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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Consultant for Technical and Administration	Project number/ cost centre: 19.2118.8-001.00

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0. List of abbreviations

CPFS	Corruption Prevention in Forestry Sector
ToRs	Terms of reference

Background

Support of the German Government to the Indonesian Government in the area of corruption preventing has been in implementation since 2007. The current phase of this cooperation implemented by GIZ Corruption Prevention in the Forestry Sector (CPFS) is running from 2022 until 2024. Three expected outputs of the current phase are (1) improved (draft) policies in preventing corruption in the forestry sector (2) improved capacities of stakeholders in preventing corruption in the forestry sector (3) improved public participation in preventing corruption in the forestry sector.

The CPFS has 6 pilot regions in Papua land and pool of experts which need to be managed. Thus, support to technical and administration aspects of the project implementation is needed. A consultant will be hired to support the team.

Objective

The objective of this assignment is to support the CPFS pool of experts and other short-term experts (consultants and consulting firms) in technical and administration process.

Tasks and Responsibilities

to support the CPFS pool of experts (13 experts) and other short-term experts (consultants and consulting firms) in technical and administration process:

- Technical Support
  - taking minutes of strategic meetings
  - providing translation and interpretation when needed and other communication aspects
  - to support the logistics aspects of the project events (i.e., hosting zoom, sending invitations, conducting online survey, etc)
  - maintaining database

- Administration Support:
  - making documentation of strategic meetings and activities
  - support in correspondence aspects
  - other administrative issues requested.

Duration of the assignment

From November 2023 until November 2024 (up to 180 days)

Required Qualifications

- Bachelor/master's degree in public administration/international Relations/Public Communication/English Language
- Having experience working with GIZ in technical and administration matters
- Fluent in English
- Having good communication skill, especially communicating with government institutions