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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Farmer Organization Training in Central Sulawesi	Project number/ cost centre: 18.0128.1-007.03

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work.
FK	Expert
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
FKT	Expert days
KZFK	Short-term expert
FAST	Farmer Service Team
SASCI+	Sustainability and Value Added in Agricultural Supply Chains in Indonesia
ToT	Training of Trainer
ToF	Training of Farmer
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government.

The global program "Sustainability and Value Added in Agricultural Supply Chains" is part of the special initiative "Transformation of agricultural and food systems". On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the program promotes the sustainability of selected agricultural supply chains in partner countries.

Agricultural commodities like coffee, cocoa, natural rubber, or palm oil play an important role for rural development in many developing and emerging countries where they form the basis for the life of millions of households. However, their production and processing are accompanied by numerous ecological, economic, and social challenges. Often supplied as unprocessed raw material into global supply chains, limited value is added in producing countries. Many farming households are struggling to meet their basic needs and invest in sustainable production practices. Furthermore, coffee, cocoa, palm oil, and natural rubber are often perceived as drivers of deforestation and forest degradation. With consuming markets and multinational companies strengthening their efforts to eliminate deforestation and human rights abuses from the supply chain, the sustainability of raw material is becoming a precondition for market access.

2. Background

To address these challenges the program implements the project "Sustainability and Value Added in Agricultural Supply Chains in Indonesia" (SASCI+). SASCI+ focuses on natural rubber, palm oil, cocoa, and coffee in two biosphere reserves in West Kalimantan (Kapuas Hulu, commodities: natural rubber and oil palm) and Central Sulawesi (Lore Lindu, commodities: cocoa and coffee). By increasing the sustainable production of agricultural commodities and strengthening downstream processing and market linkages, the project aims to increase the farmers' incomes, safeguard natural resources, and establish deforestation-free supply chains. SASCI+ follows a jurisdictional approach to align relevant stakeholders on shared objectives for sustainable production as a means for long-term market access and security of supply. SASCI+ is implemented from August 2020 to March 2025, together with the Indonesian Ministry of Agriculture, the political partner of the project.

Supporting smallholder farmers to become organised and operate collectively in the supply chains has several potential benefits for increased farmer incomes: The rationale for the support to farmer organizations is:

a) Increased bargaining power for better input- and output prices
b) Economies of scale for improved access to farm inputs, extension services, and agricultural finance
c) Increased opportunities to aggregate produce to attract off-takers.
d) Improved capacities to manage on-farm and post-harvesting market requirements (e.g., quality, sustainability, certification, traceability)

Beside supporting on regular farmer organization through collaboration with major cocoa traders, SASCI+ also supports a pilot on: **Farmer Service Delivery Group – FAST (Farmer Service Team)**
Rationale:

a) Low adoption rate of farmers on GAP, due to lack of labor and cash capital.

b) Opportunity for youth to work on agriculture, i.e., cocoa business.
c) Government of Indonesia (GoI) provides high investment/subsidy to farmers on food crops production, but less on cocoa sector.
d) Cocoa diversifications use agroforestry system is a suitable farming system to contribute to farmer's living income.
e) Loan for farm investment is accessible for farmers in a current cooperation in Sigi, i.e., in cooperation with Balota Coop.

Program FAST (Farmer Service Team) Group:

a) FAST consist of 5 youths per group
b) FAST members selected based on their motivation working in cocoa business.
c) FAST members have adequate knowledge of GAP and will get technical supervision by OFI trainer.
d) The FAST will establish facilitated by a major cocoa trader and GIZ support.
e) FAST will sell their services (pay services) on farm management to the coop members. Payment services for coop member cheaper 40% compared to normal labor cost in the community.
f) Farmer can use the loan to pay fee for FAST services.
g) GIZ will help to support business training for FAST.
h) Target 450 farmer train, consist of 50 FAST team and 400 farmers FAST beneficiaries (pilot 2023).
i) Target pilot 2023 for FAST Group as *Occulator* as service provider to farmers.

The objective of this assignment is to support SASCI+ strengthening the organizational capacities of farmers in the target areas and coffee and cocoa supply chains in the most effective way. To do so, the consultant is expected to: Conduct Training of Trainer for Coffee and Cocoa trainers (extensions officer, GIZ SASCI+, company staff) and Training of Farmers.

3. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

1) Supporting a private sector partner on FAST (Farmer Service Team) program

a) Familiarize with private partner team on details of FAST program (the goals/objectives, the needs, etc.).
b) Based on 1.a, propose tailored modules on FAST Group based on existing training modules developed by SNV

2) Training of Trainer

a) Organize meetings with a second private partner regarding training content or subjects that fit with company approach and farmer group model.
b) Adapt existing training module from SNV training modules for training of trainers (ToT) and training of farmers (ToF) covering cocoa and coffee practices (farmer organization type), GIZ SASCI+ will provide the training modules, the Modules are:
    a. Module Kerjasama
    b. Module Lembaga petani
    c. Module Sumber pendanaan untuk petani
    d. Module Perencanaan Strategis dan Pengembangan Unit Usaha
    e. Module Koperasi Kita
c) Compile training materials to use during the ToT on 'regular' trainers and FAST Group and ToF and make them accessible in an appropriate manner for usage by trained trainers and lead farmers.

d) Organize and implement (ToT):

Activity	Total Participants	Participants	Participants per event	Total Event	Remarks
ToT Regular	30 trainers	Company staff, Extensions officer, GIZ Staff	15	7	max 2 modules per event, with total 5 modules
ToT - FAST	50 trainers	FAST Groups	25	7	max 2 modules per event, with total 5 modules

GIZ SASCI+ will provide the list of participants from SASCI+ implementing partners (2 private companies, government officials, consisting of 30% female and youth) and full day training event.

e) Ensure that the time spent on training is reasonable to the workload of the people trained, be mindful of extra workload of women and ensure and provide enabling conditions for meaningful participation of women; be aware of child protective measures.

3) Training of Farmer

a) Organization and implementation of training to farmer based on a training module (see 2.b) in accordance with the proposed and agreed stepwise approach and priorities for 500 farmers for one private partner (30% are female and 10% youth).

Activity	Total Participants	Participants	Participants per event	Total Event	Remarks
ToF	500 farmers	farmers	25	60	max 2 modules per event, with total 5 modules

full day training, max 1 expert per event and supported by private partner (trainer), (1 expert per event and the expert will be supported by private partner trainers, 30 events per expert)

b) Document the progress with regards to number of trainings, farmers trained, satisfactions with the training and increase of capacities of farmers. The documentation will be used for the M&E activity by the project. Respective tools and forms will be provided by GIZ SASCI+

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	**Deadline/place/person responsible**
Online discussion with SASCI+ staff, to discuss open questions, SNV modules and the next steps	01 Week after contract signed
Online discussion with 2 private sector partners to discuss open questions, to determine the subject and approach for each company	02 Week after contract signed
Adapt existing training module and Compile training materials to use during the ToT ('Regular' trainers and FAST Groups) and ToF	04 Week after contract signed
ToT - 30 trainers and 10 FAST Groups	10 Week after contact signed

ToF - 500 farmers	28 Week after contract signed
Final Report	30 Week after contract signed

Deliverables:

1. 30 Trainers trained (extensions officer, GIZ SASCI+, private partner)
2. 10 FAST Groups trained.
3. 500 farmers trained.
4. Training of trainer's reports, attendance list of training participants that include name, year of birth, gender, phone numbers, address, and signatures.

Period of assignment: from **October 2023 until May 2024**.

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter (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.

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 and Chapter 2 Background) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 3 Tasks to be performed) (1.1.2).

The tenderer 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 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 takes account of the milestones in accordance with Chapter 3 (Tasks to be performed).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) as part of the tasks outlined in Chapter 3 to promote **learning and innovation**.

Project management of the contractor (1.6)

The bidder is required to explain its approach for coordination with the GIZ project (1.6.1).

- The contractor is responsible for selecting, preparing, training, and steering the experts (short, and long term) assigned to perform the advisory tasks.
- 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.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018.

The tenderer is required to draw up a **personnel assignment plan** (1.6.2) with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Further requirements (1.7)

The tenderer shall outline in the bid how during the developing of the trainings, views and opinions of women and youth will be considered. The tenderer shall also outline examples of concrete actions to enable inclusion and overcome barriers for participation of women and youth in training measures as well as to ensure relevance of training measures for women and youth.

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

Specification of gender ratio for contractor team: We want to support Gender Equity and prefer a team with all genders represented.

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

Team leader

<u>Tasks of the team leader</u>

- 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.
- Technical backstopping on deliverables
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Regular reporting following the agreed schedule.
- Delivery of Report and quality thereof

<u>Qualifications of the team leader</u>

- Education/training (2.1.1): university degree in Rural Development, Economy Management, Social welfare, or similar
- Language (2.1.2): C1-level language proficiency in English, Indonesian language skills are desired.
- General professional experience (2.1.3): 10 years' experience in organizational development, community organizing and community development on rural community, small and medium business development.
- Specific professional experience (2.1.4): 5 years in provide training modules in farmer organization and management system, training modules in agricultural supply chains, preferred on coffee and cocoa.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company

- Regional experience (2.1.6): 5 years of experience in projects in Southeast Asia, of which 2 years in projects in Indonesia.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): Experience in sustainability in agricultural supply preferably in cocoa, coffee.

Short-term expert pool with maximum 2 members

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 8 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool
- Contribute to tasks in the responsibility of the team leader.
- Communicate and cooperate with local government and stakeholders in the target areas.
- Support Team leader in conducting research and analysis in the project areas.
- Conduct training measures.

Qualifications of the short-term expert pool
- Education/training (2.6.1): 3 experts with university qualification in Rural Development, Economy Management, Social welfare, or similar
- Language (2.6.2): 3 experts with C2-level language proficiency in Indonesian, good (B1) language skills in English required.
- General professional experience (2.6.3): 2 experts with 5 years of professional experience in the agriculture sector, demonstrated experience and capacity in Training of Trainers (ToT) as well as Training of Farmers (ToF), 1 expert with 5 years of professional experience organizational development, community organizing and community development on rural community, small and medium business development.
- Specific professional experience (2.6.4): 2 experts with 3 years of professional experience in in provide training modules in farmer organization and management system, training modules in agricultural supply chains, preferred on coffee and cocoa.
- Regional experience (2.6.5): 1 expert with 3 years of experience in Sulawesi areas with cocoa and coffee farmer groups or farmer organizations
- Development cooperation (DC) experience (2.6.6): 2 experts with 3 years of experience in DC
- Other (2.6.7): 2 experts with experience in the cocoa, coffee, Substantial experience in extension techniques and tools. Having experience in farm modelling is preferred. Significant experience in project monitoring and evaluation as well as research in agronomy

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

6. Costing requirements

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.

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.

If they cannot be avoided, CO_2 emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	**Number of days team leader**	**Number of days short term experts (total)**	**Comments**
Online/Offline Discussion with SASCI+, and 2 private sector partners	**3**	**6**	Up to (1 day per organizations).
Adapt existing training module and Compile training materials to use during the ToT on 'regular' trainers and FAST Groups and ToF	**3**	**-**	Up to
Max 7 events of Training of Trainers	**3**	**14**	Up to
Max 7 events of Training of Trainers of FAST Group	**3**	**14**	Up to
Max, 60 events of Training of farmers	**3**	**60**	Up to. 1 expert per event and the expert will be supported by JBC trainers, 30 events per expert.
Final report	**1**	**-**	Up to

Travel expenses	**Number of experts**	**Total number of days/nights**	**Comments**
Per-diem allowance in country of assignment	**3**	**97**	Up to **IDR 47.775.420**
Overnight allowance in country of assignment	**3**	**97**	Up to **IDR 39.812.850**
Transport	**Number of experts**	**Total Number of flights**	**Comments**
Domestic flights	**3**	**Up to 6 return flights**	Up to **IDR 52.118.640 in** total (reimbursement against evidence), Jakarta - Palu-Jakarta
CO2 compensation for air travel	**3**	**6**	A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car), Local transportation Home - Airport – Home. • Transport to/from home-airport	**3**	**Up to 6 times**	Up to **IDR 9.651.600 in** total (reimbursement against evidence)
Other travel expenses Car or motor vehicle rental in area of assignment (Central Sulawesi)	**total**	**Up to 80 days**	Up to **IDR 38.606.400** in total (reimbursement against evidence)
Other costs	**Number**	**Allocated budget**	**Comments**
Workshops ToT and FAST Groups ToF	 Max. 14 Max. 60	 **Up to IDR 95.100.000** **Up to IDR 106.000.000**	The budget contains the following costs meeting location, catering, printed and presentation materials. All costs will be reimbursed against evidence.
Flexible remuneration item	1	**IDR 48.258.000**	The use of the flexible renumeration will have to be requested in written and approved by GIZ before use

Assignment of personnel

Team leader: On-site assignment for 16 expert days

Short-term expert pool: On-site assignment for 2 experts with total 94 days

Travel

The tenderer is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 3 and list the expenses separately by daily allowance, accommodation expenses, flight costs, CO2 compensation costs and other travel expenses as proposed in the table on costing requirements.

Other costs

Workshops and training

The contractor implements the following workshops/study trips/training courses:
- Training of Trainer max 14 events
- Training of Farmer max 60 events

Flexible remuneration item

Up to **IDR** for budgetary implications from the assessment approach. The use of the flexible renumeration will have to be requested in written and approved by GIZ before used.

7. Inputs of GIZ or other actors

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

- Logistical support coordinate for workshops
- Contacts to local stakeholders
- Information on the global program, SASCI+, and relevant sustainability frameworks

8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. 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 10 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 of the ToRs 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 can also be submitted in Indonesian.

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.