Terms of reference (ToR) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Strengthening the capacity of independent oil palm and natural rubber farmers towards certification readiness in Rantau Pulung and Bengalon	**Project number/ cost centre:** 18.0128.1-307.04

0. List of abbreviations 2

1. Context 3
   1.1. Brief information about the project 3

1.2. Context of the assignment 3

2. Objective of the Assignment 5

3. Tasks and Services 5
   3.1. Key tasks to be performed by the contractor. 5
   3.2. Services to be performed by the contractor. 5

4. Concept 8
   4.1. Technical-methodological concept 8
   4.2. Project management of the contractor (1.6) 8

5. Personnel concept 9
   5.1. Expert 1: Manager/Team leader 10
   5.2. Expert Pool 1: ‘Local village facilitator’ 11
   5.3. Expert 2: Administration Officer 12

6. Costing requirements 13
   6.1. Assignment of personnel and travel expenses 13
   6.2. Sustainability aspects for travel 15

7. Inputs of GIZ or other actors 15

8. Requirements on the format of the tender 15

9. Annexes 16

Annex 1. Project Outcome and Output 17

0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
BPP	Badan Penyuluh Pertanian / Agriculture & Plantation Extension Office
CO2	Carbon Dioxide
CV	Curriculum Vitae
DC	Development Cooperation
EUR	Euro
FFB	Fresh Fruit Bunches
FFS	Farmer Field School
FOLU	Forest and Other Land Uses
FPIC	Free Prior Inform Consent
GHG	Green Gass Houses
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
HCV	High Conservation Value
ICS	Internal Control System
ISPO	Indonesian Sustainable Palm Oil
NDPE	No Deforestation, No Peat and No Exploitation
P & C	Principle and Criteria
RSPO	Roundtable Sustainable Palm Oil
SASCI+	Sustainable and Value-Added Agriculture Supply Chain in Indonesia
SCPOPP	Sustainable and Climate friendly Palm Oil Production and Procurement
SKT	*Surat Keterangan Tanah* (Land History Letter)
SPPL	Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup
STDB	*Surat Tanda Daftar Budidaya* (Cultivation Registration Certificate).
SUSTAIN	Sustainable Landscape Initiative in East Kutim
TAL	Tanah Air Lestari
ToR	Terms of reference
UPT	Unit Pengelola Teknis

1. Context

1.1. Brief information about the project

The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) is a five-year project conducted on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as a part of the "Special Initiative Transformation of Agricultural and Food Systems" (AGER). The program promotes the sustainability of selected agricultural supply chains in partner countries and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Sustainable Landscape Initiative in East Kutim (SUSTAIN) is a multi-actor initiative to strengthen the capacity of the East Kutai District Government, local communities, smallholders, workers, and plantation companies in transforming East Kutim to be a sustainable region in agriculture (with a focus on palm oil and rubber) production. The initiative supported and funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Swiss Government through the State Secretariat for Economic Affairs (SECO) and implemented by a consortium partners led by GIZ SASCI+, Tanah Air Lestari (TAL) and Proforest.

The initiative is expected last until mid of 2026 to achieve the following outcomes:

- On additional 30,000 ha of areas worthy of protection, supported actors have made a concrete contribution to conservation and sustainable management.
- In 2,400 ha of supported farms in sustainable agriculture chains, average income has risen by 5%.
- Increased supply of fresh fruit bunch oil palm and natural rubber from registered/traceable and (certified) sustainably managed smallholder plantations to the processing plants.
- The employment situation in rubber and palm oil supply chains has improved for 200 people, of whom 9% are young adults and 30% are women.
- Five communities (villages) achieve self-determination of their natural resources and land tenure security through formalised spatial plans, village enterprises or social forestry.

By following the guidance from the East Kutai District Government, SUSTAIN will contribute to the implementation of the Sustainable Plantation Plan by:

- strengthening foundational elements of sustainable regions,
- enhancing the capacity of producers and local communities in High Conservation Value (HCV) area management, and
- supporting independent smallholders for tenurial and operational legalities as well as sustainable production.

1.2. Context of the assignment

SUSTAIN follows a jurisdictional approach to align relevant stakeholders with a common goal of sustainable production as a means of long-term market access and supply security. SUSTAIN aims to reach 1.200 smallholders to produce sustainable palm oil and natural rubber and increase their yields and income. The project further aims to engage companies

to participate in implementing the gender-sensitive concept of sustainability, increasing employment and expanding the area with sustainable production methods.

One challenge that faced by East Kutim to meet its sustainability target is refer to smallholder intervention. Despite their considerable share of production and their role in illegal deforestation, independent smallholders are lacking support, both from government and value chain actors. The East Kutim extension service's support for industrial crop smallholders is inadequate. There were 207 government extension officers in 2019, primarily based in the sub-district offices, covering 141 villages covering a combined 160,000 ha of agricultural lands managed by independent smallholders. The ratio is equivalent to about one extension officer per village, per 770 ha, respectively per 260 farmers. With a lack of financial support (for mobility and activities) and unfit competencies in organisational development, they often have difficulty covering the scope of their responsibilities.

In addition, because the extension service is under the agriculture agency—which is not responsible for oil palm —, government extension officers do not prioritise oil palm smallholders. The proportion of independent oil palm and natural rubber smallholder areas covered by the active partnership with the sourcing mills is unknown at this stage. Nevertheless, GIZ's experience in East Kutim shows most (if not all) of the very few value chain partnerships between independent oil palm smallholders and palm oil mills are limited to fresh fruit bunches (FFB) trade. In a few best practice cases, the agreement involves limited advisory support and improved access to farm inputs. None of them incorporates NPDE (no deforestation, no peat, no exploitation) commitments, let alone higher sustainability ambitions such as biodiversity enrichment, or the reduced use of agrochemicals.

According to the district government data, there are more than 2,500 independent smallholders in the priority sub-districts (Bengalon, Rantau Pulung, Wahau, Karangan). The success story of 590 oil palm smallholders in Kombeng sub-district of East Kutim, who have benefitted from sustainability practices, stands to show as an example that it is possible to attract smallholders to participate in regular farmer field schools. The project will facilitate exchange among farmers, so that farmers in the target sub-districts can learn directly from the most successful farmers in Kombeng and implement the farmer field schools to improve their competencies in regenerative farming practices and make progress towards certifications. Its targeting of the smallholders that will join farmer field schools, it is foreseen that about 80% will adopt their knowledge to improve their farming practices, including better dealing with the consequences of climate change. The improved farming practices will cover one or more elements of regenerative agricultural practices, such as site-specific fertilization, use of biological fertilizers, integrated pest control, intercropping, or agroforestry.

GIZ has started the support to the smallholders by implementing the first phase of the farmer field school attended by around 1.500 farmers and establishing 9 cooperatives in targeted sub-districts, that cover around 23 villages. For each cooperatives shall cover around 150 farmers as member.

2. Objective of the Assignment

The objective of the assignment is mainly to strengthening the capacity of independent oil palm and natural rubber farmers towards for certification readiness in Rantau Pulung and Bengalon as contribution to project outcome and output as follows:

1) Objective/Outcome Indicator number 2 and 3.
2) Output/work package 3. Tenurial and operational legalities, Output Indicator 3.1.
3) Output/work package 4. Sustainable production, Output Indicator 4.1, 4.2, 4.3, 4.4.

(please refer to project Outcome and Output in Annex 1)

3. Tasks and Services

3.1. Key tasks to be performed by the contractor.

The service provider shall **manage and coordinate the local facilitators** for implementing the support for the smallholders in Bengalon and Rantau Pulung sub-districts, with closely collaboration with the Agriculture & Plantation Extension Center (BPP) in the sub-districts by conducting following **key tasks**:

a) Support **the data collecting** on farmer's identities, land ownership, economic, and other – jointly with farm mapping team and smallholder cooperatives (Output 3)
b) Implementing and assisting growers in the **farmer's field school program** for sustainable agriculture practices.
c) Support the smallholder cooperatives in the development of **Internal Control Systems (ICS)** – including internal regulation, policies, and SOPs (Output 4).
d) Support the **preparation of internal assessment** for the certification process (Output 4)
e) Development and train the smallholder on **the farmer activity book** (*buku aktifitas petani*) (Output 4)
f) Assessment and preparation of **environmental report, SEIA and/or HCV/HCV** as part of certification requirement (Output 4)
g) Facilitating the cooperatives on **membership registration** to RSPO (Output 4)

3.2. Services to be performed by the contractor.

The contractor is responsible for providing the following services:

a) Kick-off meeting and field team consolidation
The kick-off meeting with GIZ SASCI+ supports SUSTAIN and Dinas Perkebunan East Kutim in Sangatta to get a better understanding and coordination as the service will be the continuation of previous field works. This meeting also discusses on approach and time scheduling for all activities and consolidates the goals and objectives of the assignment, sharing roles between contractors and GIZ Agriculture Advisor.

b) Farmer's data collection
   - Each local facilitator shall support the smallholder cooperative (up to 9 cooperatives) in collecting supporting documents related to the cooperative membership and registration, and the preparation of farm mapping activities to get the Cultivation Registration Certificate (STDB)

- Develop farmer database to support the smallholder cooperative to implement better administration and data management practices including data security system.
- Support and facilitate the farm mapping team to gather the smallholder cooperative member through focus group discussion and farmer's interview.

c) Organizing the Farmer field school for up to 1.200 farmers
- Continue organizing and implementing the previous farmer field school based on technical module and cooperative with up to 36 sites/classes.
- The local facilitator shall be as resource person collaborating with the parties (the extension officer and plantation company) to deliver thematic topics on every session of farmer field schools.
- Observe the changes in practice and knowledge as a result of the impact of the farmer field school session on the fulfilment of ISPO and RSPO indicators.
- Provide a report summary of the actual implementation of the farmer field school session: time, participants (with attendance list attached), topics covered.
- Provide documentation of feedback from participants for each session using an approved form.
- Provide input and suggestion for refining the technical module based on changes and challenges in the implementation of farmer field school.

d) Develop internal control system and its team for smallholder cooperative.
- Support up to 9 smallholder cooperatives to develop internal regulation and policy consist of commitment on sustainable practices implemented, followed by standard of procedure for all member of cooperative.
- Develop internal control mechanisms and team works to ensure the implementation of regulation, policies, and procedures.
- Create and improve the ICS team by suitable capacity building method.
- Provide a report on the development and implementation of ICS – including capacity changes as result of improvements.

e) Prepare and conduct the internal assessment.
- Monitor the gap analysis of cooperatives and farmers in detail/periodically and provide technical direction on actions to close the gap, especially issues regarding good agricultural practices and compliance with certification followed (ISPO & RSPO) Criteria Principles.
- Support the ICS team to predict and accommodate questions that will be asked by internal and external auditors, to be translated into action plans to close the gap.
- Helping ICS to conduct gap analysis assessments and report the results.
- Socialize the results of the RSPO ISPO P&C gap assessment to farmers and cooperative managers, together with the ICS team.
- Document all actions of growers and cooperatives to comply with the ISPO RSPO P&C and their administrative requirements.

f) Support the using of farmer activity book.
- Develop and train the smallholder farmer to use the farmer activity book contain all farmer activities in the farm as part of monitoring and reporting activities in agriculture practices and farm management.

- Provide input and improvement need for refining the bookkeeping and reporting system used by farmers.

g) Assess and prepare the environmental report for up to 9 cooperatives.
   - Provide the assessment on environmental aspect for smallholder farmers and cooperatives, including identification the high conservation value areas and high carbon stocks areas.
   - Provide support for preparation the social and environmental impact assessment report.

h) Membership Registration to Certification Body
   - Prepare all documents needed to register as member to RSPO for up to 9 cooperatives.
   - Support up to 9 cooperatives to access the support fund for smallholders.
   - Provide a progress report on membership registration.

Deliverables:
The service provider as contractor shall produce following deliverables:

a) Farmer's data for up to 9 cooperatives memberships and land ownership are collected and set up in the data base system.
b) Up to 1.200 farmers have been trained through farmer field schools on 16 topics/sessions.
c) Up to 9 Internal control system has developed and receive increased capacity.
d) Up to 9 Internal assessment report has been conducted.
e) Up to 9 environmental reports has been conducted and reported to related offices in the government.
f) Up to 9 documentation of membership registrations to certification body has been made.

The service provider as contractor will carry out the assignment from **May 1st, 2024, until April 30th, 2025**. Certain outputs, as laid out in the table below, are to be achieved by certain dates during the contract term:

Milestones for work package 3 / Output 3	**Delivery period**
Farmer Data of 9 cooperative membership are cellected	8 months after contract signing
Milestones for work package 4 / Output 4	**Delivery period**
Up to 16 topic/sessions of Farmer Field School implemented in two sub districts for up to 45 clasess	8 months after contract signing
Up to 9 of Regulations/SOPs/Internal Policies/Cooperative Work Plans for ICS are developed and ready to implemented	10 months after contract signing
Internal Assessment of Readiness for Certification process for 9 Cooperatives is finalized	12 months after contract signing
Up to 1.200 farmers are trained and pratice to use farmer activity book	12 months after contract signing
Assesment and Preparation of Environmental Reports, SEIA and/or HCV/HCV for 9 cooperatives	12 months after contract signing

Facilitation for up to 9 cooperatives membership Regristration to RSPO	12 months after contract signing

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 3 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

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

4.1. Technical-methodological concept

Strategy (1.1): The tenderer 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 of this ToR that corresponds with section **1.1.1** in the technical assessment grid). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (Section **1.1.2** of the assessment grid).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to describe the key **processes** for the services for which it is responsible and create a **work plan** (1.4.1) that describes how the services according to Chapter 3 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ under **learning and innovation**.

4.2. Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail (1.6.1).

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 (1.6.2).

The tenderer is required to describe its **backstopping concept**, including proposing ancillary personnel to secure the administrative conclusion of the project, and integrating its costs into

the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB (1.6.3).

The contractor will work under supervision from GIZ Agriculture Advisor's and committed to share the roles, as following but not limited to:

- Actively coordinate and consultation among others to plan, to implement and to monitor all activities related to scope of works.
- GIZ covering budget of operational cost related to the meeting package, training, farmer field school equipment etc.
- The Service provider as Contractor will be responsible to the budget related mentioned in the contract.

5. 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.

General background of the team members

- Expertise on international agricultural supply chains of palm oil and rubber products and in particular smallholder agricultural systems
- Expertise on agricultural households and income sources
- 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

Soft skills of the team members

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 tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

5.1. Expert 1: Manager/Team leader

(section 2.1 of the assessment grid) National expert, 1-person

Tasks of Expert 1: **Manager/Team leader**

- Overall responsibility for the working packages of the contractor (quantity, quality and deadlines)
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas East Kutai and/or East Kalimantan
- Lead and organise working phases, workplan, communication, documented process, reporting and administration matter, and important events related to formal socialisation event, planning discussions, implementation and finalisation of milestones, especially important discussion events with key actors.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, in particular planning and steering assignments and supporting team members.
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Regular reporting in accordance with the milestone schedule.
- Ensuring that monitoring procedures are carried out.
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ.

Qualifications of expert 1: **Manager/Team leader**

Education/training (section 2.1.1 of the assessment grid):	Minimum holds a master's degree in management, social, forestry, agriculture, geographical and/or other relevant study
Language (section 2.1.2 of the assessment grid):	Knowledge of B1-level language proficiency in English and Bahasa Indonesia - level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	5 years of professional experience in assisting sustainable agriculture practices to farmer group, participatory mapping, community facilitation and participatory approach, data science analysis
Specific professional experience (section 2.1.4 of the assessment grid*):*	5 years in promoting and implementing the sustainable certification for smallholder
Leadership/management experience (section 2.1.5 of the assessment grid):	4 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 20 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	Not applicable

Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	1 years of professional experience in Southeast Asia (in accordance with UN DESA Statistics Division), of which 2 years in Indonesia.
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	4 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Not applicable

5.2. Expert Pool 1: 'Local village facilitator' with up to 18 experts (section 2 of the assessment grid)

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

The service provider as contractor shall recruit the existing local facilitator in Rantau Pulung and Bengalon and trained by GIZ (previously) and/or from other regions through communication with GIZ.

The local village facilitator shall be based in the villages within two sub-districts and cover up to 75 farmers per facilitators.

Tasks of the expert pool: Local village facilitator

- Lead and organize farmer field schools, including as resource person, and/or finding other resources to contribute to related curriculum.
- Collect all farmer data and information related to cooperative administration and registration (land, cooperative membership, etc.)
- Facilitating events related to coordination meetings, implementing the formation of cooperative management and ICS (Internal Control System)
- Build good communication and relationships with planters/farmer groups, cooperative administrators, village government, Penyuluh (UPT/BPP office), including farmer partners (e.g. agents/collectors) and companies (oil palm mills)
- Prepare documentation of the group meetings.
- Support the communication with GIZ, partners and others involved in the project.
- Support regular reporting in accordance with the milestone schedule, coordinate by Manager/Team Leader

Qualifications of the expert pool 1

Education/training (section 2.2.1 of the assessment grid):	Up to 18 of experts with a university degree (bachelor or Diplom') in social, forestry, agriculture, environmental, economy, and relevant study
Language (section 2.2.2 of the assessment grid):	Up to 18 of experts with knowledge of with A1-level language proficiency in Bahasa Indonesia
General professional experience (section 2.2.3 of the assessment grid):	Up to 18 of experts with Six months of professional experience in the sector of community facilitations or participatory approaches on agriculture development and farmer institution

Specific professional experience (section 2.2.4 of the assessment grid*):*	Up to 18 of experts with Six months *of* professional *experience in* projects supporting local communities or farmers in East Kutim
Leadership/management experience (section 2.2.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	Six months of experience in projects supporting local communities or farmers in East Kutim or East Kalimantan.
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	Not applicable
Other (section 2.2.9 of the assessment grid):	Not applicable

5.3. Expert 2: Administration Officer

Up to 1 person, up to 150 working days in total.

Tasks of Administration Officer**:**

- Support administrative, financial and logistical needs for project implementation.
- Record all transactions and prepare financial reports for the implementation of projects in accordance with GIZ standards.
- Check and verify the accuracy of supporting documents, invoices, receipts and proof of payment for project implementation.
- Communicate with the Team Leader in planning the budget for logistics needs for the project.
- Ensure the accuracy and completeness of administrative and financial data related to the implementation and financial reporting of project implementation.

Qualifications of Administration Officer (2.3)

Education/training (section 2.3.1 of the assessment grid):	Minimum holds a bachelor or diploma in administration, finance, economy and/or other relevant study
Language (section 2.3.2 of the assessment grid):	Knowledge of B2-level language proficiency in English and Bahasa Indonesia - level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	3 years of professional experience in administration and project finance report

Specific professional experience (section 2.3.4 of the assessment grid*):*	1 years of specific experience in supporting administration and finance on the promoting and implementing the sustainable certification for smallholder
Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	2 years of experience in projects supporting local communities or farmers in East Kutim or East Kalimantan
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Not applicable
Other (section 2.3.9 of the assessment grid):	Not applicable

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

6. Costing requirements

6.1. 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 travel regulation of GIZ in Indonesia.

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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Manager/Team Leader	1	300	300	
Designation of Expert Pool 1 – Local Village Facilitator	18	300	5.400	Each local village facilitator shall cover up to 75 farmers within 9 cooperatives
Designation of Expert 2 Administration Officer	1	150	150	

Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment ➢ Manager/Team Leader ➢ Local facilitator	120 days 384 days Total 504 days			allocated travel from sub district to capital district (Sangatta) for 10 days for TL and 4 days for facilitator for each month.
Overnight allowance in country of assignment ➢ Manager/Team Leader ➢ Local facilitator	108 nights 288 nights Total 396 nights			allocated travel from sub district to capital district (Sangatta) for 9 nights for TL and 3 nights for facilitator for each month.
Transport	**Quantity**	**Price**	**Total**	**Comments**
Domestic flights	12			Flights within the country of assignment during service delivery for team leader (home based to East Kutai)
CO_2 compensation for air travel *Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.*				Not applicable.
Travel expenses (train, car) • Ground transportation to and from airport for team leader • Local transportation to and from Samarinda to to Sangatta for team leader • Local transportation in sites of East Kutai • Local transport from Bengalon/Rantau Pulung to Sangatta for Local Facilitator	12 trips 24 trips 84 days 192 trips			Travel to transfer to/from airport (return) Travel trip from Samarinda to Sangatta – round trip for 12 months Local transport during site visit for team leader Local transport for local village facilitator to attend the coordination in Sangatta
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1		6.988,44	A budget of EUR 6.988,44 is foreseen for flexible remuneration. Please

				incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Other costs				Not applicable.

6.2. Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

7. Inputs of GIZ or other actors

GIZ is expected to make the following available:

- Connection to the Plantation Agency of East Kutim District Government as the primary partner agency regarding this assignment.
- Communication with relevant consultants and within GIZ team for coordination and knowledge/data/information sharing.
- Connection to village governments, extensions offices, farmer groups, mills for coordination and consultations.

8. Requirements on the format of the tender

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

The complete tender must not exceed 8 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 5 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs shall be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

9. Annexes

1. Project Outcome and Output.
2. Proposed timeline based on activities.

Annex 1. Project Outcome and Output

Outcome: Local communities, primary producers (smallholders and companies) and workers of palm oil and rubber plantations, and the East Kutai District Government benefit from a sustainably managed landscape.

Outcome indicator(s):

1. On additional 30,000 ha of areas worthy of protection, supported actors have made a concrete contribution to conservation and sustainable management (GIZ and Proforest).
2. In 2,400 ha of supported farms in sustainable agriculture chains, average income has risen by 5%. (GIZ).
3. Increased supply of fresh fruit bunch oil palm and natural rubber from registered/traceable and (certified) sustainably managed smallholder plantations to the processing plants (GIZ).
4. The employment situation in rubber and palm oil supply chains has improved for 200 people, of whom 9% are young adults and 30% are women (GIZ).
5. Five communities (villages) achieve self-determination of their natural resources and land tenure security through formalized spatial plans, village enterprises or social forestry (Proforest).

Output 1. Foundational elements: East Kutim District Government manages a functioning multistakeholder platform with active members, representing the interests of local communities, smallholders, workers, and businesses in the focused value chains (palm oil, natural rubber), financiers, and civil society organisations.
Output 1. indicators:

1.1. (to be achieved jointly by GIZ, TAL and Proforest) Cooperation process: Up to 2 cooperation partners supported by the project in the selected agricultural supply achieved the agreed objectives to improve sustainability and the resilience of agricultural supply chains.

1.2. (to be achieved jointly by GIZ, TAL and Proforest) Multistakeholder platform: East Kutim District Government formalises the multistakeholder platform as a mechanism for the stakeholders to collaborate on the transformation to become a sustainable region.

1.3. (to be achieved by GIZ) Credible monitoring system: The platform members jointly monitor the mutually agreed Sustainable Plantation Plan implementation, assess the sustainability status of the region, and regularly publish the status report based on the data available in the district One Data facility.

1.4. (to be achieved by GIZ) Refined mutually agreed Plan: Through the iteration process, a refined East Kutim Sustainable Plantation Plan (covering clarification on roles and resources of the platform members, the integration of HCV management plan, etc.) is endorsed by the platform.

1.5. (to be achieved by GIZ) Sustainability institutionalisation: Two new regulations/decrees are endorsed by the East Kutim District Government, primary producers (companies, smallholders), or financial institutions to further incorporate sustainability elements into public, private and financial policies.

Output 2. Protection of HCV areas: The land users in the priority villages of selected sub-districts protect and manage sustainably HCV areas to reduce FOLU GHG emissions.
Output 2 indicators:

2.1. (to be achieved by Proforest): Local communities in five villages formalised their landscape plans covering (additional) protected areas based on land use agreements between local (customary or forest dependent) communities, concessions, and/or neighbouring communities.
2.2. (to be achieved by Proforest): Local communities and concessions jointly manage HCV areas between 2,000 and 3,000 ha in a sustainable manner.
2.3. (to be achieved by Proforest). Staff from at least 10 companies trained on NDPE, HCV and FPIC.
2.4. (to be achieved by Proforest). HCV assessments completed for five villages/oil palm concessions.

2.5. (to be achieved by Proforest). HCV management and monitoring plans established by five oil palm producer companies, including agreements with adjacent villages.

Output 3. Tenurial and operational legalities: The strengthened tenurial and operational legalities of local communities and smallholders improve business certainty for primary producers and incentivise sustainable land use in the priority sub-districts

Output 3. Indicators:

3.1. <u>(to be achieved by GIZ): 1,200 oil palm and rubber smallholders hold certificates for land tenure history (SKT) or farm registration certificate (STDB) for their farmlands</u>.
3.2. (to be achieved by GIZ): Up to three priority villages/sub-districts have a land tenure history (SKT) system.
3.3. (to be achieved by GIZ): Initial engagement with potential oil palm smallholders in the state forest land interested in converting their monoculture farms to agroforestry occurred.

Output 4. Sustainable production: Smallholders and companies in the priority sub-districts implement sustainable principles.

Output 4. Indicators:

4.1. (to be achieved by GIZ): 1,400 persons confirmed an increase in competencies after participating in training courses or other further training programmes for suitable value-adding activities, climate-relevant adaptations and due diligence, of whom 30 % are women and 11 % are young adults.
4.2. (to be achieved by GIZ): 1,200 persons involved in sustainable agricultural supply chains confirm that they apply the competences they have acquired to better deal with the consequences of climate change.
4.3. (to be achieved by GIZ): The arable land in the intervention areas, on which rubber and palm oil are produced according to internationally recognised sustainability standards, sustainable farming methods or national recommendation frameworks, has increased by 2,400 ha.
4.4. (to be achieved by GIZ) Two negotiations between workers' representatives and smallholders/cooperatives took place, covering issues around safe and decent working

conditions (e.g., minimum wage, health insurance, contractual arrangement, protection from exposure to agrochemicals).

Annex 2. Proposed Timeline based on activities.

No	Activities	Durasi	2024								2025			
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1	Field Data collecting: Farm legalities and ownership	8 months												
2	Farmer Field School implemented in two sub districts	8 months												
3	Regulations / SOPs / Internal Policies / Cooperative Work Plans developed and ready to implemented	8 months												
4	Internal Assessment of Readiness for Certification process	2 months												
5	Development and train the book report keeping (buku aktifitas petani)	3 months												
6	Assesment and Preparation of Environmental Reports, SEIA and/or HCV/HCV	3 months												
7	Facilitation membership Regristration to RSPO	2 months												