Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Loss and Damage Study in Southeast Asia

Project number/ cost centre:

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0. List of abbreviations

ACDM	ASEAN Committee on Disaster Management
AMS	ASEAN Member States
ASEAN	Association of Southeast Asian Nations
AWGCC	ASEAN Working Group on Climate Change
CAP	Climate Action Programme
GIZ	Deutsche Gesellschaft fuer Internationale Zusammenarbeit
ToRs	Terms of reference

1. Context

ASEAN-German Climate Action Programme

The multiyear project ASEAN-German Climate Action Programme (CAP) is implemented in close cooperation with the ASEAN Secretariat and the ASEAN Working Group on Climate Change (AWGCC). It focuses 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, promoting individual, and institutional capacity and interlink regional and national climate policies and initiatives. The project outcome includes three output areas, i.e. (a) to support ASEAN bodies to more effectively engage in climate policy processes; (b) to increase the visibility of ASEAN in international climate dialogues; (c) to support ASEAN and the member states to improve coordination of their respective climate policies and actions.

Loss and Damage Attributed to Climate Change in Southeast Asia

Against the backdrop of Southeast Asia as one of the most vulnerable regions, dealing with cases of Loss and Damage is a shared challenge to be faced together by ASEAN. Loss and damage are commonly understood as the negative consequences that arise from unavoidable threats of climate change. The threats can be slow onset events that evolve gradually from incremental changes and increased frequency. They can also be rapid onset events that are specifically taking place in a matter of hours or days.

Unavoidable risks of climate change such as rising sea levels, prolonged heatwaves, desertification, as well as some extreme events such as wildfires, biodiversity loss and crop failures are happening in Southeast Asia (Eckstein et al 2021). As the climate crisis unfolds, these events will happen more frequently, and the consequences will become more severe as we are postponing our actions. With the intensity of climate change, it is tough for ASEAN Member States to tackle the speed and scale of climate impacts. In this sense, some losses and damages are inevitable. Most vulnerable countries and severely impacted countries would like to have access to fund for dealing with the Loss and Damage.

The swift adoption of a decision on operationalizing the Loss and Damage fund at the 28th Conference of the Parties (COP28) of United Nations Framework Convention on Climate Change (UNFCCC) came with an annex specifying its governance, eligibility, country ownership and access, standards and safeguards, among others. While some arrangements need to be further detailed, this is a historic fund that acknowledges the inequities and disproportions of climate change that are also happening across Southeast Asia. Hence, the relevance on the discourse is very high for ASEAN.

To build on this momentum, ASEAN can acquire the most recent understanding on cases of Loss and Damage and how they are being experienced throughout Southeast Asia. As one region, it is important to develop a common understanding of (i) definition, (ii) approaches to deal with the climate risks and (iii) assessment to account for Loss and Damage. Henceforth, when deliberating the operationalization of the Loss and Damage fund, ASEAN Member States will be equipped to engage in informed discussions and effectively access the fund.

Given this context, CAP is proposing the following areas of support in ASEAN context:

- Analysis on the current status of Loss and Damage in ASEAN context. This is to create a common definition, baseline, and status quo to support a robust reference for ASEAN in moving ahead with the discourse.

- Establishing topic-driven climate policy dialogue with relevant ASEAN sectoral bodies on the topic of Loss and Damage.
- Series of capacity development through training, knowledge-sharing and workshop in building common understanding on Loss and Damage in relevant ASEAN sectoral bodies on the topics pertaining to Loss and Damage such as (i) introduction on Loss and Damage, (ii) in-depth understanding of economic and non-economic Loss and Damage, (iii) Risk management approaches to Loss and Damage, (iv) Documentation and monitoring on Loss and Damage at local and national level, (v) exploring assessment methodologies of Loss and Damage in ASEAN. This is to create a systematic approach for ASEAN in assessing irreversible damages and exploring existing accounting methodologies for Loss and Damage.

Hence, GIZ CAP is seeking a consulting firm to conduct a thorough study on the state of Loss and Damage attributed to climate change in the Southeast Asia region as well as facilitate a series of capacity development activity pertaining to Loss and Damage. The objective is to obtain a deeper understanding of the present situation regarding Loss and Damage in Southeast Asia and to ascertain the relevant policies and practices already implemented to tackle these issues. Looking ahead, the output of the study and capacity development activities will serve as foundational information for ASEAN Member States to identify the necessary financial and technical assistance in the future.

Target Audience

CAP would like to initiate a climate policy dialogue and invite relevant ASEAN sectoral bodies. Ideally, CAP would like to initially bring together ASEAN Working Group on Climate Change and ASEAN Committee on Disaster Management to discuss and exchange knowledge on the topic of Loss and Damage as well as relevant ASEAN sectoral bodies. This would foster a comprehensive understanding of how ASEAN can leverage on the results and processes of global agreements to enhance its climate actions and resilience efforts in the region.

2. Tasks to be performed by the contractor

The contractor is expected to deliver two major outputs as listed below:

- a comprehensive study on the status of Loss and Damage associated with climate change, and
- a series of capacity development events tailored for ASEAN sectoral bodies involved in addressing Loss and Damage.

In coordination with GIZ CAP Project Management Unit, above-mentioned outputs are including, but not limited to the following tasks:

Work Package A – Study on the Landscape of Loss and Damage attributed to Climate Change in Southeast Asia Region

1. Conduct comprehensive assessment of the status of Loss and Damage (economic & non-economic) attributed to climate change in the Southeast Asia region. This may include interlinkages of climate change and disaster.
2. Collect and analyse quantitative and qualitative data related to slow-onset events and extreme events in Southeast Asia region. This may include the current status and projection of the following events, but not limited to,
    a. Slow-onset events:

i. sea level rise,
ii. sinking cities,
iii. land degradation,
iv. ocean acidification and salinisation,
v. biodiversity loss.

b. Extreme events:
i. tropical cyclone,
ii. flood,
iii. drought,
iv. heatwaves.

3. Collect and analyse existing policies relevant to addressing Loss and Damage at national and regional levels. This covers existing mechanism on how each AMS responds to Loss and Damage.
4. Provide insights into governance landscape pertinent to Loss and Damage at both national and regional levels, outlining any institutional gaps that may exist.
5. Identify and formulate recommendations of potential options to address Loss and Damage associated with climate change.
6. Conduct workshop/s with the targeted audience as outlined in the Chapter 1 to validate and refine the findings.
7. Prepare communication material and povide detailed plan for disseminating the findings and recommendations to ASEAN, AWGCC and broader audience to ensure effective communication of the study's outcomes.

Deliverables:

- Inception report on how to deliver on 7 points above,
- Interim report outlining the result of validation workshop. This includes knowledge products (ie. infographic, visualisation of data),
- Study report on state of Loss and Damage associated with climate change in Southeast Asia region and detailed plans for study dissemination.

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

Milestones/partial services	Deadline	Place
Inception report	31 August 2024	Online
Interim report outlining the result of validation workshop	30 September 2024	Online
Study report and detailed plans for output dissemination	30 October 2024	Online

Work Package B – Series of capacity development pertinent to Loss and Damage

8. Design curriculum for capacity development events, such as ASEAN policy dialogues, workshops and/or trainings, to deepen the understanding of Loss and Damage for targeted audience as outlined in Chapter 1. Topics to be covered include, but are not limited to:
   i. Definition of Loss and Damage and cross sectoral perspectives,
   ii. Climate risk management to address Loss and Damage,
   iii. Documentation of Loss and Damage at various level including sub-national, national, and regional level.

9. In coordination with GIZ CAP, develop session plan for each policy dialogue, workshop and/or training in detailed, including agenda, learning methods (exercises, breakout groups, facilitated discussions, ice-breaking, etc.).
10. Conduct a series of capacity development events as outlined in the task above (Task 8). This includes facilitate/moderate trainings/workshops both in offline and/or online formats.
11. Support in the selection, contact, and provide necessary briefing of resource person/speakers.
12. In close coordination with CAP, prepare the needs of field trips in different AMS where capacity development series are being conducted.
13. Prepare all key learning materials, including draft of programme, slides presentation, guideline, etc.
14. Act as technical backstop during the training.
15. Compile drafts of invitations, written communications, graphical presentations and documentations of the preparations and participations of the training programme.
16. Review and revise all documentation according to the input from CAP team, ASEAN Secretariat and AMS.
17. Conduct pre- and post-evaluation for training/workshop participants.
18. Prepare communication material for dissemination of the trainings and the results.

Deliverable:

- Concept and design (curriculum) for capacity development pertinent to Loss and Damage in Southeast Asia covering the topic elaborated above (8.i-iii), including the methodology and implementation plan (maximum 10 pages).
- Up to four (4) agenda/session plans.
- Up to four (4) packages of training/workshop material.
- Up to four (4) training/workshop report outlining participants' feedback and evaluation.

Milestones/partial services	**Deadline**	**Place**
Concept and design for capacity development events	10 July 2024	Online
Policy dialogue event	Week-4 July 2024 [a])	ASEAN country [a])
First Workshop/Training [b])	Week-4 July 2024 [a])	ASEAN country [a])
Second Workshop/Training [b])	February 2025 [a])	ASEAN country [a])
Third Workshop/Training [b])	April 2025 [a])	ASEAN country [a])

[a]) to be confirmed upon decision and availability of ASEAN Member States
[b]) the format of capacity development events to follow according to the needs of ASEAN and/or based on the inception report as per Work Package 1

Period of assignment: from **25 June 2024 until 30 June 2025.**

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. Please 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. You may wish to refer to 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 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 (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.

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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

The tenderer is a legal entity that must possess the following experience:

1. A minimum of 4 years of consultancy experience in conducting similar works or projects.
2. Professional experience in the climate related disaster and/or loss and damage are required.

3. Professional experience in conducting workshop or training pertaining related to climate change.

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

Tasks of the team leader

- 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.
- Leading the team's internal discussions and help solve all team problems/problems, both technical and non-technical.
- Regular reporting in accordance with deadlines.

Qualifications of the team leader

- Education/training (2.1.1): university degree (Master or above) in climate change, disaster management, public policy, international development, or another relevant study
- Language (2.1.2): C1-level language proficiency in English.
- General professional experience (2.1.3): 10 years of professional experience in the climate change, disaster management, biodiversity sector, climate policy and planning, strategy, and programme development.
- Specific professional experience (2.1.4): 5 years' experience in working on climate change adaptation and has been engaging in the discussion of Loss and Damage, including discourse on disaster prevention and mitigation.
- 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 ASEAN region, of which experience in projects in at least one AMS.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): Knowledge of climate science and climate change governance and keep abreast of climate change discourse at international, regional ASEAN, and national .levels. This could be proven by presenting samples of relevant writing/product pertaining to climate change Loss and Damage.

Key expert 1 – Geoscience expert

Tasks of key expert 1

- Supporting team leader in developing research plan.
- Collecting relevant data quantitative data related to slow onset and extreme events in Southeast Asia region.

- Provide analysis and projection of loss and damage in Southeast Asia region.
- Providing analysis for data compilation and handling and reporting of the collected data and information.
- Supporting team leader in preparing and completing the knowledge products and presentations decks.

Qualifications of key expert 1

- Education/training (2.2.1): university degree (Master or above) in earth science, meteorology, climatology, geodesy, disaster management or another relevant study
- Language (2.2.2): C1-level language proficiency in English
- General professional experience (2.2.3): 5 years of professional experience in the climate change, disaster management, biodiversity sector, climate policy and planning, strategy, and programme development
- Specific professional experience (2.2.4): 5 years' experience in quantitative and qualitative data collection
- Regional experience (2.2.6): 3 years of experience in projects in ASEAN region, of which experience in projects in at least one AMS

Key expert 2 – Public policy expert

Tasks of key expert 2

- Supporting team leader in developing research plan
- Collecting relevant qualitative data pertinent to Loss and Damage governance in each AMS
- Providing analysis for data compilation and handling and reporting of the collected data and information
- Supporting team leader in preparing and completing the report and presentations decks
- Supporting team leader to identify capacity development needs for AMS and ASEAN sectoral bodies.

Qualifications of key expert 2

- Education/training (2.3.1): university degree (Master or above) in public policy, law, international development, or another relevant study
- Language (2.3.2): C1-level language proficiency in English
- General professional experience (2.3.3): 8 years of professional experience in the space of climate change, disaster management as well as climate policy and planning
- Specific professional experience (2.3.4): 5 years' experience in formulating climate policy for at least one AMS.
- Regional experience (2.3.6): 3 years of experience in projects in ASEAN region, of which experience in projects in at least one AMS

Key expert 3 – Facilitator

Tasks of key expert 3

- Design curriculum for capacity development events, such as ASEAN policy dialogues, workshops and/or trainings.
- Facilitating and moderating the capacity development events and providing innovative facilitation method (ie. policy dialogues, workshops, trainings) and act as lead facilitator during the event.
- Supporting preparation of capacity building events.
- Provide necessary input during the workshop.
- Maintain lively discussion during the workshop/training.
- Distribute evaluation/feedback form to workshop/training participants.

- Support team leader in developing curriculum for workshop/training for targeted participants.

Qualifications of key expert 3

- Education/training (2.4.1): university degree (Master or above) in public policy, law, international development, or another relevant study
- Language (2.4.2): C1-level language proficiency in English
- General professional experience (2.4.3): 8 years of professional experience in facilitating workshop and/or training in the space of development cooperation, climate change, or relevant issue.
- Specific professional experience (2.4.4): 5 years' experience in facilitating training/workshop pertaining to climate change, especially climate-related disasters.
- Regional experience (2.4.6): 3 years of experience in projects in ASEAN region, of which experience in projects in at least one AMS
- Other (2.4.8): Knowledge of capacity building/development theory by presenting sample of work (ie. facilitation method, training report, etc).

Soft skills of team members

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

- Technical skills on facilitation and capacity building
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Open change

Short-term expert pool 1 - Capacity Building expert (1 personnel)

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

Tasks of the short-term expert pool 1

- Developing concept and design (curriculum) for capacity development pertinent to Loss and Damage in Southeast Asia, including the methodology and implementation plan as well as session plans.
- Supporting preparation of capacity building events.
- Co-facilitating and moderating the capacity development events and providing innovative facilitation method (ie. policy dialogues, workshops, trainings).
- Liaise closely with relevant resource person for the workshop/training.

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): University qualification (Bachelor/Master) in capacity developments, international relations or relevant subject.
- Language (2.6.2): C1-level language proficiency in English
- General professional experience (2.6.3) 5 years of professional experience in the development sector.
- Specific professional experience (2.6.4): 5 years of professional experience in designing, delivering, and facilitating capacity building events for at least one ASEAN Member States.

- Regional experience (2.6.5): At least 5 years of experience in Southeast Asia (region).
- Other (2.6.7): Knowledge of capacity building/development theory by presenting sample of work (ie. facilitation method, training report, etc).

Short-term expert pool 2 - Rapporteur (1 personnel)

Tasks of the short-term expert pool 2
- Recording discussions and action points during policy dialogue/workshop/training, and
- Summarising the discussion during policy dialogue/workshop/training into a solid report
- Distributing and collecting participants' feedback and/or evaluation form after the end of capacity development events.
- Developing post-event report.

Qualifications of the short-term expert pool 2
- Education/training (2.7.1): University qualification (Bachelor/Master) in English, business, capacity developments, international relations or relevant subject.
- Language (2.7.2): Up to 3 experts with C1-level language proficiency in English
- General professional experience (2.7.3): 5 years of professional experience in the development sector.
- Specific professional experience (2.7.4): 5 years of professional experience developing solid events report or meeting report in English.
- Regional experience (2.7.5): 5 years of experience in Southeast Asia (region) or at least experience working in one ASEAN Member States.

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 transport 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 are 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.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Team Leader	1	45	45	lump sum against timesheet
Key Expert 1	1	30	40	lump sum against timesheet
Key Expert 2	1	30	40	lump sum against timesheet
Key Expert 3	1	20	20	lump sum against timesheet
Short-term Expert Pool 1	1	20	20	lump sum against timesheet
Short-term Expert Pool 2	1	20	20	lump sum against timesheet
Travel expenses (for 4 experts)	**Number of experts**	**Quantity**	**Total**	**Comments**
Per-diem in country of assignment	4	8	32	lumpsum in connection with the travel assignment
Accommodation in country of assignment	4	8	32	Maximum cost, reimbursed against evidence
International flight (round trip)	4	4	16	Travel to country of assignment.
Transportation/local transport (train, car)	4	4	16	Travel within the country of assignment, transfer to/from airport etc.
Other costs	**Quantity**	**Price**	**Total**	**Comments**
Flexible Remuneration	1	IDR 102.000.000	IDR 102.000.000	Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Requirements on the format of the bid

The structure of the bid 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 complete concept must not exceed 10 pages (excluding CV). The bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English. 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. 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.

7. Organisational Matters

Place of Assignment: ASEAN Region Country

Payment modalities: Payment of the assignment will be made in three (3) terms. The final payment will be made after the completion of the assignment, considering a satisfactory result, evidence and timesheet provided by the contractor.

Failure to complete work: GIZ reserves the right to cancel the remainder of the contract if the deliverable output does not meet ToR requirements and standards of quality e.g. if Task 1 is completed unsatisfactorily, GIZ is only liable to pay for Task 1 and can cancel the contract for the remaining Tasks.

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