other implementing partners of the project. This is essential to prevent duplication, avoid potential conflicts, and—ideally—to build on and complement ongoing activities.

The services to be delivered under this contract are organized into three work packages (WPs). The contractor is responsible for delivering the following work packages, along with the associated milestones:

Work Package 1: Qualitative Assessment of Government Agencies in the Context of PVE, Dealing with the Past and Reintegration

Work Package 1 aims to provide GIZ with deeper insights into qualitative changes and improvements within government institutions—specifically regarding their efforts in preventing violent extremism (PVE), addressing the needs of returnees and those who experienced harm and suffered of the IS-occupation.

The project's impact logic is based, in part, on the assumption that targeted interventions for state employees lead to qualitative improvements in PVE and Dealing with the Past (DwP). It further assumes that the tools and methodologies provided through the project are actively and effectively applied in practice. Accordingly, the contractor's tasks focus on the planning and implementation of qualitative data collection among government employees working in the fields of PVE, reintegration and DwP.

Once the project and its implementation partners have completed their training sessions with government staff, the contractor will be introduced to the relevant target group and to selected work processes in the areas of PVE, reintegration and DwP. Based on this, the contractor will develop a brief target group profile. Considering the total number of trained state employees, the variability in their involvement in PVE, reintegration and DwP, and the requirements for indicator measurement, the contractor will then develop an appropriate sampling strategy and survey methodology.

This methodology will be reviewed and agreed upon with the project team and subsequently applied by the contractor to conduct the data collection independently of GIZ and the implementing partners.

The interviews for the data collection take place in Baghdad and are conducted by the Team Leader and Key Expert 1.

Detailed tasks under Work Package 1 include:

- Reviewing the measures implemented (3 measures in total), including the corresponding training materials.
- In order to develop a common understanding of the details of the task, the project will organize a workshop with the participation of the contractor. Through the workshop, project staff will further enhance their skills to design data collection methods to measure outcome and output indicators.
- Preparation of an inception report, including detailing the survey methodology.
- Design of a standardised survey framework, including:
 - o A tailored sample of state employees who participated in the measures
 - o A simple evaluation framework for assessing potential improvements in PVE- and DwP related performance
 - o An interview guideline focused on core work processes, application of newly acquired PVE /DwP tools/methodologies, and practical examples
 - o A brief qualitative assessment of the training quality and key takeaways related to PVE and DwP
-
- Conducting interviews with government employees (based on the developed guidelines) in up to 35 interview sessions and up to 2 focus group discussions, to be held in Baghdad
- Documentation, processing, and anonymised analysis of the raw interview data
- Preparation of a summary analysis report, with particular emphasis on indicator achievement. Handover of anonymised raw data is mandatory.

Milestones/process steps/partial services	Deadline/place/person responsible
Joint workshop	15.10.2025
Inception Report, incl. detailing methodology submitted	30.10.2025
Survey interviews conducted and documented	15.04.2026
Data processing finalised	30.04.2026
Summary report submitted	15.05.2026

Expected number of Expert days for provision of services:

Team Leader: 10 expert days

Key Expert 1: 20 expert days

Short Term Expert Pool 1: 10 expert days

Work Package 2: Data collection from PVE sub-committee members on the implementation of training contents and application of working aids

This work package involves the collection of qualitative data on 9 PVE sub-committees, which are supported by the project and its implementing partners with methodological and content-related guidance in 4 governorates and 6 districts. These sub-committees are non-permanent bodies with rotating membership.

The aim of the survey to be carried out by the contractor is twofold:

- 1.) To gather insights into the sub-committee's work in the fields of prevention and reintegration,

- 2.) To assess how effectively acquired knowledge and developed tools are being applied to prevent violent extremism, in particular to implement the local Plans of Action.

As trainings and advisory activities take place in various governorates—sometimes simultaneously—the contractor shall conduct data collection in each geographic unit following the conclusion of the respective training cycles. The expected outcome is the generation of high quality data relevant for the fulfilment of the indicators and the formulation of general conclusions on a.) the effectiveness of the cooperation with the sub-committees and b.) the possible positive effects of the capacity development measures carried out by implementing partners.

In compliance with applicable data protection regulations, data and contact information of sub-committee members will be shared with the contractor by the implementation partners.

Before starting the actual data collection, the contractor shall develop a general sampling and survey strategy in collaboration with the project team and implementation partners. This framework will then be applied consistently across all territorial units to ensure comparability and minimum data quality standards.

A maximum of 20 in depth interview sessions and 9 background discussions with sub-committee members are to be conducted in 4 governorates/7 districts.

In detail, the following tasks are to be performed under this work package:

- The contractor participates in meetings in a joint meeting in Baghdad with the project and implementation partners in Baghdad to understand the composition, working methods, and thematic focus of the PVE sub-committees, and to develop together with the project staff the survey objectives and the overall approach, including relevant indicator targets. Regional similarities and differences should also be identified where applicable.
- Based on initial findings, the contractor submits an inception report summarising the survey objectives and overall approach.
 - o Development of survey methodology and sampling strategy, including:
 - o A catalogue of selection criteria for identifying sub-committee members to be interviewed
 - o A customised sampling strategy per governorate
 - o Interview guidelines for both individual interviews and focus group discussions
 - o A travel and interview schedule for each governorate
- The contractor conducts in-depth interviews and focus group discussions on-site in accordance with the agreed methodology and guidelines (up to 20 interviews in 4 governorate/ 7 districts).
- The contractor is responsible for documenting, processing, and anonymising all raw interview data.
- The contractor prepares an analysis summary report with a special focus on indicator achievement. The handover of anonymised raw data to the project team is mandatory.

Milestones/process steps/partial services	Deadline/place/person responsible
Joint workshop	15.11.2025
Inception Report, incl. detailing survey objectives and approach, submitted	30.11.2025

Conducting and documenting up to 30 in-depth interviews	01.04.2026
Data processing finalised	15.04.2026
Summary report submitted	15.05.2026

Expected number of Expert days for provision of services:

Team Leader: 4 expert days

Key Expert 1: 10 expert days

Short Term Expert Pool 1: 6 expert days

Short Term Expert Pool 2: 30 expert days

Work Package 3: Data collection at municipal level in the area of conflict management and extremism prevention

This work package focuses on qualitative data collection related to the project's field of work: "Strengthening local communities in dealing with potential conflicts." As part of the SSVPI project, activities are implemented through various partners across 5 governorates and 15 districts at the community level. The objectives of these activities include:

- Promoting the reintegration of Iraqi returnees from northeast Syria, fostering reconciliation, and enhancing the management of potential conflicts;
- Facilitating dialogue and reconciliation processes between survivors/victims, returnees, and host communities;
- Improving peaceful coexistence, social cohesion, and resilience against violent extremisms within host communities;
- Encouraging the active involvement of local state institutions at the municipal level in initiatives aimed at conflict management and prevention of extremism;

The qualitative data to be collected shall be obtained through interviews and focus group discussions involving all relevant actors at different levels:

- Local state institutions (Governorate and district level),
- Civil society organisations,
- Members of local communities, including tribal and religious leaders, returnees, survivors, and host community members.

For each target group, the contractor is required to develop a tailored survey methodology that:

- Meets the indicator requirements of the project, ensuring data supports monitoring and evaluation;
- Reflects conflict- and trauma-sensitive approaches, recognising the sensitive and potentially volatile nature of the topics;
- Incorporates gender-sensitive aspects, ensuring that the specific needs and perspectives of women and other vulnerable groups are adequately represented.

In detail, the following tasks are to be performed under this work package:

- The contractor participates in a workshop organized by the project where it obtains information from the project and implementation partner about the working methods and activities to achieve the project objective. During the workshop, the survey objective and approach will be developed together with the project staff. The

contractor is expected to provide advice on how to measure concepts relevant to the project's field of engagement and corresponding indicators. If necessary, regional similarities and differences should also be identified.

- Based on the results of the workshop, the contractor summarises their understanding of the survey objective and general aspects of the approach in an inception report.
- The contractor develops a survey methodology together with a suitable sampling strategy (per geographical unit) and presents this to the project in a technical meeting
 - minimum content is as follows:
 - o A customised sampling strategy for each target group per governorate
 - o Interview guidelines for personal interviews and focus group discussions
 - o A travel and interview schedule for each governorate
- The contractor conducts max. 450 interviews and focus group discussions with all target groups in accordance with the survey planning on the basis of the interview guidelines; the interviews take place on site in person
- The contractor is responsible for documentation, processing and analysing the raw data from the interviews in anonymised form
- The contractor prepares an analysis summary report with special focus on indicator achievements, handover of raw data is mandatory

Milestones/process steps/partial services	Deadline/place/person responsible
Joint workshop	15.10.2025
Inception Report, incl. detailing survey objectives and approaches, submitted	25.10.2025
Conducting and documenting up to 450 Survey interviews	01.04.2026
Data processing finalised	20.04.2026
Summary report submitted	15.05.2026

Expected number of Expert days for provision of services:

Team Leader: 10 expert days

Key Expert 1: 25 expert days

Short Term Expert Pool 1: 34 expert days

Short Term Expert Pool 2: 195 expert days

Period of assignment: from 15.08.2025 until 31.05.2026

3. 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.

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 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).

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 coordination includes the following points:

- The contractor is responsible for selecting, preparing, training and steering its national short and long-term experts assigned to perform the advisory tasks. This also concerns ensuring their security.
- The contractor provides logistics, 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.
- Close coordination with GIZ technical advisor located Baghdad is mandatory, ensuring compliance with reporting requirements

Further requirements (1.7)

Technical/thematical experience

The contractor should have knowledge of concepts and conceptual approaches to prevention of violent extremism, conflict potentials, reconciliation/transitional justice, reintegration, social cohesion. Furthermore, experience/knowledge in measuring prevention of conflicts /PVE, social cohesion, trust/better understanding of others/empathy is expected.

Sensitive approaches

In this area, the contractor must demonstrate political sensitivity when dealing with government officials. Furthermore, experience in trauma sensitivity and 'do no harm' (dealing with potentially traumatised persons) as well as experience in dealing with perceived IS supporters and travelling to remote and volatile areas, e.g. Al Qaim, are important prerequisites.

Safeguards and social equality considerations with specific reference to services:

The contractor is required to take the following key measures to avoid or reduce possible unintended negative consequences and to support equal participation, human equality, and inclusivity in its area of responsibility:

Conflict and context sensitivity and human rights:

- The contractor is expected to outline how the activities will be implemented in a context- and conflict-sensitive manner, taking into account social cohesion challenges and ensuring non-discriminatory selection of participants. The contractor should be aware that the broader context remains affected by sporadic acts of violence or terrorism as well as related trauma. Activities should aim to balance the needs of returnees and host communities and be sensitive to issues related to (perceived) IS-affiliations.
- Conflict and context sensitivity must be addressed as an integral part of both the design and implementation of the developed formats, services, and trainings for municipal administrations, service directorates, and civil society actors.
- Equality and inclusive participation:
 - In designing and implementing all measures, particular attention must be given to overcoming social and structural disadvantages that may affect equal participation of both women and men. This includes ensuring equitable access to information services, citizen engagement processes, state-citizen dialogue, basic services, and capacity-building measures.
 - The contractor is expected to promote balanced representation and inclusive participation in all interventions and, where relevant, design targeted measures that specifically encourage the involvement of underrepresented groups, especially women.
 - Special attention should also be given to the specific challenges faced by female-headed households, widows, single mothers, and others in vulnerable situations, particularly within conservative settings. Considerations should include long travel distances to work or training locations, care responsibilities, mobility limitations, and cultural sensitivities around mixed-gender events.
 - The contractor is required to directly address the needs of women and other vulnerable groups as specified in the Working Packages, ensuring their participation is supported through culturally appropriate, safe, and accessible mechanisms.

Data protection/Processing of personal data

The execution of the contract will be associated with processing of personal data by the contractor for the client, particularly in regards to the management of participants for trainings (both for trainings of partner staff or civil society actors), in citizen participation formats (especially for dialogue sessions) and in the organisation and management of the study trip. Such data processing shall always be carried out only on behalf of and in accordance with the instructions of the client.

The bidder must set out the technical and organizational measures (TOM) it takes to ensure a high level of data protection and data security in an annex to its bid. The contractor should also indicate in its bid all relevant certifications it has (e.g., according to ISO 27001).

In addition, the contractor must support the client on compliance with data protection formalities.

4. 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.

Team leader

Tasks of the team leader

- Overall responsibility for the contract on the side of the contractor (quality and deadlines)
- Oversee the performance and quality of results produced by the contractor and that all requirements, policies, legal guidelines, and ethics are communicated to the team and observed
- Liaising for the coordination between contractor and GIZ, coordinating and ensuring communication with GIZ, implementing partners and other relevant stakeholders
- Personnel management, incl. identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and short-term experts.
- Responsibility for regular reporting in accordance with deadlines; reviewing all reports submitted by the field coordinators to ensure quality performance, prevent issues and resolve problems.
- Focal point for overall cooperation steering in terms of services, administration, finance, and other issues.
- Ensure requirements, policies, principals, legal guidelines, and ethics are communicated all the way from the management to the field team, and that they are followed at all times.

Qualifications of the team leader

- Education/training (2.1.1): Master-level degree or equivalent in Social Sciences, Statistics or a field relevant to quantitative and qualitative research
- Language (2.1.2): C2-level language proficiency in English, C2-level language proficiency in Arabic
- General professional experience (2.1.3): 7 years of professional experience in the sector of international cooperation and governments
- Specific professional experience (2.1.4): 7 years in M&E (4/10) of which 2 years in fragile contexts (2/10) and 2 years in PVE or DwP (4/10)
- Leadership/management experience (2.1.5): 10 years of leading technical teams (6/10), and 5 years of management/leadership experience as project team leader or manager in a company (4/10)
- Regional experience (2.1.6): 5 years of experience in projects in the Middle East (5/10), of which 2 years in projects in Iraq within the last 5 years (5/10)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in international cooperation with a development focus or a closely related field
- Other (2.1.8):
 - Excellent organizational and leadership skills, inter-personal and communication, collaborative skills.
 - Proven familiarity or experience in developing Monitoring, Evaluation and data survey design, methodology, tools and data analysis to supervise and support the technical team in various sectors,
 - Strong understanding of service contract implementation, including invoicing and other administrative questions

Key expert 1: Field Coordinator

Tasks of key expert 1

- Focal points for planning, data collection and analysis, discussion and presentation of findings and reporting on work-packages
- Designing Field Work Plan
- Coordinate the implementation of the field work and data collection
- Review all reports and data submitted by the field data enumerators, analysis team and technical experts, ensure quality and timely drafting and submission of work package reports to the contracting agency.
- Responsible for training of field staff
- Responsible for observation do-no harm, conflict sensitivity and other work principles

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor level degree in Social Sciences, Statistics or a field relevant to quantitative and qualitative research (or equivalent)
- Language (2.2.2): C2 -level language in Arabic (6/10); C1-level English
- General professional experience (2.2.3): 5 years of experience in operations connected to qualitative data surveys and M&E
- Specific professional experience (2.2.4): 5 years of experience in qualitative and quantitative field research (4/10) of which 2 of them in thematic areas linked to PVE (6/10)
- Leadership/management experience (2.2.5): 3 years of leading teams in a fragile context
- Regional experience (2.2.6): 5 years of experience in projects in the Iraq (5/10), of which 2 years in projects in Iraqi remote areas (5/10)
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in international cooperation / humanitarian sector
- Other (2.2.8):
 - 2 years of experience on research methodologies including survey design, focus group discussions, key informant interviews, etc. (2/10)
 - 2 years of experience in working with Iraqi central government agencies (2/10)
 - 2 years of experience in working with local government agencies (2/10)
 - 2 years of experience in working with civil society organisations (2/10)
 - focus group discussions, key informant interviews, etc. (2/10)

Short-term expert pool 1 (data analysis) with minimum 2, maximum 2 members

Tasks of the short-term expert pool 1

- Adapt standard data collection tools to each work package
- Ensure standardized data collection in line with the adapted standard tools and review data submitted by field enumerators for accuracy and quality
- Compile and analyse survey data, examine plausibility, and provide verification/quality management
- Process raw data and create evaluations according to indicator requirements
- Work closely with the data collectors to review and ensure that data submitted are appropriate and accurate for reporting
- Prepare reports on time and in high quality (logical, clear, and precise structure)

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): Bachelor's degree or equivalent in quantitative or qualitative research at subnational level
- Language (2.6.2 C2 in English (6/10) and B2 in Arabic (4/10)
- General professional experience (2.6.3): 5 years of experience in ME&V, quantitative and qualitative data analysis
- Specific professional experience (2.6.4): 4 years of field data analysis Data analysis of qualitative data from subnational surveys
- Regional experience (2.6.5): 5 years of experience in Iraq (6/10), of which 1 year in the context of remote area surveys within the last seven years (4/10)
- Development cooperation (DC) experience (2.6.6): 5 years of experience in international cooperation / humanitarian sector

Short-term expert pool 2 (field enumerators) with minimum 10, maximum 15 members

Training of the enumerators is not foreseen during the duration of the service contract. Enumerators are expected to be fully trained and ready upon the beginning of the contract. Availability of a pool of enumerators in an appropriate number to cover parallel WPs is expected.

Tasks of the short-term expert pool 2

- Collect quantitative and qualitative data at the field level
- Conducting interviews and focus group discussions
- Documentation of raw data and initial quality checks
- Communicate closely with team leader and Data analytic team

Qualifications of the short-term expert pool 2

- Education/training (2.7.1): Bachelor-level degree or equivalent relevant for Data collection
- Language (2.7.2): 10 experts with C2-level language proficiency in Arabic, B2-level language in English
- General professional experience (2.7.3): 5 years of experience in data collection
- Specific professional experience (2.7.4): 5 years of experience in field work of enumerators
- Regional experience (2.7.5): 10 experts with 3 years of experience in Iraq
- Development cooperation (DC) experience (2.7.6): year of experience in international cooperation, development or humanitarian sector

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills

- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking
- Solution oriented thinking and pro-active communication especially with GIZ should issues in field work or reporting arise

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

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

Sustainability aspects for travel

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
Team Leader	1	24	24	
Key Expert 1	1	55	55	

Short Term Expert Pool 1 (data analysis)	2	25	50	Up to 2 members, 30 days each
Short Term Expert Pool 2 (field enumerators)	15	15	225	Up to 15 members, 15 days each
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	15	15	225	For up to 15 days, 15 enumerators
Overnight allowance in country of assignment	13	15	195	
Transport	Quantity	Number	Total	Comments
Travel expenses (car) Estimated total distance to travel	11,400 km	1	11,400 km	App. 11,400 km to travel by car (all experts)
Other costs	Number	Price	Total	Comments
Procurement of materials and equipment	1	IQD 786,000	IQD 786,000	The budget contains the following costs may contain equipment which will need to be purchased for data collection / processing /analysis. against evidence.
Flexible remuneration	1	10%		A budget of 10% of the overall budget amount is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

GIZ and/or the Implementing Partners will provide the contractor with the required secondary data forming the basis of the monitoring and verification to be performed. This includes proposals, reports and bills of quantities, contact details of target group members, locations and more.

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 15 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 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 must 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.