

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

PUBLIC

Political Analysis Subscription Package- contract of works	Project number/ cost centre: B300029
	Tender number 10029018

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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

GIZ Iraq requires continuous and rapid political analysis and assessments to support security assessments, operational decision-making, and the safeguarding of programme implementation. In particular, the possibility for regular political analysis is urgently required to strengthen GIZ Iraq's risk assessment and information triangulation capacities in a highly dynamic environment. This is particularly true for the volatile context and the complex political and partner system with regional differences in Federal Iraq (FI) and the Kurdistan Region (KRI). The availability of such regular insights is becoming more evident for effective and sustainable implementation and steering.

The contractor is responsible for providing the following services:

- Regular (weekly) executive-directed political insights in a digestible newsletter format for GIZ Iraq staff and tailored to the needs of an international development organization
- Monthly Snap Analysis covering a summary of recent developments, insights into politics, economy, social and climate aspects

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Regular (weekly) executive-directed political insight newsletter	Start of each week for 2 years	Tailored to the needs of an international development organization 6-8 pages, covering and analyzing key developments across political, stabilization, development, economic, and environmental issues Arrival in time
Monthly Snap Analysis covering a summary of recent developments, insights into politics, economy, social and climate aspects	Start of each month for 2 years	Tailored to the needs of an international development organization 3-5 pages, deep dive into an impactful shift in Iraq's context or a complex policy issue Arrival in time

Period of assignment: from 08.07.2026 until 31.07.2027.

2. 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 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.

The tenderer is required to suggest a **structure** for the weekly report and monthly snap analysis and **provide recent examples**.

The tenderer is required to provide a **list of reference projects** for other international government and implementation agencies.

Further requirements (1.7)

The tenderer is required to prove local presence and therefore, respective information channels and connections on the ground. (both, in FI and KRI).

The tenderer must be non-partisan and highly independent.

The tenderer is required to take specific aspects such as regional and local differences (FI/ KRI, governorates), different groups (gender, religious groups and minorities, migration affected groups such as IDP's, refugees, returnees), perspectives of different ministries and/or political parties into account and include climate- and environmental as well as social aspects into the analysis where applicable. Further, data and data sources should be included.

3. 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.

The presented expert pool must cover the required regional expertise and language skills as well as the general expertise on political analysis in Iraq (FI and KRI) plus specific expertise on the key topics of the Iraq portfolio, in particular Migration, Conflict, Social Inclusion, Civil Society and Gender, Security, Economy, Financial Markets and Systems, Employment, Public Finance, Environment and Water, Climate, Renewable Energy and related nexus topics.

The expertise needs to be proved with a list of reference projects attached to the CV.

Team leader

Tasks of the team leader

- 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 assigning the right expert for the specific tasks including short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Consultation services

Qualifications of the team leader

- Education/training (2.1.1): university degree ('Diplom'/Master) in political science, international relations or similar
- Language (2.1.2): C2-level language proficiency in English, Kurdish, Arabic
- General professional experience (2.1.3): 12 years of professional experience in the Political Development sector
- Specific professional experience (2.1.4): 5 years
- Leadership/management experience (2.1.5): 8 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in Security and Political Analysis in Iraq with specific context expertise on both, Federal Iraq and the Kurdistan region (region)
- Development Cooperation (DC) experience: 5 years

Key expert 1

Tasks of key expert 1

- Provision of regular analytical information products (weekly executive-directed political insights and monthly Snap Analysis)
- Provision of high-quality consultation services and Q&A sessions, e.g. preparation of inputs for in-person and online meetings, content-related preparation and facilitation of workshops
- Elaboration of tailor-made and needs-oriented analysis on specific questions or topics upon ad-hoc request

Qualifications of key expert 1

- Education/training (2.2.1): university degree ('Diplom'/Master) in political science, international relations or similar
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 6 years
- Specific professional experience (2.2.4): 4 years
- Regional experience (2.2.6): 5 years in Iraq with specific context expertise on both, Federal Iraq and the Kurdistan region as well as regional experiences on Governorates level

- Development Cooperation (DC) experience (2.2.7): 6 years

Tasks of key expert 2

- Provision of regular analytical information products (weekly executive-directed political insights and monthly Snap Analysis)
- Provision of high-quality consultation services and Q&A sessions, e.g. preparation of inputs for in-person and online meetings, content-related preparation and facilitation of workshops
- Elaboration of tailor-made and needs-oriented analysis on specific questions or topics upon ad-hoc request

Qualifications of key expert 2

- Education/training (2.3.1): university degree ('Diplom'/Master) in political science, international relations, international development or similar
- Language (2.3.2): C2 -level language proficiency in English, Kurdish and Arabic
- General professional experience (2.3.3): 6 years
- Specific professional experience (2.3.4): 4 years
- Regional experience (2.3.6): 5 years in Iraq with specific context expertise on both, Federal Iraq and the Kurdistan region as well as regional experiences on Governorates level
- Development Cooperation (DC) experience (2.3.7): 6 years

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

4. Costing requirements

Contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Regular (weekly) executive-directed political insight newsletter	Estimated price per year: 18 expert days	Start of each week for 1 year
Monthly Snap Analysis covering a summary of recent developments, insights into politics, economy, social and climate aspects	Estimated price per year: 12 expert days	Start of each month for 1 year

5. 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 5 pages (excluding CVs and reference projects). 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 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

6. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically: extension of regular political analysis package for one (1) additional year.

Requirements

In case of a positive assessment of interim results of the provided services and assessed further need/ interest in the regular political analysis subscription.

Quantitative requirements for the optional services

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Regular (weekly) executive-directed political insight newsletter	Estimated price per year: 30 expert days	Start of each week for 1 additional year
Monthly Snap Analysis covering a summary of recent developments, insights into politics, economy, social and climate aspects	Estimated price per year: 18 expert days per month	Start of each month for 1 additional year

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.