Terms of Reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Training Programme on Synergising Climate Adaptation and Mitigation Actions in ASEAN

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0. List of abbreviations

AMS	ASEAN Member States
AN	Contractor
ASEAN	Association of Southeast Asian Nations
AVB	General Terms and Conditions of Contract for supplying services and work
AWGCC	ASEAN Working Group on Climate Change
CAP	Climate Action Programme
CCA	Climate Change Adaptation
CCM	Climate Change Mitigation
ETF	Enhanced Transparency Framework
FK	Expert
FKT	Expert days
GHG	Greenhouse Gases
LULUCF	Land Use, Land Use Change, and Forestry
ToR	Terms of Reference

1. Context

The Land Use, Land-Use Change, and Forestry (LULUCF) sector is important for climate change mitigation as it has the potential to reduce greenhouse gas (GHG) emissions and sequester carbon. Land use and forestry as intricately linked to how and where people live and sustain, and LULUCF measures can also provide global environmental benefits, including in Southeast Asia region.

In ASEAN region, significant amount of land transformation caused by human activities, exacerbates the impact of climate change. These impacts are also compounded by natural disasters such as extreme weather, drought, and flood. The Intergovernmental Panel on Climate Change (IPCC) 6th assessment report presented that the Agriculture, Forestry and Other Land Use (AFOLU) sector accounted for 13-21% of global total anthropogenic GHG emission in the period 2000-2019. Meanwhile, Land use change drives net AFOLU CO2 emission fluxes, with deforestation being responsible for 45% of total AFOLU emission. Data from Houghton (2008) showed carbon flux from deforestation and other land-use change activities attributed to CO2 emission to the atmosphere (Figure 1).

Figure 1. Annual Net Flux of Carbon from Land Use Changes, 1850-2000.
**: teragram carbon; 1 teragram = 10^{12} gram)*

ASEAN Member States (AMS) have challenges to work on climate at national and regional levels, and ASEAN has opportunities to improve the situation. The Paris Agreement (PA) on climate change rests upon a foundation of Nationally Determined Contributions (NDCs) which reflect the national plans and pledges individual countries have made to meet the universal goal of keeping global temperature increases to well below 2°C above pre-industrial levels by reducing greenhouse gas (GHG) emissions and build resilience to the impact of climate change. Even though all Member States of the ASEAN have signed and ratified the PA and formulated their NDCs accordingly, the progress still seems to be slow and scattered (Overland, et al., 2021). ASEAN Secretariat (2021) recognized the dual challenges faced by the AMS to meet reporting requirements under the Enhanced Transparency Framework (ETF) and to make progress towards the ambition of the PA goals. In this complex situation, ASEAN can actually demonstrate its leadership in the region by serving as a dialogue and cooperation

platform, injecting political momentum and thus playing a key role as an intermediary between international and national climate policy processes (Caballero-Anthony, 2012).

To tackle such situation, climate change adaptation and mitigation plans and policy actions, indeed, are needed, and intrinsically connected. However, both policy measures have been handled separately, due to differences in priorities and levels of coordinating action for the measures, planning and implementation. The type of knowledge needed to inform adaptation and mitigation policies is also different. Nonetheless, there is a growing argument that synergistic approaches to adaptation and mitigation could bring substantial benefits at multiple scales (Duguma, Minang, & Noordwijk, 2014) in a long-term and wider political support. To achieve holistic actions, a coherent and coordinated approach is crucial for exploring the synergies and trade-offs between adaptation and mitigation and realising integrated solutions.

In the context of climate change, sub-national governments and authorities are the main actors translating policy into various actions. multi-level climate governance provides an interface for policy-making decision processes, and at the same time it functions as a reinforcing mechanism and an enabler of actions. Multi-level climate governance simultaneously involves both top-down processes and bottom-up processes, thus it involves inter-sectoral, multi-actor and multi-dimensional processes related to climate change mitigation and adaptation policies. A multi-level climate governance framework, therefore, can be used to coordinate the interactions of actors (vertically and horizontally) at various levels to translate climate adaptation and mitigation policies into implementation well.

The GIZ ASEAN-German CAP cooperates closely with the ASEAN Secretariat and the AWGCC on strengthening ASEAN structures and processes to make climate policy more effective and contributes to anchoring climate policy issues more systematically in ASEAN policy documents and its visibility at international forums Moreover, the need for capacity building training has been reflected in the ASEAN Working Group on Climate Change (AWGCC) Action Plan 2019-2025.

Considering the necessity of capacity development, we, GIZ, recognise the involvement of experts to provide substantial supports to the project's outputs, hence, collaborating with selected consultant is essential. Through this call, GIZ is looking for technical support to develop content and structure of training programmes with a suggested sector on Land Use, Land Use Change and Forestry (LULUCF), as well as to facilitate the trainings for targeted groups coming from various levels of stakeholders (from national and subnational governments to the local level, including marginalised groups) in the ASEAN region.

2. Tasks to be performed by the contractor

The tasks that mainly need to be carried out are as follows:

1) <u>To develop content and structure of training curriculums and programmes under theme 'Synergising Climate Adaptation and Mitigation Action in ASEAN'</u> that is divided into four training topics: a) Mainstreaming synergetic climate adaptation and mitigation into sectoral planning (With focused sector on LULUCF), b) Integrated approach to climate actions through cross reference between GHG emission, and vulnerability and climate assessment, c) Enhanced adaptive skills and capacities of the marginalized and vulnerable groups and other relevant stakeholders groups in the region, and d) Loss and Damage conversation

2) To facilitate training activities for targeted groups coming from various levels of stakeholders in the ASEAN

with detailed working tasks based on topics of training as follows:

Task 1: Development of structure and content of training curriculums and programmes

In coordination with CAP team, this task is including but not limited to:

1) Provide a basic understanding of synergising Climate Change Adaptation (CCA) and Climate Change Mitigation (CCM) that elaborated into learning objectives, materials, and methodological approaches to structure training programme,
2) Provide and develop technical guidance[1] on synergising CCA and CCM which includes stepwise approaches to synergise the integration into policy formulation and implementation action plans on the agreed sectors.
3) Based on the aforementioned technical guidance, develop one comprehensive training curriculum that to be applied to four mentioned training topics.
4) Develop training programmes for each training activities that targeted to different levels of stakeholder engagement,
5) Develop and present an easy-to-follow, but comprehensive training materials, with consideration of inputs from CAP, ASEAN Secretariat and AMS,
6) Keep abreast of on-going national, regional, and global climate policies and actions to include in the structure of training programmes.

Deliverables: (1) Draft of 1 training curriculum, (2) Draft of 4 training programme, (3) Draft of 4 training presentations. All deliverables are presented in the format of presentation decks and report.

Task 2: Facilitation of all training activities

This task is targeted to be implemented to four training activities. Detailed task is including but not limited to:

1) Formulate the flow of training activities in detailed, including daily agenda, training methods (exercises, breakout groups, facilitated discussions, ice-breaking, etc.),
2) Support in the selection and briefing of speakers,
3) Prepare, in close coordination with CAP, the needs of field trips in different AMS where trainings are being conducted,
4) Moderate the training programmes both in offline and/or online formats,
5) Prepare all key learning materials, including draft of programme, slides presentation, guideline, etc,
6) Act as technical backstop during the training,
7) Compile drafts of invitations, written communications, graphical presentations and documentations of the preparations and participations of the training programme,

[1] The guidance of CCA and CCM integration should be aligned with the Paris Agreement, taking examples from respective NDCs targets of each ASEAN Member States (AMS).

8) Review and revise all documentation according to the input from CAP team, ASEAN Secretariat and AMS.

Deliverables: (1) Four training structures with resource persons for each training (2) Four final training materials and presentations, (3) Four training reports and documentations, (4) Drafts of ready-to-publish website articles to be published one day after each training.

The timeline of achieving milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Timeline
Task 1. Development of structure and content of training curriculums and programmes	November 2023
Task 2. Facilitation of training activities	November 2023; February 2024; May 2024; September 2024

Period of assignment: from 16 November 2023 until 30 September 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**.

4. 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 6), 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.

Team Leader: Climate Change Expert & Trainer

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor,
- Staff management; coordinating and allocating activities to each expert and supporting staffs, preparing work plans, and other necessary preparations,
- Coordinating and ensuring communication with network of potential speakers and contributors under the organisation of training programmes,
- Leading the support during preparation, planning and development of detailed content of the training programmes,
- Conducting desk research and assessments on synergising climate change adaptation and mitigation as cross-cutting actions in ASEAN countries aligning with Paris Agreement and NDCs to be included in the training curriculums and programmes,
- Proposing both content and facilitation plan of training programmes,
- Monitoring and adapting the proposed plans, agenda, and contents upon the training programme,
- Coordinating the organisations of successful implementation of training programme,
- Preparing presentation decks and presenting them in agreed meetings and avenues,
- Responsibility for regular correspondence and reporting in accordance with agreed timelines,
- Responsible for all forms of reports requested by the assignor in accordance with the scope of activities listed in the Terms of Reference.

Qualifications of the team leader

- Education/training (2.1.1): University degree (Master's or above) in climate change, environmental management, natural resources management, public policy, or another relevant field of study
- Language: English (equal with C1-level in the Common European framework of reference for language)
- General professional experience (2.1.3): 10 years of professional experience in the climate change, including in climate change policy, climate adaptation and mitigation planning, strategy, and programme development.
- Specific professional experience (2.1.4): 10 years in providing advisory on synergising climate change adaptation and mitigation into policy advice, expertise in LULUCF sector, and support to at least one of ASEAN Member States (AMS)
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company or research institution.
- Regional experience (2.1.6): 8 years of experience in projects in Southeast Asia (region).
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1: Trainer on Climate Adaptation and Mitigation Learning Modules

Tasks of the key expert 1

- Designing outline and content, including objectives, methodology and detailed training curriculums and programmes,
- Assisting in agenda development of training programmes,
- Moderating the organisation of training programmes,
- Developing drafts of training programme documentations,
- Providing recommendations to the plan and execution of training programmes following recent dynamics in international climate fora
- Acting as one of the resource persons and technical backstops during planning and organisation of the training activities,
- Assisting Team Leader in developing strategic and guideline for training curriculums and the programme on synergising climate adaptation and mitigation actions in ASEAN
- Assisting the Team Leader in preparing and completing the presentation decks and final report.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Master's or above) in environmental management or science, climate change policy, international development, or another relevant field of study
- Language: English (equal with C1-level in the Common European framework of reference for language)
- General professional experience (2.2.3): 7 years of professional experience in developing trainings in the topic of climate change.
- Specific professional experience (2.2.4): 5 years of experience in conducting research in climate change adaptation and mitigation, and climate change policy. Expertise in LULUCF sector is a plus.
- Regional experience (2.2.6): 5 years of experience in projects in Southeast Asia (region) with ability to work within multicultural and multidisciplinary environment.

Short-term expert pool 1: Training Organiser

Tasks of the short-term expert pool

- Assisting Team Leader and Key Expert to organise training activities based on planned agenda,
- Facilitating discussions and other activities during training,
- Acting as note-taker to documenting activities of training,
- Act as technical backstop during the training.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification (Bachelor/Master) in environmental management or science, international development, and related study
- Language: English (equal with C1-level in the Common European framework of reference for language)
- General professional experience (2.6.3): 1 expert with 3 years of professional experience in managing environmental or climate change-related program activities.
- Specific professional experience (2.6.4): 1 expert with 3 years of professional experience in organising or managing climate change discussions and/or trainings, including writing report of international discussions or training activities.
- Regional experience (2.6.5): 1 expert with 2 years of experience in ASEAN (region) with ability to work within multicultural and multidisciplinary environment.

Please note that good business language skill in English (equal with C1-level in the Common European framework of reference for language) is a minimum requirement for being eligible candidates for all team leader and members to participate in the tender.

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

Soft skills of team members
In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

Assignment of personnel and travel expenses

Assignment of personnel and travel expenses in consideration of personnel and travel expenses, total of expert days is 85 days. Within the expert days, there are travel costs that are covered by GIZ.

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible by GIZ. 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**
Team Leader	1	40	40	lump sum against timesheet
Key expert 1	1	30	30	lump sum against timesheet
Short term expert pool	1	15	15	lump sum against timesheet
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment	40	IDR 655.000	IDR 26.200.000	2 experts (2x for TL and 2x for Key expert1; 4x

				for short-term expert pool 1)
Overnight allowance in country of assignment	32	IDR 2.457.000	IDR 78.624.000	@2 nights stay for 2 experts for 4 trainings
Transport	**Quantity**	**Price**	**Total**	**Comments**
International flights	8	IDR 16.382.000	IDR 131.056.000	Economy class; four times of in-person workshop programmes with each workshop for two experts (2x for TL and 2x for Key Expert; 4x for short-term expert pool 1) allowed to travel – final designated countries will also follow ASEAN decision)
Domestic flights	8	IDR 3.276.000	IDR 26.208.000	Flights within the country of assignment during service delivery
Travel expenses (train, car, public transport) • Airport transport	32	IDR 491.000	IDR 15.712.000	Airport transfer: Home to Airport; Airport to Hotel; Hotel to Airport; Airport to Home 4 times travels for 2 experts

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 4) 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 4 of the ToRs must be submitted using the format standard 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 must 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, 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.