

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

Project title: Pro-Poor Growth and Promotion of Employment in Nigeria Programme – SEDIN	Processing number/cost centre: 16.2120.0-001.00
Country: Nigeria	Transaction number: 81270944
Subject of the tender procedure: Capacity building for entrepreneurs and MSMEs	

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0. List of abbreviations

AuV	Auftragsverarbeitung / Order processing
GDP	Gross domestic product
GDPR	General Data Protection Regulation
IDPs	Internally displaced persons
MSMEs	Micro, small and medium-sized enterprises
SEDIN	Pro-poor Growth and Promotion of Employment in Nigeria Programme
VCs	Value chains

1. Context

Nigeria is still slowly recovering from the recession in 2015/2016, which was largely due to the fall in international oil prices at the time and a decline in domestic oil production. While gross domestic product (GDP) growth had averaged 7% per annum in the years 2000 - 2014, it was only 2.7% in 2015 and even fell to minus 1.6% in 2016. In 2017, growth rose again to 0.8%, but since then it has remained at a low level of 2% on average in 2018 and 2019. The service sector, especially telecommunications services, is the most important growth engine. The sector represented over 52% of GDP in 2018, with trade accounting for just over 17% and information and communications technology for just over 10%. The country's industrial performance, especially manufacturing production, continues to suffer from poor energy supply. The industrial sector's share of GDP in 2018 was 26 %. Growth in the agricultural sector, which accounts for a good 20% of Nigeria's GDP but employs almost half of the workforce, has picked up slightly but continues to suffer from unrest in the north-east and the recurrent violent conflicts between farmers and herders. It is therefore not exploiting its economic and employment potential. As a result of the COVID-19 pandemic, the Nigerian government expects GDP to decline by 3.5% in 2020, partly due to a projected drop in oil revenues of up to 90%. Only four years after the last recession phase (2014 - 2016), however, Nigeria's economic and fiscal options for responding to a renewed recession are extremely limited.

The recession from 2014 - 2016 already led to an increase in unemployment. The COVID-19 pandemic with its negative economic effects will cause unemployment in the country to grow further. The Nigerian labour market will thus continue to be characterised by the fact that a rapidly growing labour force is confronted with an insufficient number of jobs. According to the National Bureau of Statistics, out of around 115 million people of working age in 2019, only 90 million were active in the labour market, of which around 70 million were in full-time, part-time or self-employment and 20 million were unemployed but actively seeking work. The working population continues to grow rapidly: In the past five years, 19 million young Nigerians have entered the labour market. In the same period, however, only 3.5 million new jobs have been created. As a result, the number of unemployed people has quadrupled between 2015 and 2018. The unemployment rate rose to over 23% by the end of 2018. Young people, young adults and women are disproportionately affected by unemployment. In 2018, 37% of Nigerians between the ages of 15 and 24 were unemployed, and only a third of this age group who were in employment had full-time jobs. The enormous gender difference in labour force participation is also striking: While 64% of economically active men are in full-time employment, the figure for women is only 48%.

A lack of employment and thus income prospects leads to increasing internal migration from rural areas to economically prosperous urban centres. They also lead to migration abroad, particularly to countries of the European Union, with asylum applications by Nigerian nationals in Germany remaining at a comparatively low level. As a result of the high unemployment rate, an estimated half of all Nigerians live below the poverty line. Nigeria is thus the country with the largest number of extremely poor people in the world. The Nigerian government has set itself the goal of lifting 100 million people out of extreme poverty over the next ten years.

There are many reasons for a lack of integration into the labour market: insufficient labour-intensive economic growth with strong population growth, low education levels, especially among the rural population, militant conflicts in many parts of the country, corruption and unequal distribution of oil and gas revenues, insufficient state budgets for development and investment, a framework that does not promote investment, the development gap between the poor North and the better developed South, insufficient access to infrastructure

necessary for the establishment and development of businesses, such as financial and other services for the mass of potential founders and small entrepreneurs. Against this background, the priority of the project is to promote job creation through investment and economic growth. Potential for this can be found above all in labour-intensive agriculture, including processing, and in the development of small and medium-sized enterprises.

Pro-poor Growth and Promotion of Employment in Nigeria Programme

The "Pro-poor Growth and Promotion of Employment in Nigeria Programme" – SEDIN is commissioned to address the high un- and underemployment in Nigeria. Acknowledging the central role of micro, small and medium-sized enterprises (MSMEs) in employment creation, SEDIN aims at improving the employment and income situation of MSMEs by improving the business enabling environment, increasing access to financial and business services, enhancing entrepreneurial and management skills, and strengthening MSMEs in selected value chains (VCs).

Methodical approach

The programme supports MSMEs by strengthening the capacity of implementation partners and service providers as well as representatives of associations and state organisations are strengthened in their role as advisers and multipliers of training and coaching efforts. At the societal level, SEDIN facilitates cooperation between public and private sector actors to initiate policy reforms and support developing a business enabling environment. The programme includes gender-sensitive measures that take account of the needs and interests of women.

The following standardized entrepreneurial courses have been developed by SEDIN and are currently piloted by partners in Lagos and Edo states:

CREATE: Basic entrepreneurship course: up to 10 days, including

- a) imparting basic entrepreneurship knowledge,
- b) developing a concrete business idea, and
- c) identifying participants for the next module.

START: Business start-up support: up to 20 days of training and coaching, includes

- a) registering a business,
- b) developing a viable business plan,
- c) imparting knowledge on business administration and requirements,
- d) coaching for a successful operational start-up, and identifying participants eligible for the next module.

SCALE: Growth-oriented business support: up to 20 days of training and coaching including

- a) advanced business management training,
- b) product development and marketing,
- c) employment creation and personnel management,
- d) coaching for accessing finance and markets.

This modular approach serves to better reflect the participants' needs and abilities, on the one hand, and to select participants who are best qualified for the following module. Depending on pre-qualifications participants have access to these offers without being required to go through all modules, but at the same time participants who have finalized CREATE can then participate in START and/or SCALE courses.

Target groups and key stakeholders

SEDIN's target group is the poor population, especially owners and employees of MSMEs. This includes youth, women, returning migrants, internally displaced persons (IDPs) and other vulnerable groups. The political partner is the Federal Ministry of Budget and National Planning. The main implementing partners are the Central Bank of Nigeria, the Federal Ministry of Industry and Trade, state governments as well as private sector interest groups, business associations and civil society organisations.

Objective and outcomes

SEDIN's objective is defined as "The employment and income situation of MSMEs in selected sectors is improved." and is further broken down into the following outcomes.

Outcome 1: 15,000 of the 30,000 MSMEs promoted, including farms, 4,500 of which are headed by women, confirm that the business environment has improved.

Outcome 2: 15,000 of the 30,000 MSMEs promoted, including farming businesses, 4,500 of which are headed by women, have increased their income by 5% each, adjusted for inflation.

Outcome 3: 225 of the 1,500 entrepreneurs supported, 68 of whom were women, confirmed at the end of the project that their MSMEs was still in operation.

Outcome 4: 20,000 people, including 6,000 women, came into work or additional employment.

2. Tasks to be performed by the contractor

The objective of the consultancy is threefold:

- a) to support institutions capable of implementing SEDIN's entrepreneurial trainings (face-to-face and online) to MSMEs in selected VCs in Niger, Ogun and Plateau States;
- b) to improve market linkages and access to business/financial services for the MSMEs trained by the partner institutions; and
- c) to design and implement a viable business model for the supported partner institutions to ensure that the entrepreneurial trainings and additional business development services are institutionalized.

The contractor¹ is responsible for achieving the indicators 1 to 11². Indicators must be reported disaggregated by gender (35% women) and returnee status/IDPs.

Training outreach / knowledge and skills improvements for a total of 10,000 MSMEs:

Indicator 1: 6,000 potential MSMEs have increased their basic entrepreneurship knowledge and skills (CREATE).

Indicator 2: 3,000 potential MSMEs have increased their business start-up knowledge and skills (START).

Indicator 3: 1,000 MSMEs have increased their growth-oriented business development knowledge and skills (SCALE).

Additional business development services for trained MSMEs:

Indicator 4: 5,000 trained MSMEs have established additional market linkages to increase their sales of products/services.

¹ Candidates/tenderers and contractors that deliver services above the EU threshold are consulting companies.

² Note that Cost-output monitoring and forecast (KOMP) is not applicable.

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Indicator 5: 500 trained MSMEs have registered their business with official bodies based on business plans developed during the training.

Indicator 6: 7,000 MSMEs have opened a business bank account, and/or a loan application process and/or other financial services.

Job creation, income growth and business resilience :

Indicator 7: Of the trained MSMEs 3,000 came into work (self-employment) or offered one additional job.

Indicator 8: Of the trained MSMEs 3,000 increased their income by 5% (inflation-adjusted).

Indicator 9: Of the trained MSMEs 500 confirm at the end of the project that they are still in operation.

Capacity development and business model implementation:

Indicator 10: 9 partner institutions have institutionalised one of the modular courses (CREATE, START, SCALE).

Indicator 11: 6 partner institutions have institutionalized two or more linkages to additional business development services (business model).

The contractor is responsible for providing the following work packages and the accompanying milestones:

Work package 1: Selection of partner institutions (initiated by SEDIN) and implementation of business model as well as SEDIN's entrepreneurship trainings

Before the start of the consultancy, SEDIN initiates a call for application of institutions in the three focal states that are interested in working with SEDIN to achieve the above-mentioned objectives. SEDIN screens the institutions' applications and shortlists the institutions. The contractor reviews and selects at least four and possibly more partner institutions in Niger, Ogun and Plateau State respectively to achieve the outreach numbers mentioned above.

The contractor develops a viable business model and marketing strategy for linking the selected partner institutions to profiled companies that offer additional business development services for MSMEs (with specific focus on SEDIN target groups) in order to be implemented sustainably.

After having tested and implemented the business model, the contractor conducts trainings of trainers for the selected institutions on SEDIN's entrepreneurship trainings which include the three modular courses CREATE, START, SCALE so that the institutions are equipped to independently step down and report on the trainings adequately.

The training materials will be available for utilization by the contractor as well as access to the online versions of the three modular courses in order to accelerate the outreach. In addition to the developed curriculum, the contractor has to ensure that the trainings also offer business to business exchange (market linkages), linkages to SEDIN profiled Financial Service Providers and access to business registration in line with the previously developed business model.

The selection of beneficiaries for the training and business development services will be on the one hand referred MSMEs who are members of SEDIN-supported groups (i.e. cooperatives, associations, etc.) and on the other hand MSMEs selected by the partner institution. Priority should be given to applicants active in the selected VC in each of the three states.

Milestones for work package 1	Delivery date/period
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Final selection of at least four or more partner institutions per state.	1 month after start of contract
Business model development for partner institutions (M&E, budgeting, etc.).	2 months after start of contract
Training of partner institution trainers on CREATE, START and/or SCALE has started.	3 months after start of contract
Implementation and testing of training delivery and additional business development services has started.	6 months after start of contract
Partial achievement of indicators 1 to 6 (100 MSMEs trained and received one additional business development service).	7 months after start of contract
Preliminary achievement of indicator 10 and 11.	9 months after start of contract

Work package 2: Roll-out and supervision of finalized training and additional business development services approach by partner institutions

After having tested the business model and the training delivery with the selected partner institutions, both shall be reviewed and adjusted before final roll-out.

Milestones for work package 2	Delivery date/period
Final revision of business model and its implementation.	7 months after start of contract
Final roll-out of training delivery and additional business development services by partner institutions.	8 months after start of contract
60% achievement of indicators 1 to 6.	12 months after start of contract

The anticipated time of the assignment is 17 month from contract award till 28.02.2023 at latest.

3. Technical-methodological concept

In the conceptual design of the tender (technical-methodological approach, project management, if necessary other requirements), the tenderer is required to take specific objectives and requirements into consideration and describe them, as explained below. In the tender, the tenderer is required to show how the specified targets and results are to be achieved with the work packages in the tender (see section 0). For this purpose, the tenderer should consider the following five factors: strategy, cooperation, steering structure, processes and learning and innovation (sections 3.1 to 3.5). In addition, the tenderer must describe the design of the project management system in the narrower sense (section 3.6). The tenderer should avoid repeating information from existing documents. The restrictions on the number of pages given in section 6 of these ToRs must be followed.

3.1. Strategy (section 1.1 of the assessment grid)

The strategy is the core element of the technical-methodological concept.

The tenderer is required to interpret the targets that it is responsible for and provide a critical appraisal of the task (section 1.1.1 of the assessment grid). Subsequently, the tenderer must describe and justify the strategy it intends to use to achieve the milestones, targets and results that it is responsible for (see section 2) by means of the work packages described in section 2 (section 1.1.2 of the assessment grid). The tenderer should avoid repeating information from the description of the implementation approach (see section 3.6).

3.2. Cooperation (section 1.2 of the assessment grid)

The tenderer must describe the relevant actors (partners and others) for the service in the tender and their interactions (section 1.2.1 of the assessment grid). The tenderer is required to develop a concept that shows how the cooperation with these actors is to be established and put into practice (section 1.2.2 of the assessment grid). The project's cooperation arrangements referred to in section 1 must be taken into consideration.

3.3. Steering structure (section 1.3 of the assessment grid)

The tenderer is required to describe and explain its approach and its method for steering the measures with the partners involved in delivering the services set out in the tender (section 1.3.1 of the assessment grid). The contractor plays an active role in the results-based monitoring of the project. The tenderer is therefore required to describe how it will monitor the results in its area of responsibility (see section 2) in a way that corresponds with the client's expectations and specifications. It must also describe the related challenges (section 1.3.2 of the assessment grid). The tenderer is required to present and explain its approach to steering the measures in cooperation with the project partners. The tenderer is required to describe its results-based monitoring system and the related challenges, which must correspond with the client's expectations and specifications.

3.4. Processes (section 1.4 of the assessment grid)

The tenderer is required to present the processes in the sector that are relevant to the services in the tender, if necessary, on the basis of existing documents (section 1.4.1 of the assessment grid). Here, the tenderer must include a critical appraisal of the contribution made by the services in the tender to the processes in the sector and identify particularly promising starting points for generating possible leverage (section 1.4.2. of the assessment grid).

3.5. Learning and innovation (section 1.5 of the assessment grid)

The tenderer must describe its contribution to knowledge management in the project and at GIZ (section 1.5.1 of the assessment grid). The following tasks are to be taken into consideration:

- Contributions to conferences.
- The contractor's experts are actively involved in GIZ's sector networks.
- Participation in weekly update meetings.
- Contribution to reporting where needed.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.

In addition, the tenderer is required to present and explain measures that promote horizontal or vertical scaling-up (section 1.5.2 of the assessment grid).

3.6. The contractor's project management activities (section 1.6 of the assessment grid)

In its tender, the tenderer is required to describe its approach and procedure for coordination with and within the project (section 1.6.1 of the assessment grid).

The tenderer is required to draw up and explain an operational plan, which also includes a plan for the assignment of all the experts included in its tender, for implementing the strategy

described in section 3.1. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts and, in particular, describe the necessary work stages. It must also take into consideration and, if necessary, add to the milestones in section 2 (section 1.6.2 of the assessment grid).

The tenderer is required to describe its backstopping concept. A brief CV with relevant details must be provided for the position of backstopper. (Section 1.6.3 of the assessment grid).

The following services are part of the standard backstopping package and must be factored into the fees for the staff listed in the tender as ancillary staff costs in accordance with GIZ's General Terms and Conditions:

- The contractor's responsibility for its seconded staff
- Ensuring the flow of information between GIZ and the contractor's seconded staff
- Process-based technical-conceptual management of the consultancy inputs
- Managing adaptations to changing conditions
- Monitoring performance
- Ensuring the provision of project administration services
- Ensuring compliance with reporting requirements
- Specialist support for the on-site team from the contractor's staff
- Sharing and making local use of the lessons learned by the contractor

Project management specifications:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the consultancy tasks.
- The contractor provides equipment and supplies/non-durable items and assumes the associated operating and administrative costs.
- The contractor will manage expenditures and costs, accounting processes and invoicing in accordance with GIZ's requirements.
- The contractor will submit the following reports to the client in accordance with the General Terms and Conditions of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports specified in the GIZ General Terms and Conditions, the contractor submits the following reports in English language:

- Brief inception report including proposed activity plan 1 month after start of contract (up to 5 pages).
- Contributions to reports to GIZ's commissioning party on a monthly basis.
- Brief half-yearly reports on the implementation status of the project (up to 7 pages).
- Final report shall be submitted no later than 28.02.2023 (draft shall be submitted no later than 31.02.2022).

3.7. Sustainability requirements (section 1.7 of the assessment grid)

Safeguards and gender considerations with specific reference to services: The contractor is required to describe its approach and procedure for taking into account the following key measures to avoid or reduce possible unintended negative results and to support gender equality in its area of responsibility:

- Environment/climate change (mitigation)/adaptation to climate change:
Ensure low carbon footprint and sustainable use of resources. Support lifelong learning and climate change adaptation mentality (3 out of 10 points).

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- Conflict and context sensitivity and human rights:
Set up clear and fair and transparently communicated criteria of selection taking gender, ethnicity, religion, etc. into consideration. Establish and maintain strong coordination with other projects and build on existing structures of GIZ portfolios in similar states (3 out of 10 points).
- Gender equality: Ensure equal participation of women and men in trainings, meetings and decision making. Apply gender-sensitive measures that take account of the needs and interests of women and men equally. At least 35% female participation in trainings (4 out of 10 points).

3.8. Further requirements (section 1.8 of the assessment grid)

– Not applicable –

4. Human resources

4.1. Specified human resources concept

The tenderer is required to provide staff for the positions ('experts') referred to and described here in terms of the scope of tasks and qualifications on the basis of corresponding CVs (see section 6). The qualifications listed below are the requirements for achieving the maximum number of points in the specialist assessment. A statement of availability for the key experts must be attached to the tender as an annex.

The key experts 1, 2, 3 and 7 are based in Abuja while the 3 Key Capacity Development Experts are based in Ogun, Niger and Plateau States respectively. International short-term experts shall work from home and no travels are foreseen.

Expert 1: International Team leader based in Abuja (section 2.1 of the assessment grid)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partner institutions
- Taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting local and international experts
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ
- Supporting the officer responsible for the commission in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

Qualifications of the team leader

- Education/training (2.1.1): University degree (master's) in business administration, economics, social or political science.
- Languages (2.1.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages
- General professional experience (2.1.3): 10 years of professional experience in the private sector and MSME ecosystem development.
- Specific professional experience (2.1.4): 7 years of professional experience in capacity development of business development service providers.
- Leadership/management experience (2.1.5): 4 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 8 years of work experience in a developing country (5 of 10 points), of which 4 years in Sub-Saharan Africa (5 of 10 points)
- Development cooperation (DC) experience (2.1.7): 5 years of experience working on DC projects
- Other (2.1.8): – not applicable –

Expert 2: National Team Lead Assistant, Communication and Knowledge Management Expert based in Abuja (section 2.2 of the assessment grid)

Tasks of expert

- Support the team lead in performing and coordinating daily interventions.
- Support in synthesising initiatives' achievements and developing strategic documents such as issue briefs and other knowledge products in line with GIZ's requirements.
- Support in developing communication materials (e.g. flyers, impact stories, online news) for GIZ from information and data provided by programme staff such as reports, summaries, presentations, and verbal inputs.
- Ensure proper knowledge management of contractors' activities in line with GIZ's requirements.
- Perform other related duties as required and as may be requested by the team lead such as local subsidy management.

Qualifications of expert

- Education/training (2.2.1): University degree (bachelor's/master's) in business administration, project coordination and/or communication or public relation.
- Languages (2.2.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages.
- General professional experience (2.2.3): 5 years of professional experience as project assistant.
- Specific professional experience (2.2.4): 3 years of professional experience in communications and knowledge management.
- Leadership/management experience (2.2.5): – not applicable –
- Regional experience (2.2.6): – not applicable –
- Development cooperation (DC) experience (2.2.7): – not applicable –
- Other (2.2.8): – not applicable –

Expert 3: National Monitoring and Evaluation Expert based in Abuja (section 2.3 of the assessment grid)

Tasks of the expert

- Design, coordination and implementation of the monitoring and evaluation in line with GIZ's requirements and specific focus on measuring the tender's indicators.

Qualifications of the expert

- Education/training (2.3.1): University degree (bachelor's/master's) in business administration, economics or related field.
- Languages (2.3.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages.
- General professional experience (2.3.3): 6 years of professional experience as monitoring and evaluation or research officer.
- Specific professional experience (2.3.4): 4 years of professional experience in data collection, analysis and production of reports.
- Leadership/management experience (2.3.5): – not applicable –
- Regional experience (2.3.6): – not applicable –
- Development cooperation (DC) experience (2.3.7): – not applicable –
- Other (2.3.8): – not applicable –

Expert 4: National Key Capacity Development Expert based in Abeokuta, Ogun State (section 2.4 of the assessment grid)

Tasks of the expert

- Conduct capacity development of partner institutions (i.a. training of trainers, business model implementation, establishing linkages to additional business development services).
- Foster strong, collaborative relationships with partner institutions and additional business development service providers.
- Oversee implementation of trainings and provision of additional business development services to MSMEs by partner institutions and ensure all activities are planned and delivered according to GIZ standards.

Qualifications of the expert

- Education/training (2.4.1): University degree (bachelor's/master's) in business administration, economics.
- Languages (2.4.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages (4 out of 10 points); knowledge of one local language in Ogun State C1 in the Common European Framework of Reference for Languages (6 out of 10 points).
- General professional experience (2.4.3): 7 years of professional experience in entrepreneurship and MSME development.
- Specific professional experience (2.4.4): 4 years of professional experience in capacity development and/or learner-centred training methodologies and coaching.
- Leadership/management experience (2.4.5): 2 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.4.6): – not applicable –
- Development cooperation (DC) experience (2.4.7): 3 years of experience working on DC projects.
- Other (2.4.8): – not applicable –

Expert 5: National Key Capacity Development Expert based in Jos, Plateau State (section 2.5 of the assessment grid)

Tasks of the expert

- Conduct capacity development of partner institutions (i.a. training of trainers, business model implementation, establishing linkages to additional business development services).
- Foster strong, collaborative relationships with partner institutions and additional business development service providers.

- Oversee implementation of trainings and provision of additional business development services to MSMEs by partner institutions and ensure all activities are planned and delivered according to GIZ standards.

Qualifications of the expert

- Education/training (2.5.1): University degree (bachelor's/master's) in business administration, economics.
- Languages (2.5.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages (4 out of 10 points); knowledge of one local language in Plateau State, C1 in the Common European Framework of Reference for Languages (6 out of 10 points).
- General professional experience (2.5.3): 7 years of professional experience in entrepreneurship and MSME development.
- Specific professional experience (2.5.4): 4 years of professional experience in capacity development and/or learner-centred training methodologies and coaching.
- Leadership/management experience (2.5.5): 2 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.5.6): – not applicable –
- Development cooperation (DC) experience (2.5.7): 3 years of experience working on DC projects.
- Other (2.5.8): – not applicable –

Expert 6: National Key Capacity Development Expert based in Minna, Niger State (section 2.6 of the assessment grid)

Tasks of the expert

- Conduct capacity development of partner institutions (i.a. training of trainers, business model implementation, establishing linkages to additional business development services).
- Foster strong, collaborative relationships with partner institutions and additional business development service providers.
- Oversee implementation of trainings and provision of additional business development services to MSMEs by partner institutions and ensure all activities are planned and delivered according to GIZ standards.

Qualifications of the expert

- Education/training (2.6.1): University degree (bachelor's/master's) in business administration, economics.
- Languages (2.6.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages (4 out of 10 points); knowledge of one local language in Niger State, C1 in the Common European Framework of Reference for Languages (6 out of 10 points).
- General professional experience (2.6.3): 7 years of professional experience in entrepreneurship and MSME development.
- Specific professional experience (2.6.4): 4 years of professional experience in capacity development and/or learner-centred training methodologies and coaching.
- Leadership/management experience (2.6.5): 2 years of management/leadership experience as project team leader or manager in a company.
- Regional experience (2.6.6): – not applicable –
- Development cooperation (DC) experience (2.6.7): 3 years of experience working on DC projects.
- Other (2.6.8): – not applicable –

Expert 7: National Entrepreneurship Ecosystem and MSME Development Expert based in Abuja (section 2.7 of the assessment grid)

Tasks of the expert

- Oversee the three state coordinators and support where necessary with technical advice.
- Develop and oversee implementation of approaches to increase the ability of MSMEs to grow, including the provision of additional business development services including increasing access to markets and finance
- Develop and oversee the implementation of approaches to develop strong entrepreneurship ecosystems and foster enhanced entrepreneurship and the creation of new MSMEs
- Develop viable business model for partner institutions to offer entrepreneurship trainings and linkages to additional business development services

Qualifications of the expert

- Education/training (2.7.1): University degree (bachelor's/master's) in business administration, economics and social sciences.
- Languages (2.7.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages.
- General professional experience (2.7.3): 8 years of professional experience as entrepreneurship ecosystem development expert.
- Specific professional experience (2.7.4): 5 years of professional experience in entrepreneurship and MSME development.
- Leadership/management experience (2.7.5): – not applicable –
- Regional experience (2.7.6): – not applicable –
- Development cooperation (DC) experience (2.7.7): – not applicable –
- Other (2.7.8): – not applicable –.

Expert 8: Expert pool 1 'International Entrepreneurship and MSME Ecosystem' with 3 experts (section 2.8 of the assessment grid)

International short-term experts shall work from home and no travels are foreseen.

Tasks of the expert pool

- Support development and implementation of approaches to increase the ability of MSMEs to grow, including the provision of additional business development services including increasing access to markets and finance.
- Support development and implementation of approaches to develop strong entrepreneurship ecosystems and foster enhanced entrepreneurship and the creation of new MSMEs.
- Support in developing a viable business model for partner institutions to offer entrepreneurship trainings and linkages to additional business development services and ensure the implementation.

Qualifications of the expert pool

- Education/training (2.8.1): University degree (bachelor's/master's) in business administration, economics and social sciences for each experts of this pool.
- Languages (2.8.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages for each expert of this pool.

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- General professional experience (2.8.3): 4 years of professional experience in the area of entrepreneurship and MSME ecosystem development for each expert of this pool.
- Specific professional experience (2.8.4): 2 years of professional experience in business model development and marketing for each expert of this pool.
- Leadership/management experience (2.8.5): – not applicable –
- Regional experience (2.8.6): 5 years of work experience in Sub-Saharan Africa, of which 2 years in Western Africa for each expert of this pool.
- Development cooperation (DC) experience (2.8.7): – not applicable –
- Other (2.8.8): – not applicable –

Expert 9 : Expert pool 2 ‘National Entrepreneurship and MSME Development Experts’ with 6 experts (section 2.9 of the assessment grid)

Tasks of the expert pool

- Capacity development of partner institutions (i.a. training of trainers, business model implementation, establishing linkages to additional business development services).
- Support in development viable business model for partner institutions to offer entrepreneurship trainings and linkages to additional business development services and ensure the implementation.

Qualifications of the expert pool

- Education/training (2.9.1): University degree (bachelor’s/master’s) in business administration, economics and social sciences for each expert of this pool.
- Languages (2.9.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages for each expert of this pool (4 of 10 points); 2 experts each should have knowledge of one of the local languages in Niger, Plateau and Ogun States respectively (6 of 10 points).
- General professional experience (2.9.3): 5 years of professional experience in entrepreneurship and MSME development for each expert of this pool.
- Specific professional experience (2.9.4): 3 years of professional experience in learner-centred training methodologies and coaching for each expert of this pool.
- Leadership/management experience (2.9.5): – not applicable –
- Regional experience (2.9.6): – not applicable –
- Development cooperation (DC) experience (2.9.7): – not applicable –
- Other (2.9.8): – not applicable –

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

The tenderer’s ability to provide the pool of experts required here will be assessed on the basis of CVs.

4.2. Contractor’s own human resources concept

– Not applicable –

5. Costing requirements

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5.1. Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule), because this is part of the competitive tender and is used to ensure that the tenders can be compared objectively. There is no entitlement to use the total number of expert days or the specified budget.

The number of expert days corresponds to the working days.

Expert	Expert days in home country	Expert days in country of assignment	Expert days in total	Consecutive stay > 3 months	Number of international flights	Number of national flights
Expert 1: International Team Leader based in Abuja	40	300	340	Yes	4	5
Expert 2: National Team Lead Assistant, Communication and Knowledge Management based in Abuja	0	340	340	No	0	2
Expert 3: National Monitoring and Evaluation based in Abuja	0	340	340	No	0	3
Expert 4: National Capacity Development Expert based in Abeokuta, Ogun State	0	340	340	No	0	5
Expert 5: National Capacity Development Expert based in Jos, Plateau State	0	340	340	No	0	0
Expert 6: National Capacity Development Expert based in Minna, Niger State	0	340	340	No	0	0
Expert 7: National Entrepreneurship Ecosystem and MSME Development Expert based in Abuja	0	340	340	No	0	10
Expert pool 1: 'International Entrepreneurship and MSME Ecosystem'	75	0	75	No	0	0

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Expert pool 2: 'National Entrepreneurship and MSME Development Experts'	0	240	240	No	0	8
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5.2 Local administrative staff

The following local administrative staff are needed:

1 office assistant for 17 months

5.3 Travel expenses

Travel expenses budget of EUR 250,000 against provision of evidence of costs.

As the number and duration of the business trips is not yet clear, the above-mentioned fixed, unalterable travel-expenses budget for all trips in Nigeria for experts is specified in the price schedule. This travel budget for travels within the country contains the following travel expenses for all national experts and the international team lead (no travels are foreseen for international short-term experts):

- Per-diem allowances (EUR 20), reimbursed as a lump sum
- Accommodation allowances (EUR 95), reimbursed as a lump sum
- Domestic flights (economy; EUR 200), reimbursed as a lump sum
- International flights (economy), against evidence
- Ancillary costs (If available, the contractor can use GIZ cars/drivers; taxi costs for travels within cities (EUR 10 per trip) within Nigeria/overland (EUR 85 per trip)), reimbursed as a lump sum

Please note that flights (international and domestic) and business travel costs away from the duty station for the team lead fall under travel expenses. However, this budget does not contain costs related to contract in the country of assignment for the team leader according to the section 3.3.2 of the general terms and conditions (see also Price schedule section 2.2).

The costs are reimbursed on submission of documentary proof (accommodation costs which exceed this up to an appropriate amount, the cost of flights and other forms of transport). All business travel must be agreed in advance by the officer responsible for the project. Travel expenses must be kept as low as possible. Rules from Risk Management Office must be adhered to.

5.4. Equipment

Budget for equipment: EUR 20,000

The fixed, unalterable budget above is earmarked for the procurement of the equipment described in the table below (payment on submission of documentary proof).

Made available free of charge by the project executing agency (local project partner) for the duration of the contract.	Made available free of charge by the client for the duration of the contract.	Equipment to be procured by the contractor in the financial bid.
N/A	Offices, furniture, partial usage of GIZ cars/driver	IT equipment (e.g. laptops, mobile phones)

5.5. Operating costs in the country of assignment

Monthly lump sum for supplies/non-durable items (e.g. for example cartridges, office supplies, paper, fees for phones, ongoing vehicle costs that are not included under 5.4 etc.): EUR 400 (in total EUR 6,800). Office space will be made available by the programme.

5.6. Workshops, education and training

Workshop budget: EUR 500,000 against provision of evidence of costs.

The fixed, unalterable budget given above is specified in the price schedule for workshops. The budget includes the following costs relating to the planning and running of workshops (physically or virtually):

- Training of Trainers (10 days) for selected partner institutions in each of the three states (in total 3 workshops).
- Refresher Training of Trainers (5 days) for selected partner institutions in each of the three states (in total 3 workshops).
- Quarterly Monitoring and Evaluation Workshop (2 days) for selected partner institutions in each of the three states (in total 6 workshops).
- Quarterly Steering Meetings (1-2 days) amongst selected partner institutions and/or profiled business development services companies (in total 6 workshops).
- Testing of training and linkages model together with selected partner institutions, profiled business development services companies and SEDIN targeted MSMEs in each of the three states (in total up to 24 workshops).
- Digital Literacy Training for selected partner institutions and MSMEs to effectively access online trainings (in total up to 8 workshops).

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (sections 2 and 3 of the financial bid).

Compliance with Nigeria-specific Covid-19 regulations, as applicable at the time of assignment is required.

5.7. Local subsidies

Budget for local subsidies: EUR 300.000

Up to EUR 50,000 per local subsidy contract with selected partner institutions. The fixed, unalterable budget given above is specified for local subsidies to training providers to conduct and partially finance / subsidize trainings for entrepreneurs referred by the programme to the partner institution.

Local subsidies are awarded on the basis of the attached annex 'Mustervertrag Örtliche Zuschüsse' (Contract template contract for local subsidies) and in accordance with the provisions of the General Terms and Conditions and the annex 'Handreichung Örtliche

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Zuschüsse' (Guideline for local subsidies) to the General Terms and Conditions. Handling fees calculated by the tenderer are not included in the budget above and must be costed separately.

The tenderer may add handling fees for local subsidies in line 72 of the price schedule.

5.8. Other costs

– Not applicable –

5.9. Flexible remuneration item

Budget for flexible remuneration: EUR 175,000

The fixed, unalterable budget given above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the officer responsible for the commission at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (font size 11 or larger) and clearly formulated. The language of the tender is English.

The technical-methodological concept of the tender (section 3 of the ToRs) is not to exceed 15 pages (not including the cover page, list of abbreviations, table of contents and brief introduction).

7. Options

Within the framework of the basic project described in the ToR, GIZ reserves the right to award contracts for additional services of this type and time extensions to the successful company in this procedure without a prior call for competition, or to enter into a follow-on contract pursuant to the criteria listed in these terms of reference and the contract.

8. Data protection

Personal data collected by GIZ may be entrusted to the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of the GDPR, in particular the Art. 44-50 GDPR. The contractor shall act as an independent data controller for the personal data that he processes in connection with the contract and shall comply with the applicable obligations under data protection legislation.

9. Annexes

- a) Contract template contract for local subsidies
- b) Guideline for local subsidies