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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2020
BMZ	Federal Ministry for Economic Cooperation and Development
EU	European Union
GIS	Geographic Information System
GIZ	Gesellschaft für Internationale Zusammenarbeit
ICT	Information and Communication Technology
MSP	Multi-Stakeholder Platform/Roundtable
ToRs	Terms of reference

1.Context

Project "Sustainable Agriculture for Forest Ecosystems (SAFE)"

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in international cooperation for sustainable development. As a not-for-profit organisation and fully owned by the German government, GIZ supports the German government, particularly the German Federal Ministry of Economic Cooperation and Development (BMZ) in reaching its objectives in international cooperation.

The project "Sustainable Agriculture for Forest Ecosystems (SAFE)" was commissioned by the EU Commission and BMZ. The Action will be implemented by GIZ under the BMZ funded "Fund for the Promotion of Innovation in Agriculture" in six partner countries: Brazil, the Democratic Republic of Congo (DRC), Ecuador, Indonesia, Viet Nam, and Zambia. The specific objective (outcome) of the Action is "Contributions to inclusive transition towards deforestation-free, sustainable, and legal supply chains for selected commodities […] have been made."

The project includes four main outcomes:

1. In the partner countries selected supply chains are strengthened to meet the national and international sustainability and market requirements (e.g. EU Deforestation Regulation)

2. In partner countries stakeholder capacities to adapt the enabling conditions and to access finance for transition towards sustainable and deforestation-free production are strengthened

3. Capacities of smallholder producers to sustainably manage selected production systems are improved

4. Experiences and knowledge on sustainable and deforestation-free supply chains are shared regionally

Next to supporting the framework conditions in the respective countries, strengthening the enforcement of the local legal and political framework with the aim of promoting sustainable agricultural production while reducing deforestation and forest degradation will be supported. In addition, multi-stakeholder processes at subnational level will be a means to increasing sustainability.

The project SAFE will support producers and other supply chains actors in meeting sustainability and market requirements. It will provide support with the implementation of the regulation, provide information on the technical requirements and support in transparency, traceability as well as forest monitoring approaches. Moreover, the Action will support strengthening competencies for better enabling conditions for sustainable production of selected supply chains which includes incentives for forest protection, support to more sustainable farming practices and higher agricultural productivity.

Intervention areas and target groups

The project is managed by a steering unit in Bonn and country teams in Brazil, Ecuador, DRC, Indonesia, Viet Nam, and Zambia.

The project will support strengthening competencies and improve agricultural practices among smallholders and achieve higher agricultural productivity to facilitate the sustainable and deforestation-free transition of smallholder production and to ensure smallholders' integration

in international markets. Through various exchange formats knowledge will be shared across participating countries and among various stakeholders in the country.

In Indonesia, the project is implementing the “SAFE Challenge” in 2023. Stakeholders from the oil palm, natural rubber, and cocoa sectors are invited to submit ideas for ensuring an inclusive transition of smallholders’ practices to sustainable and deforestation-free production. SAFE selects the best ideas and, together with idea submitters, develops relevant and scalable pilot interventions (“SAFE Challenge projects”). These interventions are then jointly implemented together with the SAFE Challenge partners. Throughout implementation, best practices and learnings are shared and fed into regulation and policy frameworks on national, regional, and global levels.

The project will be implemented in the provinces of West Kalimantan and in Central Sulawesi as the regions encompass large forest areas, are threatened by deforestation and produce relevant agricultural commodities, such as palm oil, natural rubber, cocoa.

In all of the areas of work mentioned above, cooperation with the private sector will play a key role. The overall activities of the Action are implemented in the timeframe September 2022 to May 2026.

2.Tasks to be performed by the contractor

Through publishing these Terms of Reference (ToR), GIZ is seeking a consulting company with expertise on rural household surveys and agricultural value chains to

- conduct a context analysis of the socio-economic situation and on the situation of forests and agricultural production systems in the project region and identify key challenges that should be addressed and considered during SAFE project implementation.

- Conduct a baseline study to establish baseline values of the current situation and set target values for suggested activities in the project regions with regard to the project’s results matrix and indicator definition sheets (see annex 1). This assessment will serve as the reference point to monitor change over time and attribute it to the interventions of the project.

- Set up a monitoring framework and schedule based on the indicators in the project´s results matrix (see attached) and methodology developed in the baseline study, including roles and responsibilities in monitoring.

An international expert will provide technical support on developing the methodology for the baseline assessment to ensure coherence with other SAFE implementation countries.

The contractor is responsible for providing the following services:

Output 1.1: Preparation of work – Kick off meeting

- Kick off meeting with GIZ SAFE to determine standard operation practices among them and consolidate the goals and objectives of the assignment.

Output 1.2: Preparation of work - Project and Context Analysis.

- Desk analysis: Getting to know the project

    - Getting familiar with the overall project and its logical framework and planned activities in Indonesia and in the project region (see Annex 1; the overview on planned activities will be provided upon contracting).
    - Getting familiar with the indicator definitions and suggested data formats (see Annex 2).
    - Identify additional data sources providing information on the indicators in the project's results matrix (see Annex 1 and 2).
    - Familiarise with tools used by SAFE to compile, store and analyse monitoring data on global and national levels.

- Desk analysis: Getting to know the context
    - Getting familiar with the general thematic context and key challenges in agricultural commodity production and supply chains in Indonesia, deforestation issues due to conversion for agriculture, sustainability and market requirements mandated by Indonesia and relevant export markets (e.g. EU), cooperation/business partnerships between supply chain actors and smallholder farmers and their organisations, etc;
    - Getting familiar with relevant land and land-use rights applicable for agricultural commodity production (e.g. cultivation license/STDB, land titles, social forestry and forest-use schemes, …), including legal framework for agricultural commodity production by smallholders and related development plans and identify key challenges for smallholder farmers.
    - Getting familiar with contexts and key challenges in agricultural commodity supply chains in relation to gender and intersectional (G&I) differences and identify/verify most pressing issues. As a starting point, SAFE will provide a gender and intersectionality strategy prepared on global level (addressing all SAFE countries) and a gender and social gap assessment prepared for Kapuas Hulu (West Kalimantan) and the Lore Lindu Biosphere Reserve (Central Sulawesi) for validation. The research shall be enriched through literature research and expert interviews with project partners.
    - Provide a report on the context analysis in English and Indonesian, maximum 10 pages; and an executive summary in English and Indonesian of maximum 2 pages.

- Provide feedback to indicator definition sheets of the project, complement the list of possible partners to be interviewed and agree with SAFE project team on definition sheets, data collection methods and data formats.

Output 2: Develop the baseline study methodology and tools for the project.

- Based on the results of the project and context analysis and the indicator definition sheets, the bidder shall suggest a methodology for establishing the project's baseline. This methodology should serve as a foundation for the monitoring framework to be developed under Output 4.
    - As a general requirement, all baseline methods should ensure that results are representative and G&I-inclusive, while keeping the measurement time and cost efficient.
      The bidder shall ensure that challenges identified in the context and G&I analysis are adequately covered in the questionnaires so that contributions the project made to address them can be reflected.
    - The bidder will also be responsible for determining the sample size, this should be done in collaboration with the GIZ team, the international coordinator and, potentially, representatives of SAFE Challenge project partners.

- This bidder shall suggest data collection methods and design and produce data collection tools to assess:
    - Indicators addressing **farmers' ability to apply sustainable agricultural practices and their inclusion in international supply chains** as well as area under legal and market-compliant cultivation practices. (Outcome Indicator 1 and 2, Output Indicators 1.1, 3.1, 3.2, see Annex 1 and 2)
      It is suggested to monitor this data through questionnaires and interviews with smallholder farmers.

    - The **facilitation of inclusive business partnerships** between smallholder farmers and supply chain actors (based and adapted on LINK method, Output Indicator 1.2)
      It is suggested to monitor this indicator through a scorecard, a draft will be provided by SAFE, and interviews with smallholder farmers, or their organisations or representatives, and supply chain actors.

    - The contribution of project activities to the **conservation or avoidance of conversion of forest ecosystem**. The method should identify forest areas to which project activities may contribute, relevant for all planned SAFE Challenge projects and easy to measure (Outcome Indicator 3).
      It is suggested to monitor this indicator using remote sensing and GIS tools.

    - The suggested questionnaires shall be translated in Bahasa Indonesia and tested with a small group of respondents before finalisation.

Output 3.1: Conduct the baseline and target assessment – Data collection.

- Based on the indicator definition sheets and the suggested monitoring framework, the bidder shall conduct the baseline assessment in SAFE's implementation areas.

- In the assessment, the bidder shall collect baseline data and target values on:

    - Outcome Indicator 1 on cultivation area targeted in SAFE project area,
    - Outcome Indicator 2 on total number of smallholder farmers projected to be involved in the SAFE project,
    - Outcome Indicator 3 on existing forests (and their locations) projected to be preserved from conversion through project activities,
    - Outcome Indicator 4 on prevalent inequalities and discrimination around agricultural commodity production perceived by smallholder farmers,
    - Outcome Indicator 1.1 on the tools to comply with market requirements to be applied in SAFE Challenge projects and the number of smallholders projected to be involved in related activities (disaggregated by relevant G&I differences),
    - Output Indicator 1.2 on the current practices and forms of inclusive business partnerships between smallholders and supply chain actors in SAFE Challenge projects,
    - Output Indicator 2.1 on possibly existing multi-stakeholder platforms on national and provincial levels for the project to engage with,
    - Output Indicator 2.2 on possible financing schemes that can be accessed by smallholder organisations,
    - Output Indicator 3.1 on the number of smallholders projected to be involved in trainings on sustainable production methods (disaggregated by relevant G&I differences) and their current knowledge on sustainable production methods,

    - Output Indicator 3.2 on the number of farmers projected to be involved in trainings on land use rights (disaggregated by relevant G&I differences) and their current knowledge on land use rights.

- If necessary, to support the SAFE Challenge partners in identification of smallholder farmers for project activities prior to assessing the baseline, the bidder may make use of funds provided in the flexible remuneration item for extra expert days and enumerator costs.

- For assessing the baseline information, the bidder may make use of up to 10 enumerators, hired in the project areas.
  Prior to data sampling, the enumerators shall be trained in the application of the monitoring framework and on **conducting gender-sensitive and intersectional data collection** in a satisfactory manner.

- Data shall be provided in a file or data base in accessible format that facilitates easy transfer into SAFE's monitoring tools.

Output 3.2: Conduct the baseline and target assessment – Provide the report.

- The bidder shall compile a draft baseline report showing data and information collected and analysed based on outcome and output indicators of maximum 45 pages (excluding annexes) in English.
  Additionally, the report will include an executive summary of (each) maximum 5 pages in Bahasa Indonesia and English.
  The context analysis compiled in task 2.1 shall be included in this report as an annex and, if necessary, revised based on insights gained in the baseline assessment.

- Upon reception of feedback by the SAFE Team and stakeholders, the draft baseline report shall be presented in two validation workshops in West Kalimantan and Central Sulawesi.

- The bidder shall finalise the baseline report based on feedback from the validation workshops.

Output 4: Develop the M&E framework and tools for the project

- Based on the indicator definition sheets and the results of the baseline study, the bidder shall suggest a framework for monitoring the project's progress.
  Refer to Output 2 for requirements on data to be collected.

  The monitoring framework may be based on the data collection method developed for the baseline assessment and be revised based information gathered and experiences made.

- The bidder shall compile the suggested methods of the monitoring framework in a clear and concise explanatory guideline, covering the baseline assessment and modalities for continuous monitoring (maximum 15 pages, in English, with questionnaires in Bahasa Indonesia).
  The monitoring framework shall also include a suggested monitoring schedule for the entire project duration.

Deliverables:

- Report on context analysis (Output 1.2)
- Baseline study methodology and tools (Output 2)
- Data file with baseline data and target values (Output 3.1)
- Baseline report (Output 3.2)
- M&E Framework (Output 4)

Certain outputs, as laid out in the table below, are to be achieved by certain dates during the contract term:

Output	Deadline	Criteria for acceptance
Output 1.1: Kick-off meeting with SAFE project team and SAFE project partners	1 weeks after project start	- Kick off meeting held - Context analysis report available
Output 1.2: Preparation of work: project and context analysis completed	4 weeks after project start	
Output 2: Develop the baseline study methodology and tools	8 weeks after project start	- Approved baseline study methodology and tools
Output 3.1: Draft baseline assessment report and data file available	15 weeks after project start	- Revised monitoring framework available - Validation workshops conducted - Final baseline assessment report available
Output 3.2: Validation Workshops conducted, final baseline report and revised monitoring framework available	18 weeks after project start	
Output 4: Develop the M&E Framework for the project	20 weeks after project start	- Approved monitoring framework and guideline

Period of assignment: from April 2024 until 31 August 2024.

Data Protection

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from European and Indonesian laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.

Where the contractor is not subject to the GDPR and national laws are silent on the meaning of the data protection principles and rights mentioned here, such meaning shall be construed in accordance with the GDPR (Regulation (EU) 2016/679). The GIZ is available to support the contractor whenever need arises.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 1 and 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the bidder presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The bidder is required to present the actors relevant for the services for which it is responsible (1.2.1) and describe the **cooperation** (1.2.2) with them.

The bidder is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps.

Project management of the contractor (1.6)

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Other specific requirements (1.7)

The bidder needs to demonstrate working experience with intersectional, community-based and gender-sensitive approaches in data collection and project development and outline concrete activities to ensuring such data collection and should refer to reference projects.

A gender-sensitive/intersectional approach will be relevant for the design of the monitoring framework as well as data collection, analysis, and reporting, since gender-sensitivity/intersectionality is integrated in the project concept and project implementation. Gender-sensitivity means that all gender identities and realities are considered into the project programming and implementation. This can also include looking at root causes of inequalities and supporting a shift in gender relations, interpersonally and/or on a structural level.

Gender-responsive data collection ideally involves the use of participatory methods to collect primary data - being aware of gender-related power dynamics and limitations, as well as identifying adequate secondary data sources to strengthen the validity of the evidence - considering and addressing gender data gaps and biases.

Gender-sensitive data collection starts with an appropriate sample when interviewing individuals and the right methods of data collection. The gender relations shall also be captured with the help of the right method and setting. The information is relevant in the future project implementation in terms of access to trainings, use of digital tools or distribution of benefits of increased incomes. The gender-sensitive approach shall be addressed in trainings of enumerators.

Intersectionality refers to ways in which different and overlapping aspects of a person's identify reinforce each other mutually and lead to greater marginalisation and discrimination of a person. Such inequality can be based on gender, race, ethnicity, sexual orientation, disability, class, age which together create a unique dynamic.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

3. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Specification of gender ratio for contractor team: To further support gender-responsive data collection we prefer a team with all genders represented.

We want to encourage people who have historically been minorities (because of their identity, sexual orientation, disability, worldview, religion, ethnicity, social class, etc) to apply.

<u>General background of the team members</u>

- Expertise on international agricultural supply chains of cocoa, palm oil, and rubber products and in particular smallholder agricultural systems
- Expertise on monitoring in agricultural development cooperation projects, household surveys and socio-economic data collection
- Expertise on agricultural households and income sources
- Expertise on GIS analysis
- Knowledge on
    - land-use, deforestation and forest degradation
    - Land rights and land conflicts in the Indonesian context
    - Indigenous and local communities
    - Sustainability certifications
- Familiarity with digital farm management and traceability tools
- Knowledge of gender-sensitive and gender-transformative approaches

<u>Soft skills of the team members</u>

In addition to their specialist qualifications, the following qualifications are required of the expert:

- Team skills
- Initiative
- Communication skills

- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team Leader

Tasks of the Team Leader:

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular planning and steering assignments and supporting short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the Team Leader

- Education/training (2.1.1): university qualifications (Master) in agronomy, agricultural economics, geography, forestry and / or natural resource management
- Language (2.1.2): C2 -level language proficiency in Bahasa Indonesia, and C1 -level language proficiency in English
- General professional experience (2.1.3): Five years of experience in the agriculture, forestry, policy and/or agriculture value chains sectors
- Specific professional experience (2.1.4): Five years of experience in household surveys, economic analysis and baseline studies
- Leadership/management experience (2.1.5): Four years of experience in project management
- Regional experience (2.1.6): Four years of experience in Southeast Asia (Indonesia).
- Development Cooperation (DC) experience (2.1.7): Five years of experience in DC projects
- Other (2.1.8): Two years of experience working on issues related to international supply chains of agricultural commodities, market requirements and smallholder aspects.

Key expert 1: Survey and Gender & Intersectionality expert

Tasks of key expert 1

- Support to team leader in delivering the service
- Contributions to service delivery with a focus on G&I-context analysis, G&I-sensitive monitoring and background research
- Ensuring G&I-responsive data collection

Qualifications of key expert 1

- Education/training (2.2.1): University qualification in agricultural economics, geography, forestry, sociology, anthropology, and / or natural resource management
- Language (2.2.2): C2 -level language proficiency in Bahasa Indonesia, and B2 -level language proficiency in English
- General professional experience (2.2.3): Five years of experience in the monitoring, household surveys in development projects
- Specific professional experience (2.2.4): 3 years of experience in gender-sensitive/transformative and intersectionality concepts and methods
- Regional experience (2.2.6): Four years of experience in Southeast Asia (Indonesia)

- Development Cooperation (DC) experience (2.2.7): Three years of experience in DC projects
- Other (2.2.8): Two years of experience working on issues related to international supply chains of agricultural commodities, market requirements and smallholder aspects

Key expert 2: Land-use/GIS monitoring expert

Tasks of key expert 2
- Support to team leader in delivering the service
- Contributions to design of monitoring method and data collection and analysis on land-use and forest monitoring aspects using appropriate tools, such as GIS (Outcome Indicator 1 and 3)

Qualifications of key expert 2
- Education/training (2.2.1): university qualification in agriculture, forestry, geography or similar fields
- Language (2.2.2): C2 -level language proficiency in Bahasa Indonesia, and B2 -level language proficiency in English
- General professional experience (2.2.3): 5 Years of experience in forest and land-use management and policy sectors in Indonesia
- Specific professional experience (2.2.4): Three years of experience in forest monitoring and remote sensing
- Regional experience (2.2.6): Four years of experience in Southeast Asia (Indonesia) should be proven
- Development Cooperation (DC) experience (2.2.7): Three years of experience in DC projects
- Other (2.2.8): Two years of experience working on issues related to international supply chains of agricultural commodities, market requirements and smallholder aspects

5. Costing requirements

Contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price. Therefore, please divide the lump sum price into the outputs described below. The price per output must contain all relevant occurring costs (incl. expert fee, travel expenses, workshop costs, costs for translation, costs for enumerators, etc.). Please refer to the detailed budget breakdown in the second sheet of price schedule for your reference.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Outputs/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Output 1: Preparation of work and context analysis	**Team leader: 5 days** **Key expert 1: 4 days** **Key expert 2: 4 days**	4 weeks after project start

Output 2: Baseline study setup (method and tools)	**Team leader: 6 days** **Key expert 1: 4 days** **Key expert 2: 4 days**	12 weeks after project start
Output 3: Baseline assessment report	**Team leader: 10 days** **Key expert 1: 8 days** **Key expert 2: 3 days**	18 weeks after project start
Output 4: Monitoring framework and guideline	**Team leader: 2 days** **Key expert 1: 2 days** **Key expert 2: 2 days**	20 weeks after project start

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at https://www.bundesfinanzministerium.de).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Workshops, training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses, with occurring costs to be integrated in the respective output fee.

- Testing the questionnaires with actual smallholder farmers in the intervention region,
- Two trainings for enumerators in West Kalimantan and Central Sulawesi on how to collect the data (incl. gender-sensitivity/intersectionality) and getting familiar with the questionnaire,
- Two baseline findings validation workshops with relevant stakeholders in West Kalimantan and Central Sulawesi

6.Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Contacts to SAFE Challenge partners and local stakeholders
- Information on the SAFE project in Indonesia and globally

7.Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in **English**.

The complete bid shall not exceed **12 pages** (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in German.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as ‘up to’ amounts. The specifications for pricing are defined in the price schedule.

9. Annex

- Annex 1: Logical Framework of SAFE Project
- Annex 2: Indicator Definition Sheets for SAFE Indonesia
- Minimum standards for sustainable event management at GIZ