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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

WASTE MANAGEMENT LIAISON TO SUPPORT BAPPENAS IN COORDINATING THE BROWN ISSUES OF LAND- AND SEASCAPE	**Project number/ cost centre:** **21.9018.9-004.00**

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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
FKT	Expert days
KZFK	Short-term expert
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. We work to shape a future worth living in over 120 countries around the world.

The project "Solutions for Integrated Land- and Seascape Management in Indonesia (SOLUSI)" aims at developing and deploying an ecosystem approach for land and seascapes in three regions in Indonesia. As such, its focus lies on biodiversity conservation and ecological restoration, including efforts to strengthen the sustained provision of eco-system services, strengthen blue and green economies as pathways to sustainable development, including agroforestry, aquaculture, and the promotion of ecotourism. SOLUSI promotes enhanced climate-resilient livelihoods through public-private-community partnership (PPCP), policies, and investments and facilitates learning among partner provinces and scaling-up to others using an inter-provincial knowledge sharing platform. This project is a partnership between the Government of Germany (BMUV) and the Government of Indonesia (BAPPENAS) and will be implemented by a consortium consist of GIZ, ICRAF, SNV, and Yayasan KEHATI Indonesia.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Provide technical advice on waste related issues at national and sub-national levels on land- and seascape management.
- Provide support in waste management topics, particularly on how it connects activities from land to sea and vice versa.
- Support the substantial bridging between national and sub-national activities using data supported by partners and stakeholders.
- Coordinate with relevant stakeholders on waste management activities, including with local governments, consortium partners, and local communities.
- Research and provide information on waste and circular economy issues to align the land- and seascape management activities with national agenda at Low Carbon Development Indonesia (LCDI) Secretariat.
- Assist GIZ in coordinating with Bappenas on different support and/or other relevant ministries related to land- and seascape management issues, including facilitate updates on the current issues and initiatives to accelerate potential collaboration.
- Develop communication materials such as speech, presentation materials, and article related to land- and seascape management topic, including its linkage to circular economy.
- Support the preparation of events, such as workshops, FGDs under SOLUSI framework, as well as ensure that the events are well documented (eg. letter draft, concept note, and participant list).
- Arrange, facilitate, and document coordination meetings between Bappenas, GIZ and relevant stakeholders (eg. prepare online meeting platform, minutes of meeting, collect required materials, and recording).
- Act as liaison of the project and GIZ/s contact point to Environmental Directorate of Bappenas, including maintain regular coordination and update, facilitate smooth communication, as well as setting up the required online and offline meetings, both for technical and administrative requirement.
- Manage a knowledge sharing platform (shared folder) between Bappenas and GIZ.

- Coordinate with Bappenas and GIZ on daily basis to ensure the implementation of the tasks.

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

Milestones/process steps/partial services	Deadline
Output 1 Detail work plan and milestones	04 April 2024 (20%)
Output 2 - Activity Report 1 Submitted in English containing summary and documentation of SOLUSI Project activities until May 2024	31 May 2024 (30%)
Output 3 – Activity Report 2 Submitted in English containing summary and documentation of SOLUSI Project activities until September 2024	30 September 2024 (30%)
Output 4 – Activity Report 3 Submitted in English containing summary and documentation of SOLUSI Project activities until November and plan activities in December 2024	15 November 2024 (20%)

Period of assignment: from **01.04.2024** until **31.12.2024**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (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) (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 2 Tasks to be performed) (1.1.2).

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 present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

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 2 (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 and to promote scaling-up effects (1.5.2) under **learning and innovation**.

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.

4. Personnel concept

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

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

Waste Management Liaison

<u>Tasks of the waste management liaison</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.
- Personnel management, in particular 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 in accordance with deadlines

<u>Qualifications of the waste management liaison</u>

- Education/training (2.1.1): master's degree in environmental engineering, environment, natural resources or other related fields
- Language (2.1.2): business fluency in Bahasa Indonesia and English
- General professional experience (2.1.3): 7 years of professional experience in the environment sector
- Specific professional experience (2.1.4): 5 years in waste management and circular economy sector
- Leadership/management experience (2.1.5): 2 years
- Regional experience (2.1.6): 7 years of experience in projects in national and subnational level
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): knowledge of brown issues in the Secretariat of Low Carbon Development Indonesia is a plus.

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

5. 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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Technical Liaison	**1**	**183**		Output based
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment	**18**			GIZ travel regulation Estimation trips in every province: 1. Belitung and Belitung Timur (Kep. Belitung) ; 2. Palu City, Sigi-Donggala-Parigi Moutong (Central Sulawesi) and ; 3. Banyumas, Cilacap, Kebumen District (Central Java) (3 days, 2 trips)
Overnight allowance in country of assignment	**12**			GIZ travel regulation Estimation trips in every province: 1. Belitung and Belitung Timur (Kep. Belitung) ; 2. Palu City, Sigi-Donggala-Parigi Moutong (Central Sulawesi) and ; 3. Banyumas, Cilacap, Kebumen District (Central Java) (2 nights, 2 trips)

Transport	Quantity	Price	Total	Comments
Domestic flights	**4**			Flights within the country of assignment during service delivery (Belitung, Central Sulawesi)
Travel expenses (train, car) • Rental Car in Belitung, Central Java, Central Sulawesi • Train Ticket to & from Central Java • Transport to and from airport, train station Jakarta	**18** **2** **12**			Travel within the country of assignment, transfer to/from airport etc.
Other costs	**Number**	**Price**	**Total**	**Comments**

6. 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 (language).

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 4 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 (language).

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