

INVITATION TO TENDER

GIZ Project Name: Supporting the Ministry of Labor and Social Development to increase the effectiveness of inclusive politics

PN: 2005.3507.0-007.00

Ladies and Gentlemen,

We intend to award the below listed contracts for the following project activity commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ):

1. **Consultancy in Good Governance-Executive Assistant to be seconded to the office of the Minister- Ministry of Labour & Social Development (Tender No 83360245).**
2. **Consultancy in Good Governance- Strategic Advisor to be seconded to the office of the Minister- Ministry of Labour & Social Development (Tender NO. 83360246).**
3. **Consultancy in Good Governance- Socio-economic Advisor to be seconded to the office of the Minister- Ministry of Labour & Social Development (Tender No. 83360248).**

Due to the current situation of COVID-19 spreading, invitations to Tender shall be sent from the GIZ Sudan office by e-mail. All offers should be submitted before **20th August 2020, 15:00hrs**. More information regarding the submission can be found in the invitation letter.

For detailed information and in case of interest, please send to the e-mail below:

Sd_Quotation@giz.de

Title of your email: Expression of Interest, followed by one of the above-mentioned intended Tenders with the respective (Tender No). Then the following documents shall be forwarded to you shortly:

- Invitation letter to Tender
- Terms of reference (annex 1)
- Technical assessment grid (Annex 2)
- Bidding conditions
- General terms of contracts (annex 3)
- Quantifiable offer sample

Minimum Qualifications:

1. Consultancy in Good Governance-Executive Assistant:

- Completion of University Degree & work experience of 2-3 years
- Excellent MS Office knowledge, outstanding organizational and time management skills
- Excellent verbal and written communications skills (Arabic & English)

2. Consultancy in Good Governance- Strategic Advisor:

- Master's degree in Social Science, Business Administration or similar field
- At least 5 years in executive management role including international experience

- Proven experience in leading, organizing and directing multiple teams and units
- Excellent communicator in written and verbal form (both Arabic & English)

3. Consultancy in Good Governance- Socio-economic Advisor:

- Master's degree in Social Science, Economics or similar field
- At least 5 years in SME & private sector development including international experience
- Proven experience in conducting socio-economic research and preparation of analytical reports & policy notes
- Excellent communicator in written and verbal form (both Arabic & English)

Payment:

Due to the updated regulation regarding the restriction of payment in hard currency from the CBOS. you are encouraged to submit your offer in SDG. However, alternatively, you may submit your offer in hard currency (USD, EUR), if you have a respective hard currency account in Sudan, the payment will be made via cheque or bank transfer. GIZ shall not hold any responsibility of cashing the due amounts out of the bank.

We are looking forward to your participation.

Yours sincerely,

Procurement and contracts,

GIZ Sudan Office