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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Long-Term Consultant: Senior Government Engagement Expert – Ministry of Marine Affairs and Fisheries	**Project number/ cost centre:** **20.2278.8-001.00**

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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
ESDM	Indonesian Ministry of Energy and Natural Resources
Kemenko Marves	Indonesian Coordinating Ministry for Maritime Affairs and Investment
KKP	Indonesian Ministry of Maritime and Fisheries Affairs
PV	Solar Photovoltaic
SOCOOL	German-Indonesian Technical Cooperation Project Solar Cold Chains for a Green Economy
SC	Steering Committee
ToR	Terms of reference
WG	Working Group

1. Context

The GIZ-implemented Energy Programme Indonesia/ASEAN supports the Indonesian Government in a partner-based approach in achieving its targets for a sustainable energy transition. These include realizing 23% renewable energy in the power mix by 2025 and 34% by 2030, achieving Net Zero Emissions by 2060 and mainstreaming low-carbon technologies as part of an overall economic transformation.

As one of the measures under the Energy Programme, the “Solar Cold Chains for a Green Economy in Indonesia” (SOCOOL) Project shall create suitable technological and market framework conditions to enable a long-term reduction of CO2 emissions in Indonesia's cooling sector. An industry-based, national approach in partnership with the Ministry of Energy and Natural Resources (ESDM), Coordinating Ministry for Maritime Affairs and Investment (Kemenko Marves) and Ministry for Marine and Fisheries (KKP), shall ensure contributions towards Indonesia’s Nationally Determined Contributions and renewable energy targets while achieving socio-economic improvements in related sectors of the economy with high demands for cold chain expansion and preservation of goods.

The Project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) with an overall duration of four years (01/2023-12/2026) and has the general objective:” Solar cold chains are rolled out in key sectors of the economy as a contribution to climate-friendly green transformation”. Its main outputs are:

- Government advice and national planning: Instruments for quantitative and qualitative monitoring support the use of solar technologies in cold chains for national planning processes.
- Alliances and market development: Technology partnerships have developed adapted technical solutions for solar cold chains.
- Demonstration: Pilot applications with state actors and the private sector have shown technologically and economically viable examples for the dissemination of solar cold chains.

With the Projects focus on solar cooling in Indonesia’s fisheries sector, significant contributions shall be made to the country’s sustainable economic and social development. Together with KKP, GIZ aims to standardize solar energy as part of the cold chain expansion, related national investment plans and roll out adapted technical solutions that increase socio-economic benefits for small-scale fisheries-based communities in coastal areas.

GIZ requires long term support from a qualified consultant to provide inputs toward the implementation of Output 1.

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

1: Institutionalization of Task Force

1.1 Drafting task force/decree arrangement.
1.2 Oversee the establishment of the joint Steering Committee (SC) and coordinate its activities.

1.3 Facilitate and lead taskforce consultation meetings
1.4 Involve in establishment of the joint Working Group (WG)
1.5 Actively engage with the WG in implementing its mandates

2: Policy/guidelines for the Integration of solar cooling into fisheries strategic planning

2.1 Identify regulatory requirement to apply the solar cold chain system.
2.2 Participate in field visits and international exchange study and provide recommendations for adaptation in local context.
2.3 Coordinate the drafting and review of guidelines for the integration of solar cooling into strategic planning.
2.4 Provide strategic input to the SOCOOL Project

3: Stakeholder Engagement

3.1 Develop supply chain and stakeholder mapping and priorities with KPI focus.
3.2 Engage with public and private actors in the fisheries sector to promote the adoption of solar cooling solutions.
3.3 Actively communicate and share information on solar cooling solutions with KKP and related stakeholders.

The country assignment is Indonesia.

The consultant is required to closely coordinate with the Project Manager and Project Team during the assignment.

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**
Milestone 1: 1.1 Briefing 1.2 Drafting task force/decree arrangement. 1.3 Oversee the establishment of the joint Steering Committee (SC) and coordinate its activities. 1.4 Identify regulatory requirement to apply the solar cold chain system. 1.5 Lead taskforce consultation meetings. 1.6 Involve in establishment of the joint Working Groups (WG). 1.7 Participate in field visits or international exchange study and provide recommendations for adaptation in local context. 1.8 Drafting supply chain and stakeholder mapping and priorities with KPI focus.	August 2024
Milestone 2: 2.1. Develop supply chain and stakeholder mapping and priorities with KPI focus. 2.2. Oversee the establishment of the joint Steering Committee (SC) and coordinate its activities. 2.3. Involve in establishment of the joint Working Groups (WG) 2.4. Actively engage with the WGs in implementing its mandates	July 2025

2.5. Participate in field visits or international exchange study and provide recommendations for adaptation in local context. 2.6. Actively communicate and share information on solar cooling solutions with KKP and related stakeholders. 2.7. Coordinate the Steering Committee (SC) activities. 2.8. Lead taskforce consultation meeting. 2.9. Engage with public and private actors in the fisheries sector to promote the adoption of solar cooling solutions	
Milestone 3: 3.1. Oversee the establishment of the joint Steering Committee (SC) and coordinate its activities. 3.2. Actively engage with the WGs in implementing its mandates. 3.2. Participate in field visits and international exchange study and provide recommendations for adaptation in local context. 3.3. Lead taskforce consultation meetings. 3.4. Coordinate the Steering Committee (SC) activities. 3.5. Engage with public and private actors in the fisheries sector to promote the adoption of solar cooling solutions. 3.6. Finalize the supply chain and stakeholder mapping and priorities with KPI focus. 3.7. Coordinate the drafting and review of guidelines for the integration of solar cooling into strategic planning. 3.8. 2.6. Actively communicate and share information on solar cooling solutions with KKP and related stakeholders.	Sept 2026

Period of assignment: from February 2024 to 31st December 2026.

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: Concept Note on Standardization of Solar PV under KKP

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.

Key Expert "Senior Government Engagement Expert"

Tasks of the key expert

- Overall responsibility for the advisory packages
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Regular reporting in accordance with deadlines

Qualifications of the key expert

- Education/training (2.1.1): university degree: Master's in environmental policy
- Language (2.1.2): C1level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the fisheries sector and government policy making in Indonesia.
- Specific professional experience (2.1.4): 10 years in introducing and facilitating innovative solutions and initiatives within the fisheries industry.
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in fisheries projects in Indonesia which includes two years of working for projects in several ports in Indonesia.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

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.

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.

If they cannot be avoided, CO_2 emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Senior Government Engagement Expert	**1**	**169**	**169**	
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment	**18**	**IDR 476.000**	**IDR 8.568.000**	Padang, Makassar, Lombok, Morotai, Biak , Merauke
Per-diem allowance in country outside of country of assignment	**27**	**IDR 480.000**	**IDR 12.960.000**	Germany
Overnight allowance in country of assignment	**12**	**IDR 1.530.000**	**IDR 18.360.000**	Padang, Makassar, Lombok, Morotai, Biak, Merauke
Overnight allowance in countries outside of county of assignment	**24**	**IDR 2.100.100**	**IDR 50.402.400**	Germany
Transport	**Quantity**	**Price**	**Total**	**Comments**
International flights, economy, return *Germany*	**3**	**IDR 28.000.000**	**IDR 84.000.000**	Travel to the site for global best practice activities
Domestic flights, economy, return	**6**	**IDR 6.800.000**	**IDR 40.800.000**	Flights within the country of assignment during service delivery Padang, Makassar, Lombok, Morotai, Biak, Merauke

Travel expenses (train, car) Car/Taxi	**9**	**IDR 600.000**	**IDR 5.400.000**	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	**3**	**IDR 3.500.000**	**IDR 10.500.000**	visa costs Germany (3x trips)
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	**1**	**IDR 142.000.000**	**IDR 142.000.000**	A budget of IDR 142.000.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

n/a

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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.

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 ToR 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 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, 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.