

ADDENDUM NO. 1
TO THE TERMS OF REFERENCE (TOR)

Recruitment of a Business Process Management (BPM) Consultant

Date: 11 March 2026

It is hereby brought to the attention of prospective bidders that the annex relating to the **Total Cost of Ownership (TCO)** calculation template, attached to the Terms of Reference, is no longer mandatory to complete.

However, bidders are invited to include in their financial proposal a detailed presentation of the Total Cost of Ownership (TCO) covering all costs associated with the assignment, including professional fees, potential tools or software, operational expenses, and any other relevant costs, in a format and structure of their choice.

All other provisions of the Terms of Reference remain unchanged.