

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

Supporting IGAD National Qualifications Frameworks and Operationalising the IGAD Regional Qualifications Framework	Project number/ cost centre: 19.2067.7-001.00
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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
CATS	Credit Accumulation and Transfer Systems
CRRF	Comprehensive Refugee Response Framework
ECW	Education Cannot Wait
FK	Expert
FKT	Expert days
IGAD	Intergovernmental Authority on Development
IGADQF	IGAD Qualifications Framework
KZFK	Short-term expert
NQF	National Qualifications Framework
RPL	Recognition of Prior Learning
RQF	Regional Qualifications Framework
SDG	Sustainable Development Goals
SIMPI	Strengthening IGAD Migration Policy Implementation Project
ToRs	Terms of reference
UNESCO	United Nation Educational, Scientific and Cultural Organization
UNHCR	United Nations Refugee Agency

1. Context

I/ Introduction

The Intergovernmental Authority on Development (IGAD) is comprised of eight Member States: Djibouti, Eritrea, Ethiopia, Kenya, Somalia, South Sudan, Sudan, and Uganda. The IGAD region has an estimated population of over 300 million people, nearly a quarter of Africa's population. This includes over four million refugees and about 15 million internally displaced people in 2022. Challenges in providing quality education, especially to marginalized populations like refugees, are prominent. IGAD, committed to education as a pillar of sustainable development, advocates for increased funding and support for education programs. The development of Qualifications Frameworks aligns with a growing trend in over 30 African countries, reflecting a shift towards quality, relevant qualifications meeting national and regional standards, international comparability, and mutual trust.

The recently adopted **IGAD Protocol on the Free Movement of Persons**, expected to be ratified before 2035, aims to strengthen regular migration within the region. A regional qualifications framework, as outlined in Article 10 of the Protocol, is envisioned to promote cross-border recognition of educational qualifications, facilitating regular and safe mobility. To this end, IGAD, in partnership with the Government of Germany through GIZ, UNESCO and ECW, has been developing a Roadmap to establish the **IGAD Qualifications Framework (IGADQF)**. The Roadmap includes a mapping study completed in 2019 and outlines the steps to design and implement the framework.

IGAD has facilitated expert and ministerial-level meetings to support the development, review and validation of the IGADQF which ministers are expected to endorse in 2024. The IGADQF is a policy initiative of IGAD, designed as an enabling tool to provide a meta-framework for cooperation and referencing/alignment with national qualifications frameworks (NQFs). Additionally, the framework addresses governance, management, training, capacity development, and necessary policies and standards to support implementation. It seeks to offer Member states with opportunities for capacity building through dialogue, experience-sharing, training, tools for transparency, and databases with updated information on qualifications frameworks and systems. It also aims to foster networking among NQF authorities and institutions in charge of recognition and quality assurance in IGAD member states.

II/ Background

In collaboration with UNHCR, the EU, the Government of Germany through GIZ, and the Government of Djibouti, IGAD initiated the **Djibouti Declaration and Plan of Action on education for refugees**, aligning with regional declarations like the **Nairobi Declaration (2017)** and the **Djibouti Declaration (2017)**. The development of the IGAD Regional Qualifications Framework (IGADQF) aims to promote comparability, quality, and transparency of qualifications across the region. Member states are at various stages of NQF development, with the IGADQF serving as a meta-framework to guide alignment with national frameworks.

In December 2017, IGAD, in partnership with UNHCR, the EU, GIZ, and Djibouti, convened a high-level regional education conference, adopting the Djibouti Declaration and Plan of Action for refugees, returnees, and host communities. Within the Regional Framework for Durable Solutions, IGAD facilitated the endorsement of the Djibouti Declaration, supporting the Comprehensive Refugee Response Framework (CRRF), SDG #4, and the African Union Agenda 2063 on Education.

Refugees and displaced persons face a significant challenge: inadequate access to quality education, a fundamental human right crucial for peacebuilding and post-conflict reconstruction. IGAD's commitment to education as a durable solution is evident in the Nairobi Declaration and Plan of Action, adopted during the IGAD Heads of State and Government Summit in Nairobi, Kenya, in March 2017.

To address this, IGAD, mandated by the Djibouti Declaration, commits to promoting the development and monitoring of two key priorities: multi-year costed refugee plans for inclusive education and a harmonized system for recognizing education qualifications of refugees and returnees. The Djibouti Declaration emphasizes the need for developing the IGAD Regional Qualifications Framework (RQF).

The IGADQF development is part of the joint IGAD-GIZ project, aligning with the IGAD Migration Policy Framework, Djibouti Declaration, and the IGAD Protocol on Free Movement of Persons (Article 10). Partnerships with ECW (Education Cannot Wait), EU, and UNESCO contribute, with the assignment expected to result in developing and strengthening NQFs in the IGAD region.

The Joint IGAD-GIZ Project

IGAD and GIZ partnership project “Strengthening IGADs Migration Policy Implementation (SIMPI)”, is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and supports IGAD in its efforts to offer durable solutions for migration and displacement in the region with special emphasis on three major output areas, namely:

- Migration and displacement policy: The project provide advisory services to the IGAD Member States on the national implementation of international, continental and regional migration and displacement policies.
- Cross-border cooperation: The project supports cross-border cooperation work by IGAD in border regions along migration routes in the Horn of Africa and enables local authorities to improve basic services for migrants, refugees and host communities.
- Learning processes and data: The project is improving the prerequisites for recording lessons learned and data on migration and refugee issues in the region for use in political decision-making.

The development of the RQF falls within the joint IGAD-GIZ collaborative project as it relates to the implementation of the IGAD Migration Policy Framework, the Djibouti Declaration, and the IGAD Protocol on Free Movement of Persons (See Article 10 of the latter). In addition to GIZ, the RQF involves a wide range of partners including ECW (Education Cannot Wait) EU and UNESCO. The Assignment will be a continuation of work already being done through the support of all this partners and is expected to result in the final adoption of the RQF by the relevant policy organs of IGAD.

Roadmap for the Development of the RQF

IGAD, in partnership with UNESCO, has developed the Roadmap for the IGAD Regional Qualifications Framework (RQF). The Roadmap recommends defining concepts related to qualifications frameworks, including learning outcomes, distinctions between qualifications and programs, and the use of exit level outcomes and standards. Emphasizing that the RQF should be enabling, comprehensive, tracked, encompassing 10 levels, and equating 1 credit with 10 learning hours, following the Kenya National Qualifications Framework (KNQF).

The Roadmap outlines the way forward, involving practical steps for designing the framework and planning its implementation.

IGADQF Implementation Status

The IGAD Regional Qualifications Framework (IGADQF), developed in partnership with GIZ, UNESCO, and ECW, serves as a meta-framework, facilitating collaboration, referencing, and an alignment tool with national qualifications frameworks (NQFs). It envisions enhancing comparability, quality, and transparency of qualifications frameworks across the region, guiding the development of NQFs where they do not exist. IGADQF provides a reference for accreditation, certification, and recognition of learning outcomes by citizens in the IGAD region, particularly focusing on refugees, returnees, and host communities. Defined as a policy and instrument of regional scope, IGADQF delivers on the objectives of enhanced transparency and comparability of qualifications and mutual trust between qualifications frameworks and systems for lifelong learning within the IGAD region.

Nationally and regionally acceptable education qualification frameworks can provide transparent benchmarks for determining progress made in the provision of quality education in regional member states and for comparing national education standards to continental and international benchmarks. For IGAD member states, the ability to equate and recognize certificates, diplomas and other professional qualifications of citizens is of great value to governments, employers, and professional licensing bodies. For governments, the frameworks can facilitate the admission into national education systems of learners who move from one country, region and educational institution to another in order to determine their eligibility for the learning programmes they intend to join. For employers, they are useful in establishing the skill levels of job applicants. Similarly, professional licensing bodies can use the frameworks to determine professional qualification levels of professionals applying for membership into these bodies.

IGAD Member states are at varying stages of NQF development and implementation. Kenya is the sole IGAD Member state with an operational NQF, Ethiopia is at an advanced stage with an approved legal act, while Djibouti, Somalia, Sudan, South Sudan, and Uganda are in the consultation stage. Eritrea have yet to begin discussions around NQF. In 2020, IGAD in partnership with UNESCO commissioned a mapping study to establish the status of NQF development, assess IGAD member states' engagement with the Djibouti Declaration and related protocols for creating an RQF accommodating refugees, IDPs, and returnees, identify barriers to achieving a regionally acceptable RQF and propose solutions, and draw insights from non-IGAD countries on effective and ineffective policies regarding refugee inclusion.

Aligned with its broader objectives, IGADQF collaborates with and complements IGAD member states, offering support to national entities in charge of the NQF on demand. The IGADQF Concept of Capacity Development specifies the main features of the component, supporting member states' initiatives for NQF development or revitalization.

2. Tasks to be performed by the Contractor

Purpose of the consultancy

This consultancy has 2 main objectives:

1) Advancing NQF development across IGAD Member States and ensuring their alignment with the IGADQF

The consultancy aims to advance NQF development across IGAD member states while ensuring alignment with the IGADQF and respecting the autonomy of each Member States in developing their NQFs.

This consultancy will guide countries at different stages of NQF development, fostering collaboration and alignment with regional standards. This includes providing technical expertise to support countries without NQFs and those in advanced stages. The contractor will also and reference operational NQFs to the IGADQF.

The consultancy aims to comprehensively address the needs of IGAD member states in developing National Qualifications Frameworks (NQFs) by ensuring the thorough completion of all NQF components, including Legislation, Baseline Analysis, Policy, Qualification Map, Level Descriptors, and policies on RPL and CATS. By tailoring the scope and deliverables to the specific needs and stages of NQF development in each member state, the consultancy will define ultimate outputs based on factors such as the number of participating countries, their current stage of NQF development, and any unique country-specific requirements. Through this tailored approach, the consultancy will guide countries at various stages of NQF development, fostering collaboration and alignment with regional standards. Adequate time will be allocated to ensure thorough completion of all necessary components, with targeted technical expertise provided to support countries without NQFs and those in advanced stages. Referencing operational NQFs to the IGADQF will enhance effectiveness, while flexibility in timeline and deliverables will accommodate diverse needs and stages of NQF development, ensuring the consultancy's success in advancing education and workforce development in the region.

2) Supporting the implementation and operationalisation of the IGADQF

The consultancy also seeks to support the implementation and operationalisation of the IGADQF through the development of implementation guidelines, capacity-building programmes for the relevant stakeholders in Member States, developing a resource mobilization strategy and the design of a training handbook.

The development of implementation guidelines would focus on the broader framework and operational aspects of the IGADQF, providing guidance to institutions and policymakers, while the training handbook would be designed to provide guidance to educational administrators, students, and groups/individuals directly engaged in the processes of teaching and learning and thus serving as an instructional resource for understanding how to effectively implement that IGADQF.

The contractor is responsible for providing the following services:

- Conduct a comprehensive assessment of NQF development stages in each member state, working closely with national authorities and educational stakeholders.

- Build upon ongoing and completed initiatives related to the IGAD Regional Qualifications Framework including past mappings on level of development of National Qualifications Frameworks in the IGAD Member states.
- Conduct a needs analysis identifying immediate and future needs to support Member States in developing and implementing their NQFs and referencing to the IGADQF. This involves addressing key challenges in understanding and applying the technical aspects of the IGADQF and referencing, as well as needs and challenges related to skills and learning with respect to qualifications frameworks (or systems), including quality assurance. Additionally, understanding member state priorities and plans, and key activities to develop and support the implementation of NQFs.
- Craft tailored plans for NQF development or enhancement by designing a methodology providing practical solutions to support the development and implementation of NQFs and initiating or advancing the referencing of their respective NQFs to the IGADQF.
- Based on the results of the needs assessment and the defined solutions conduct capacity-building activities and develop a training handbook for the implementation of the IGADQF
- **Address gender-related priorities**, specifically targeting areas for enhancement outlined in the Gender Addendum to the Regional Qualification Framework. This aspect should be incorporated into the plans for the development of the national qualification framework. Initial attention will be directed towards assessing the availability and comprehensiveness of gender-disaggregated data pertaining to education attainment and employability.
- Develop a comprehensive resource mobilization strategy for the IGADQF
- Develop best practices for NQFs and their alignment with IGADQF
- Provide a comprehensive analysis of IGADQF, focusing on enhancing its operational effectiveness. Emphasize recommendations for initiating or refining operational processes, with a specific emphasis on the governance structure.
- Support the establishment of a regional platform for publication and dissemination of information on national qualifications frameworks in IGAD Member States.

Key Deliverables:

The consultancy will be divided into two work packages consisting of a work package on the support to National Qualifications Frameworks Development in the Members States and a work package on the operationalisation of the IGADQF. Below are the required deliverables for each work packages.

- The first deliverable will be the production of an **inception report and a workplan** for both work packages (± 10 pages).

Work Package 1 NQFs Development

- **Definitions of stakeholders** for the assessment of the NQFs in for Djibouti, Ethiopia, Kenya, Uganda, Somalia and South Sudan.
- Assessment of NQFs development stages in each Member States consisting of:
 - o **A Mapping of NQFs development stages** in Member States in the form of country profiles (± 10 pages);
 - o **A needs analysis** for each Member State to advance the development of their NQF (± 15 pages). The analysis must take into account gender and the areas highlighted in the gender addendum.
 - o A virtual presentation of the results.
- **Crafting of tailored plans including a resource mobilization strategy** for each Member States for the development of their NQFs including methodologies, strategies and practical implementation plans (± 30 pages).
- **Preparation and facilitation of validation meetings** (in-person events) for tailored plans in each Member States.
 - o The team leader and the expert 1 will travel to Djibouti, Ethiopia, Kenya, Uganda and South Sudan to meet with the previously defined stakeholders, present the tailored and hold consultations to review and validate them. These consultations will be held over a period of approximately 3 days. The contractor will define the format, establish the list of the participants and craft the agenda for these consultations under the leadership of IGAD. The contractors will also moderate the meetings and be in charge of the reporting.
- **Production of a final document with validated tailored plans** (± 30 pages).

Work Package 2 IGADQF operationalisation

- Comprehensive **analysis report of the IGADQF** with recommendations for operationalisation (± 20 pages).
- Develop **guidelines on the governance structure and clear roadmap for implementation of IGAQF**, including defining the role of IGAD Member States in providing support to the Secretariat, in the implementation of the IGADQF activities and the roles of the IGAD Secretariat (+15 pages).
- Development and delivery of guidelines and a **training guidebook** for the effective implementation of the IGADQF (+30 pages).
- Organisation of a **virtual validation meeting with a presentation** of the training guidebook.
- **Implementation (facilitation and moderation) of a capacity development activity (regional training workshop)** with modules for policymakers, education providers and quality assurance including a **report for the activity** (+15 pages).
 - o The team leader and the expert 1 will implement a regional workshop in a Member State that will be defined by GIZ and IGAD during the course of the activity. The contractor will be tasked with facilitating and moderating the event. The contractor will define the participants in collaboration with IGAD and GIZ. The event will be held over a period of approximately 3 days tentatively in Ethiopia. The partner (IGAD Secretariat) will ultimately decide of the location and the length of the event.
- **Final report, including a PowerPoint** (± 25 pages) consolidating findings into a comprehensive alignment assessment, focusing on the alignment of NQFs with the IGADQF.

The contractor will arrange for a **weekly phone/video call** with the IGAD and GIZ dedicated focal points for the activity.

The contractor **must be prepared to travel and remain flexible** to accommodate any short-notice meetings that may require travel arrangements

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

Milestones	Working Days	n
Inception Meeting Implemented	0.5	16/10/2024
Work Package 1 NQFs Development		
Inception report and reviewed workplan delivered	1	23/10/2024
Stakeholders defined and contacted	2	31/10/2024
Virtual Consultations with Member States	6	25/11/2024
NQFs Mapping report delivered	5	02/12/2024
Needs analysis report delivered	5	09/12/2024
Virtual presentation of the results	0.5	12/12/2024
Tailored plans and strategy report delivered	15	22/01/2025
In person consultations and Validation meetings implemented	20	By 31/03/2025
Validated and revised tailored plans delivered	2	15/04/2025
Work Package 2 IGADQF Operationalisation		
Draft Comprehensive analysis report of the IGADQF with recommendations delivered	7	04/11/2024
Revised report submitted after feedback	1	18/11/2024
Draft Guidelines and training guidebook developed	20	31/01/2025
Virtual validation meeting of the guidebook conducted	0.5	03/02/2025
Revised Guidelines and training guidebook submitted	2	24/02/2025
Capacity development activity implemented, and reports delivered	10	By 30/04/2025
Presentation of the results and submission of the Final Report	5	15/05/2025
TOTAL Number of Days	91	

Period of assignment: from 16/10/2024 until 15/05/2025

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 months) 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 3.3.1 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

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 6), 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 – International

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines) as well as the submission of all reports in a timely manner
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Produce the documents guiding the consultations with the Member States
- Facilitate/moderate all meetings and workshops
- Regular reporting in accordance with deadlines
- Providing guidance and advisory services for the operationalisation of the IGADQF.
- Providing technical expertise in developing the guidelines and the training guidebook.
- Providing technical expertise in developing tailored plans (including a resource mobilization strategy) to support Member States in Developing/Enhancing their NQFs
- Weekly phone/video calls with dedicated IGAD and GIZ focal points

Qualifications of the team leader

- Education/training (2.1.1): university degree (Master) in Education, Psychology, International Development, Public administration or any other relevant field.
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 7 years of professional experience in the Education sector
- Specific professional experience (2.1.4): 5 years in curriculum development and/or in development of NQFs and/or RQFs and/or education in emergencies and/or displacement settings
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 7 years of experience in projects in the IGAD region or in other similar regional cooperation communities (i.e. SADC, ECOWAS, EAC etc...) and/or political and economic union (i.e. EU).
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): 5 year of experience in drafting of policy documents, declarations, plan of actions and reports (6 points); 5 years of experience in presentation skills and advising governments on education (4 points)

Key expert 1 – International

Tasks of key expert 1

- Assessment of NQFs development stages in the Member States and data collection.

- Conducting consultation with Member States focal points.
- Moderation and/or facilitation of training activities and workshops.
- Supporting the team leader in producing all deliverables.

Qualifications of key expert 1

- Education/training (2.2.1): university degree (Master) in Education, Psychology, International Development, Public administration or any other relevant field
- Language (2.2.2): C2 -level language proficiency in English.
- General professional experience (2.2.3): 5 years of professional experience in the Education sector
- Specific professional experience (2.2.4): 5 years in curriculum development and/or in development of NQFs and/or RQFs and/or education in emergencies and/or displacement settings
- Regional experience (2.2.6): 3 years of experience in the IGAD or in other similar regional cooperation communities (i.e. SADC, ECOWAS, EAC etc...) and/or political and economical union (i.e. EU)
- Other (2.2.8): 3 years of experience in monitoring and evaluation, qualitative data collection and analysis, drafting of policy documents, declarations, plan of actions and reports as well as presentation skills.(7 points) and 2 years of experience in gender mainstreaming.(3 points)

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation 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 at <https://www.bundesfinanzministerium.de>).

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

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

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

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

Note : Please calculate your financial tender based exactly on the parameters specified below. Please note that this is a public tender, no negotiations are allowed.

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	43	43	
Designation of key expert 1	1	48	48	
Travel expenses	Quantity	Amount (EUR)	Total (EUR)	Comments
Fixed travel budget	1	40.000,00	40.000,00	<p>A budget is earmarked for travel to the following countries: Djibouti, Ethiopia, Kenya, Uganda, South Sudan.</p> <p>A fixed budget of EUR 40.000,00 is earmarked for settling travel expenses against evidence.</p> <p>The travel budget contains</p> <ul style="list-style-type: none"> ○ flight costs (5 international round trip flights for the Team Leader and the Key Expert 1 to the following countries for National consultations validation meetings for the tailored plans in: <ul style="list-style-type: none"> - Djibouti - Ethiopia - Kenya - Uganda - South Sudan <p>1 International round trip flight to a country in the IGAD region, tentatively Ethiopia, to hold a regional training)</p> <ul style="list-style-type: none"> ○ per-diem allowances and overnight allowances in the countries of assignment, ○ travels within the country of assignment,

				transfer to/from airport etc., visa costs You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Transport	Quantity	Number per expert	Total	Comments
CO₂ compensation for air travel	1	1.560,00	1.560,00	A fixed budget of EUR 1.560,00 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	6.000,00	6.000,00	A budget of EUR 6000 is foreseen for flexible remuneration. Use of the flexible remuneration item requires prior written approval from GIZ.

Workshops and training

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

- The contractor will implement 1 regional training workshop spanning over 4 days. The travel and the DSA of the participants (bidder not included) will be covered by IGAD. IGAD will also arrange for the booking of the venue as well as arrange for the catering.
- The contractor will conduct up to 5 National consultations in the following IGAD Member States: Djibouti; Ethiopia; Kenya; Uganda; Somalia; South Sudan. The costs of the workshops as well as the potential travel expenses and DSA of the participants will be covered by IGAD.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. 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 10 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.

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.

7. Annexes

1. IGADQF
2. Gender Addendum
3. IGADQF Popular Version
4. IGAD Protocol on the Free movement of Persons
5. Mapping National Qualifications Frameworks of IGAD Member States