

Invitation to tender: "Capacity Building for Climate Resilience with PACDR tool"

Date: 01. September 2026

Evangelisches Werk für Diakonie und Entwicklung e. V.
Brot für die Welt
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1 Terms of Reference

1.1 Brot für die Welt

Brot für die Welt (Bread for the World) is the globally active aid agency of the Protestant regional and free churches in Germany. In more than 90 countries, we support poor and marginalised people in improving their lives through their own efforts. The focal points of our work are food security, promoting education and health, access to water, strengthening democracy, respect for human rights, securing peace and protecting creation. We try to influence political decisions in favour of the poor and to create awareness for the necessity of a sustainable lifestyle and economy through lobbying, public relations and educational work in Germany and Europe.

Brot für die Welt provides financial contributions, personnel, expert advice and scholarships to churches, Christian organisations and other private sponsors worldwide who are involved in building a just society, who work against discrimination on the basis of origin, gender and religious affiliation and who support people worldwide who live in need and poverty, whose human dignity and rights are violated or who are threatened or currently affected by wars or other disasters.

Further information on the work of Brot für die Welt is available at: <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/>.

1.2 Background

Climate change is accelerating, leading to increasingly severe risks and impacts. To safeguard the effectiveness of projects funded by Brot für die Welt and strengthen the capacity of target groups to cope with climate change impacts, climate risks need to be systematically assessed and appropriate adaptation measures integrated into project design, implementation and monitoring.

More than 350 projects funded by Brot für die Welt already include a climate-related component. Through Strategy 21+, Brot für die Welt has made participatory, community-based approaches to climate risk analysis and adaptation planning a strategic objective.

However, many partner organisations require technical and methodological support to assess climate risks and translate the findings into locally anchored adaptation measures, sound project concepts, credible theories of change and appropriate monitoring systems.

PACDR as the methodological framework

The main methodological framework for this work is PACDR (Participatory Assessment of Climate and Disaster Risks), an assessment and planning tool developed by Brot für die Welt together with Swiss relief and development organisations.

PACDR enables partner organisations to work together with target groups to:

- analyse climate and disaster risks and structural vulnerabilities;
- identify and prioritise needs for action;
- develop locally anchored adaptation plans;
- engage relevant stakeholders; and
- establish a robust evidence base for dialogue, advocacy and access to climate finance.

PACDR therefore serves as an entry point for a longer-term climate resilience process. This process goes beyond the initial risk assessment and includes translating findings into coherent

project concepts, implementing and monitoring adaptation measures, securing financing and using the results to inform advocacy and learning.

PACDR is continuously being improved, including with a view to making the tool more user-friendly. Version 11 is scheduled for launch at the end of 2026. The PACDR manual and training materials are available at www.pacdr.net.

Existing training, advisory and learning structures

Brot für die Welt has already trained numerous partner organisations worldwide in the use of PACDR and supported them in applying the tool. Over recent years, the approach to introducing PACDR has been further developed to strengthen sustainability and implementation. This has included greater localisation of advisory services, expanded follow-up support and regional peer-learning approaches.

An international network of local consultants with strong regional expertise has also been established to serve as PACDR trainers. Approximately 20 trainers are currently active and may be engaged, as required, to provide training and support in different countries. Wherever possible, trainers should come from the region in which participating partner organisations are based.

In addition to on-site and online PACDR training and follow-up technical support, Brot für die Welt generally organises quarterly online Communities of Practice in English, French, Spanish and Arabic. These meetings are open to PACDR users and provide a forum for exchanging experiences and peer learning.

The Communities of Practice combine contributions from partner organisations with thematic inputs from Brot für die Welt and, where appropriate, the contractor. Topics may include different aspects of sustainable climate resilience. Depending on the language group, approximately 30 to 80 participants regularly attend.

The PACDR steering group, comprising representatives of German and Swiss organisations, also meets regularly to exchange lessons and discuss developments relating to PACDR and climate resilience more broadly.

PACDR is understood as the starting point for a broader and longer-term process of strengthening climate resilience. The contractor is therefore expected not only to support PACDR training, application and follow-up, but also to contribute to the broader capacity of partner organisations to learn from and further develop climate-resilience approaches.

1.3 Objective of the contract

1. Partner organisations have strengthened capacity to apply PACDR in their projects and to implement resulting adaptation plans. PACDR Version 11 is disseminated among relevant partner organisations.
2. Selected partner organisations are supported in developing and implementing longer-term climate-resilience processes.
3. The quality and sustainability of PACDR assessments and their application are strengthened.
4. A functioning network of PACDR trainers is maintained and available to support locally delivered trainings and PACDR processes. Trainers receive appropriate technical backstopping.

5. Local, regional and international exchange and peer-learning processes are facilitated, including the technical and financial administration of workshops and other exchange formats.
6. Brot für die Welt is supported in knowledge management related to PACDR and climate resilience, including the systematic documentation and dissemination of learning experiences through the PACDR website.

1.4 Parties involved

- Partner organisations of Brot für die Welt in Latin America, Africa and the Asia-Pacific region
- Local PACDR trainers in Latin America, Africa and the Asia-Pacific region
- Staff of Brot für die Welt (including regional offices) and advisers on climate change adaptation
- Local climate advisers in the regions

1.5 Service to be performed

Brot für die Welt partner organisations will be supported in strengthening their capacity to apply PACDR independently in their projects. The main focus of the assignment is to strengthen partner organisations' capacity to conduct PACDR assessments and translate the findings into locally anchored adaptation plans. Selected partner organisations will receive additional advisory support for the implementation of adaptation measures and the development of longer-term climate-resilience processes.

The contractor will provide locally delivered PACDR trainings and facilitate exchange and peer-learning processes, including support for the online Communities of Practice. The aim is to broaden the use of PACDR among partner organisations while improving the quality and sustainability of its application.

The contractor will also provide technical backstopping to existing and new PACDR trainers and support Brot für die Welt staff in accompanying PACDR-based climate-resilience processes. In addition, the contractor will support knowledge management and learning on PACDR and climate resilience, including the documentation and dissemination of practical experiences.

1.5.1 Activities to be carried out

The activities are organised into three thematic modules:

Module 1 — PACDR trainings and thematic exchange workshops

Each year, up to three on-site PACDR trainings and up to three online introductions, refresher sessions or trainings will be delivered according to demand. On-site trainings will primarily be delivered by local PACDR trainers, while online activities will generally be delivered by internationally experienced consultants.

On-site PACDR trainings

On-site trainings will follow a practical training-on-the-job approach. Participants will learn to facilitate PACDR by applying the methodology directly with community groups, supported by an experienced PACDR trainer and followed by structured feedback and reflection.

A typical training will involve approximately 10 staff members from three to four partner organisations. In a carefully selected community, participants will learn how to prepare, facilitate and follow up a PACDR assessment.

Each on-site training is expected to comprise:

- at least five training days;
- approximately four consultant days for preparation and immediate follow-up; and
- approximately three consultant days for subsequent follow-up support to participating partner organisations.

Follow-up support may be provided to individual organisations or through peer-learning formats involving several organisations and may take place online or on-site.

Before the on-site training, one or more online preparatory sessions will be held with participants. These sessions will introduce the PACDR approach and may include initial work on selected PACDR modules or exercises.

Wherever possible, on-site trainings will be delivered by PACDR trainers from the respective region. The contractor will engage suitable trainers from the existing PACDR trainer network. During the term of the framework contract, one on-site training is expected to be delivered by an international consultant of the contractor; the timing will be agreed with Brot für die Welt.

The PACDR trainer will be responsible for the substantive preparation, delivery and follow-up of the training. This includes, in coordination with the host partner organisation:

- preparing and facilitating the online introductory session(s);
- identifying a community suitable for the practical training;
- supporting the selection of community participants,
- communicating with participating partner organisations; and
- preparing and distributing relevant questionnaires, documents and training materials.

Thematic exchange workshops

During the term of the framework contract, two local thematic exchange workshops for PACDR users will be organised. Wherever possible, these workshops will be facilitated by local consultants. The workshops will focus on practical challenges that arise in the application of PACDR and the implementation of resulting adaptation measures. Topics will be agreed with Brot für die Welt based on recurring needs and experiences of partner organisations.

Financing and administration of on-site activities

The contract will provide funding for the local costs of selected on-site trainings and exchange workshops. Each year, it may cover:

- the full local costs of up to one on-site training or exchange workshop, based on an indicative amount of approximately EUR 8,500; and
- the partial local costs of up to two additional trainings, based on an indicative contribution of approximately EUR 4,250 per training.

Eligible costs may include: seminar rooms; training materials; interpreters and interpretation equipment; accommodation and local transport for trainees; meals for trainees and interpreters; and lunch and refreshments for participating community members. If required, travel costs for staff of partner organisations participating in trainings may be covered up to a total of EUR 3,000 per year.

Where training costs are only partially covered by the contract, participating partner organisations will contribute to the local costs.

Actual costs will vary depending on the country and training context and will be agreed between Brot für die Welt, the relevant partner organisation and the contractor as part of the annual individual assignments.

The contractor will be responsible for the administrative and financial management of activities financed under the contract. This includes contracting local consultants, processing invoices and settling the costs of trainings and workshops.

2. Online PACDR introductions, refreshers and trainings

Online introductions and refreshers

Online activities will be adapted to the needs and previous experience of participating partner organisations. They may be delivered to individual organisations or groups of organisations.

In 2027, the online offer will include the introduction of PACDR Version 11 to relevant partner organisations, particularly those already familiar with Version 10. These sessions will be delivered by internationally experienced consultants of the contractor.

Online training

Based on existing materials and didactic concepts, a full online training consists of three sessions delivered across three days:

- 1) A 1.5-hour short introduction to the PACDR tool (appetizer). This webinar-format introduction can be delivered to a large group. The objective is to give a quick overview of the tool and, using concrete examples, to illustrate the results and impacts of a PACDR process.
- 2) An approximately 3-hour in-depth training covering all six PACDR modules and nine exercises, including group work and interactive elements. The training is aimed at project staff who wish to facilitate PACDR workshops independently. Participant numbers are limited to 25 to ensure intensive and interactive learning.
- 3) A 2-hour interactive workshop with practical guidance, questions and answers (Q&A, FAQ) and reflections on how participating partner organisations can apply the tool. The objective is to prepare and encourage participants to conduct PACDR assessments with communities.

Module 2 — Peer learning, backstopping, remote advisory

Selected partner organisations will receive needs-based advisory support on the application of PACDR and on translating PACDR findings into longer-term climate-resilience processes, including the implementation of adaptation plans.

On a quarterly basis, Brot für die Welt will communicate to the contractor the advisory needs identified among partner organisations applying PACDR. Based on these needs, the contractor will organise virtual advisory sessions addressing common challenges and questions.

Where appropriate, separate sessions or time slots will be provided for different language groups. Particular attention may be given to language groups for which advisory capacity within Brot für die Welt is limited, including Spanish and French.

Partner organisations may also approach the contractor with specific PACDR-related questions between the quarterly advisory sessions.

In addition, technical backstopping will be provided for Brot für die Welt staff and for local PACDR trainers on PACDR-related questions as well as on broader climate-resilience processes.

The volume and scope of individual advisory support and technical backstopping will be defined within the scope, available resources and budget of the respective annual individual assignment.

Community of Practice

Quarterly online Communities of Practice will be organised for PACDR users in English, Spanish and French, corresponding to four meetings per language group and 12 meetings per year.

If required, an Arabic-language Community of Practice will also be supported under the framework contract from 2029 onwards.

The Communities of Practice will provide a forum for partner organisations to exchange experiences, discuss challenges, share practical solutions and learn from PACDR implementation in different contexts.

The contractor will support the preparation, facilitation and documentation of the meetings. Depending on need, this may include:

- identifying relevant topics;
- preparing agendas and learning formats;
- moderation and facilitation;
- providing or organising thematic inputs; and
- documenting key lessons and follow-up points.

Climate-resilience learning workshop

During the term of the framework contract, one regional learning workshop on climate resilience will be organised. The workshop will facilitate higher-level learning between partner organisations and Brot für die Welt and support the further integration of climate resilience into partner projects and approaches.

The thematic focus, timing, participants and location will be agreed with Brot für die Welt's climate adviser.

The envisaged consultant input comprises three workshop days; and approximately five consultant days for preparation and follow-up. The workshop will be delivered by an international consultant.

Module 3 — Additional support services for the PACDR-based climate-resilience process

The contractor shall, in consultation with Brot für die Welt, provide additional support services related to PACDR. The main work packages are:

1. Further development of PACDR, training materials and support for knowledge management

This may include reviewing and documenting experiences and lessons from PACDR implementation; developing or revising training and guidance materials; developing a facilitator's guide for PACDR trainers; and supporting other knowledge-management products related to PACDR and climate resilience. In 2027 translations of PACDR Version 11 into French, Spanish and Arabic are to be produced.

2. Technical and content management and further development of the PACDR website

- Overall coordination and monitoring of the website
- Updating existing subpages, especially country information, active organisations and trainers
- Continuous documentation of learning experiences on the website
- Responding to user questions
- Translation of new website texts and elements

The specific scope of website management, content updates and further development will be defined within the respective annual individual assignments and the resources available under the framework contract.

3. Regular exchanges with the PACDR steering group

- Coordination of the PACDR steering-group meetings within the climate group together with Misereor, HEKS-EPER and other Swiss organisations
- Participation in and moderation of the meetings (two consultants for up to two meetings per year)
- Technical preparation of the meetings, including the identification of suitable technical input providers

Within the three defined modules, adjustments may be made to optimize services as part of the agreement on the annual individual assignments.

1.5.2 Special circumstances

The revised version of the PACDR Manual (Version 11) will be completed by the end of 2026 and be provided to the contractor.

The core advisory services will be carried out by the contractor. PACDR tasks at regional level will, where available, be provided by local trainers from the existing network. These trainers will be contracted by the contractor and billed through the annual individual contract; the contractor remains the contractual partner and is liable for the services of the local trainers engaged as for its own services. Local consultants typically receive a fee of on average EUR 350.

1.5.3 Scope of the service

- Fee costs for the contractor and local PACDR trainers (estimated total 342 consultancy days: 221 + 121 days)

- Travel expenses and fees for up to 24 travel days abroad (travel days are compensated as half working days), as well as travel and accommodation costs within Germany
- Costs for logistics of the trainings/workshops (hotel, catering, etc.) for a total of 1 fully funded and 2 partially funded trainings/workshops per year
- Costs for 3 examination reports by an independent auditor (ISRS 4400)
- Costs for external services (layout adjustments of the manual, website hosting and maintenance as well as setup/technical programming of the website, translations)

1.5.4 Place of service delivery/ travel

The PACDR trainings take place, in consultation with the BfdW regional offices, in the Brot für die Welt project regions in Latin America, Africa and Asia-Pacific.

Travel expenses that are indispensable for the successful execution of the contract will be reimbursed in agreement with the client, provided they are invoiced in accordance with the payment terms (see annex).

1.6 Contract period and time schedule

A framework agreement (service contract) with a term of three years, from 01/01/2027 to 31/12/2029, is envisaged.

Services provided will be billed on a time-and-materials basis and must be documented in an appropriate time-recording system.

Service or activity	Estimated time required (number of days)	Period of implementation (year)		
		2027	2028	2029
Module 1 – PACDR trainings and exchange workshops				
On-site PACDR trainings (up to 3 per year / total 9 trainings; of which 1 international training): 5 training days, 4 days for preparation and follow-up including an online introduction, 3 days follow-up → total 12 days per training plus travel days.	3*12 working days (WD)*3 years = 108 WD 2 travel days for international consultants and 16 travel days (TD) for local consultants			
• Local PACDR trainer from the existing network: up to 8 PACDR trainings of 124 days each (2 in 2027	96 WD for trainings	24 WD	36 WD	36 WD

and 3 in 2028 and 3 in 2029) plus 2 travel days	16 travel days (TD)	4 TD	6 TD	6TD
• International consultant (contractor): up to 8 PACDR trainings of 124 days each (2 in 2027 and 3 in 2028 and 3 in 2029) plus 2 travel days	12 WD for trainings	12 WD	0	0
	2 TD	2 TD	0	0
Administrative/financial processing of trainings/workshops (contract with local trainer, billing for 1 fully funded and 2 partially funded trainings/workshops per year)	3 WD*3 years = 9 WD	3 WD	3WD	3WD
Online introductions / refreshers / trainings (up to 3 per year): delivery + preparation = on average 1.5 days per training.	3*1,5 WD * 3 years = 13,5 WD	4,5 WD	4,5 WD	4,5 WD
2 local thematic exchange workshops for PACDR users: 3 days on-site exchange with 2 travel days and 5 days for preparation and follow-up / held twice during the framework agreement period by local PACDR trainers (2027, 2029).	2*8 WD = 16 WD	8 WD	0 WD	8 WD
	4 TD	2 TD	0 TD	2 TD
Overview Module 1	Total over 3 years	2027	2028	2029
Local PACDR trainers	112 WD	32 WD	36 WD	44 WD
	20 TD	6 TD	6TD	8 TD
Contractor/ intern. consultant	34,5 WD	19,5 WD	7,5 WD	7,5 WD
	2 TD	2 TD	0 TD	0 TD
	146,5 WD; 22 TD			
Module 2 – Peer Learning, Backstopping, Remote Consultancy				
Community of Practice meetings in English, Spanish, French: 1.5 WD × 3 languages	1,5 WD*3*4 per year*3 years = 54 WD	18	18	22,5

× 4 times per year × 3 years. Note: In 2029 possibly Arabic — 3 meetings.	Arabic: 1,5 WD*3 = 4,5 WD			
Community of Practice meetings in English, Spanish, French: 1.5 WD × 3 languages × 4 times per year × 3 years.	11 WD*3 years = 33 WD			
• Local PACDR trainers	6 WD	2 WD	2 WD	2 WD
• Contractor/ intern. consultant	27 WD	9 WD	9 WD	9 WD
Backstopping support for BfdW staff and trainers (12 days/year)	12 WD*3 years = 36 WD	12 WD	12 WD	12 WD
1 overarching learning workshop on climate resilience: 3 days on site, including 2 travel days and 5 days for preparation and follow-up.	8 WD	0 WD	8 WD	0 WD
	2 TD	0 TD	2 TD	0 TD
Overview Module 2	Total over 3 years	2027	2028	2029
Local PACDR trainers	6 WD	2 WD	2 WD	2 WD
	0 TD	0 TD	0 TD	0 TD
Contractor/ intern. consultant	129,5 WD	39 WD	47 WD	43,5 WD
	2 TD	0 TD	2 TD	0 TD
	135,5 WD; 2 TD			
Module 3 – Additional support services for the PACDR-based climate resilience process				
Further development of training materials and support with knowledge management (including 3 days provided by local PACDR trainers).	6 WD*3 years = 18 WD			
• Local PACDR trainers	3 WD	1 WD	1 WD	1 WD
• Contractor/ intern. consultant	15 WD	5 WD	5 WD	5 WD
Updating and maintaining the website	5 WD*3 years = 15 WD	5 WD	5 WD	5 WD

Coordination of the PACDR Steering Group	4 WD*3 years = 12 WD	4 WD	4 WD	4 WD
Additional service packages (as needed)	5 WD*3 years = 15 WD	5 WD	5 WD	5 WD
Overview Module 3	Total over 3 years	2027	2028	2029
Local PACDR trainers	3 WD	1WD	1WD	1WD
Contractor/ intern. consultant	57 WD	19 WD	19 WD	19 WD
	60 WD; 0 TD			
Overview Module 1,2 & 3	Total over 3 years	2027	2028	2029
Local PACDR trainers	121 WD	35 WD	39 WD	47 WD
	20 TD	6 TD	6 TD	8 TD
Contractor/ intern. consultant	221 WD	77,5 WD	73,5 WD	70 WD
	4 TD	2 TD	2 TD	0 TD
	342 WD; 24 TD			

If it becomes apparent to the Contractor that the estimated time required will be exceeded or that the agreed period of performance cannot be adhered to, the Contractor must inform the Client of this without delay and agree with the Client on the further course of action.

1.7 Reporting

The Contractor prepares a final report covering all services provided and activities carried out, as well as brief reports (free format, max. 4 pages) after each training in the relevant working language and submits it in digital format to the consulted organisation and the Client within 30 days of the completion of the service.

The report must include at least the following elements:

- Summary
- Description of the process of the (service) delivery/consultancy process (activities carried out, methods used, persons involved - deviations from the planning must be explained)
- Description of the service delivered and achievement of objectives
- Factors that helped and hindered the service delivery and achievement of objectives
- Conclusions and recommendations

It is at the discretion of the Client to request additional interim reports.

The Contractor reports separately on his/her own initiative on any special incidents.

The Contractor agrees to an evaluation meeting if requested by the Client.

The Contractor shall also provide, at least annually, an agreed-upon procedures report on the verification of supporting documents in accordance with ISRS 4400, prepared by an independent auditor, in accordance with the applicable payment terms.

1.8 Requirements for the execution of the contract/ necessary qualifications

The consultants should meet the following requirements. Requirements that are marked as minimum requirement must be fulfilled. Tenderers who do not meet this requirement will not be admitted to the professional evaluation:

- Extensive practical experience in implementing and delivering training on participatory climate risk analyses with communities and NGOs in Latin America, Africa, and Asia/Pacific (online, in-house, and on-site, preferably using PACDR)
- Extensive professional experience with community-based climate resilience processes, particularly in the areas of climate change adaptation and disaster risk reduction
- Extensive practical experience in providing advisory services to church-based development cooperation
- Experience with participatory advisory and consulting processes
- Fluent/negotiation-level proficiency in English, French, and Spanish...

1.9 Further requirements

It is expected that the assignment will be carried out taking into account gender equality, impact and target group orientation as well as sustainability criteria.

2 Terms and conditions for tender

2.1 General principles

2.1.1 Contact person and questions

Evangelisches Werk für Diakonie und Entwicklung e. V.
Brot für die Welt
Mr Eike Zaumseil

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Email: vergabe-IP@ewde.de

Questions should be sent by email to vergabe-IP@ewde.de. A timely response cannot be guaranteed for questions submitted after 16 September 2026. Questions that are also relevant for other tenderers will be made available to all tenderers on our Website: <https://fuv.brot-fuer-die-welt.de/pacdr/>

2.1.2 Type of procedure

The contract will be awarded in accordance with the specifications for procurement procedures for supplies and services for grant recipients of the Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ / Federal Ministry for Economic Cooperation and Development) on the basis of the German Unterschwellenvergabeordnung (UVgO / Regulation on sub-threshold procurement):

Several tenderers, in principle at least three, are invited to submit a written tender.

If necessary, negotiation talks will be held with the tenderers; the tenderers have no right to such talks. The Client reserves the right to award the contract even without having negotiated beforehand.

The Client will not remunerate the preparation of the tender. Should the tender not be considered and/or there is no interest in submitting a tender, please send a prompt message to the above contact person, giving reasons if possible.

2.1.3 Procurement documents

The procurement documents consist of the following documents:

- Invitation to tender
- Model contract
- Terms and conditions for payment

General terms and conditions of contract or delivery or other terms and conditions of the Contractor that deviate from the specifications in the procurement documents are excluded. They do not apply in the event of an assignment even if they were enclosed with the tender.

2.1.4 Bidding consortia

A bidding consortium is an association of two or more individual tenderers who submit a joint tender. In the case of a bidding consortium, an authorised representative must be appointed. The authorised member represents the bidding consortium in a legally binding manner towards the

Client. Each member of the bidding consortium is jointly and severally liable for the performance of the contractual obligations even after its dissolution. The distribution of tasks within the bidding consortium must be set out in the tender.

2.1.5 Subcontractors

If necessary, the tenderer may also engage third parties for the performance of the contract and commission them with the performance of the services or parts of the services. If subcontractors are intended to be engaged by the tenderer(s), this must be stated in the tender. The Client reserves the right to request information about the subcontractor (e.g. on eligibility). The Contractor is also responsible towards the Client for the delivery of the service as agreed when using subcontractors.

2.1.6 Data protection within the framework of the procurement procedure

The tenderer agrees that the personal data provided by him/her may be processed and stored for the procurement procedure.

If personal data is passed on by the tenderer in the context of the procurement procedure (e.g. own employees, named contact persons at references), the obligation to provide information pursuant to Art. 13 GDPR or § 17 of the Kirchengesetz über den Datenschutz der Evangelischen Kirche in Deutschland [DSG-EKD / Data Protection Act of the Protestant Church in Germany] must be observed, i.e. the employees concerned must be informed accordingly and their consent to the processing of their personal data in connection with the submission of the tender must be obtained.

Upon conclusion of a contract, a data protection declaration must be signed by the Contractor.

2.1.7 Sanctions list screening

Based on international requirements [UN Resolution No. 1390 (2002), UN Resolution No. 1373 (2001), UN Resolution No. 2253 (2015), EC Regulation No. 881/2002, EC Regulation No. 2580/2001, EU Regulation No. 2016/1686 and EU Regulation No. 2017/1390 with numerous amendments], financial resources may not be paid to recipients who are on the sanctions list of the European Union and/or the United Nations and, in the case of transactions in US dollars, the United States of America. The implementation of appropriate safeguards is mandatory.

Accordingly, Brot für die Welt will carry out verification measures with all contractual partners against the existing sanctions lists of the European Union and the United Nations and, if applicable, the United States of America, in order to prevent funds from being paid to persons or organisations that are on the above sanctions lists.

2.2 Tenders

2.2.1 Form and content

The tender is to be prepared in English or German and should not exceed 15 pages. The tender must be submitted electronically in text form. A natural person authorised to represent the tenderer, a contact person for questions and full contact details must be provided.

A complete tender consists of:

a) Documents for the assessment of eligibility:

1. Brief company description (incl. number of employees and structure, legal form, headquarters and other locations, main areas of expertise and activity) or short description of the applicant (with presentation of expertise and main areas of activity including linguistic/regional experience)

2. Information on total turnover and turnover with comparable services in the last three financial years
3. List with at least 3 up to a maximum of 6 references of comparable services carried out in the last three years, stating the Client, the invoice value and the service period - the references must show that the tenderer has already carried out comparable services
4. Self-declaration on the absence of grounds for exclusion pursuant to Sections 123, 124 GWB [Competition Act] (Annex 3)

Additional information if applicable:

5. Declaration on the intended use of subcontractors, specifying the parts of the services to be performed by the subcontractors
6. Bidding consortia must submit a legally binding declaration signed by all members of the bidding consortium stating that each member of the bidding consortium is jointly and severally liable for the contractual performance of the service and that the authorised representative of the bidding consortium legally represents the listed members towards the Client and is in particular entitled to submit the tender and to accept payments with effect for each member.

b) Content tender

1. Designation of the project team intended to deliver the services, including details of the qualifications, specialist knowledge and experience of the staff, including language and regional knowledge, as well as meaningful CVs in table form.
2. Implementation concept with regard to the services described in the terms of reference with methodological approach

c) Financial tender

1. Indication of the daily rate in EUR per person, taking into account the specifications in the terms and conditions for payment (Annex 2).
2. Estimated total fee with a full breakdown of days per employee
3. Estimate of travel costs and other expenses incurred

The fee includes remuneration and other ancillary costs (cf. Section 6 Terms and conditions for payment). For contractors based abroad, the fee must in principle include all local and national taxes and duties (including value-added tax or analogous types of tax). In the case of contractors based in Germany, the net price must be stated. Travel time is remunerated at half the agreed fee rate. Costs for meals are not reimbursed, nor is a daily allowance paid. The specifications for pricing are defined in the terms and conditions for payment (Annex 2).

The number of days/trips/workshops/etc. and the budget are agreed in the contract as “up to” amounts. Under the contract, the Contractor is not entitled to fully exhaust the budget if this is not necessary for the objective of the service delivery. For supplies and services with a contract value exceeding EUR 2,000, comparative quotations must be obtained (see Section 8, Payment Terms).

2.2.2 Tender submission period and submission of tenders

Please send your complete tender with the subject "Capacity Building for Climate Resilience with PACDR tool" by **22 September 2026 by 12:00 noon** (Berlin, Germany, local time / UTC+1) at the latest as a PDF file by email to vergabe-IP@ewde.de

The binding period for the tender is:

31.12.2026

The documents must be received in full by Brot für die Welt by the end of the tender period. Brot für die Welt reserves the right to request missing or incomplete documents. The tenderer is not entitled to supplementary submission.

2.3 Eligibility assessment and award of contract

2.3.1 Eligibility assessment

The eligibility of the tenderer will be assessed on the basis of the following criteria:

- Main areas of activity/competence
- References
- Economic capacity

2.3.2 Award of contract

The contract is awarded to the most economical tender. This is determined on the basis of the award criteria price 30 percent and quality 70 percent.

When assessing the quality of the tender, the following sub-criteria are evaluated:

Award criterion	Maximum score	Weighting factor (WF)**	Evaluation points (EP)***	Performance points****
Price*				
Daily fee rate/ total fee	30			
Quality				
1. Qualification	45			
Experience in implementing participatory climate risk analyses	20	5.00	0 to 3	=WF x EP
Professional experience in the field of climate resilience, particularly in climate change adaptation and disaster risk reduction	10	3.33	0 to 3	=WF x EP
Experience in providing advisory services in church-based development cooperation.	5	1.67	0 to 3	=WF x EP

Experience with participatory advisory processes.	5	1.67	0 to 3	=WF x EP
Language and regional knowledge.	5	1.67	0 to 3	=WF x EP
2. Content and conceptual quality of the proposal	20			
Understanding of the assignment and quality of the overall concept.	10	3.33	0 to 3	=WF x EP
Quality of the advisory approach.	5	1.67	0 to 3	=WF x EP
Innovation and diversity of methods.	5	1.67	0 to 3	=WF x EP
3. Organisational implementation	5			
Description of the organisational implementation of all measures.	5	1.67	0 to 3	=WF x EP
Total	100			

*Price

The lowest daily rate/ total fee receives 30 points. The other tenders receive fewer points according to the relative deviation from the lowest daily rate.

Example: The cheapest daily rate offered by tenderer A is €150 and receives 30 points in the evaluation. Tenderer B's next highest hourly rate is €200, deviates by €50, i.e. 33.33%, and receives 20 points. The figures are rounded in accordance with standard commercial practice. Minus points are not awarded.

**weighting factor: Maximum number of points/max. evaluation points

*** evaluation points

0 points	Objective not met
1 point	Objective largely met: comprehensible presentation, focus partly corresponds to the task
2 points	Objective well met: overall compelling and coherent presentation, focus largely corresponds to the assignment
3 points	Objective met with distinction: coherent and compelling presentation, focus on the specifics of the assignment

****performance points: Sum of weighting factor times evaluation points in the respective category

The tender with the highest total number of points (performance points) will be awarded the contract.

3 Annexes

Annex 1: Model contract

Annex 2: Terms and conditions for payment

Annex 3: Self-declaration on the absence of grounds for exclusion pursuant to Sections 123, 124 of the Competition Act (GWB)