



বাংলাদেশ কারিগরি শিক্ষা বোর্ড

৮/সি, শেরে বাংলা নগর, আগারগাঁও, ঢাকা-১২০৭।

www.bteb.gov.bd

স্মারক নং : ৫৭.১৭.০০০০.২১৬.২৪.০১৬.২৬.৩২০

তারিখ: ০১ শ্রাবণ ১৪৩৩ বঙ্গাব্দ।
১৬ জুলাই ২০২৬ খ্রিষ্টাব্দ।

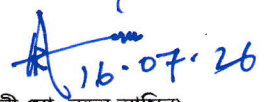
বিষয় : GIZ কর্তৃক প্রস্তুতকৃত “Request for Bids” প্রচার সংক্রান্ত।

সূত্র : ১৩ জুলাই ২০২৬খ্রি. তারিখে WhatsApp (01741718819) হতে প্রাপ্ত অনুরোধ।

উপর্যুক্ত বিষয় ও সূত্রের আলোকে জানানো যাচ্ছে যে, ঢাকাস্থ জার্মান উন্নয়ন সহযোগী প্রতিষ্ঠান GIZ কর্তৃক Vocational Training in the Field of Renewable Energy (TVET4RE) এবং Professional Education in Industrial and Environmental Safety (PRECISE) শীর্ষক প্রকল্প বাস্তবায়ন করা হচ্ছে। এই লক্ষ্যে বাংলাদেশ কারিগরি শিক্ষা বোর্ড অনুমোদিত এইচএসসি (ভোকেশনাল) শিক্ষাক্রমের আওতায় নির্বাচিত ছয়টি ট্রেড এবং ডিপ্লোমা ইন ইঞ্জিনিয়ারিং শিক্ষাক্রমের আওতায় নির্বাচিত নয়টি টেকনোলজি এর পাঠ্যসূচীর আলোকে Industry Skills Demand Assessment, Review of Existing Curricula, Skills Gap Analysis, Recommendation and Roadmap ইত্যাদি উদ্দেশ্যসমূহের আলোকে গবেষণা কার্যক্রম পরিচালনার জন্য GIZ কর্তৃক “Request for Bids” প্রকাশ করা হয়েছে।

বিজ্ঞপ্তিটি সংশ্লিষ্ট সকলের অবগতির জন্য প্রচার করা হলো।

সংযুক্তি: বর্ণনামতে।


16.07.26

(প্রকৌশলী মো: রুহুল আমিন)

চেয়ারম্যান

বাংলাদেশ কারিগরি শিক্ষা বোর্ড, ঢাকা।

ফোন: ০২-৫৫০০৬৫২১ (অফিস)

ইমেইল: chairman@bteb.gov.bd।

বিতরণ: কর্তৃপক্ষ, অনুমোদিত গবেষণা প্রতিষ্ঠান, বাংলাদেশ।

স্মারক নং: ৫৭.১৭.০০০০.২১৬.২৪.০১৬.২৬.৩২০ (৭)

তারিখ: ০১ শ্রাবণ ১৪৩৩ বঙ্গাব্দ।
১৬ জুলাই ২০২৬ খ্রিষ্টাব্দ।

অনুলিপি সদয় অবগতি ও প্রয়োজনীয় কার্যার্থে (জ্যেষ্ঠতার ভিত্তিতে নয়):

১. জনাব সামসুর রহমান খান, অতিরিক্ত সচিব (উন্নয়ন অনুবিভাগ), কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ, শিক্ষা মন্ত্রণালয়, ঢাকা।
২. ড. মুহ: রেজাউল ইসলাম উপসচিব (পরিকল্পনা ও উন্নয়ন শাখা-৩), কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ, শিক্ষা মন্ত্রণালয়, ঢাকা।
৩. সংশ্লিষ্ট প্রতিনিধি, Vocational Training in the Field of Renewable Energy (TVET4RE) শীর্ষক প্রকল্প, জিআইজেড কর্তৃপক্ষ, বাংলাদেশ।
৪. সংশ্লিষ্ট প্রতিনিধি, Professional Education in Industrial and Environmental Safety (PRECISE) শীর্ষক প্রকল্প, জিআইজেড কর্তৃপক্ষ, বাংলাদেশ।
৫. কর্তৃপক্ষ, অনুমোদিত গবেষণা প্রতিষ্ঠান, বাংলাদেশ।
৬. চেয়ারম্যান মহোদয়ের ব্যক্তিগত কর্মকর্তা, বাংলাদেশ কারিগরি শিক্ষা বোর্ড, ৮/সি, আগারগাঁও, ঢাকা-১২১০।
৭. সংরক্ষণ নথি।



(ড. রাজু মুহম্মদ শহীদুল ইসলাম)

উপপরিচালক (গবেষণা)

বাংলাদেশ কারিগরি শিক্ষা বোর্ড, ঢাকা।

Request for bids



The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations. We support the German Government in the field of international cooperation for sustainable development. We are also engaged in international education activities around the globe. Through our work we assist people and societies in shaping their own future and improving living condition.

GIZ has been working as a development partner of Bangladesh since 1972 under bilateral agreement. Currently, we are working in the areas of renewable energy, adaptation to climate change, textile and leather sector, biodiversity, as well as good governance, displacement, and migration.

The Vocational Training in the Field of Renewable Energy (TVET4RE) project focuses on strengthening the national TVET system to provide skilled manpower required in renewable energy and energy efficiency. It promotes the development of practice-oriented, gender-responsive training programmes aligned with labour market needs in the emerging sustainable energy sector.

The Professional Education in Industrial and Environmental Safety (PRECISE) project aims to improve the quality and relevance of training in industrial and environmental safety by promoting a dual-education approach in which training institutions and industry cooperate closely to deliver demand-oriented qualifications that reflect both national and international sustainability and compliance requirements.

Both projects contribute to a just transition towards a low-carbon, climate-resilient, safe, and inclusive economy through strengthened institutional capacity, modernized curricula, expanded public-private cooperation, and improved employment opportunities—particularly for youth and women.

To support the implementation of the project, GIZ seeks to engage a qualified national consulting firm with extensive experience in the TVET sector in Bangladesh. The consulting firm will provide strategic advice, technical input, and quality assurance to the PRECISE and TVET4RE projects team and its partners, ensuring alignment with national policies and effective coordination with key stakeholders.

The assignment includes the following key areas of support:

- **Skills Gap Analysis design:** A comprehensive design for Skills Needs and Gaps Analysis to identify current and future skills requirements of the private sector, occupational demands, institutional capacities, and training gaps within the targeted sectors of renewable and sustainable energy and industrial and environmental safety. The design shall be based on a robust methodology, including desk review, quantitative and qualitative data collection, stakeholder consultations, and analysis of labor market trends.
- **Stakeholder consultation and engagement:** Plan and undertake consultations and qualitative interviews with relevant stakeholders,

including government agencies, industry associations, employers, training providers, development partners, and other key actors. The consulting firm shall facilitate workshops, qualitative interviews, focus group discussions, and validation meetings as required to ensure broad stakeholder participation and ownership of the findings.

- **Labor market and skills demand analysis:** Assess existing and emerging labor market needs, occupational profiles, competency requirements, and industry expectations to identify priority occupations and skills areas relevant to the project objectives.
- **Review of Existing Curricula:** Review and assess the relevance and alignment of existing (selected technologies/trades for both projects) with current industry requirements, emerging technologies, labour market demand, and sectoral trends to identify gaps, strengths, limitations and opportunities for curriculum modernization and improvement.
- **Development of recommendations and implementation roadmap:** Prepare evidence-based recommendations to address identified gaps, including proposals for curriculum enhancement/modernisation, training content development, capacity-building measures, equipment and infrastructure requirements, industry engagement mechanisms, and other interventions necessary to improve training quality, labor market responsiveness and further the employability of graduates.
- **Reporting and knowledge products:** Prepare all required reports and deliverables, including an inception report, data collection instruments, draft and final analysis reports, presentation materials, and validation workshop outputs. The consulting firm shall ensure that all deliverables are technically sound, evidence-based, and aligned with national TVET priorities and project objectives.

Interested parties can access the detailed Terms of Reference (ToR) and Analysis Grid via the following link <https://enlistment.gizbd.org>. Please register then the consulting firm will find the relevant tender documents under bidding document menu.

Interested consulting firm with relevant and proven experience are requested to submit their Technical and Financial Proposals by **28th July 2026**.

Email Subject Lines should be **7000016705-Skills Gap Analysis PRECISE & TVET4RE**

If you have any further questions in this connection, please contact at **contract-bangladesh@giz.de**

GIZ reserve the right to accept or reject offers in part or full without assigning any reason whatsoever.

giz PO Box 8091, Gulshan 1, Dhaka 1212, Bangladesh

Subject: *Tendering*
Project title: PRECISE & TVET4RE
Project No.: G-012113-001 & G-012114-001
Tender No.: 7000016705
Country: Bangladesh

Title of Assignment: Consultancy Services for "10036796-7000016705-Skills Gap Analysis_PRECISE & TVET4RE".

Dear Concern,

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), GmbH Bangladesh is going to carry out an assignment concerned with Consultancy Services for "10036796- 7000016705-Skills Gap Analysis_PRECISE & TVET4RE".

Please note that GIZ is the implementation Agency for German International Cooperation commissioned by the Ministry of Economic Cooperation and Development of the Federal Republic of Germany, who received funds for the implementation of projects, to be executed with Governments of more than 130 countries all over the world

If you are interested in undertaking the tasks outlined in the attached Terms of Reference (ToR) (Annex-01), kindly submit your bid, including both the Technical and Financial Offers, in accordance with the Bid Submission Instructions (Annex-08). Please send your submission via email to bd_quotation@giz.de no later than **28th July 2026**.

Please address your bid in the following manner:

Tender No.: 7000016705
Contracts, Procurement & IT Unit
GIZ OFFICE, Dhaka/Bangladesh
Simpletree Anarkali (4th Floor)
Plot-3, Block - CWS(A)
89 Gulshan Avenue, Gulshan-2, Dhaka-1212.

German Development Cooperation

GIZ Office Dhaka
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Gulshan 1, Dhaka 1212
Bangladesh
T +880 2 5506 8744-52
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E nafis.islam@giz.de
I www.giz.de/bangladesh

Your reference:
Our reference: GIZ-

Dhaka, Bangladesh

Deutsche Gesellschaft für
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E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
Anna Sophie Herken



Detailed instructions of what information your bid should contain and how it should be presented are given in the attached Terms of Reference (ToR) & Bidding Conditions.

If you have any further questions in this connection, please contact at contract-bangladesh@giz.de at the GIZ-OFFICE, Dhaka. Please make sure that the questions are in written form, all bidders will be given equal treatment and the answers will be given to all bidders accordingly in written form.

Bid Submission Instructions (via Email): bd_quotation@giz.de

When sending your offers, please ensure that the financial and technical offers are sent in two separate emails. Including the financial offer within the technical offers, or sending both offers together in a single email, will result **in disqualification** from the tendering process.

When sending the offers, the following must be observed:

Email Subject Lines:

For Technical Offer:

7000016705-Skills Gap Analysis_PRECISE & TVET4RE – Technical Offer – [Your Company Name] – (Email 1 of 2)

For Financial Offer:

7000016705-Skills Gap Analysis_PRECISE & TVET4RE – Financial Offer – [Your Company Name] – (Email 1 of 2)

File Size Limit:

- ✓ If the file is less than 25 MB, attach it to the email directly.
- ✓ If the file is more than 25 MB, please split and send it in multiple emails, numbered clearly (e.g., Email 1 of 2, Email 2 of 2).
- ✓ Always keep technical and financial offers in separate emails, even when sending multiple parts.

Please see technical assessment criteria- (Attached herewith as Annex-4 to get an overview of information need to be filled. The submission shall be addressed to "GIZ Procurement & Contract's Unit" and bear the remark "7000016705-Skills Gap Analysis_PRECISE & TVET4RE"

All Copies of the bid must be submitted by email. The above formal requirements regarding email and marking also apply to further copies, of the bid.

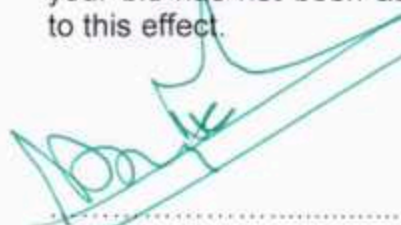
The bids received shall be evaluated by the GIZ with regard to its technical content and the price.

After the final technical evaluation, the price offers of bids will be opened and evaluated. The technical offer has a weighting of Technical (Technical Assessment): 70%, the price offer (Financial Offer): 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

Upon completion of the evaluation of the bids the bidders shall be priority rated. Contractual negotiations are generally commenced with the first (winning) bidder on the list. Should these negotiations not be successful, the second (2nd top most) bidder on the list shall be invited to commence negotiations.

Upon awarding the contract, the work is scheduled to be commenced on immediately. If you do not receive an order in writing within six (06) months of expiry of the deadline for bid submission, which specifies that your bid has not been accepted. You shall not receive separate notice to this effect.



Aziz Ahmad Sarhadi
Head of Finance & Administration
GIZ-OFFICE, DHAKA
Bangladesh



Labina Tabassum
Head of Contracting,
Procurement and IT Unit.
GIZ-OFFICE, DHAKA

Annexes:

- Annex 01:** Terms of Reference (ToR)
- Annex 02:** Bidding Condition
- Annex 03:** General Terms & Conditions of Contracts.
- Annex 04:** Technical Assessment Grid
- Annex 05:** Proposed Financial Offer Format
- Annex 06:** Self-declaration to determine source of origin
- Annex 07:** Sexual Harassment Prevention and Redressal Policy
- Annex 08:** Bid submission instruction VIA email

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



CONFIDENTIAL

Consultancy Services for Conducting Skills Gap Analysis for Shortlisted TVET Technologies and Trades under GIZ PRECISE and TVET4RE Projects

Project number/
cost centre:
G-012114-
001(50%), G-
012113-001(50%)
Tender number

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0. List of abbreviations

BTEB	Bangladesh Technical Education Board
CV	Curriculum Vitae
DTE	Directorate of Technical education
EU	European Union
FGD	Focus Group Discussion
HSC Voc	Higher Secondary Certificate Vocational
KII	Key Informant Interview
MoE	Ministry of Education
OHS	Occupational Health and Safety
PRECISE	Professional Education in Industrial and Environmental Safety
ToRs	Terms of reference
TVET	Technical and Vocational Education and Training
TVET4RE	Technical and Vocational Education and Training of Renewable Energy

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the PRECISE and TVET4RE projects in Bangladesh to strengthen the quality, relevance, and responsiveness of Technical and Vocational Education and Training (TVET) systems in line with industry demand and sustainable economic development priorities.

PRECISE project focuses on strengthening the technical and vocational education and training (TVET) sector in Bangladesh. It addresses the core problem that the current vocational training system is not sufficiently equipped to meet the growing demand for skilled labour in industrial and environmental safety, particularly in response to increasing international due diligence requirements. The project aims to support the vocational training sector in offering practice-oriented and demand-driven training and professional education courses that are closely aligned with EU sustainability requirements. The target group includes graduates of general and vocational schools, employees with vocational or higher education qualifications, as well as intermediaries such as managers of vocational education and training authorities, teaching staff, in-company trainers, and management personnel. The Ministry of Education (MoE) serves as the lead executing agency for the project, which will be implemented over a four-year period from July 2025 to June 2029. Key outputs of the module include 1) strengthening steering capacities of the Government partners to improve cooperation between vocational training institutions and industry, 2) TVET institutions and companies have strengthened their capacities for the implementation of demand-oriented and cooperatively designed TVET courses in the fields of industrial and environmental safety and 3) supporting the transition of girls and women into practical vocational training and employment opportunities.

TVET4RE project aims to strengthen Bangladesh's technical and vocational education and training (TVET) system to better respond to the growing labour market demand in the sustainable energy sector. The project addresses the core problem that there are currently very limited vocational training opportunities capable of meeting the increasing need for technical specialists in the renewable energy sector. Its objective is to align the Bangladeshi TVET system more closely with the requirements of the emerging sustainable energy labour market. The target group includes students at vocational secondary schools, school leavers including graduates and dropouts, as well as intermediaries such as TVET teachers, in-company trainers, managers, and specialists from government institutions, companies, and NGOs. The Ministry of Education (MoE) serves as a political partner. The project will be implemented over a three-year period from July 2025 to June 2028. Its key outputs include a) improving the information base on supply and demand in vocational education and training, b) strengthening the capacities of TVET stakeholders, c) enhancing secondary and higher secondary TVET, and d) improving diploma-level programmes.

Prior to revising the existing curricula, a comprehensive skills gap analysis is required to identify current and emerging industry skill requirements, existing competencies reflected in the current curricula, gaps between industry needs and existing curricula, and recommendations for curriculum enhancement and alignment with labor market demands.

GIZ intends to engage an experienced consultancy firm to conduct this skills gap analysis.

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2. Tasks to be performed by the contractor

The consultancy firm will undertake, but not necessarily be limited to, the following tasks:

2.1 Inception and Methodology Development

- Conduct inception meeting with GIZ, DTE and BTEB;
- Review relevant project documents, national TVET policies, competency standards, existing curricula and related reference materials/reports relevant to the assignment;
- Develop an inception report including the detailed methodology, work plan, assessment approach, and stakeholder consultation strategy for the assignment;
- Prepare data collection tools, assessment framework, and validation mechanisms.

2.2 Stakeholder Mapping and Consultation

- Identify, map and engage stakeholders (relevant to 18 short-listed trades/technologies) including industries and employers, industry associations, TVET institutions (representation of Polytechnics and TSCs regardless geographical location and sectors), government agencies, sector experts, trainers and instructors, graduates, and workers.
- Conduct consultations through Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), surveys/questionnaires, etc. .
- Document and analyze stakeholder inputs, industry perspectives, and recommendations to include the assessment and curriculum improvement process.

2.3 Industry Skills Demand Assessment

- Assess current and emerging labour market demand, trends and industry needs for the shortlisted trades/technologies;
- Assess industry expectations related to industrial and environmental safety, Occupational Health and Safety (OHS), environmental sustainability, EU sustainability requirements for PRECISE;
- Assess industry expectations related to energy efficiency, renewable energy competencies, and workplace readiness for TVET4RE;
- Provide recommendations for the development of topic-oriented Advance Certificate courses and specialized training areas relevant to both projects.

2.4 Review of Existing Curricula

- Assess the relevance and alignment of existing curricula with current industry requirements, emerging technologies, labour market demand, and sectoral trends;
- Review Curricula of 6 Diploma technologies related to industrial and environmental safety, Occupational Health and Safety (OHS), environmental sustainability, EU sustainability requirements, competency standards, course structures, learning materials, training delivery approaches and assessment methods for PRECISE;
- Review Curricula of 6 Diploma technologies and 6 Vocational (HSC Voc) trades related to energy efficiency, renewable energy competencies, workplace readiness, competency standards, course structures, learning materials, training delivery approaches and assessment methods for TVET4RE;
- Identify strengths, limitations, and opportunities for curriculum modernization and improvement.

2.5 Skills Gap Analysis

- Compare industry skill requirements with the existing curriculum content, delivery practices and assessment methods;
- Identify skills gaps, outdated content, missing modules, and gaps related to practical, digital, green, and industry-relevant skills;

2.6 Recommendations and Roadmap

- Develop actionable recommendations for curriculum revision/modernization and enhancement;
- Recommend the integration of industrial and environmental safety, OHS, sustainable energy competencies, digital and green skills, and industry-based learning approaches;

2.7 Validation and Finalization

- Organise and facilitate stakeholder validation workshop with all relevant stakeholders;
- Present key findings, recommendations, and proposed curriculum improvement areas for feedback and validation;
- Incorporate feedback from GIZ and stakeholders;
- Finalize the report, recommendations, and other agreed deliverables.

2.8 Target Trades/Technologies

The assignment will cover:

H.S.C Voc Level	Diploma Level	
TVET4RE	TVET4RE	PRECISE
General Electrical Works & Maintenance	Electrical Technology	Electrical Technology
Refrigeration & Air-conditioning	Mechanical Technology	Mechanical Technology
Automotive (EV Car)	Refrigeration & Air-conditioning	Refrigeration & Air-conditioning
Electronic Control & Communication	Electronics Technology	Chemical Technology
Machine tool operation and Maintenance	Power Technology	Civil Technology
Civil Drafting with CAD	Automobile technology	Ceramics Technology

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

Milestones/process steps/partial services	Deadline/place/person responsible
An Inception Report will be submitted, outlining the assignment scope based on review of terms and relevant documents, and presenting the agreed methodology, work plan, stakeholder engagement strategy, and data collection approach for the skills gap analysis.	Within 2 weeks of contract sign
Finalized questionnaires, KII/FGD guides, and survey tools (submitted along with inception or separately).	Within 3 weeks of contract sign
A Draft Report will be submitted, presenting preliminary findings from consultations, industry engagement, curriculum review, and labour market analysis, including initial skills	Within 9 weeks of contract sign

gaps, technological mapping, demand and supply analysis, and draft recommendations.	
A Validation Workshop Report and materials will be submitted, including agenda, presentation slides, and key findings shared with stakeholders (BTEB, TMED, industry, and experts), along with documented feedback for refining the draft report.	Within 10 weeks of contract sign
Final Skills Gap Analysis Reports: -1 detailed and 1 summary reports for PRECISE -1 detailed and 1 summary reports for TVET4RE -Above mentioned Final Reports will incorporate validated findings and stakeholder feedback, presenting the final skills gap analysis, occupational framework, demand and supply analysis, curriculum recommendations, and strategic actions, with a detailed methodology annex.	Within 12 weeks of contract sign

Period of assignment: from 15 August 2026 until 15 November 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 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

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

- Provide overall leadership and management of the assignment, ensuring quality delivery and timely completion of all outputs.
- Serve as the primary focal point for communication and coordination with GIZ, project partners, and other relevant stakeholders.
- Lead the planning, implementation, and supervision of all consultancy activities, ensuring effective utilization of resources.
- Manage and coordinate project personnel, including the identification, deployment, and supervision of experts.
- Ensure effective stakeholder engagement and collaboration at national, regional, and local levels.
- Ensure coherence, complementarity, and alignment of consultancy services with ongoing project interventions and related initiatives.

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- Provide strategic and technical guidance to public and private sector stakeholders, including industry associations, chambers, training providers, and TVET institutions.
- Ensure the integration of cross-cutting issues, including gender equality, social inclusion, environmental sustainability, and conflict sensitivity.
- Establish and oversee monitoring, evaluation, and learning (MEL) processes, ensuring systematic tracking and reporting of results.
- Lead the preparation and submission of contractual deliverables in accordance with agreed timelines.
- Oversee financial planning, budget monitoring, and efficient utilization of resources in consultation with GIZ.
- Support evaluations, assessments, validation workshops, and learning events as required.
- Maintain regular liaison and coordination with government agencies, development partners, private sector actors, and other relevant stakeholders.
- Ensure quality assurance of all project outputs, recommendations, and deliverables.

Qualifications of the team leader

- Education/training (2.1.1): University degree (German 'Diplom'/Master) in educational science, vocational education, or other related fields such as social science, or economics.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the TVET sector
 - Specific professional experience (2.1.4): 7 years in research/ consultancy work relevant to TVET sector. Knowledge and experience in different data collection methods, data analysis, monitoring and evaluation as well as reporting. Experience in development of market-oriented module/ curriculum will be an asset
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Asia (region), of which 5 years in projects in Bangladesh

Key expert 1

Tasks of key expert 1 (experience in TVET as well as Sustainable Energy (Renewable Energy and Energy Efficiency))

- Lead the technical assessment of TVET systems, programs, and institutional capacities related to renewable energy and energy efficiency sectors.
- Conduct labor market and skills gap analysis to identify current and future workforce demands in sustainable energy occupations.
- Assess the relevance and quality of existing curricula, training delivery systems, and competency standards related to renewable energy and energy efficiency.
- Evaluate the adequacy of training infrastructure, equipment, laboratories, and learning resources required for sustainable energy training.
- Identify opportunities for strengthening industry engagement and partnerships between TVET institutions and sustainable energy sector employers.
- Analyze existing policies, strategies, and regulatory frameworks related to TVET and sustainable energy development.
- Identify capacity development needs of TVET institutions, instructors, and industry stakeholders.
- Facilitate consultations with government agencies, TVET providers, private sector actors, industry associations, and development partners.
- Provide technical inputs for the development of recommendations, action plans, and institutional strengthening strategies.
- Support the identification of priority occupations, training programs, and investment needs for green skills development.
- Ensure the integration of renewable energy, energy efficiency, climate resilience, and sustainability principles within the assessment process.
- Contribute to the preparation of technical reports, presentations, and validation workshop materials.
- Provide technical guidance and quality assurance for all outputs related to TVET and sustainable energy components of the assignment.
- Support dissemination of findings and stakeholder validation of recommendations.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree (or higher) in Technical and Vocational Education and Training (TVET), Engineering, Renewable Energy, Energy Efficiency, Sustainable Energy, , , or a related field.
- Language (2.2.2): B1 -level language proficiency in English
- General professional experience (2.2.3): 10 years
- Specific professional experience (2.2.4): 10 years
- Leadership/management experience (2.2.5): 5 years
- Other (2.2.8): Proven experience working with government agencies, TVET institutions, industry associations, and private sector stakeholders.
- Experience in renewable energy and energy efficiency projects, preferably in developing countries.
- Previous experience working on donor-funded projects (e.g., GIZ, BMZ, EU, ADB, World Bank, ILO, UN agencies) is highly desirable.

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Key expert 2

Tasks of key expert 2 (Experience in TVET as well as Industrial & Environmental Safety')

- Lead technical assessment of TVET systems related to industrial safety, occupational safety and health (OSH), and environmental safety.
- Conduct skills gap analysis in industrial safety, workplace safety compliance, and environmental protection-related occupations.
- Review and assess existing TVET curricula, occupational standards, and training modules related to industrial and environmental safety.
- Evaluate training infrastructure, safety equipment, laboratories, and practical learning environments in TVET institutions.
- Assess compliance of training institutions with national and international safety and environmental standards.
- Identify industry needs for skilled workforce in industrial safety, environmental management, and risk prevention.
- Facilitate consultations with industries, regulatory bodies, TVET institutions, and relevant government agencies.
- Provide technical inputs for strengthening industrial and environmental safety-related qualifications, curricula, and competency standards.
- Support the development of recommendations for improving safety culture within TVET institutions and workplaces.
- Identify capacity gaps of instructors, assessors, and training providers in industrial and environmental safety.
- Identify the integration of occupational health & safety, and environmental sustainability into TVET programs.
- Contribute to identification of priority occupations and skills required for safe and sustainable industrial development.
- Contribute to technical reporting, presentations, and validation workshop materials.
- Support stakeholder engagement and dissemination of findings related to industrial and environmental safety.

Qualifications of key expert 2

- Education/training (2.2.1): Master's degree in Occupational Safety and Health (OSH), Industrial safety Engineering, Environmental safety Engineering, Environmental Science, TVET, or related field. A background combining TVET and Industrial and Environmental Safety is highly desirable.
- Language (2.2.2): B1 -level language proficiency in English
- General professional experience (2.2.3): 10 years
- Specific professional experience (2.2.4): 10 years
- Leadership/management experience (2.2.5): 5 years
- Other (2.2.8): Proven experience in conducting safety audits, risk assessments, or safety-related TVET assessments. Experience working with industries (manufacturing, construction, , or similar sectors).
- Additional qualification in Risk Management, Industrial Hygiene, Environmental Management, or Safety Engineering will be an advantage.

Key expert 3

Tasks of key expert 3 (Experience in Curriculum Review, Gap Analysis and Curriculum Development)

- Lead the review and analysis of existing TVET curricula, competency standards, and training packages.
- Conduct curriculum gap analysis against labor market needs, industry requirements, and emerging sectoral demands.
- Assess alignment of curricula with national qualification frameworks and international TVET standards.
- Identify gaps in learning outcomes, occupational standards, and employability skills across priority sectors.
- Review teaching and learning materials, assessment tools, and delivery methodologies used in TVET institutions.
- Facilitate consultations with industry stakeholders, employers, regulatory bodies, and training providers for curriculum validation.
- Support the development and updating of competency-based curricula (CBC/CBT) in line with industry needs.
- Provide technical inputs for integrating green skills, digital skills, gender equality, and inclusion into curricula.
- Support harmonization of curricula across institutions to ensure consistency and quality standards.
- Develop recommendations for curriculum reform, revision, and modernization.
- Contribute to the design of new courses or occupational profiles based on emerging skills demands.
- Support capacity building of instructors and curriculum developers in modern curriculum design approaches.
- Ensure curricula reflect practical, industry-relevant, and employability-focused competencies.
- Contribute to preparation of technical reports, curriculum frameworks, and validation workshop materials.
- Support stakeholder validation processes for revised and newly developed curricula.
- Ensure quality assurance of all curriculum-related outputs under the assignment.

Qualifications of key expert 3

- Education/training (2.2.1): Master's degree in Curriculum Development, TVET, Education, Educational Planning, Instructional Design, or a related field. A degree in a technical discipline (engineering, technology, applied sciences, or sector-specific field) combined with TVET curriculum expertise is highly desirable. Additional academic background in education quality assurance, competency-based education, or skills development is an advantage
- Language (2.2.2): B1 -level language proficiency in English
- General professional experience (2.2.3): 10 years
- Specific professional experience (2.2.4): 10 years
- Leadership/management experience (2.2.5): 5 years
- Other (2.2.8): Proven experience in competency-based curriculum design and implementation. Experience in conducting curriculum gap analysis and labor market-aligned curriculum reform. Experience working with TVET authorities, industry bodies,

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and educational institutions. Experience in donor-funded education or skills development projects (e.g., GIZ, ILO, EU, World Bank, ADB) is highly desirable.

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

Short-term expert pool with minimum 8, maximum 12 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Support primary data collection through surveys, interviews, and focus group discussions with TVET institutions, industries, and stakeholders.
- Assist in conducting field visits and institutional assessments based on agreed tools and methodology.
- Support collection and review of secondary data, reports, and relevant documents.
- Provide technical inputs in specific thematic areas (e.g., industry sectors, labor market trends, curriculum, safety, or energy).
- Assist in data entry, cleaning, coding, and preliminary analysis of quantitative and qualitative data.
- Support preparation of tables, charts, and summary findings for reporting purposes.
- Contribute sector-specific insights to identify skills gaps and training needs.
- Assist in validation workshops and stakeholder consultation events, including documentation of discussions.
- Support translation, interpretation, and communication during fieldwork, where required.
- Assist in preparation of field reports and inputs for the draft and final assessment reports.
- Ensure accuracy, consistency, and quality of collected data and documentation.
- Perform other assignment-specific technical or operational tasks as assigned by the Team Leader or Key Experts.

Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with university qualification. All experts with a university degree (e.g., 'master's or equivalent diploma) or German "Meister"/technician qualification in vocational education, educational sciences, economics, social sciences, electrical/electronic engineering, renewable energy, energy management, mechanical/automotive engineering, occupational health and safety, environmental science, and further occupational fields

- Language (2.6.2): All of experts with knowledge of English, B1-level in the Common European Framework of Reference for Languages
- General professional experience (2.6.3): 2 experts with 7 years of professional experience in the TVET sector, 5 experts with 3 years of professional experience in the Data collection sector
- Specific professional experience (2.6.4): All experts, each having 7 years of professional experience in TVET with a focus on occupational or competency standards and curricula development
- Experience working with development projects (e.g., GIZ, ILO, World Bank, EU, ADB, UN agencies) is an advantage.

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	75	75	
Expert 1:	1	50	50	
Expert 2	1	40	40	
Expert 3	1	40	40	
Short Term Expert pool 1	2	8	16	
Short Term Expert pool 2	10	3	30	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				
Team Leader	1	5	5	
Expert 1:	1	10	10	
Expert 2	1	10	10	
Expert 3	1	10	10	
Short Term Expert pool 1	2	3	6	
Short Term Expert pool 2	5	5	25	
Overnight allowance in country of assignment	5	4	20	Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence. Overnight stays in Germany (deviation from the travel expense regulations): Note: Overnight allowances of up to EUR 130 can be

				submitted for reimbursement against evidence. Up to EUR 80 can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights	2	8	16	Flights within the country of assignment during service delivery
CO₂ compensation for air travel <i>Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Car •	4	5	20	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses				e.g. visa costs
Alternatively: Fixed travel budget				A budget is earmarked for travel to the following countries: A fixed budget of EUR is earmarked for settling travel expenses against evidence. 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.

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Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR 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.
Workshops	1	300,000	300,000	The budget contains the following costs Venue, Food and Logistics.
Subcontracts				The budget contains the following costs
Procurement of materials and equipment				The budget contains the following costs
Local contributions				The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB:
Other costs				The budget contains the following costs

Any travel linked to a contract for works should be included in the following table.

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment <i>If an on-site assignment takes place over the weekend, per diem allowances for weekends can be reimbursed between the fee days.</i>				
Overnight allowance in country of assignment <i>If an on-site assignment takes place over the weekend, overnight allowances for</i>				

<i>weekends can be reimbursed between the fee days.</i>				
Transport	Quantity	Number per expert	Total	Comments
International flights <i>Enter destination country</i>				Travel to the place of delivery of the work

6. 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.

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. The CVs can also be submitted in English.

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.

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1. Content of the expression of Interest (EOI)

Your Bid / Offer / EOIs should contain the following information:

1.1 Detailed portfolio which allow us to examine the competence and technical aspects in the light of the project and assignment's objective.

This includes:

- Description of services provided in the required fields of competences.
- Experience and Qualification matrix which explains the perfect match with the required competences.
- Working approach for the tasks described in ToR along with methodology for acquiring optimal results that matches the objectives of the project.
- Time schedule for highlighting the individual measures you are to implement.
- If applicable, special tasks requested within the scope of the terms of reference (ToR).

1.2 updated Curriculum vitae (CVs) which shall described the following:

name, title, nationality, date and place of birth, marital status, schooling and vocational education, employment record stating the duration of service, the countries of assignment, the employers, the positions held, the projects as well as the scope of duties and management experience, particular skills, language skills with an indication of the level (categories: spoken, written, reading / comprehension, period spent in the language area)

1.3 Earliest possible date for commencing the work, with alternatives where appropriate.

1.4 Listing of relevant projects

1.5 Details on the involvement of local companies or experts in the form of subcontracts, joint venture groups / consortiums or the division of work within the scope of the project will not be considered.

1.6 Following documents should be submitted with the portfolio

- Trade License
- copy of the up-to-date TIN certificate and BIN certificate
- tax exemption certificate (If applicable)
- VAT and BIN certificate (If applicable)
- Domicile Certificate or other relevant documents for proof of Nationality
- Copy of Chaque book
- Bank details

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Annex-02 Bidding Conditions



- 1.7 Your financial offer should consider the following aspects:
 - Quote the price in BDT (Included TAX)
 - Financial offer should be submitting in the attached template
 - VAT status to be identified.

Tax will be deducted according to the government law of Bangladesh.

Payment installment will be in line with GIZ's standard regulations.

2. Cost of preparing the EOI

No payment will be acceptable for the preparation or bid / EOI or any other documents. The EOIs together with the attached documents shall become the property of the *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), GmbH*.

3. Queries during offer preparation

Queries regarding commercial, technical and procedural issues should be addressed in writing at contract-bangladesh@giz.de. Failure to comply with this provision may result in the bid / Offer / EOI being disqualified.

4. Address, formal requirements

The required documents shall be submitted in the following ways via email:

Bid Submission Instructions (via Email): bd_quotation@giz.de

When sending your offers, please ensure that the financial and technical offers are sent in two separate emails. Including the financial offer within the technical offer, or sending both offers together in a single email, will result in disqualification from the tendering process.

When sending the offers, the following must be observed:

Email Subject Lines:

For Technical Offer:

7000016705-Skills Gap Analysis_PRECISE & TVET4RE – Technical Offer – [Your Company Name] – (Email 1 of 2)

For Financial Offer:

7000016705-Skills Gap Analysis_PRECISE & TVET4RE – Financial Offer – [Your Company Name] – (Email 1 of 2)

File Size Limit:

- ✓ If the file is less than 25 MB, attach it to the email directly.
- ✓ If the file is more than 25 MB, please split and send it in multiple emails, numbered clearly (e.g., Email 1 of 2, Email 2 of 2).
- ✓ Always keep technical and financial offers in separate emails, even when sending multiple parts.
- ✓ Do not include anyone in CC while sending the documents.
- ✓ Do not share Google Drive or other download links for the quotation.

The above formal requirements regarding email and marking also apply to further copies of the bid.

5. Modification/withdrawal of the Bid/offer/EOI

Adjustments to or withdrawal of Bid / offer / EOIs are to be communicated in writing by the deadline for submission of EOIs.

Subsequent adjustments or modifications to in the Bid / offer / EOIs shall also be subject to the requirements for sending in the bid (section 4 herein).

6. Other requirements/conditions

Agreements with third parties in restraint of competition which are to the disadvantage of the GIZ will not be permissible and will lead to the Bid / offer / EOI not being considered.

The documents submitted in response to the request to Bid / Offer / EOI shall be treated confidentially by you and shall not be made available to any third party in connection with potential subcontractors. Non-compliance may result in the bid not being considered.

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General terms and conditions of contract ('local terms and conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Bangladesh

1. General provisions for supplying work and services

1.1. Applicable law, place of jurisdiction

The general terms and conditions contract (hereinafter referred to as the "contract") is subject to the laws of Bangladesh <country of assignment>. The contractor's general terms and conditions of business or payment shall not apply. The place of jurisdiction is Bangladesh <place>. GIZ may also institute proceedings against the contractor before the competent court for the latter's place of residence or place of business or habitual place of residence.

1.2 Form

Any amendments or supplements to the contract and all material communications must be in text form unless the parties as contained herein have made different arrangements or a stricter format is prescribed by law of Bangladesh.

1.3 Quality of work and services

The work and services to be provided must comply with the recognised state of scientific knowledge and the generally accepted rules of technology as well as the terms of reference. They must be of excellent quality.

[1.4 deleted]

[1.5 deleted]

1.6 Confidentiality

Any and all data relating to the contract as well as any other GIZ information, such as submitted documents and exchanged information of which the contractor and its employees become aware in the course of performing the contract, must be treated as confidential during and beyond the term of the contract. This provision applies even if such documentation and information has not been explicitly designated as secret or confidential. As a matter of principle, such information shall only be made accessible and known to persons for whom it is essential for the fulfilment of their tasks (need-to-know principle).

Contractors shall not allow third parties to access documentation or work results of any kind, in particular reports, without the prior consent of GIZ in text form. Third parties under this provision also include the ultimate commissioning party/client.

1.7 Requirement for GIZ's approval for publications

Any publications regarding the contractor's activities within the framework of the project under this contract require the prior approval of GIZ in text form, even after the contract has come to an end. GIZ approval is not required for brief descriptions of the contract and of the scope of activities that are intended for

use in the contractor's PR work. An outline of the subject matter of the contract and the key results constitutes a brief description. The contractor must always express in an appropriate way that its activities are performed on behalf of GIZ and must name the ultimate commissioning party/client and any other financing parties.

1.8 Use of GIZ's corporate design

When designing materials relating to the contract that are intended for use with third parties (e.g. business cards, letterheads, emails, publications, presentations), the provisions of the Corporate Design Center (<https://www.giz.de/cdc/en/html/59557.html>) and other GIZ specifications must be followed. The design must also be agreed with GIZ and in the event of direct cooperation also with the responsible partner institution.

1.9. Property rights and rights of use

1.9.1 Basic principle

Unless otherwise agreed in the contract documents, the contractor shall assign to GIZ all assignable ownership and property rights to its work results. If the work results are protected by copyright or other non-assignable property rights, the contractor shall grant GIZ an exclusive and irrevocable right that is unlimited with respect to time, location and content to use all work results, including for commercial use outside the measure. Furthermore, the originator expressly waives the right to be named as such.

1.9.2 Work results

Work results for the purposes of Section 1.9.1. are all material and immaterial outputs that are created or procured in performance of the contract, especially studies, drafts, documentation, articles, information, illustrations, drawings, calculations, plans, photos, materials, film negatives, image files and other visual presentations. Work results shall also include any computer programs that the contractor produces, modifies, procures or makes available in performance of the contract.

1.9.3 Scope of rights of use

GIZ's rights of use shall include the right to use the work results without limitation with respect to time, content and location. GIZ is further entitled to assign to third parties the rights of use granted or to grant third parties simple rights of use.

1.9.4 Freedom from third-party rights

The contractor warrants that the work results are free from any copyright or other third-party rights that would prejudice the use of the work results pursuant to Section 1.9.3. The contractor shall defend GIZ from all claims arising from an infringement of industrial property rights, copyrights or any other property rights due to the use of the work results as agreed in the contract and shall meet all costs and damages imposed on GIZ by a court of law insofar as GIZ has informed the contractor without delay of any such claims and the

contractor is entitled to take defensive action or negotiate a settlement. The aforementioned obligation on the part of the contractor shall not apply if the contractor is not responsible for the infringement of the rights.

1.9.5 Compensation

The contractually agreed remuneration also includes the granting of rights of use.

1.9.6 Contractor's right of use for its own purposes

GIZ may grant the contractor the right – in text form – to use the work results for its own purposes free of charge. GIZ will permit such use if and to the extent that the contractor can demonstrate a legitimate interest and this does not conflict with GIZ's interests. The contractor must name GIZ whenever the work results are used.

1.10 Data protection

Within the framework of the contract, GIZ processes personal data exclusively in accordance with the EU General Data Protection Regulation (EU GDPR) and other applicable data protection regulations.

The contractor shall comply with the requirements of applicable data protection regulations and require such compliance of its employees or representatives.

The contractor warrants that any data transmitted to GIZ have been processed in accordance with the applicable data protection provisions and are exempt from any third-party rights which could prejudice the use of these data within the framework of this contract. The contractor shall indemnify GIZ against all claims arising from the violation of data protection regulations and shall reimburse GIZ for all costs incurred in connection with its corresponding legal defence or the imposition of government sanctions.

Should applicable data protection law contain specific principles that must be respected when providing work and services (e.g. a privacy by design or default approach in order to ensure the data protection-friendly implementation of technical requirements), the contractor shall place particular emphasis on the practical application of such principles.

Should the contractor process personal data for GIZ as set out in Article 28 GDPR, this shall take place on the basis of a relevant agreement.

1.11 Prevention of the financing of terrorism and compliance with embargoes

The contractor shall not make any funds or other economic resources available, directly or indirectly, to third parties that are included on a sanctions list issued by the United Nations and/or the EU.

When implementing the contract, the contractor may enter into and/or maintain business relations only with third parties that are reliable and to whom no statutory ban on entering into contractual or business relations applies.

When implementing the contract, the contractor must also comply with embargoes and other trade restrictions issued by the United Nations, the EU or the Federal Republic of Germany.

The contractor must notify GIZ without delay and on its own initiative if the contractor, a member of its official managing

body and/or other administrative bodies (in this context its shareholders and/or staff) is included on a sanctions list issued by the United Nations or the EU. This provision also applies if the contractor becomes aware of an event that would lead to such a listing.

The contractor shall notify GIZ without delay and on its own initiative of any violation of the provisions stipulated in this Section 1.11. This does not affect GIZ's rights under Sections 5 and 6 of these Terms and Conditions.

1.12 Obligations resulting from the Code of Conduct

1.12.1 Code of Conduct for contractors

The contractor shall guarantee with regard to its own business activities that it acts in accordance with the Code of Conduct for Contractors of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH ('Code of Conduct') (Annex 4). It warrants that it will appropriately apply the provisions of the Code of Conduct along the supply chain if GIZ establishes the existence of a human-rights or environment-related risk and notifies the contractor thereof.

The contractor is obliged to hold GIZ harmless from third-party claims resulting from a breach of the Code of Conduct unless the contractor can prove that it is not responsible for the breach.

1.12.2 Preventive measures

The contractor must take appropriate measures to minimise the risk of breaches of the provisions of the Code of Conduct. If GIZ identifies (new) risks during performance of the contract, additional preventive measures must be taken. GIZ is entitled to instruct the contractor to take specific measures.

1.12.3 Ensuring access to the complaints procedure in the supply chain

The contractor shall ensure unhindered access for all of its employees to the complaints procedure set up at GIZ. In particular, the contractor shall not undertake any actions that hinder, prevent or complicate access to the complaints procedure. This also applies to reports that human-rights or environment-related obligations have been violated due to the actions of an indirect supplier.

1.12.4 Warranted controls

GIZ is entitled to check whether the contractor complies with the provisions of the Code of Conduct if compliance risks have been identified and the contractor has been informed of them. The corresponding control measures must be appropriate and give due consideration to the contractor's justified concerns. In particular, control measures include the request for comprehensive disclosure, on-site checks by GIZ or a commissioned third party and mandatory certification in line with recognised standards. All control measures relate solely to compliance with human-rights and environment-related obligations.

1.12.5 Participation in training courses

If GIZ identifies compliance risks related to the Code of Conduct, the contractor is obliged at GIZ's request to take part in training courses carried out by GIZ to ensure compliance with the Code of Conduct and to ensure that the Code is adequately applied in the extended supply chain. Participation is not necessary if GIZ agrees and if the contractor confirms in writing to GIZ that it (i) complies with the provisions of the Code of Conduct and (ii) verifiably conducts its own training courses.

1.12.6 Obligations to provide information and documents

The contractor is obliged on request to procure and provide the information and documents GIZ needs in order to meet all of the regulatory requirements resulting from the contractual relationship, for example requirements related to the German Federal Act on Corporate Due Diligence Obligations in Supply Chains (LkSG).

1.12.7 Legal consequences in the event of violations of the Code of Conduct

If the contractor breaches any of the obligations set out in the Code of Conduct, GIZ is entitled to suspend performance of the contract or terminate the contract if the breach is not remedied after setting a reasonable deadline. There is no need to set a deadline in the event of a serious, persisting or repeated breach. If GIZ terminates the contract for this reason, the contractor shall be deemed responsible for the termination. If the contractor breaches an obligation under the Code of Conduct, the contractor is additionally obliged to pay damages unless it can prove that it is not responsible for the breach. The payment of damages also includes appropriate compensation for reputational damage.

If the contractor breaches an obligation under the Code of Conduct, GIZ is furthermore entitled to exclude the contractor from future competitive award procedures for as long as the breach persists and to the extent appropriate.

The contractor is obliged to pay a contractual penalty for each breach of the Conflicts of Interest (4.1) and the Integrity Principles (4.2); the amount of this penalty (i) depends on the nature and severity of the breach, (ii) is established by GIZ after due consideration and (iii) shall not exceed EUR 50,000. If a pecuniary advantage granted by the contractor as a form of bribery is greater than EUR 50,000, the contractor must pay a contractual penalty equal to this sum. Any further rights to claim damages on the part of GIZ shall remain unaffected. However, contractual penalties that have already been paid shall be deducted from such claims for damages.

1.13 Agreements under international law and implementation agreements

The contractor is obliged to comply with the applicable stipulations of the respective agreements under international law (general agreements on technical cooperation, exchanges of notes) between the Federal Republic of Germany and the country of assignment and, if applicable, any implementation agreements between the project executing agency and GIZ.

2. Provision of work and services by the contractor

2.1 Assignment of experts

The contractor shall ensure that it and any experts it assigns possess the appropriate professional and personal qualifications needed to complete the stipulated tasks successfully.

The contractor is responsible for ensuring that the experts it assigns comply with the relevant provisions set out in the contract and have been adequately informed about the contractual provisions on information security.

2.2 Protective measures, health requirements and necessary insurance policies

The contractor shall be responsible for ensuring that it and the experts it assigns meet the health requirements for the country of assignment. The contractor is in particular obliged to arrange the necessary vaccinations. The contractor must ensure adequate insurance cover (in particular health, repatriation and accident insurance). The contractor must provide evidence of compliance with this provision if requested by GIZ.

GIZ will accept no liability for property damage, sickness, personal injury or death in respect of the contractor or the experts assigned by the contractor to the project, or for the consequences thereof.

2.3 Cooperation with other institutions

The contractor and the assigned experts are obliged to cooperate with the German mission abroad, specialists working in the country of assignment and the representatives of the Federal Republic of Germany working in the country of assignment, and also – where relevant for (contract) performance – with representatives and experts of multilateral and other organisations.

2.4. Force majeure

Force majeure is an unavoidable event (including but not limited to natural disaster, outbreak of disease or an epidemic, serious unrest, war or terrorism) that no human foresight or experience could anticipate, that cannot be evaded or overcome by applying economically reasonable means or taking utmost care and that prevents or impedes one party to the contract from fulfilling their contractual obligations. If an event originates from the sphere of responsibility of one of the parties to the contract, this shall not constitute force majeure.

In the event of force majeure, the contractual obligations, insofar as they are affected by the event in question, shall be suspended for as long as it remains impossible to render the services because of this situation, provided that one party to the contract notifies the other party to the contract about the force majeure event without undue delay. In this case, the contractor is obliged to take all measures to keep the expenses resulting from the force majeure event as low as possible and to document them.

If the provision of services becomes permanently impossible due to the force majeure event or if the force majeure event persists for longer than three months, both parties to the contract are entitled to terminate the contract without further notice. This shall not affect GIZ's rights of termination as set out in Section 4.3.

In the event of interruption or termination as a result of force majeure, the services rendered and all proven, necessary and unavoidable expenses incurred by the contractor shall be invoiced in accordance with the contract prices. GIZ may refuse to reimburse expenses in accordance with this provision if the contractor fails to provide GIZ with sufficient evidence or documentation of its expenses and the measures taken to reduce them, or the contractor does not do so promptly without having good reason for late submission of the evidence or documentation. Expenses arising after a period of two months after the commencement of the interruption shall not be reimbursed.

If, due to force majeure, the activity is continued with GIZ consent at a location other than the place of assignment, payment of the contractually agreed fee shall continue. Payment of the other remuneration items will continue in the

contractually agreed amount for a period of up to three months unless they are or can be saved, or the resources are used for a different purpose.

2.5 Information and reporting obligations

2.5.1 Reporting obligations

The contractor shall submit to GIZ the type of reports specified in the contract punctually, at the required intervals, in the agreed form and language, and in the format stipulated. Unless otherwise agreed in the contract, the contractor shall prepare the reports in English and forward them to GIZ in electronic form (both in a format that is MS Word compatible and as a pdf file).

2.5.2 Obligation of the contractor to report on the status of the contract

GIZ may at any time review the status and results of the performance of the contract, including the project accounts and any project-related special accounts. The contractor must keep the necessary records available and provide the required information. At the request of GIZ, the contractor shall also provide information to other institutions or persons and organisations commissioned by GIZ and to make audits possible; it also undertakes to cooperate appropriately in any such audits.

2.5.3 Reporting information security incidents

The contractor must notify GIZ (informationsecuritymanagement@giz.de) without delay and in appropriate form of any information security incidents that (also) concern GIZ information.

An information security incident is an event that could negatively impact information security, for example through unauthorised viewing/disclosure of information (loss of confidentiality), modification of information (loss of integrity) or deletion of information/disruption of access to information (loss of availability).

2.6 Keeping of contract-related records

The contractor must keep contract-related records and work results, including financial records, for ten years after acceptance of the final report or, as the case may be, of the performance of the work and submit these records to GIZ on request.

Any other documents, aids, materials or objects received from GIZ that – under the terms of the contract – were not permanently handed over to the contractor must be returned by the contractor immediately and without being requested to do so at the end of the contract. This also applies to all copies.

In the aforementioned cases, the handover procedure is specified by GIZ. GIZ is also entitled to demand erasure (i.e. information cannot be reconstructed) or destruction in whole or in part. Evidence of the erasure and the procedure applied is to be provided to GIZ on request, for example by means of a written explanation. Additional remuneration will not be provided.

Statutory storage obligations and periods remain unaffected by this provision.

2.7 Procurement of materials and equipment

In the case of the contractually agreed procurement of materials and equipment, a certificate confirming handover to

the recipient designated in the contract must be submitted in addition to the vouchers required pursuant to Section 3.2.1.

Procurement orders may only be placed with qualified and competent providers on cost-efficient terms and on the basis of competition. In the procurement process, the contractor must ensure transparency, equality of treatment, the eligibility of tenderers and sustainability. As far as possible, at least three tenders are to be obtained. The contractor must comply with the rules for inventorising and handling over equipment and materials (Annex 1).

2.8 Use of end devices

Whenever end devices are used within the framework of contract implementation, the contractor must ensure that the place where they are used is suitably secure and that the devices cannot be used by unauthorised persons. It is also necessary to ensure that unauthorised third parties are prevented from viewing GIZ-related information (e.g. by using privacy filters).

3. Remuneration and invoicing

3.1 Principle of remuneration, items of remuneration

The price specified in the contract is a maximum amount; any costs in excess of this shall not be reimbursed.

In addition to the contractually agreed price the contractor may, where applicable, invoice value-added tax (VAT) at the statutory rate.

Remuneration is paid for contractually agreed items of remuneration; the amounts agreed are the maximum amounts in each case.

Rebates, discounts, refunds, tax concessions or refunds and all other price reductions obtained by the contractor when providing work and services, the costs of which are reimbursed by GIZ, must be taken and passed on to GIZ or deducted from the invoice.

3.1.1. Fee

The fee is calculated on the basis of expert-days. An expert-day is a full day on which the contractor or one or more of the experts it assigns provides work and services for GIZ. Days used exclusively for travel are not considered to be expert-days.

If contractually agreed, expert hours may also be used as the basis for calculating fees in individual cases. No other units may be invoiced.

The contractor's fee or the fee of the experts assigned by the contractor covers all personnel costs including ancillary personnel costs, communication costs, reporting costs and all overheads, profit, interest, risk, etc.

3.1.2 Travel expenses

3.1.2.1 Air travel expenses and other transport costs

Air travel expenses and other transport costs are reimbursed to the extent agreed in the contract, either to the amount for which evidence is provided or as a lump sum.

3.1.2.2 Per-diem allowance

The per-diem allowance covers the additional cost of subsistence to the contractor or the contractor's experts during an assignment away from their regular domicile and/or seat of business for a period as of a one-day business trip.

3.1.2.3 Overnight accommodation allowance

The overnight accommodation allowance covers the cost to the contractor or the contractor's experts of accommodation on an assignment away from their regular domicile or seat of business, if an overnight stay is necessary.

Overnight accommodation allowances are only paid if the contract necessitates an overnight stay. Information on such stays is stored in a separate section of the time record.

3.1.2.4 Other travel expenses

Other contract-related travel expenses are reimbursed up to the contractually stipulated number and quantity, either to the amount for which evidence is provided or as a lump sum depending on the contractual agreement.

Travel between the place of residence and workplace are private journeys and not included in 'other travel expenses'.

3.1.3 Other costs

3.1.3.1 Subcontracts

In the case of subcontracts, the actual costs incurred are reimbursed within the contractually agreed scope to the amount for which evidence is provided.

3.1.3.2 Flexible remuneration item

Where a flexible remuneration item is contractually agreed, the contractor may exceed the contractually agreed quantities up to the amount of the flexible remuneration item, taking into account the contractually agreed individual rates and bases for invoicing. The flexible remuneration item only covers costs for items listed where these are contractually agreed.

The use of the flexible remuneration item must be approved in text form by GIZ before the costs in question are incurred.

3.2 Terms of payment, invoicing for contracts for services

3.2.1 Presentation of invoices

The contractor shall bill GIZ for its services in an invoice that complies with the legal requirements.

As a matter of principle, all payments require presentation of relevant evidence. All the necessary vouchers must be attached in the original.

3.2.2 Time records

Fees and any contract-related per-diem or overnight accommodation allowances requiring payment are invoiced on the basis of time records (Annex 3) in which the contractor enters the number of expert days.

3.2.3 Final invoice, final payment

The contractor shall be obliged to submit the final invoice without delay, and in any event not later than six weeks after the contractual end of the period of assignment. The final invoice may be submitted before the end of the contractually agreed term once the work or services have been completed. The invoice must contain all of the contractor's claims for remuneration, be verifiable and contain all the necessary information (with all the required receipts/vouchers). The final payment is made on submission of the final invoice in due form and the performance of all contractual obligations by the contractor.

Any amounts overpaid by GIZ must be repaid to GIZ by the contractor without delay after invoicing.

If an advance payment was made and the contractor does not submit the final invoice within 15(fifteen) days despite a reminder by GIZ, the contractor shall be obliged to repay the advance payment.

3.3 Terms of payment, invoicing for contracts for works

Contracts for works shall be subject to the conditions of Section 3.2 with the following provisions:

3.3.1 Claim for payment

The final invoice must be submitted without delay and in any event not later than six weeks after acceptance. It must contain all of the contractor's claims for remuneration, be verifiable and contain all the necessary information (with all the necessary receipts/vouchers).

Payment of remuneration is due after acceptance of the work and services and following receipt of a final invoice containing all the required details (together with all necessary receipts/vouchers). Payment shall be made by GIZ no later than 30 days after justified claims fall due.

3.3.2 Security deposit

If payments on account have been agreed in the contract, 10% of the amounts invoiced in accordance with the contract (including VAT) shall be retained and initially not disbursed. This amount can be released against the provision of a security. The amount retained shall be disbursed following acceptance of the work as a whole.

3.3.3 Acceptance

Acceptance shall be effected in text form.

GIZ shall be entitled to submit warranty claims for any defects that were evident on acceptance even if it did not reserve the right to make such claims at that time.

4. Supplementary performance, interruption and termination

4.1 Supplementary performance

If the contractor's performance is defective, GIZ may require supplementary performance; however, requiring supplementary performance is not a prerequisite for asserting other rights.

4.2 Interruption on GIZ's instruction

GIZ may at any time order a complete or partial interruption of the activity, for political reasons for instance. In this case, the contractor must take all necessary measures to keep its expenses as low as possible.

If the interruption lasts for more than three months, the contractor may terminate the contract immediately.

In the event of interruption or termination, the services rendered up to that point and all proven necessary expenses incurred by the contractor up to the end of the interruption shall be invoiced at the contract prices. No further claims are permissible.

4.3 Termination

GIZ may terminate the contract at any time without setting any further deadlines or making a prior request for deficiencies to

be corrected, either wholly or in respect of individual parts of the work and services or with regard to individual experts.

4.3.1 Grounds which are not the fault of the contractor

If GIZ terminates the contract for a reason that is not the fault of the contractor, the contractor shall be entitled to demand the agreed remuneration. However, the contractor must allow deduction of expenses which are or could be saved, as well as of earnings from the alternative use of the resources in question, or of potential earnings foregone wilfully. Fees, salaries and ancillary salary costs are deemed to be savable if they relate to periods more than 60 (sixty) days after receipt of notice of termination.

The contractor bears the burden of proof in the cases of exception.

4.3.2 Grounds which are the fault of the contractor

Should GIZ terminate the contract for a reason which is the fault of the contractor, only the work and services already performed will be remunerated – provided that GIZ has a use for them – either at contract prices or on a pro rata basis taking into account the contract prices and the work and services provided in comparison to what would have been required for complete performance of the contract. Work/services that cannot be used shall be returned to the contractor at the latter's expense. If the contract performance comprises the provision of services, any services rendered in accordance with the contract up to the date of termination shall be deemed to have been usable. Under no circumstances shall entitlement exceed the total contract value.

5. Liability and delays

5.1 Liability

The contractor is liable pursuant to the statutory provisions. In addition, GIZ shall be entitled to claim for loss or damage suffered by the recipient of the work and services as a result of the contractor's failure to meet its contractual obligations.

5.2 Delays in the progress of work and services

If the contractor fails to meet the agreed dates and deadlines for an agreed piece of work and does not deliver the work within the period of grace set by GIZ, then GIZ shall be entitled, as soon as the period of grace has expired, to demand a contractual penalty of 0.5 % of the remuneration for each week or part thereof after expiration of the set period of grace; however, the contractual penalty shall not exceed a total of 8% of the remuneration.

6. Final provisions

6.1 Prohibition of assignment by the contractor

The assignment of claims arising from the contract is excluded unless GIZ has agreed to such assignment in writing.

6.2 Partial invalidity

Should individual provisions of this contract be or become invalid or unenforceable, the validity of all other provisions in the contract will remain unaffected. The invalid or unenforceable provision is to be replaced by a valid and enforceable provision, the effects of which most closely replicate the economic objective which was pursued by the

contractual parties with the invalid or unenforceable provision. This applies correspondingly if it emerges that the contract has gaps or omissions.

6.3 Annex to the Terms and Conditions

1. GIZ rules on inventoring and handing over equipment and materials
2. Award note
3. Time record
4. Code of Conduct for GIZ contractors

The relevant forms, documents and explanations of the above annexes to the Terms and Conditions can be found on the GIZ website Home - giz.de • Doing business with GIZ • Procurement and Financing – GIZ as a public sector contracting authority • Contracts for services and construction as well as development partnerships: Contract management, invoicing and accounting procedures (overview page).

Grid for the technical assessment of bids below the EU threshold

Org. unit		Project title		Date							
Officer responsible for the commission	Org. unit Name	Project title		PN	PN						
Assessor	Name			Contract no.	Contract no.						
Version	Individual assessment/overall assessment			Bidder 1 to 5 of 5							
(1) Criterion	(2) Weighting in %	Enter bidder 1		Enter bidder 2		Enter bidder 3		Enter bidder 4		Enter bidder 5	
		(3) Points (max 10)	(4) Assessment (2)x(3)	(3) Points (max 10)	(4) Assessment (2)x(3)	(3) Points (max 10)	(4) Assessment (2)x(3)	(3) Points (max 10)	(4) Assessment (2)x(3)	(3) Points (max 10)	(4) Assessment (2)x(3)
1 Assessment of technical-methodological design											
1.1 Strategy											
1.1.1 Interpretation of the objectives in the ToRs, critical examination of tasks	3%		0.0		0.0		0.0		0.0		0.0
1.1.2 Description and justification of the contractor's strategy for delivering the services put out to tender.	5%		0.0		0.0		0.0		0.0		0.0
Interim total 1.1	8%		0.0		0.0		0.0		0.0		0.0
1.2 Cooperation											
1.2.1 Presentation and interaction between the relevant actors in the contractor's area of responsibility	2%		0.0		0.0		0.0		0.0		0.0
1.2.2 Strategy for establishing cooperation and then cooperating with the relevant actors	3%		0.0		0.0		0.0		0.0		0.0
Interim total 1.2	5%		0.0		0.0		0.0		0.0		0.0
1.3 Steering structure											
1.3.1 Approach and procedure for steering the measures with the project partners	2%		0.0		0.0		0.0		0.0		0.0
1.3.2 Description of contractor's contribution to results monitoring and the associated challenges	2%		0.0		0.0		0.0		0.0		0.0
Interim total 1.3	4%		0.0		0.0		0.0		0.0		0.0
1.4 Processes											
1.4.1 Presentation and explanation of the implementation plan, work steps, milestones, schedule	4%		0.0		0.0		0.0		0.0		0.0
1.4.2 Presentation and explanation of the integration of the partner	2%		0.0		0.0		0.0		0.0		0.0
Interim total 1.4	6%		0.0		0.0		0.0		0.0		0.0
1.5 Learning and innovation											
1.5.1 Contractor's contribution to knowledge management at the partner and at GIZ	2%		0.0		0.0		0.0		0.0		0.0
1.5.2 Presentation and explanation of the measures undertaken by the contractor to promote scaling-up effects	2%		0.0		0.0		0.0		0.0		0.0
Interim total 1.5	4%		0.0		0.0		0.0		0.0		0.0
1.6 Project management of the contractor											
1.6.1 Approach and procedure for coordination within GIZ project	2%		0.0		0.0		0.0		0.0		0.0
1.6.2 Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months	2%		0.0		0.0		0.0		0.0		0.0

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Grid for the technical assessment of bids below the EU threshold

Org. unit		Org. unit		Project title		Date	
Officer responsible for the commission		Name		Project title		PN	
Assessor		Name		Contract no.		Contract no.	
Version		Individual assessment/overall assessment		Enter bidder 1		Enter bidder 2	
		(1) Criterion	(2) Weighting in %	(3) Points (max 10)	(4) Assessment (2)x(3)	(3) Points (max 10)	(4) Assessment (2)x(3)
1.6.3	Contractor's backstopping strategy (incl. CVs of the technical and administrative backstopper)		2%		0.0		0.0
Interim total 1.6			6%		0.0		0.0
1.7	Further requirements		2%		0.0		0.0
Total 1			35%		0.0		0.0
2 Assessment of proposed staff							
2.1 Team leader (in accordance with ToR provisions/criteria)							
2.1.1	Qualifications		3%		0.0		0.0
2.1.2	Language		4%		0.0		0.0
2.1.3	General professional experience		5%		0.0		0.0
2.1.4	Specific professional experience		8%		0.0		0.0
2.1.5	Leadership/management experience		8%		0.0		0.0
2.1.6	Regional experience		4%		0.0		0.0
2.1.7	Development cooperation experience		2%		0.0		0.0
2.1.8	Other		0%		0.0		0.0
Interim total 2.1			34%		0.0		0.0
2.2 Expert 1 (in accordance with ToR provisions/criteria)							
2.2.1	Qualifications		1%		0.0		0.0
2.2.2	Language		0%		0.0		0.0
2.2.3	General professional experience		1%		0.0		0.0
2.2.4	Specific professional experience		3%		0.0		0.0
2.2.5	Leadership/management experience		0%		0.0		0.0
2.2.6	Regional experience		2%		0.0		0.0
2.2.7	Development cooperation experience		0%		0.0		0.0
2.2.8	Other		0%		0.0		0.0
Interim total 2.2			7%		0.0		0.0
2.3 Expert 2 (in accordance with ToR provisions/criteria)							
2.3.1	Qualifications		1%		0.0		0.0
2.3.2	Language		0%		0.0		0.0
2.3.3	General professional experience		1%		0.0		0.0
2.3.4	Specific professional experience		3%		0.0		0.0
2.3.5	Leadership/management experience		0%		0.0		0.0
2.3.6	Regional experience		2%		0.0		0.0
2.3.7	Development cooperation experience		0%		0.0		0.0
2.3.8	Other		0%		0.0		0.0
Interim total 2.3			7%		0.0		0.0

Grid for the technical assessment of bids below the EU threshold

Org. unit		Org. unit		Project title		Date	
Officer responsible for the commission		Name		Project title		PN	
Assessor		Name				Contract no.	
Version		Individual assessment/overall assessment				Contract no.	
						Bidder 1 to 5 of 5	

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Grid for the technical assessment of bids below the EU threshold

Org. unit		Org. unit		Project title		Date	
Officer responsible for the commission		Name		Project title		PN	
Assessor		Name		Contract no.		Contract no.	
Version		Individual assessment/overall assessment		Enter bidder 1		Enter bidder 2	
		(1) Criterion		(3) Points (max 10)		(4) Assessment (2)x(3)	
		(2) Weighting in %		(3) Points (max 10)		(4) Assessment (2)x(3)	
2.7.7 - Other		0%		0.0		0.0	
Interim total 2.7		0%		0.0		0.0	
2.8 (provided permissible under ToRs)							
2.8.1 Composition and sufficient assignment duration of the team in order to perform the tasks specified in the schedule and personnel assignment plan		0%		0.0		0.0	
2.8.2 Qualifications and sufficient assignment duration of the team (professional experience and other specific experience) in order to process theme 1		0%		0.0		0.0	
2.8.3 Qualifications and sufficient assignment duration of the team (professional experience and other specific experience) in order to process theme 2		0%		0.0		0.0	
Interim total 2.8		0%		0.0		0.0	
Total 2		65%		0.0		0.0	
Overall total 1 + 2		100%		0.0		0.0	
Assessment in %				0.0		0.0	
Ranking				1.0		1.0	

I hereby declare that I completed this assessment independently, to the best of my knowledge and in good faith. I will treat the information confidentially and will not pass on any details of the ongoing assessment procedure

Please note: Staff with connections of a personal nature that could lead to conflicts of interest, or who have connections of a family or financial nature to GIZ business partners, participants in competitive tenders or their staff members may not be involved in decisions on corresponding contract awards – see P+R Rule 142. By submitting the completed grid for the technical assessment of tenders you officially confirm that none of the people involved in the assessment have any such connections

Date, full first and last name, function, OU

Financial Offer -

SL No.	Cost Head	Unit/ Days	Daily Rate/Unit Rate	Bill Supporting	Proposed Total
1	Expert Fees				
	Team leader	75		Lump sum along with time sh	0
	Key expert 1	50			0
	Key expert 2	40			0
	Key expert 3	40			0
	Expert pool 1	16			0
	Expert pool 2	30			0
					0
					0
2	Per - diam				0
	Per - diam	66		Lump sum	0
					0
					0
3	Travel cost (if any)				0
	National Flights	16		Against Evidence (original inv	0
	Transportation	20			0
4	Accommodation cost				0
	Overnight Accomodation Allow	20		Against Evidence (original invoice	0
					0
5	Other cost (if any) (Specified below)				0
	Workshop (Venue, Food and Logistics)	1		Against Evidence (original invoice)	0
				Against Evidence (original invoice)	
	VAT (15%)			Submission of mushok 11 , VAT challan paper and treasury deposit slip in the name of GIZ Dhaka Office	
Grand Total					0
In Words:					
Note:					

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Applicable tax will be deducted at source from the quoted price in accordance with the rules and regulations of the Government of Bangladesh.

The VAT amount must be clearly declared in the financial offer. VAT will be reimbursed upon submission of the relevant supporting documents, including Mushak 6.4, VAT challan, and Treasury Deposit Slip.

Bidders must declare all costs against each cost head, using the specified unit as stated in the Terms of Reference (ToR). The mentioned units must be strictly followed; failure to do so will result in the offer being considered invalid. No line item may be left blank. If any line item is left blank, the quoted amount for that item will be considered zero (0). Bidders are not allowed to mention costs as "as per actual invoice" for any line item.

In case GIZ identifies any such discrepancies, the respective offer will be treated as an invalid offer.

After carefully reviewing the ToR, bidders may include additional line items, if deemed necessary, to fully cover the scope of services.

Please submit the company annual tax return copy along with the financial offer.

Bank details must be submitted with the offer:

Account Name:	
Account Number:	
Bank Name:	
Branch Address:	
Routing Number:	
SWIFT Code:	
Branch Code:	
City:	

Name:

Cell phone

Self-declaration to determine the origin or source of the goods offered

1. I am/we are aware that the current EU sanctions against Russia and Belarus prohibit, inter alia, to purchase and/or import certain goods connected to Russia, Belarus, the Crimea/Sevastopol and the areas of the Donetsk and Luhansk oblasts of Ukraine which are not controlled by the government of Ukraine (together „Sanctioned Territories“), either directly or indirectly, which originate in or are located in or are exported from the Sanctioned Territories.

2.1 Sanctions regarding goods connected to (i) Crimea (incl. Sevastopol) and/or (ii) the areas of the Donetsk and Luhansk oblasts of Ukraine which are not controlled by the government of Ukraine ((i) and (ii) together, "Occupied Territories")

Therefore, I/we hereby confirm that ticked statement below is true and accurate in all respects:

- ☐ The goods sold do neither originate nor are they located in the Occupied Territories.
- ☐ The goods sold do either originate in and/or are located in the Occupied Territories.

2.2 Sanctions regarding goods connected to Russia

Further, I/we hereby confirm that the ticked statement below is true and accurate in all respects:

- ☐ The goods sold do neither originate in Russia nor are they located in Russia nor are they exported from Russia.
- ☐ The goods sold
 - originate in Russia, are located in Russia or are exported from Russia, respectively;
 - **however**, those goods are not covered by the current EU sanctions against Russia, in particular (but without limitation) they are not covered by any of the Annexes XVII, XXI, XXII and XXV of Council Regulation (EU) No 833/2014.
- ☐ The goods sold
 - do either originate in Russia, are located in Russia and/or are exported from Russia and
 - those goods are covered by the current EU sanctions against Russia (in particular, if they are covered by Annex XVII, XXI, XXII and/or XXV of Council Regulation (EU) No 833/2014).

2.3 Sanctions regarding goods connected to Belarus

Further, I/we hereby confirm that the ticked statement below is true and accurate in all respects:

- ☐ The goods sold do neither originate in Belarus nor are they located in Belarus nor are they exported from Belarus.
- ☐ The goods sold
 - originate in Belarus, are located in Belarus or are exported from Belarus, respectively;
 - **however**, those goods are not covered by the current EU sanctions against Belarus, in particular (but without limitation) they are not covered by any of the Annexes VII, VIII, X, XI, XII and XIII of Council Regulation (EU) No 765/2006.
- ☐ The goods sold

C: Self declaration goods

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- do either originate in Belarus, are located in Belarus and/or are exported from Belarus and
- those goods are covered by the current EU sanctions against Belarus (in particular, if they are covered by Annex VII, VIII, X, XI, XII and/or XIII of Council Regulation (EU) No 765/2006.

Place	Date	Name of authorised signatory in text form (section 126b of the German Civil Code, BGB)

Annex 5: Sexual Harassment Prevention and Redressal Policy

**GIZ Bangladesh
July 2021**

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I. Introduction

1. GIZ Bangladesh ("GIZ BD") is committed to the principles of gender equity and equality and to creating a gender-sensitive working environment. GIZ BD ensures that all its national and international employees, interns, consultants and other relevant stake holders are treated with dignity and respect, and are able to work in an environment free from discrimination, harassment and abuse.
2. **The Right to Freedom from Sexual Harassment:** Protection from sexual harassment, and the right to work with dignity are universally recognized as basic human rights, under international human rights law, in particular under treaties such as the International Covenant on Economic, Social and Cultural Rights, 1966 ("ICESCR"), the Convention on the Elimination of All Forms of Discrimination against Women, 1979 ("CEDAW") and International Labour Organisation Convention No. 111, namely the Discrimination (Employment and Occupation) Convention, 1958 ("ILO Convention No. 111").
3. The right to protection from sexual harassment is also recognized under the Constitution of Bangladesh, 1972 ("the Constitution"). The Constitution specifically provides for equality before the law, prohibits discrimination against any person on the grounds only of among others, sex, guarantees that women should have equal rights with men in all spheres of the State and of public life, and clearly states that the State can make special provision in favour of women or children or for the advancement of any "backward" section of citizens (Articles 27 and 28). The Constitution further ensures the right to enjoy the protection of the law, and to be treated in accordance with the law, and only in accordance with law, to every citizen and guarantees that no action detrimental to the life, liberty, body, reputation or property of any person shall be taken except in accordance with law (Articles 31 and 32).
4. Bangladesh is party to a number of international human rights instruments including the ICESCR and CEDAW, and to the Optional Protocol to CEDAW. It has also been an active Member State of the International Labour Organisation (ILO) since 22 June 1972 and has ratified 33 ILO Conventions including seven fundamental conventions, and ILO Convention No. 111. The government of Bangladesh also supports ILO convention (C190) aiming to prevent and protect employees from violence and harassment at the workplace.
5. Bangladesh has also adopted the National Women Development Policy 2011, affirming its confirmation and commitment to abide by different international instruments, including CEDAW, to safeguard and uphold the rights of the women in Bangladesh, and stated that strong measures would be taken to remove discrimination against women and girl children.
6. Consequently, any form of discrimination, harassment, including sexual harassment, is prohibited under law in Bangladesh and guidelines have been provided for dealing with sexual harassment in educational institutions and the workplace in two Judgments of the High Court Division of the Supreme Court in 2009 and 2011, namely in *Bangladesh National Women Lawyers' Association (BNWLA) v Bangladesh and others* (reported in 2009 Bangladesh Law Chronicles 694) as modified in *Bangladesh National Women Lawyers' Association (BNWLA) v Government of Bangladesh and others* (reported in 2011 Bangladesh Legal Decisions (High Court Division) 31).
7. Sexual harassment breaches the core values of which include respect for human rights and dignity. GIZ BD is therefore committed to providing a workplace that is free from sexual harassment. If an allegation of sexual harassment is determined to be credible, prompt and appropriate corrective action will be taken.
8. Although anyone may be subject to such behaviour irrespective of age, sex, religion, ethnicity, nationality, language, economic and social status, marital status, education or profession. All GIZ BD national and international employees, interns, consultants and other relevant stake holders are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and results in a violation of the law.
9. Considering GIZ BD's existing internal policies (the *GIZ Code of Conduct*, *Code of Ethics*, *Corporate Gender Strategy* and the *National Personnel Policy*, among others), this Policy addresses certain forms of sexual harassment that are not to be tolerated or endorsed.
10. The organization is committed to adopting preventive, corrective and restorative measures (to support the victim overcome the harm faced by him/her and help him/her reintegrate in her/his working place) in this regard and will therefore undertake the following measures:
 - a. All GIZ BD national and international employees, interns, consultants and other relevant stake holders, in their interactions on behalf of GIZ BD, will be required to act with tolerance, sensitivity and respect for others;
 - b. Any form of prohibited conduct in the workplace or in connection with work is a violation of these principles and shall lead to disciplinary action, whether the prohibited conduct takes place in the workplace, or in the course of any official work or travel or mission;
 - c. Complaints of prohibited conduct may be made by any GIZ BD national and international employees, interns, consultants and other relevant stakeholders, and any other person who may have been subject to prohibited conduct in a work-related situation;
 - d. GIZ BD will take all appropriate measures towards ensuring a harmonious work environment, and to protect its national and international employees, interns, consultants and other relevant stakeholders from exposure to any form of prohibited conduct, through preventive measures and the provision of effective remedies when prevention has failed.

II. Definition of Sexual Harassment

11. Any person may make a complaint of sexual harassment against another person, irrespective of gender.
12. **Sexual Harassment¹** includes-
 - a. Unwelcome sexually determined behaviour (whether directly or by implication) as physical contact and/or advances;
 - b. Attempts or efforts to establish physical relations having sexual implications;
 - c. Sexually coloured verbal representations;
 - d. Demand or request for sexual favours;
 - e. Showing pornography;

¹ The definition of "sexual harassment" set out herein has adopted, with some minor modifications (in paras 'h' (deleting "patterning"); 'i' (replacing "photograph" with "photograph/recording") and 'k', adding the words "inappropriate/unwelcome" before "love proposal") the definition set out in the judgment dated 14.05.2009 of the Hon'ble High Court Division of the Supreme Court of Bangladesh in *Bangladesh National Women Lawyers Association (BNWLA) vs Bangladesh and others* (reported at 2009 Bangladesh Law Chronicles 694) as modified in *Bangladesh National Women Lawyers Association (BNWLA) vs Government Of Bangladesh and others* (reported at 2011 Bangladesh Legal Decisions (High Court Division) 31).

- f. Sexually coloured remarks and gestures;
- g. Indecent gestures, use of abusive language, stalking, joking having sexual implications.
- h. Insult/harassment through any media, including letters, telephone/cell phone calls, SMS, notices, cartoons, writing of any kind having a sexual implication on any fixtures and furniture of any office, factory, classroom or washroom;
- i. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity;
- j. Preventing participation in sports, cultural, organizational and academic activities on the ground of sex and/or for the purpose of sexual harassment;
- k. Making any inappropriate/unwelcome love proposal and exerting pressure or posing threats in case of refusal of the said proposal;
- l. Attempt to establish sexual relations by intimidation, deception or any false assurance;
- m. Stalking.

Such conduct mentioned in clauses (a) to (m) has been set out by way of example only and is by no means an exhaustive list.

- 13. Discrimination and harassment, including sexual harassment, are particularly serious offences when accompanied by abuse and/or abuse of power and authority. Abuse of authority is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, their appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion.

III. Complaints Mechanism

A. Making a Complaint

- 14. Any individual who feels that s/he is being sexually harassed may address their concerns directly to any member of the **Sexual Harassment Prevention and Redressal Committee** or directly to the Ombudsperson. If a male victim is uncomfortable to address his concerns to a female member (in case, all the positions of the committee are female, point 16, a to d), he may lodge the complain to any male member of the gender working group.
- 15. The complaint may be made orally (in person, or by telephone) or in writing (by email, letter, or by short messaging service (sms)). A complaint may also be lodged by the victim or through any relative, friend or lawyer on their behalf.

B. Sexual Harassment Prevention and Redressal Committee

Composition

- 16. A five (5) member Sexual Harassment Prevention and Redressal Committee ('SHPRC' or 'the Committee') will be established within the organization, headed by the Ombudsperson, and consisting of three (3) members from within the organization and two (2) who are external (including the Ombudsperson). The composition of the Committee will be as follows:

- a) Ombudsperson (External)
- b) National Gender Equality Officer
- c) Gender Officer / Chair, GIZ BD Gender Working Group
- d) Head of Human Resource Unit
- e) Counsellor (External)

- 17. The majority of the Committee members will be women. At least one member of the committee will be a man, to bring in gender diverse perspectives. In case, if all the above positions are female (a to d), GIZ will hire a male counsellor (External) or a male member from Gender working group (Gender Officer) will join.

- 18. The Ombudsperson will be external to the organization, and independent, preferably with experience working on issues of gender and sexual abuse, and shall preferably have a legal background, and shall be a woman, if available.

- 19. The Counsellor will be external to the organization, and being a person with experience in counseling victims of sexual harassment.

Powers and Functions

- 20. The Committee will act as a focal point for receiving sexual harassment complaints and also carry out investigations and recommend actions as required.
- 21. The Committee will take decisions on the basis of the views expressed by the majority of its members, with its final recommendations communicated and report made by the Ombudsperson.

C. Ombudsperson

- 22. The powers and function of the Ombudsperson will be as follows:
 - a. to convene and chair all meetings of the Committee;
 - b. to assess findings and recommendations of the Committee regarding any complaint of sexual harassment.

- c. to mandate appropriate action in a written report regarding each complaint addressed to the Country Director;
- d. to periodically review and clarify policies and practices to address sexual harassment, and assess avenues for reform;
- e. to guarantee neutral, fair and objective investigations, in consideration of the arguments brought forward by both sides and to try to achieve a satisfactory solution; and
- f. to identify other resources and make referrals to counseling experts/ centres if available, and
- g. to prepare and disseminate an annual report summarizing complaints of sexual harassment received and action taken in this regard by the organization.

D. Role of Management

- 23. The concerned supervisor or management (whichever is applicable) is responsible for taking immediate action (depending on the situation) in dealing with any complaint of harassment when it is brought to her/his attention. S/he will ensure that no retaliatory action is taken against the complainant, either during the investigation or after its resolution.

IV. Filing a Complaint

- 24. A complaint should normally be filed within thirty (30) working days of the event or occurrence either to the Committee or the Ombudsperson directly. A complaint may be made after this period, if satisfactory reasons for the delay are provided by the Complainant.
- 25. After a complaint is lodged, the Committee, headed by the Ombudsperson, will conduct an investigation, and in the meantime, immediate action will be taken, if necessary, by the management to ensure that no further harassment occurs against the complainant, and that s/he is not subjected to any retaliatory action.
- 26. The Committee may seek legal advice at any time.
- 27. If the alleged offender is a non-employee, their employer shall be informed of the complaint for appropriate measures to be taken by the GIZ BD management at the earliest.

V. Principles of Investigation

- 28. **Confidentiality:** Information concerning any incident will not be disclosed by the Committee or the Management without the complainant's permission, unless required under any law for the time being in force or under the order of the court. It will be ensured that the identity of the complainant and also that of the accused will not be disclosed until the allegation is proved. The complainant's identity will not be disclosed to the general public or persons not concerned with the investigation even after the investigation is completed and irrespective of whether the allegation is proved or disproved, unless the complainant waives his/her right to confidentiality.
- 29. **Neutrality:** The Ombudsperson shall ensure that the entire process of investigation is fair to all parties.
- 30. **Independence:** The Ombudsperson shall officially report to the Country Director regarding the outcome of the investigation into any complaint of sexual harassment but shall remain independent of the administrative structure of GIZ BD.

VI. Investigation Process

- 31. The Committee shall send registered notices by post, or by email or hand delivery, to the parties and the witnesses, conduct hearings, gather evidence, and examine all relevant papers. Apart from oral and/ or documentary evidence, it will consider other circumstantial evidence in accordance with the applicable law.
- 32. While recording the testimony of the complainant(s), any question or behavior which is considered to be insulting or harassing would be avoided. Hearing should be conducted sensitively. The complainant's testimony must be recorded in camera, unless the complainant is willing to allow others to be present. A transcript of the recorded testimony would then be produced to be signed by the complainant with a copy to be provided to her/him.
- 33. **Time Period for Submitting Report:** The Committee will complete the investigation and prepare its recommendation report within thirty (30) working days of receiving the complaint and submit its report to the Country Director. The Committee may extend the period of thirty (30) working days up to sixty (60) working days where it is found necessary.
- 34. **False Complaints:** If it is proved that a false complaint has been filed with malicious intent, then a report will be submitted to the Country Director recommending appropriate action against the complainant/s. However, the failure to prove sexual harassment by the complainant will not be considered to be a false complaint, unless malice is alleged and proven.
- 35. **Withdrawal of Complaint:** If the complainant wishes to withdraw the complaint or stop the investigation at any stage, then the reason behind this has to be investigated and mentioned in the report. Considering the victim's security, investigation can be stopped only after a proper consultation by the Committee with the complainant and a written request by the complainant for withdrawal of the complaint or ceasing of the proceedings.
- 36. **Interim Measures:** During the course of the investigation, the accused will be removed from the management of or from holding any supervisory position or performing any tasks with respect to the complainant till the investigation is completed. The accused may also be transferred to a workplace / workstation, delegation, mission or project separate from the complainant till the investigation is completed or be suspended from work upto thirty (30) working days, as deemed appropriate.

37. If the allegations are substantiated, disciplinary measures will be taken against the accused.
38. Support such as medical, counseling, and / or legal aid will be made available by GIZ BD to the complainant if required to recover from the consequences of harassment, especially in case of serious offenses.
39. If there is insufficient evidence to substantiate the complaint, there will be no further action, but the GIZ BD national and international employees, interns, consultants and other relevant stakeholders will be encouraged to report any future incidences of harassment or retaliation.

VII. Decision

40. The Committee will take decisions on the basis of the views expressed by the majority of its members, and the Ombudsperson shall prepare the report and recommendations on behalf of the Committee and provide the same to the Country Director (except in cases where the complaint concerns the Country Director in which case they shall provide the report directly to the concerned supervisor/management).
41. The Country Director will take the final decision based on recommendations by the Committee and will communicate the outcome to the complainant(s) and the accused through the Human Resources Division.
42. The Human Resources Division will inform the accused of any disciplinary action, remedies and changes in work within a week after receipt of the Ombudsperson's recommendation as communicated to it by the Country Director or representatives of Headquarters as relevant. The Human Resource Division will also inform the complainant regarding the disciplinary actions taken against the accused.

VIII. Disciplinary Measures

43. If the Committee finds an employee/intern to be responsible for sexual harassment, then that person shall be treated as having committed misconduct which may result in dismissal of the employee/intern concerned.
44. If the Committee finds a consultant/vendor responsible for sexual harassment, their contract will be terminated and blacklisted. If the Committee finds any other stakeholder responsible for sexual harassment, the GIZ BD management shall send a report and recommendation in this regard to the concerned authority at earliest.
45. Any employee or intern found guilty of misconduct may, instead of being dismissed, in consideration of any extenuating circumstances, be awarded any of the following penalties, namely:
 - a. reduction to a lower post, grade or scale of pay for a period not exceeding one year;
 - b. stoppage of promotion for a period not exceeding one year;
 - c. withholding of increment for a period not exceeding one year;
 - d. fine;
 - e. suspension without wages and subsistence allowance for a period not exceeding seven days;
 - f. censure or warning.
46. The complaint and the results of the investigation will be recorded in the personnel files of the complainant and the accused. If dismissed/terminated due to a sexual harassment complaint, the person responsible will never be reinstated, rehired, or re-contracted by GIZ BD again.
47. Complainants and whistleblowers of sexual harassment complaints at GIZ BD will be protected from retaliation by ensuring that they are not terminated or dismissed within six (6) months of lodging their complaint, unless their contract is scheduled to end earlier. The Human Resource Division will be responsible to negate any retaliation and ensure that the complainant's complaint does not adversely affect his or her assessment, appraisal, increment, bonus, contract renewal or extension, and other terms of employment and benefit(s).

IX. Written Report

48. The Ombudsperson will submit a **written report regarding each complaint** to the Country Director or Representative of Headquarters as appropriate, summarizing the complaint, the inquiry process, and the findings and recommendations of the SHPRC.
49. In order to maintain procedural consistency, transparency and accountability, the Ombudsperson shall also submit an **annual report** to the Country Director summarizing the number and nature of complaints received regarding sexual harassment, along with the measures taken in each case.

X. Prevention of Sexual Harassment

A. The Organization

50. A copy of the Policy will be a mandatory annex to every employment or other appropriate contract to be signed by the employees and interns and other relevant stakeholders. Consultants should be informed of the Policy and a clause should be inserted in the relevant contract referring to this Policy. The Consultants would be provided with an electronic copy of the same.

51. At least one copy of this Policy will be available at all projects or offices in Bangla, English, and German, along with downloadable online versions in the website and common drive and other available resources of the organisation.
52. GIZ BD encourages a spirit of openness in the workplace so that complaints of sexual harassment can be voiced in a safe environment and the employees, interns, consultants and other relevant stakeholders feel confident and secure in challenging unacceptable behavior.

B. Workplace

53. GIZ BD national and international employees, interns, consultants and other relevant stake holders are encouraged to immediately express their concerns directly to the Ombudsperson or to any member of the Sexual Harassment Prevention and Redressal Committee about any behaviour which they find uncomfortable or offensive.
54. GIZ BD national and international employees, interns, consultants and other relevant stake holders are also encouraged to contact GIZ BD's National Gender Equality Officer, immediate supervisor and/or the Human Resources Division if they feel that any person is facing sexual harassment and also to act as whistleblowers. In order to resolve problems which could potentially give rise to instances of prohibited conduct, managers and supervisors will maintain open channels of communication and ensure that persons who wish to raise their concerns in good faith can do so freely and without fear of adverse consequences.

C. Awareness Training

55. Training/orientation on this Policy is to be provided to all national and international national and international employees, interns, consultants and other relevant stakeholders to raise awareness on the nature of sexual harassment at the workplace, the organization's zero tolerance of prohibited conduct, to provide guidance on the relevant policies and procedures and to foster the creation of a harmonious working environment, free from intimidation, hostility, offence and any form of discrimination or retaliation.
56. It is essential that every national and international employee, intern, consultant and other relevant stake holder, are aware of and understands this Policy.
57. Each GIZ BD national and international employee, intern, consultant and other relevant stake holder must attend at least one training program on the subject of prevention of and protection against sexual harassment at the workplace and GIZ BD's relevant policies and procedures, and specifically on this Policy. This training will be arranged regularly by the Human Resource Division
58. A regular session on the Policy will be organized for all new recruits in the introductory course.
59. The Sexual Harassment Redressal Committee members as well as Gender Focal Points and Human Resources personnel will be required to participate in this training at least once a year to increase their expertise and skills in dealing with sexual harassment complaints and redressal at the workplace.

D. Gender-Responsive Working Environment

60. The Human Resource Division will conduct a **confidential survey and random participatory focus group discussions** regularly to assess gender-friendliness of the workplace and ensure a sexual harassment-free workplace, to review the working of this Policy and to frame recommendations for more effective implementation of this Policy.
61. It will **publish and disseminate findings** from this assessment to all concerned in print and electronic media to maintain transparency and accountability, maintaining confidentiality of identities.

E. Policy Review

62. This Policy will be reviewed through a **participatory process including surveys of concerned stakeholders**, at least once in every five (5) years, or as required by law, or by change in policies and procedures.
63. **Lessons learned** through the general implementation of this Policy as well as from individual complaints regarding sexual harassment would be regularly documented and used to update this Policy and related procedures, and to develop best practice(s) as appropriate.

Bid Submission Instructions (via Email):

Please submit your Technical Offer and Financial Offer in separate emails.

Email Subject Lines:

For Technical Offer:

7000016705-Skills Gap Analysis_PRECISE & TVET4RE – Technical Offer – [Your Company Name] – (Email 1 of 2)

For Financial Offer:

7000016705-Skills Gap Analysis_PRECISE & TVET4RE – Financial Offer – [Your Company Name] – (Email 1 of 2)

File Size Limit:

- ✓ If the file is less than 25 MB, attach it to the email directly.
- ✓ If the file is more than 25 MB, please split and send it in multiple emails, numbered clearly (e.g., Email 1 of 2, Email 2 of 2).
- ✓ Always keep technical and financial offers in separate emails, even when sending multiple parts.

Request for bids



The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations. We support the German Government in the field of international cooperation for sustainable development. We are also engaged in international education activities around the globe. Through our work we assist people and societies in shaping their own future and improving living condition.

GIZ has been working as a development partner of Bangladesh since 1972 under bilateral agreement. Currently, we are working in the areas of renewable energy, adaptation to climate change, textile and leather sector, biodiversity, as well as good governance, displacement, and migration.

The Vocational Training in the Field of Renewable Energy (TVET4RE) project focuses on strengthening the national TVET system to provide skilled manpower required in renewable energy and energy efficiency. It promotes the development of practice-oriented, gender-responsive training programmes aligned with labour market needs in the emerging sustainable energy sector.

The Professional Education in Industrial and Environmental Safety (PRECISE) project aims to improve the quality and relevance of training in industrial and environmental safety by promoting a dual-education approach in which training institutions and industry cooperate closely to deliver demand-oriented qualifications that reflect both national and international sustainability and compliance requirements.

Both projects contribute to a just transition towards a low-carbon, climate-resilient, safe, and inclusive economy through strengthened institutional capacity, modernized curricula, expanded public-private cooperation, and improved employment opportunities—particularly for youth and women.

To support the implementation of the project, GIZ seeks to engage a qualified national consultant with extensive experience in the TVET sector in Bangladesh. The expert will provide strategic advice, technical input, and quality assurance to the TVET4RE project team and its partners, ensuring alignment with national policies and effective coordination with key stakeholders.

The assignment includes the following key areas of support:

- **Strategic advice and operational planning:**
Advise the project team on relevant, realistic, and impactful activities aligned with national TVET priorities and reform processes.
- **Stakeholder engagement and facilitation:**
Prepare, support, and participate in consultations, workshops, and meetings with public and private sector stakeholders, leveraging an established network within the TVET ecosystem.
- **Technical input and quality assurance:**
Review and provide feedback on project deliverables, including concepts, ToRs, and implementation plans, ensuring technical soundness and alignment with sector requirements.
- **Support to project events and coordination processes:**
Contribute to the planning and implementation of key project events and support effective stakeholder coordination.
- **Ad hoc technical support:**
Provide short technical briefs and inputs on emerging issues in the TVET and renewable energy sectors as required.

Interested parties can access the detailed Terms of Reference (ToR) and Assessment Grid via the following link: <https://enlistment.gizbd.org>. Please register yourself then you will find the relevant tender documents under bidding document menu.

Interested consultants with relevant and proven experience are requested to submit their Technical and Financial Proposals by **28th July 2026**.

If you have any further questions in this connection, please contact at contract-bangladesh@giz.de.

GIZ reserve the right to accept or reject offers in part or full without assigning any reason whatsoever.