

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

Data Collection, Analysis and Reporting in Support of the ICCA Midterm Review and the Resilience Analysis of GIZ's Transitional Development Assistance Portfolio in Anbar Governorate, Iraq	Project number/ cost centre: G-012498-001 Tender number
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AKIS	Agricultural Knowledge and Innovation System
ARILA	Assisting Reconstruction and Improved Living Conditions in Anbar
AVB	General Terms and Conditions of Contract for supplying services and work
FKT	Expert days
ICCA	Improving Climate Resilience and Social Cohesion in Anbar
KZFK	Short-term expert
MTR	Midterm Review
RePLECA	Restoration of Peace, Livelihoods and Economic Cycles in Anbar
TDA	Transitional Development Assistance
ToR	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been active in Iraq since 2014, implementing projects on behalf of the German Federal Government and other donors. The project “Improving Climate Resilience and Social Cohesion in Anbar” (ICCA) is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in close cooperation with the authorities of Anbar Governorate.

ICCA builds on previous GIZ-supported interventions in Anbar and aims to consolidate results, strengthen partner ownership, and anchor relevant approaches within Iraqi partner structures. In response to increasing climate-related risks, the project places particular emphasis on climate resilience and adaptation.

ICCA’s overall objective is to improve the resilience of Anbar’s population in the face of conflict-related risks and the impacts of climate change. The project seeks to achieve this by strengthening services, structures, and processes that contribute to community resilience. Its activities focus on the three districts of Fallujah, Ramadi, and Heet.

At governorate level, ICCA cooperates with key institutions, including the Governor Office of Anbar, the Directorate of Agriculture, the Directorate of Water Resources, and the Center for Agricultural Extension and Training. In the areas of public participation and social cohesion, the project works with the local administrations of Fallujah, Ramadi, and Heet, as well as with the Directorate of Education, the Directorate of Youth and Sport, the Directorate of Environment, the Training Development Center (TDC), and other relevant institutions.

ICCA addresses these challenges through an integrated approach combining climate adaptation, agricultural advisory services, citizen participation, and social cohesion. The project supports local government and public sector actors to identify and address climate-related risks, strengthens agricultural advisory services to promote climate-smart practices, improves mechanisms for citizen participation, and builds capacities for conflict early warning and systemic conflict management at district level.

ICCA project is structured along four main outputs:

1. Knowledge management for climate adaptation: Strengthening decision-making on climate change adaptation through improved systems for collecting, managing, and using relevant knowledge and data.
2. Agricultural Innovation System (AIS): Improving farmers’ access to climate-smart agricultural advisory services through the development and strengthening of an AIS framework.
3. Conflict Early Warning and Early Response System (CEWARN): Supporting local peace actors to systematically identify, analyse, monitor, and address local conflict dynamics.
4. Capacity development for local government: Strengthening the capacities of local officials to address climate-related challenges and promote effective citizen participation mechanisms.

The ICCA project builds on earlier measures carried out under the ‘Restoration of Peace, Livelihoods and Economic Cycles in Anbar (RePLECA)’ and ‘Support for Reconstruction and

Improvement of Living Conditions in Anbar (ARILA) projects, whilst also marking the conclusion of three Transitional Development Assistance (TDA) projects in Anbar.

As ICCA represents the final phase of Transitional Development Assistance implemented by GIZ in Anbar, the project is expected to contribute to an evidence-based stocktaking of selected results, approaches, and lessons from the broader Transitional Development Assistance portfolio in the governorate. This requires consideration of ICCA's current implementation, the approaches and thematic priorities of predecessor projects, and the wider analytical framework of TDA resilience analysis.

The data collection assignment is therefore expected to generate evidence for the ICCA midterm review and for a broader resilience analysis of GIZ's TDA engagement in Anbar. The findings will inform learning on project implementation, resilience-oriented programming, and the effectiveness and sustainability of TDA approaches in the Anbar context.

Against this background, GIZ seeks to commission external data collection services to support two related analytical processes: the midterm review of the ICCA project and a resilience analysis of GIZ's Transitional Development Assistance engagement in Anbar. The assignment will provide independently collected qualitative and quantitative data, which will serve as an evidence base for subsequent analysis, learning, and strategic decision-making.

Assignment Purpose

The assignment comprises the design and implementation of data collection, the analysis of collected data, and the preparation of analytical outputs to support the ICCA midterm review and the resilience analysis of the TDA Anbar portfolio.

The MTR-related workstream will supplement existing data from results-based monitoring (RBM) data through the systematic collection and analysis of stakeholder perspectives. These stakeholders may include beneficiaries, implementing partners, and relevant institutional actors. The assignment will apply the **GIZ KOMPASS methodology as a participatory qualitative approach** to document and compare stakeholder perspectives on intended and unintended project outcomes, underlying causal mechanisms, and external factors, including risks and assumptions that influence project performance. This will support critical reflection on the project's results logic, help identify potential blind spots in indicator-based monitoring, and generate actionable insights for adaptive management during implementation.

In parallel, the assignment will support a systematic resilience analysis of GIZ's Transitional Development Assistance in Anbar. The analysis will be structured primarily around the **3A framework, focusing on absorptive, adaptive, and anticipatory resilience capacities**. This framework will be used to examine how selected project outcomes and intervention approaches have contributed, or may contribute, to strengthening resilience in a fragile context.

Although the three projects differ in implementation status, they will be considered as part of GIZ's broader TDA engagement in Anbar. The resilience analysis will therefore examine RePLECA, ARILA, and ICCA in relation to the following three fields of action of TDA:

- food and nutrition security;
- peaceful and inclusive communities; and

- rebuilding basic infrastructure and services.

The resilience analysis will combine an output-level assessment of selected results with stakeholder perspectives and, where feasible, beneficiary perspectives. This approach is intended to assess the extent to which TDA objectives have been achieved or are likely to be achieved, and to better understand how and under what conditions project interventions contribute to strengthening absorptive, adaptive, and anticipatory resilience capacities.

The findings generated through this assignment are expected to support evidence-based decision-making by:

- a) informing adaptive management of ICCA as part of the midterm review process; and
- b) contributing to the identification of relevant and effective intervention mechanisms for strengthening resilience across the TDA Anbar portfolio.

2. Tasks to be performed by the contractor

The assignment is structured into three work packages. Work Package 1 consists of the inception phase. Work Packages 2 and 3 are expected to be implemented in parallel to the extent feasible, while ensuring methodological separation, data quality, and manageable demands on stakeholders. The contractor shall propose an integrated implementation strategy during the inception phase.

Across all work packages, the contractor shall ensure regular coordination with GIZ, conflict-sensitive and gender-sensitive data collection, informed consent, confidentiality, secure data handling, and compliance with applicable data protection standards. The contractor shall also ensure that overlapping stakeholder engagement under Work Packages 2 and 3 is planned in a way that minimises duplication and avoids influencing responses across the two workstreams.

Work Package 1: Inception Phase (up to 17 expert days)

During the inception phase, the contractor shall develop and compare practical implementation options for combining data collection for the KOMPASS exercise and the resilience analysis, while maintaining the methodological integrity of both workstreams.

The inception phase shall also define a communication and expectation-management approach for engaging stakeholders. This approach should ensure that data collection remains unbiased and consistent, while clearly communicating that ICCA represents the concluding ('exit') phase of GIZ's TDA engagement in Anbar and that participation in the assessment does not imply commitments regarding future support.

This inception phase will involve the following activities:

- Participation in an online kick-off and clarification meeting with GIZ at the beginning of the assignment;
- Desk review of documents provided by the project, including RePLECA, ARILA, and ICCA project documents, results matrices, progress reports, the GIZ KOMPASS manual, monitoring and evaluation documents, and other relevant materials;
- Review of the ICCA results model in cooperation with the project team, including one or more workshops with relevant project staff;

- Development of methodological options for combining and sequencing data collection under Work Packages 2 and 3;
- Preparation and submission of an inception report including:
 - the detailed KOMPASS methodology, work plan, sampling approach, and data collection tools;
 - the detailed methodology, work plan, sampling approach, and data collection strategy for the resilience analysis of the TDA portfolio;
 - an integrated implementation plan for the work packages 2 and 3 showing parallel activities, synergies, separate methodological requirements, timelines, responsibilities, and risk mitigation measures
- Development and presentation of a framework for resilience contributions under TDA Anbar (resilience variables, contribution logic, and triangulation approach)
- Revision of the inception report and data collection tools based on feedback from GIZ.

Milestones/process steps/partial services	Deadline
Kick-off Workshop	20.07.2026
Draft concept (10 pages max) for KOMPASS and data collection for resilience analysis (explanations of the survey approaches and plans in each case)	26.07.2026
Inception Report (12 pages methodology (maximum) + appendix)	09.08.2026

Expected number of Expert days for provision of services under work package 1:

Team Leader: up to 7 expert days

Key Expert 1: up to 10 expert days

GIZ will provide the relevant documentation to the contractor immediately after contract award and, where feasible, before the kick-off meeting.

Due to partial overlap in stakeholders and fieldwork locations, the contractor shall develop an integrated fieldwork strategy for Work Packages 2 and 3. This strategy shall minimise duplication and stakeholder fatigue while ensuring that the two workstreams remain methodologically distinct, separately documented, and analytically independent.

Work Package 2: KOMPASS-based data collection and analysis for the ICCA Midterm Review (up to 35 expert days)

The objective of the KOMPASS review exercise is to gather the opinions, views and perspectives of various stakeholders regarding their current perception of the project. Stakeholders will be selected from relevant institutions and groups, including the Governor Office of Anbar, the Directorate of Agriculture, the Directorate of Water Resources, the Centre for Agricultural Training and Extension, the local administrations of Fallujah, Ramadi, and Heet, the Directorate of Education, the Directorate of Youth and Sport, the Directorate of Environment, and selected primary beneficiary groups.

Stakeholders will be selected from the Governor's Office of Anbar, the Directorate of Agriculture, the Directorate of Water Resources, and the University of Anbar, particularly the College of Agriculture, mayoralties of Fallujah, Ramadi, and Heet, the Directorate of

Education, the Directorate of Youth and Sport, Directorate of Environment and primary beneficiaries.

Through key informant interviews, focus group discussions, and other appropriate qualitative methods, stakeholders will be invited to share their perspectives on project relevance, implementation progress, strengths and weaknesses, enabling and constraining factors, unintended positive and negative effects, and issues requiring attention during the remaining implementation period.

The KOMPASS exercise shall also consider gender, peace, and conflict sensitivity, drawing on the gender analysis and peace and conflict assessments conducted during the project design phase. It shall examine the extent to which these considerations are reflected in implementation and perceived by relevant stakeholders.

The project has preliminary identified around 40 potential interview partners from around 20 institutions. The total number of individual KII respondents and FGD participants under Work Package 2 shall not exceed 50, unless otherwise agreed with GIZ during the inception phase.

For all data collection activities, the contractor shall ensure informed consent, confidentiality, secure data handling, conflict-sensitive facilitation, gender-sensitive approaches, and compliance with applicable GIZ data protection requirements.

Contractor's responsibilities

The contractor analyses the ICCA results model and pays particular attention to the results hypotheses, assumptions and risks as well as the interactions. Based on the results of this task, the contractor is expected to the KOMPASS methodology in line with GIZ requirements. The overall methodological structure is predefined; however, justified context-specific adaptations may be proposed by the contractor and agreed with GIZ during the inception phase.

The contractor shall provide the following services in close coordination with GIZ:

- review and analyse the ICCA results model, with particular attention to results hypotheses, assumptions, risks, and interactions between outputs and outcomes;
- develop proposals for areas of in-depth analysis under the KOMPASS exercise, based on the review of the results model;
- develop the KOMPASS survey concept, methodology, sampling approach, and data collection tools;
- finalise interview lists and prepare KII and FGD guidelines;
- prepare a detailed time and process plan, including contingency arrangements in case interview partners are unavailable;
- identify the support required from GIZ for stakeholder access, logistics, and coordination;
- recruit, contract, and train local enumerators from Anbar, ensuring that they are familiar with the methodology, ethical standards, data protection requirements, and conflict-sensitive interviewing;
- implement the KOMPASS data collection, including KIIs and FGDs, in accordance with the agreed methodology and timeline;
- supervise the data collection process and ensure data quality;
- compile, clean, and analyse the data in accordance with the agreed analytical framework;

- prepare a KOMPASS report, including key findings, methodological reflections, and lessons learned;
- present the results to the GIZ project team and hand over all relevant data and documentation;
- ensure regular coordination with GIZ throughout implementation.

The contractor shall be responsible for identifying, contracting, training, supervising, and quality-assuring the work of local enumerators. All related costs shall be included in the contractor's financial offer, unless otherwise specified.

The results will be handed over to the project as MS-Office files (Word, PowerPoint, Excel) in English.

Milestones/process steps/partial services	Deadline
KOMPASS survey concept and questionnaires/interview guidelines	07.08.2026
KOMPASS interviews conducted, completed and documented	27.08.2026
Data processing finalised	03.09.2026
Draft KOMPASS report	13.09.2026

Expected number of expert days for provision of services under work package 2:

Team Leader: up to 3 expert days

Key Expert 1: up to 7 expert days

Key Expert 2: up to 5 expert days

Short Term Expert Pool 1: up to 20 expert days

The contractor shall propose contingency measures for delays related to stakeholder availability, access constraints, security developments, or data quality issues.

Work Package 3: Data collection and analysis for the 3As-based resilience assessment of the TDA portfolio in Anbar (up to 40 Expert Days)

The aim of this work package is to generate and validate empirical evidence on resilience-related outcomes of GIZ's TDA engagement in Anbar. It builds on an existing analytical framework for the TDA Anbar portfolio in Anbar, covering RePLECA, ARILA, and ICCA, and links the DFID 3A model to the relevant TDA fields of action.

The overarching analytical framework and initial results-level assessments of the TDA portfolio have already been developed and will be made available to the contractor. Work Package 3 therefore focuses on translating this framework into a practical data collection approach, collecting and validating empirical data, and producing preliminary analytical findings to support a more robust assessment of resilience outcomes and emerging effects of ongoing activities.

The contractor shall apply the predefined analytical logic and translate it into an operational data collection concept. This includes integrating the resilience variables and assessment criteria provided by GIZ into questionnaires and interview guidelines and, where necessary, proposing context-specific adaptations for discussion and approval during the inception phase.

Important note: Data collection under Work Packages 2 and 3 should be coordinated and, where feasible, conducted during the same fieldwork period in order to reduce logistical burden and stakeholder fatigue. However, the two work packages have distinct analytical purposes and shall result in separate deliverables. The contractor shall ensure that data collection tools, documentation, and analysis for the KOMPASS exercise and the resilience analysis remain clearly distinguishable and that findings from one workstream do not bias the other.

For Work Package 3, GIZ has preliminarily identified 25 organisations to be covered in order to reflect the spectrum of activities under the TDA Anbar portfolio. In addition, approximately 20 organisations that are also relevant for the KOMPASS exercise may provide information on resilience-related issues. Where feasible, up to three FGDs shall be conducted with beneficiary groups, covering the three TDA Anbar fields of action. The total number of KII respondents and FGD participants under Work Package 3 shall not exceed 50, unless otherwise agreed with GIZ during the inception phase. The contractor shall propose a sampling strategy that prioritises relevance, diversity of perspectives, and feasibility within this ceiling.

The contractor shall provide the following services in close coordination with GIZ:

- review and consolidate relevant TDA Anbar documentation, including results matrices, indicators, progress reports, and available analytical material from RePLECA, ARILA, and ICCA;
- review the existing 3As-based analytical resilience framework, including assessment criteria, resilience hypotheses, and initial results-level assessments developed by the project;
- translate the existing analytical framework into an operational data collection concept for TDA Anbar;
- develop data collection instruments, including survey questionnaires, KII guidelines, FGD guidelines, and relevant survey modules, aligned with the 3As framework and the TDA fields of action;
- design a sampling strategy and fieldwork plan ensuring coverage of key stakeholder groups, relevant institutions, and, where feasible, beneficiary perspectives;
- coordinate the analytical and methodological approach with GIZ, including discussion of the project's preliminary 3A assessments;
- recruit and train local enumerators, using the same enumerator pool as Work Package 2 where feasible, and ensure compliance with methodological, ethical, data protection, and conflict-sensitivity standards;
- conduct field data collection through KIIs and FGDs in accordance with the agreed sampling strategy and work plan;
- where the same institutions or individuals are relevant to both Work Packages 2 and 3, ensure that data collection is clearly structured, separately documented, and does not create confusion regarding the purpose of each workstream;
- ensure data quality through supervision, spot checks, consistency checks, and validation procedures during data collection;
- compile, clean, and analyse the collected data in accordance with the 3As framework, including triangulation of qualitative and quantitative findings;
- generate preliminary empirical evidence on absorptive, adaptive, and anticipatory resilience capacities under the TDA Anbar portfolio;
- prepare a concise analytical report presenting key findings, methodological reflections, indicative resilience profiles, and implications for ICCA implementation and TDA portfolio learning;

- hand over all relevant data, tools, and documentation to GIZ;
- ensure regular coordination with GIZ throughout implementation.

All results shall be handed over to the project as MS Office files (Word, PowerPoint, Excel) in English.

Milestones/process steps/partial services	Deadline/place/person responsible
Survey concept and questionnaires/interview guidelines	23.08.2026
Interviews conducted and documented	11.09.2026
Data processing finalised	17.09.2026
Draft report	30.09.2026

Expected number of Expert days for provision of services under work package 3:

Team Leader: up 5 expert days

Key Expert 1: up to 10 expert days

Key Expert 2: up 5 expert days

Short Term Expert Pool 1: up to 20 expert days

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 present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

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. 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).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

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 tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer 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 tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

Technical/thematical experience

The contractor should have knowledge of the concepts and conceptual approaches in the fields of MTR using the KOMPASS methodology, as well as resilience analysis and related data collection.

In addition, experience and knowledge in the field of TDA and stabilisation are expected.

Sensitivity and conflict-sensitive approaches

In general, the contractor must demonstrate political tact when dealing with government representatives. Furthermore, experience in dealing with project partners and beneficiaries in the context of the TDA exit strategy is an essential requirement.

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 regard 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 data survey. 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 stabilisation and resilience analyses (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 qualitative monitoring and application of KOMPASS 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): A master's degree in development studies, peacebuilding/conflict studies, social sciences, statistics, monitoring and evaluation or a development related field
- Language (2.2.2): C2 -level language proficiency in 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 work experience in conducting qualitative and/or mixed methods evaluations for development projects of similar size scope, and complexity in relevant sectors including usage of KOMPASS data collection tools, conducting analysis and report writing
- 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)

Key expert 2 (data cleaning/preparation for analyses)

Tasks of key expert 2

- 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 key expert 2

- Education/training (2.3.1): Bachelor's degree or equivalent in quantitative or qualitative research at subnational level
- Language (2.3.2 C2 in English (6/10) and B2 in Arabic (4/10)
- General professional experience (2.3.3): 5 years of experience in ME&V, quantitative and qualitative data analysis
- Specific professional experience (2.3.4): 4 years of field data analysis Data analysis of qualitative data from subnational surveys
- Regional experience (2.3.5): 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 (2.3.6): 5 years of experience in international cooperation or humanitarian sector

Short-term expert pool 1 (field enumerators) with maximum 8 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

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

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): Bachelor-level degree or equivalent relevant for Data collection
- Language (2.6.2): 10 experts with C2-level language proficiency in Arabic, B2-level language in English
- General professional experience (2.6.3): 5 years of experience in data collection
- Specific professional experience (2.6.4): 5 years of experience in field work of enumerators
- Regional experience (2.6.5): 10 experts with 3 years of experience in Iraq
- Development cooperation (DC) experience (2.6.6): 10 experts with 1 years 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

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

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 2026 \(GERMAN ONLY\)](#)).

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	15	15	
Key Expert 1	1	27	27	
Key Expert 2	1	10	10	
Short Term Expert Pool1	8	5	40	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	5	8	40	For up to 5 days, 8 enumerators
Overnight allowance in country of assignment				
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (car) Estimated distance to travel	500 km	1	1	Approx. 500 km to travel by car (all experts)
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	10%		A budget of 10% of the overall budget amount is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Procurement of materials and equipment	1	IQD 500,000	IQD 500,000	The budget contains the following costs: equipment which will need to be purchased for data collection / processing /analysis. Against evidence

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 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also 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.

8. Annexes

Optional (name documents relevant to the tender procedure and upload them in the Procurement Portal, if necessary:

- BMZ (2020): Strategy on Transitional Development Assistance: Overcoming crises – Strengthening resilience – Creating new prospect
- BMZ (2021): Resilience analyses
- KOMPASS Manual
- DFID 3As-Based Resilience Analysis
- ICCA- Internal Paper (2026): Concept Paper of a “3As-Based Resilience Analysis” of GIZ TDA Programming in the Governorate of Anbar (2019-2026), Iraq