

Terms of Reference

Regarding: Facilitation of the annual Civil Peace Service (CPS) coordinators' meeting at Brot für die Welt, Berlin, 08th September 2025 through 12th September 2025

1. Background of the meeting

Brot für die Welt together with local partner organizations currently implements nine Civil Peace Service (CPS) country and regional programs. Each of these programs counts with a coordinator or coordinator team. Brot für die Welt wants to organize an international meeting of the CPS coordinators to facilitate learning and teamwork. We expect 11 coordinators to participate in the meeting from 08th 12th September 2025 at Brot für die Welt offices in Berlin. The meeting will be held in English, with interpretation into French, as some of the coordinators are English or French speaking. The main responsibility for preparing the meeting rests with the CPS coordination team working at the Brot für die Welt in Berlin.

2. Mandate of the Consultancy

The consultant is responsible for the design and the facilitation of a 4-day meeting. One day within the 5-days-period is foreseen for internal meetings and doesn't require any facilitation or preparation by the facilitator. The tasks include the methodical conception, drafting of the workshop agenda, and chairing and facilitating a participatory workshop for around 15-20 participants from seven countries (Germany, Switzerland, Cambodia, Liberia, Sierra Leone, Cameroon, DR Congo). The working languages are English and French.

The consultant accepts the following duties and responsibilities:

1. Participate in preparatory meetings with the coordination team.
2. Responsibility for the design, preparation, facilitation and documentation of the meeting.

3. Timeframe

The consultancy begins on 15th August 2025 (preparation phase) and ends the 30th September 2025 (finalized documentation).

Date	Content	Product/deliverable	Duration
15th – 31st August 2025	Preparatory meetings (in person or online) with the coordination team		0,5 day
1st – 4th September 2025	- Content-wise and methodical design and preparation of the workshop, - Preparation of the agenda in consultation with the coordination team	Workshop agenda	1 day
5th September 2025	Finalizing workshop preparations together with coordination team		0,5 day
8th-12th September 2025	Chairing and facilitating the meeting in Berlin		4 days
12th – 30th September 2025	Documentation and debriefing with coordination team	Documentation	1 day
Total			7 days

4. Required profile

- Experience with the facilitation of longer, multi-day meetings with multi-cultural groups
- Expertise in participatory methods and strategic planning tools
- Knowledge of the Civil Peace Service

5. Submission of tenders

Please submit your offer by 30th March 2025 at the latest via email to Christina Wummel (christina.wummel@brot-fuer-die-welt.de)

Your offer should specify:

- Your approach including a time frame
- How you match the required profile
- A financial proposal, based on the honorary fee per day

6. Selection criteria

The criteria to assess the offers will be the following:

- Quality of the technical offer (25%)
- Prior experiences of the consultant to facilitate similar meetings (35%)
- Knowledge of the Civil Peace Service (10%)
- Price (30%)

7. Inquiries

For any inquiries regarding this call, please contact

Evangelisches Werk für Diakonie und Entwicklung e.V.
Brot für die Welt
Christina Wummel
Caroline-Michaelis-Str. 1
10115 Berlin
christina.wummel@brot-fuer-die-welt.de
Tel. +49 30 65211 1215

8. Annexes

Annex 1: Terms and conditions for payment

Annex 2: Model contract

Terms and Conditions for Payment

The Client will endeavor to settle payments under the agreement as quickly and conveniently. However, this is only possible if Contractors submit complete and accurate invoices that comply with the specific agreements made and general standards.

Being accountable to donors, financial authorities and the public, the Client has to meet high standards for the settlement of payments as for any other disbursement of funds.

1. Contractor invoices

1.1 Components of a Contractor's invoice

For proper processing by the Client, the Contractor's invoice must contain at least the following:

- Name, address and details of Contractor's bank account
- The bill must be addressed to:
 - Evangelisches Werk für Diakonie und Entwicklung e.V.
 - Brot für die Welt
 - Department/Unit
 - Mr/Mrs XXX
 - Caroline-Michaelis-Str.1
 - 10115 Berlin, Germany
- Sales tax identification number of Evangelisches Werk für Diakonie und Entwicklung e. V.:
DE 147801862
- Date of issue
- Invoice number
- Title of the agreement the invoice refers to (and where applicable the project, subproject and contract number).
- Verifiable evidence of performance and productive activity, date and subject area of the service, description of the service rendered and amounts invoiced in each case, for travel exceeding 10 km distance starting from the traveler's usual place of work, list of travel itinerary or by providing information in a separate report on carrying out the assigned task. The date of the journey, the name of the person travelling as well as the route, the means of transport or the number of overnight stays, the name and address of the hotel, a reference to the purpose of the journey and the amounts invoiced in each case must be listed. If a kilometre allowance is applied, the distances travelled are to be proven by means of a summary list, if necessary in the form of a list. Urban transport (exceeding 10 km) can be summarized under one item.
- Documents in accordance with No. 9, a translation into German or English must be enclosed. A voucher list shall also be kept.
- Total amount of invoice
- Any advance payments received
- Tax number of the contractor.

If the Contractor is subject to turnover tax and has its registered office within the European Union, the turnover tax identification number must be stated. In these cases, the invoice must show the rate and amount of VAT separately. If this is required due to legal regulations and the financing of the framework agreement from public and church funds and donations, the invoice must include additional details.

1.2 Document check by an auditor

The Client and the Contractor may agree on a preliminary audit of the invoice and vouchers according to the International Standard on Related Services (ISRS) 4400 by an independent recognised auditor; the Client must be provided with evidence of the licence or registration as an independent auditing company. The Consultancy agreement and the present terms of payment shall form the basis of the document review. All supporting documents must be checked, random checks are not sufficient. The Client shall provide the Contractor with a non-binding sample contract (sample Agreed-upon procedures agreement). The contractor agrees with the auditor that a copy of the concluded agreement and a copy of the audit report will be made available to the client.

1.3 Payments made by the Client

Payments by the Client will be made to the bank account specified in the agreement.

Incoming payments to accounts outside the European Union or foreign currency accounts must be confirmed in writing by the Contractor, stating the amount received (in foreign currency if applicable) and the date of receipt of payment. The confirmation must be accompanied by a copy of the bank voucher.

2. General invoicing issues

2.1 Conversion from foreign currency to euro

The Client pays and refunds in Euro. If the Contractor incurs expenses in foreign currency, the amounts will be converted into Euros.

- The conversion from foreign currency to Euro is carried out as follows: If the Contractor has incurred expenses in foreign currency or has received an advance payment in foreign currency, the exchange rate applicable at the time of payment or advanced payment will apply.
- If such an exchange rate is not available, the Contractor must provide evidence of the actual exchange relating to the invoiced costs.
- If no such evidence is available, the Client will apply exchange rates from reliable sources that are deemed reasonable. Using this method, the conversion takes place either periodically or on a daily basis for each individual issue.

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3. Taxation

All declaration and payment obligations regarding taxes and duties are incumbent on the Contractor. These are not reimbursed by the Client.

Special provisions apply if the Contractor is domiciled outside Germany and conditions for a reverse charge procedure are met. To the extent that the provision of services by the Contractor is considered a taxable service under German tax law, the Client is legally required to submit the turnover tax payable in Germany on the invoiced amount to the German tax authorities.

If the Client is obliged by law to withhold and pay VAT on behalf of the Contractor (reverse charge procedure), the Contractor shall issue an invoice for the net amount only (without German VAT) in accordance with the applicable statutory provisions. Furthermore, the contractor is obliged to comply with the local regulations on income tax and VAT and to pay the taxes to the local tax authorities if the service is taxable abroad. It is strongly recommended for the Contractor to seek the advice of a tax adviser to ensure correct handling of tax issues.

4. Invoicing and settlement of invoices

4.1 Contractor remuneration (fee)

The Contractor will receive the agreed remuneration for actual services rendered. Remuneration is made per day in euros on a time and material basis. One day includes 8 full hours of work. If less than 8 hours are worked on any day, a pro-rata payment will be made. Per day a maximum of up to 8 hours are remunerated.

Travel time is remunerated with half of the agreed fee.

4.2 Advance payments

At the Contractor's written request and upon submission of a detailed action plan, the Client will make an advance payment for a period of up to three months up to a maximum of 40% of the contract sum, if appropriate. Further advance payments will only be made insofar as previous advance payments have been invoiced and insofar as no more than 40 % of the contract sum is thereby advanced. The granting of advance payments does not imply any acceptance of the services. Advance payments shall be set off against the next due payments, if services for which the advance payments have been granted are to be settled thereby.

4.3 Interim and final invoices

The Contractor will submit an interim invoice at the latest at the end of six months of the term of the agreement. After completion of the agreement, the Contractor will submit a final invoice. Both the interim invoice and the final invoice will be submitted within 30 days of the end of the respective invoice period. The interim invoice and the final invoice are prepared in accordance with item 1 of this Annex. The Client will pay the invoice within four weeks of its acceptance. If the advance payments made exceed the services stated in the final invoice, the Contractor will repay the excess amount paid within four weeks of the Client's request. Advance payments shall be set off against the next due payments that are settling services for which the advance payments have been granted.

4.4 Retention

Notwithstanding the above provisions, advance payments and the settlement of interim invoices by the Client will only be made up to 80% of the contractual amount. Payments in excess of this will only be made in exchange to the presentation of the final invoice if the prerequisites for this are met.

5. Travel expenses incurred by Contractor

5.1 Transport expenses

Transport expenses for journeys of 10 km or more from the usual place of work of the traveler in the respective country/region will be reimbursed in accordance with the agreement. If no such regulation has been agreed on, reimbursements will be made in accordance with the rules of the Federal Travel Expenses Act (Bundesreisekostengesetz - BRKG). Reimbursable are costs for the least expensive but most adequate mode of transport and transport class (i.e. Economy Class for flights; for rail 2nd class or foreign equivalents to 2nd class tickets with Deutsche Bahn). The Client is requested to take environmental aspects into account when choosing the means of transport.

Transport costs are always documented by tickets used, supplemented by invoices and/or receipts.

Flight costs are documented by presenting the used flight ticket and boarding pass and the invoice or receipt of the travel agency.

Reimbursement for the use of a motor vehicle will be made in accordance with the rules of the German Federal Travel Expenses Act (Bundesreisekostengesetz – BRKG), unless otherwise agreed.

If evidence of a valid reason for the use of a taxi or rental car is provided, the necessary costs incurred will be reimbursed.

5.2 Contractor overnight stays

If an overnight stay was necessary to provide a service, the costs incurred will be reimbursed in accordance with the prior regulation. If no such regulation has been reached, reimbursement will be made in accordance with the rules of the Federal Travel Expenses Act (Bundesreisekostengesetz - BRKG) in conjunction with the General Administrative Regulation on the Reassessment of Overseas Daily Allowances and Overnight Allowances (Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Auslandsübernachtungsgelder - ARVVwV) as amended from time to time.

It must be ensured that the invoices, in particular the data specified therein, are congruent with the travel itinerary and other receipts (e.g. for transport).

6. Non-reimbursable costs

6.1 Within the scope of travel expenses, no costs for meals or additional expenses for meals away from home will be reimbursed. Daily allowances or per diems are not paid.

6.2 Additional costs (e.g. for communication, writing materials, photocopies, printing, bank charges etc.) incurred by the Contractor during the implementation of the contract, as well as the time spent on administrative tasks will be covered by the agreed remuneration (fee).

6.3 The following are not eligible for reimbursement:

- Tips (a service fee as part of the invoice can be reimbursed)
- Pocket money, gifts
- Expenditure for supporting programmes (e.g. entrance fees for events not related to work)
- Consumption from a mini-bar in hotel rooms
- Private cleaning costs
- Telephone costs on the hotel bill/private telephone costs
- Alcoholic beverages
- Reminder fees and fines

7. Costs for events with several participants

If the contract covers the organisation of events with several participants/partner organisations (conferences, workshops, consultations, etc.), the external costs for the event will be reimbursed. External costs are costs for deliveries and services which are not part of the Contractor's own services (e.g. costs for event rooms and technology, costs for catering, costs for speakers, handouts, interpreters, costs to be reimbursed to participants). Prior to events, the Contractor will consult with the Client on the event budget. An upper budget limit will be agreed which may only be exceeded with the express written consent of the Client.

A prerequisite for the reimbursement of costs to participants or for travel and accommodation costs of participants is a daily participant list containing signatures of all participants and their organisational affiliation.

The following details apply to the reimbursement of the costs of such events:

7.1 Travel expenses incurred by participants

As a rule, these costs are to be borne by the participants or their employer. Reimbursement by the Client will only be considered in exceptional cases and only if this has been expressly agreed in writing by contract. This requires full documentary evidence for each individual participant. In the event of reimbursement by the Client, Clause 5.1 shall apply analogously.

7.2 Overnight stays and catering costs for participants

Clause 5.2 shall apply analogously. In addition to generally required information, documentation on event costs must also be included: number of individuals, number of days/nights, rates for accommodation and meals and indication as to whether costs include full board, half board, or breakfast only.

No additional costs for food and beverages beyond full board or the usual refreshment services will be covered. In particular, no reimbursement will be made for "mini-bar" consumption in hotel rooms, alcoholic beverages or use of the hotel's telecommunications system.

7.3 Other costs incurred by participants

Additional costs incurred by participants will not be reimbursed.

7.4 Costs for conference rooms, technical equipment and catering during breaks

Documentation on costs must include details (number of participants, type and/or size of rooms, if applicable), supplemented by information from the Contractor, as needed.

8. Tenders

8.1 The awarding of contracts for supplies and services (e.g. for venues, flights, etc.) by the contractor, the costs of which are reimbursed by the client in accordance with sections 5, 6 and 7 of the terms of payment, must regularly be awarded in compliance with the principle of economic efficiency and cost containment and must be subject to competition. Where possible, environmentally friendly procurement criteria must also be taken into account when deciding on

the award of contracts.

8.2 For all contracts with an expected contract value of more than 1.000 euros (excluding value-added tax), offers from at least three different potential subcontractors must be obtained and compared before the contract is awarded or concluded.

8.3 The procurement procedure must be documented in writing.

8.4 The division of a contract into several awards is inadmissible if the purpose is to fall below a maximum value.

8.5 If the Contractor is subject to stricter national procurement law requirements, these must also be taken into account and complied with.

9 Settlement against documented expenses and documentation requirements

9.1 Reimbursements of costs will only be made, if relevant supporting documents have been presented and up to the amount of the relevant receipts. In particular, invoices, receipts or sales slips may be used as supporting documents. See Clause 5.1 for documentation on transport costs incurred.

Cost estimates or non-binding price information are not acceptable forms of documentation. Documentation should include:

- Name and address of invoicing party (payee)
- Name and, if applicable, address of the service recipient
- Service rendered
- Total amount, if necessary in the required breakdown

Evidence must comply with applicable (tax) law. This may include, among other things, the separate disclosure of turnover tax or the provision of tax identification numbers (No. 1.1 applies analogously).

The main parts of receipts in foreign languages must be translated into English or German. This can be done by hand on the voucher. In principle, a voucher list must be prepared. Collective vouchers are not accepted.

As a rule, only documents issued by third parties regarding delivered goods or services are accepted ("external documents"). In exceptional cases, substitute documents ("internal documents"), issued by the contractor, may also be accepted if there is a valid reason to do so.

9.2 The documents will be safeguarded by the Contractor for 10 years after the end of the contract period. The client may stipulate longer preservation obligations.

Should the Client be or become obliged to provide and submit evidence under the law, the Contractor undertakes to submit the relevant evidence, e.g. for the commissioning of third parties, and to prove the cost-effectiveness of contract implementation and the commissioning of third parties.

9.3 If a lump-sum reimbursement of costs has been agreed on, this shall be made without documentary proof if the contractor invoices it.

Fee Agreement

The following Agreement is concluded between the

Evangelisches Werk für Diakonie und Entwicklung e.V.
[Protestant Agency for Diakonie and Development]
for Brot für die Welt
[Bread for the World]
represented by the Executive Board
Caroline-Michaelis-Str. 1
10115 Berlin
Germany

- hereinafter called the Client -

and

.....
.....
.....

- hereinafter called the Contractor -

§ 1 Assignment

(1) The Contractor is instructed to provide the following services (as a freelance employee):

Facilitation of the annual Civil Peace Service (CPS) coordinators' meeting at Brot für die Welt from 08 through 12 September 2025

Within the scope of the assignment from 15th August 2025 through 30th September 2025, the Contractor will perform the following tasks:

- Preparatory meetings with the CPS coordination team of Brot für die Welt (up to 0,5 day in total)
- Content-wise and methodical design and preparation of the workshop, including preparation of the agenda in consultation with the CPS coordination team of Brot für die Welt (up to 1 day in total)
- Finalizing workshop preparations together with the CPS coordination team of Brot für die Welt (up to 0,5 day in total)
- Chairing and facilitating the CPS coordination meeting in Berlin from 08th through 12th September 2025 (on 4 days) between 8:30 a.m. and 5 p.m.
- Documentation of the meeting, debriefing with the CPS coordination team of Brot für die Welt (up to 1 day in total)

(2) The Contractor is to be present at least 30 minutes before the start.

(3) Should the Contractor be prevented from performing the Agreement for cogent reasons, they shall ensure that an equivalently qualified professional colleague assumes the duties under this Agreement in their place.

(4) The Contractor acknowledges the fundamental principles of the "Code of Conduct of the Evangelisches Werk für Diakonie und Entwicklung e.V." (sections 4 to 10) as the guiding principles for their work. The Code of Conduct is an integral part of the contract and is available at: <https://www.brot-fuer-die-welt.de/codeofconduct>

§ 2 Fee

If the Contractor is an entrepreneur domiciled in Germany, the following wording shall be used: ¹

- (1) In return for their activities, the Contractor shall receive a net fee of € (excluding German VAT); where services are provided in Germany which are liable to value added tax, plus the applicable statutory value added tax, which, as a basic principle, is to be remitted by the Contractor.

In so far as the Contractor is under a duty to remit the value added tax, they will issue the invoice in accordance with the statutory provisions and show the value added tax separately in the invoice.

If the Contractor is an entrepreneur domiciled outside Germany, the following wording shall be used:

- (1) In return for their activities, the Contractor shall receive a net fee of € (excluding German VAT).
If the Client is obligated by law to withhold and transfer the value added tax on behalf of the Contractor (reverse charge mechanism), the Contractor shall issue an invoice that exclusively specifies the net amount (excluding German VAT) in accordance with the applicable statutory provisions. The Contractor is furthermore obliged to comply with the local income tax and value added tax regulations and to transfer the taxes to the local tax authorities if the service is taxable abroad.

- (2) All claims of the Contractor are fully compensated with the fee.

§ 3 Grant of rights

- (1) The Client shall acquire ownership of documentation and protocols, hereinafter also referred to as the work.

In so far as the Contractor is entitled to statutory copyright or similar industrial property rights in the documentation and protocols, the Contractor grants the Client the exclusive rights of use herein, unrestricted in terms of territory and time, in regard to all known forms of exploitation, in particular the rights of reproduction and dissemination of the documentation and protocols.

The right of use and exploitation under sentence 2 includes the right of presentation of the documentation and protocols in the Internet, including social media.

The partial exercise of these rights shall not require any further consent of the Contractor.

The Contractor gives an assurance that all work results which are created within the scope of the assignment will be free from rights of third parties, and that there is nothing to preclude the unimpeded exercise of rights of use by the Client.

- (2) Any claims to remuneration arising under the grant of rights are fully compensated with the fee under § 2 of the Agreement.

¹ *Please delete that which is not applicable*

§ 4 Cancellation

- (1) In the event of cancellation of the services of the Contractor by the Client for the event agreed in the assignment, the following fees shall be payable:
 - cancellation within four weeks prior to the commencement of the assignment, a cancellation fee in an amount of 30 percent of the agreed remuneration,
 - within three weeks beforehand, 50 percent,
 - within two weeks, 75 percent and
 - within the last week prior to the commencement of the assignment, the full sum agreed.
- (2) The Contractor shall be free to produce evidence that they have suffered higher costs through the cancellation.

§ 5 Travel expenses

- (1) Necessary travel expenses will be reimbursed by the Client in accordance with the travel policy of the Client.
- (2) The Client can only assume the costs of travel by car in justified cases. Attention is drawn to the maximum reimbursement amount of 130 €. Flight costs will be reimbursed on the basis of economy class travel, train journeys on the basis of 2nd class travel.

Except where the Client offers overnight accommodation, the assumption of overnight accommodation costs will be based on hotels of medium type and quality.

§ 6 Invoicing

- (1) The Contractor will invoice the Client for the fee and the travel expenses, attaching verifiable documentary proofs (e.g. original receipts).
- (2) Payments shall be due following the performance of the assignment upon the rendering of the invoice.

§ 7 Insurance

- (1) The Client will not arrange for sickness or accident insurance for contractors who do not belong to its salaried employees.
- (2) The Contractor is at liberty to take out insurance voluntarily against sickness and accident at their own expense.

§ 8 Term of the Agreement

The assignment will commence on 15th August 2025 and end with the performance of the assignment at the latest on 30th September 2025 without any notice of termination being required.

§ 9 Confidentiality

- (1) The Contractor undertakes to maintain confidentiality in respect of the work results and any knowledge and information gained in connection with their activities which have the character of business or industrial secrets or which are equated with such by the Client.
- (2) This obligation shall continue to apply following the end of the assignment. It includes a prohibition on the exploitation of the knowledge gained under para. 1 vis-à-vis third parties.

§ 10 Storage and surrender of documents

- (1) The Contractor undertakes to store the documents and other material provided to them with care, and to protect them against any unauthorised access by third parties.
- (2) Documents under para. 1, as well as all records and work results are to be delivered up to the Client upon demand during the term of the assignment and unsolicited following the end of the assignment.
- (3) The Contractor shall have no right of retention.

§ 11 Miscellaneous

- (1) No verbal ancillary agreements have been made. Any amendments or supplements to the Agreement must be made in written form.
- (2) The ineffectiveness of any provision of this Agreement shall have no impact on the legal effectiveness of the remaining provisions. Any gaps in the provisions are to be interpreted and filled in accordance with the intent and purpose of this Agreement.

Berlin, dated

Berlin, dated

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Evangelisches Werk für
Diakonie und Entwicklung e.V.
Executive Director

Evangelisches Werk für
Diakonie und Entwicklung e.V.
Executive Director

Contractor