

Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000

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General information

a. Brief information on the project

Commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), the Programme Migration & Diaspora (PMD) is a global programme that is currently working with 22 partner countries from all over the world. The programme is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with the Federal Employment Agency's International Placement Services (ZAV) under the Center for International Migration and Development (CIM). The program aims to support key actors in partner countries to make more effective use of regular migration and diaspora engagement to achieve their development goals.

The Programme Migration and Diaspora (PMD) supports the harnessing of the positive impact of regular migration and diaspora engagement to drive forward social and economic development. PMD supports this cause using different priority areas.

The 3 areas of priority in Ethiopia are as follows:

Returning -Experts: Trained university graduates and experienced experts from Germany who want to return to their country of origin, to share their knowledge and experiences to local organizations.

The programme supports these experts through:

- Offering advice on return and career planning.
- Matching returning experts with vacant positions in their country of origin.
- Providing support for people returning to the workplace in their country of origin.
- Offering salary subsidies and subsidies for equipping workplaces.
- Organizing networking events.

Diaspora -Experts: Migrants who are experts in different professions and who would like to foster development in their countries of origin through short term voluntarily assignments in various sectors.

The programme supports these experts through:

- Providing advice on possible on-ground opportunities for volunteering.
- Creating the communication/laying the ground for communication and possible assignment of the expert at the local partner institution.
- Offering trainings on successful methods of exchanging knowledge.
- Organizing networking events.
- Offering financial compensation.
- Covering travel costs and health insurance.
- Supporting work on the ground via local staffs.

Diaspora-Organizations: Organizations which work in collaboration with local partner organizations on projects that target promoting development in their country of origin.

The programme supports these Diaspora organizations through:

- Offering subsidies for small-scale development relevant projects in partner countries.

- Providing advice on filing applications, planning, and implementing projects for a successful submission of project proposals.
- Organizing networking events.
- Offering trainings relevant to their planned projects.

b. Title of the Event: Gender and Migration: A dialogue on how Gender affects the effective use of regular migration and diaspora engagement

C. Background of the event

Programme Migration and Diaspora (PMD) has planned to organize a virtual dialogue on **20th of August 2021**. The main purpose of the event is to learn and discuss how Gender influences the effective use of regular migration and diaspora engagement to achieve development goals. In addition, it will focus on the gender-specific experience of returning experts in implementing their knowledge and expertise in key positions in our partner institutions and integrating into the society of their country of origin.

Gender as a lens has been chosen because it influences all aspects of the migration process including who migrates and to where, and what opportunities, resources, and networks are available in the country of origin. Therefore, it's vital to comprehend how Gender shapes and interacts with the effective use of regular migration and diaspora engagement.

To better understand how Gender shapes the migration experience of returning experts the virtual dialogue will look at opportunities, challenges, and motivations affecting both women and men before, during, and after their assignment.

1. Before the assignment

Returning experts may find it challenging to commit to a long-term assignment in their country of origin because the assignment requires careful planning and decision-making

process. The virtual dialogue shall engage returning experts and explore the following points.

- The pull (place of destination) and push (place of origin) factors that motivate men's and women's migration.
- The Access to information and pre-departure training.

2. During the assignment

Returning experts are familiar with and understand their country of origin. Yet, they are prone to experience a return shock because they tend to evolve personally and acquire new values and ways of life from their new destination which may impede them from reintegrating effectively into their country of origin. The virtual dialogue shall bring forward the views and experience of both men and women returning experts during their assignment by examining the following points.

- The availability of Gender-sensitive migration policies for men and women in the place of origin.
- Gender-specific barriers to the full participation of returning experts in development.
- Gender-specific obstacles to access services such as (sexual and reproductive) health, psychosocial, legal, protection, financial resources in destination places.
- Measures to prevent and respond to gender-based violence in the place of destination.
- Provision of access to reintegration information or programs – adapted to the needs and skills of both genders

3. After the assignment

Finally, the virtual dialogue shall aim to understand the experience of returning experts in passing their knowledge and skills with development projects involving local organizations. To do so, the following points shall be discussed.

- The recognition and transfer of skills and knowledge acquired abroad in the home country.
- How the long-term assignment empowered or dis-empowered both men and women.

d. Context

The event management company/consultant will be responsible for organizing and managing a virtual dialogue under the theme **Migration and Gender**.

e. GIZ shall hire the event management company for the anticipated contract term, from **15.07.21** to **24.08.21**

f. The contractor shall provide the following service:

- Develop the Concept of the Webinar and prepare a draft copy of the event program scenario with a time frame for review and approval.
- Invite and inform prominent individuals and key speakers specializing on migration issues from GIZ projects, intergovernmental organizations, non-governmental organizations (NGOs), and Government Institutions.
- Video and photo documentation of the event.
- Promote the Gender and Migration event through a poster, ad, and social media platforms.
- Provide IT and other logistics support for the experts and special guests.
- Minimum of 50 - 60 participants are to be ensured.
- Production of Meeting documents and information materials.
- Selection and hiring of moderators and facilitators for the event.

g. Deliverables

- The event organizer shall submit an action plan in consultation with Programme Migration and Diaspora (PMD) Within 5 business days after signing the contract.

Work plan for the Preparation and execution of the virtual dialogue

Activity		Start date	End date	Total no. of days
1.	Prepare a conference schedule by coordinating with Programm Migration and Diaspora.	15.07.21	19.07.21	3
2.	Design a poster and ads to promote the Gender and Migration event on various platforms including on social media.	20.07.21	22.07.21	3
3.	Select and hire moderators and facilitators for the event.	23.07.21	27.07.21	3
4.	<p>Research, select, and reach out 50 to 60 attendees which should include.</p> <ul style="list-style-type: none"> • Government officials • GIZ projects • Returning experts • Gender specialists • Organisations in the field of international academic co-operation • Organizations specialising in Migration such as IOM 	28.07.21	03.08.2021	5
5.	Running and managing the virtual dialogue	20.08.2021	20.08.2021	1
6.	Submit video and photo documentation of the event	24.08.2021	24.08.2021	1

Tender requirements

1. Qualifications of the proposed Event Management Agent

1. Agent 1:

1.1.1 General qualifications

Experience in the management of an event: 2-3 Years of experience in managing an event (please refer to).

2. Appropriateness of proposed concept

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5.).

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	1	6	
• Implementation	1	1	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	NA	NA	
• Overnight allowance in country of assignment	NA	NA	
• Travel costs (train, private vehicle)	NA	NA	
Flights	Number of experts	Number of flights per experts	Comments
• International flights	NA	NA	
• Domestic flights	NA	NA	
Other costs	Number of experts	Amount per experts	Comments

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.*

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.

4 Fixed lump sum price – contract for work

Since the contract to be concluded is a contract for work, we would ask you to offer your services at a fixed lump sum price, which covers all relevant costs (fees, travel costs, etc.). The assessment of the financial bid is based on the lump sum price tendered. For the purposes of our internal calculations and any subsequent contracts, we would also ask you to state the daily rate used for the tender. A breakdown of the days is not necessary.

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.