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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Participatory Mapping for the Implementation of Desa Mandiri Peduli Gambut in 8 Priority Villages in Aceh Barat and Nagan Raya District, Aceh - Indonesia	**Project number/ cost centre:** **14.9048.1-002.00**

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0. List of abbreviations

AMS	ASEAN Member States
ATFP	ASEAN Task Force on Peatlands
APMS	ASEAN Peatland Management Strategy
BMU	*Bundesministerium für Umwelt, Naturschutz und nukleare Sicherheit* (The Federal Ministry of the Environment, Nature Conservation and Nuclear Safety – Government of Germany)
CV	Curriculum Vitae
DPKG-KLHK	*Direktorat Pengendalian Kerusakan Gambut – Direktorat Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan, Kementerian Lingkungan Hidup dan Kehutanan* (Directorate of Peat Degaradation Control, Directorate General of Pollution Control and Environment Degradation, Ministry of Environment and Forestry)
EU	The European Union
GIZ	*Deutsche Gesellschaft für Internationale Zusammenarbeit* (German Corporation for International Cooperation GmbH)
Ha	Hectare(s)
KLHK	Kementerian Lingkungan Hidup dan Kehutanan (Ministry of Environmental and Forestry – The Government of Indonesia)
NAPPs	National Action Plan on Peatlands
RPPEG	Rencana Perlindungan dan Pengelolaan Ekosistem Gambut (Peatland Ecosystem Protection and Management Plan)
PHU	Peat Hydrological Unit
SETJEN	Sekretaris Jenderal
SUPA	Sustainable Use of Peatland and Haze Mitigation in ASEAN
ToR	Terms of Reference

1. Context

Background

Sustainable Use of Peatland and Haze Mitigation in ASEAN/Strengthening Regional Experiences on Sustainable Peatland Management in ASEAN (SUPA/REPEAT) is a cooperation project between the Association of Southeast Asian Nations (ASEAN), the German Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMU) and the European Union (EU), implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH with the objective to strengthen the ASEAN Secretariat and the ASEAN Member States (AMS) implementing the ASEAN Peatland Management Strategy (APMS) and the National Action Plan on Peatlands (NAPPs) through capacity building and institutional framework along with tangible demonstration action on the ground, including strengthening regional cooperation through provision of technical and material support to regional institutions on sustainable peatland management (peatland governance). SUPA/REPEAT is co-financed by the BMU and EU.

The programme will be implemented using a multi-level approach, from regional, national, and local levels. The implementation of component 1 is structured into three work areas:

(1) Strengthening regional cooperation by strengthening ASEAN,
(2) Specific support to AMS for the implementation of ASEAN Peatland Management Strategy (APMS) and National Action Plan (NAPPs), and
(3) Generating pilot experiences from Indonesia and Malaysia.

One key intervention of SUPA/REPEAT is work area 3: “Generating pilot experiences in Indonesia and Malaysia”. The pilot projects aspire to demonstrate how a peatland, within the landscape or peatland hydrological unit (PHU), can be restored and/or rehabilitated through sustainable peatland management (SPM) options.

Directorate Peat Degradation Control (DPKG) Ministry of Environment and Forestry Indonesia in coordination with Environment and Forestry Agency of Aceh Province (DLHK Aceh) have selected 3 PHU, 2 in Nagan Raya District and 1 in Aceh Barat District. According to the 2nd Steering Committee on 12 April 2022, Kuala Seumayam Village in Darul Makmur Sub-district, Nagan Raya district, which is located in PHU Krueng Surien - Krueng Mulieng, was replaced with Makarti Jaya Village in Darul Makmur Sub-district, Nagan Raya district, which is located in PHU Krueng Tripa - Krueng Seunaam.

Table 1. PHU SUPA Pilot Site in Aceh

No	PHU	District	Subdistrict	Priority Villages
	Krueng Surien - Krueng Mulieng			
1.	PHU Krueng Tripa – Krueng Seunaam	Nagan Raya	Darul Makmur	Blang Luah
2.				Kaye Unoe
3.				Pulo Kruet
4.				Sumber Bakti
5.				Makarti Jaya
6.			Tripa Makmur	Lueng Keube Jagat
7.	PHU Krueng Wongki – Krueng Bubon	Aceh Barat	Bubon	Beurawang
8.				Kuta Padang

9.			Samatiga	Pange
10.			Arongan Lambalek	Keub

As mandated by the Regulation of Minister of Environment and Forestry No. P.14/MENLHK/SETJEN/KUM.1/2/2017 on Inventory Procedure and Determination of Functions Peat ecosystem; based on article 14 of P.14, the information that to be collected from peatland inventory and mapping at scale 1:50.000, must be as follows:

a. the location, presence, and extent of the Peat Hydrological Unit.
b. 13 characteristics (physical, chemical, biological, hydro topographic, and sedimentary) namely:
    1. coordinate/observation point.
    2. elevation of observation point.
    3. groundwaters and floods.
    4. land cover, land use, and conditions.
    5. the existence of protected flora and fauna.
    6. natural and artificial drainage conditions.
    7. water quality.
    8. overflow type.
    9. peat thickness.
    10. proportion of weight of peat material.
    11. development of condition & extent of damage.
    12. substrate characteristics under the peat layer.
    13. Soil characteristics and depth of pyrite layer.

In accordance with this regulation, the implementation of the Peat Ecosystem Inventory 3 PHU in 10 priority villages in Aceh Barat and Nagan Raya districts is carried out to obtain an increase in the accuracy and intensity or level of depth of the Peat Ecosystem map data/information to support the determination of protected areas and peat ecosystem cultivation areas. In 2016 and 2018, DPKG-KLHK already conducted peatland inventory scale 1:50.000 for the 3 targeted PHUs and have complete information on peatland characteristic for those PHUs, which are covered all SUPA pilot site nominated priority villages.

To support sustainable peatland management and DMPG implementation, data on the boundaries of cultivation and protection functions of peat ecosystems is needed. In September and October 2022. participatory mapping was conducted in (2) two priority villages, namely Keub Village, Arongan Lambalek Sub-district, Aceh Barat District and Sumber Bakti Village, Darul Makmur Sub-district, Nagan Raya District. Furthermore, participatory mapping will be conducted in 8 priority villages, as follows:

In Aceh Barat District:
1. Pange Village, Samatiga Sub-district
2. Kuta Padang Village, Bubon Sub-district
3. Beurawang Village, Bubon Sub-district

In Nagan Raya District:
1. Pulo Kruet Village, Darul Makmur Sub-district
2. Makarti Jaya Village, Darul Makmur Sub-district
3. Blang Luah Village, Darul Makmur Sub-district
4. Kayee Unoe Village, Darul Makmur Sub-district
5. Lueng Keube Jagat village, Tripa Makmur Sub-district

Hence, SUPA C1 is looking for a consultancy team which can support participatory mapping in 8 priority village in Aceh Barat and Nagan Raya. Districts

2. Tasks to be performed by the contractor.

To increase awareness of local communities about administrative boundaries and any other land function and/or status inside their villages. Participatory mapping also helps communities communicate their ownership, history of managing resources as well as identifying and locating specific natural resources.

The contractor is responsible for providing the following services:

2.1. Preparation

Task 1: Overlay indicative village map from BIG (Geospatial Information Agency) and 3 targeted PHUs map of SUPA C1. SUPA will request and facilitate to the consultant the inventoried information from DPKG KLHK.

Task 2: Preliminary report containing design the participatory mapping and mapping process for 8 villages priority, including preparing and/or developing all needed documents.

2.2. GPS Training

Task 3: Train local communities to use GPS, facilitate communication with multi-stakeholders in 8 villages priority.

2.3. Data Collection & Analysis

Task 4: Conduct participatory mapping process with the stakeholders in 8 priority villages.

Task 5: Analyze spatial data from the participatory mapping activities

Task 6: Facilitate FGD among multi stakeholders in villages to discuss the result of participatory mapping and develop *Berita Acara* (Acceptance of official report) which legalized by head of village.

2.4. Final Report

Task 7: Final Report documenting experiences, lessons learned, opportunities for future improvement.

The contractor will perform a service contract as follows.

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
Preparation and workplan	At latest 1 week after contract signing
GPS Training	At latest 4 weeks after contract signing
Data Collection & Analysis	At latest 5 weeks after contract signing
Final report	At latest 8 weeks after contract signing

Period of assignment: from 15 September 2023 until 30 October 2023.

3. Concept

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 7), 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
- Lead the process of participatory mapping in both districts (starting from preparation to development the participatory mapping for each district)
- Facilitate the establishment of participatory mapping in each district.
- Serve as a liaison and PIC among key stakeholders
- Annotated outline of participatory mapping sections, as agreed with the participatory mapping.
- Draft text of participatory mapping, and address comments.
- Submit final draft of the participatory mapping.
- Prepare reports in English, reflecting advice provided and noting progress and problems arising in the completion of participatory mapping.
- Compile inal report on key elements of the participatory mapping and its development, recommendations for next steps, and lessons learned.

Qualifications of the team leader

- Education/training (2.1.1): Master degree or equivalent) in forestry, environmental management, or a related field in
- At least 8 years of relevant professional experience, experience in Aceh will be an advantage.
- Familiarity with Indonesian policies and regulations dealing with peatlands.
- In-depth knowledge of issues related to tropical peatlands, community-based forest management, and climate change in Indonesia.
- Strong Indonesian language communication and writing skills.
- Strong organizational and analytical skills
- Strong coordination, facilitation, and moderation skills.Key expert 1

Tasks of Field Office (up to 4 person, 2 person per district)

- Support the team leader in all processes of participatory mapping.
- Research, collect, and analyse data
- Provide recommendations.

Qualifications of key expert 1

- Education/training (2.2.1): bachelor's degree in environmental, law, or a related field
- At least 3 years of relevant professional experience, experience in Aceh will be an advantage.
- Familiarity with Indonesian policies and regulations dealing with peatlands.
- Having knowledge related to tropical peatlands, and climate change in Indonesia will be advantage.
- Strong Indonesian language communication and writing skills

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

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.

Workshops and training

The contractor is expected to organize GPS training as mentioned in Chapter 2. All logistic and organizational aspects (venue, daily allowance and transport for the participants, and catering expenses in accordance with GIZ regulation) of planned events will be organized by GIZ team.

The training is planned for 3 days in villages for a target group of 15 people maximum.

The contractor implements the training courses as mentioned in Chapter 2.
Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

6. Inputs of GIZ or other actors

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

- Logistics for workshops or trainings will be organized by GIZ including venue, material requested, daily allowance, transport for the participants in accordance with GIZ regulation.

7. 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 (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 Bahasa Indonesia.

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.

8. Annexes

- Annex 1. SUPA C1 Factsheet
- Annex 2. SUPA C1 Pilot Site Factsheet
- Annex 3. Technical Assessment
- Annex 4. Template price schedule
- Annex 5. General terms and conditions
- Annex 6. Bidding's question and answer