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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Consolidation of KADIN Capacity Development Pilot Project Implementation

TVET System Reform Project

Project number/ cost centre:

2019.2123.8

0. List of abbreviations 2

1. Context 3

2. Tasks to be performed by the contractor. 4

3. Concept 6
   Technical-methodological concept 6

4. Personnel concept 7
   Team leader 7
   Key expert 1 – Communication Specialist/ Graphic Designer 7
   Key expert 2 – Event Specialist 8

5. Costing requirements 8
   Assignment of personnel and travel expenses 8
   Sustainability aspects for travel 9

6. Inputs of GIZ or other actors 11

7. Requirements on the format of the tender 11

8. Option 12
   Type and scope 12
   Requirements 12
   Quantitative requirements for the optional services 12
   Requirements on the format of the tender for the option 13

0. List of abbreviations

Bappenas	Badan Perencanaan Pembangunan Nasional
CMEA	Coordinating Ministry for Economic Affairs
CMHDC	Coordinating Ministry of Human Development and Culture
FGD	Focus Group Discussion
KADIN	Kamar Dagang dan Industri
KCD	KADIN Capacity Development
Propermi	Program Perbaikan Kemitraan
Stranas	Strategi Nasional Pendidikan dan Pelatihan Vokasi
TKNV	Tim Koordinasi Nasional Vokasi
ToRs	Terms of Reference
TSR	TVET System Reform
TVET	Technical and Vocational Education and Training

1. Context

a. Brief information on the project

The German and Indonesian Governments are committed to implementing cooperation aimed at supporting the Indonesian Government in implementing key elements of its National TVET Strategy through the TVET System Reform Project 2.0 (TSR 2.0). The TSR 2.0 project implements activities at both the national and sub-national levels. At the national level, the Project provides support to strengthen the capacity of the National TVET Coordination Team (TKNV) to fulfil its mandate by the Presidential Regulation No. 68/2022 and Ministerial Regulation No. 5/2023 and No. 6/2023 of the Coordinating Ministry for Human Development and Culture. The TKNV will coordinate and orchestrate the public- and private TVET stakeholders in the implementation of the National TVET Strategy (Stranas) effectively and providing communication platform for a transparent information on TVET and employment in Indonesia. At the subnational level, TSR 2.0 project supports the implementation of the Stranas at provincial level, especially to strengthen the role of privat sector in the implementation of demand oriented TVET system based on the matrix in the Stranas.

In order to strengthen the private sector, TSR 2.0 project supported the Indonesian Chamber of Industry and Commerce (KADIN Indonesia) on national and sub-national level through Kadin Capacity Development Program, which developed the capacity of KADIN in providing services to encourage high quality TVET in industries. The pilot project of KCD was implemented by **KADIN Indonesia** together with **KADIN province West Java, Central Java, East Java, and Special Region Yogyakarta** from August 2022 and concluded in October 2023.

b. Kadin Capacity Development pilot project

The objective of this assignment is to consolidate the result of pilot implementation of Kadin Capacity Development (KCD) pilot project by organizing focus group discussions to identify evaluation and lesson learned from the implementation process, to develop action plans accordingly, including guidelines and campaign materials.

The focus group discussion is intended to observe and gather experiences and lesson learned, focusing on organisational, administrastive, management, and technical aspects of the implementation.

The target group of this focus group discussion are the core content team of the KCD pilot implementation in KADIN Indonesia and the 4 regional KADIN involved, including experts from companies that have been recruited as local content experts, and technical experts involved in developing and improving **instruments** essentials for the program: (1) Cost & Benefit Analysis, (2) In-Company Trainers International Basic Version, (3) Partnership Improvement Program (Propermi), (4) TVET Productivity Assessment, and (5) Super Tax Deduction.

The information and observation resulted from the focus group discussion shall be the source for improvement and foundation of the following TVET campaign that will be organized before the TSR 2.0 project conclusion in June 2024, including guidelines for KCD implementation and campaign materials. The guidelines and campaign material will later also serve as reference for scale up in other provinces by pilot regional KADIN.

The result of the pilot implementation will be shared with the contractor and shall serve as basis for further steps of the planning of the focus group discussion.

2. Tasks to be performed by the contractor.

The contractor is responsible for consolidating result of KCD pilot impementation. The contractor is expected to work closely with the project team of TVET System Reform Project and KADIN representative represented by the Vice Chairman for TVET & Certification.

The tasks of the contractor comprise of but not be limited to the aspects outlined below:

Task 1: Data Collection	• Kick off meeting to identify the achievement status of the pilot project. Preferably to take place after the start of the contract, in the first week. Contractor is expected to prepare questionnaire which will be submitted to the appointed responsible advisor, 2 days before the meeting. • Collect necessary data & documentation of KCD pilot implementation. • Develop presentation of final report that will be utilized to ignite the SWOT analysis based on discussion with responsible advisors of TSR, KCD team representatives, and relevant technical experts.
Task 2: Plan and Organize Preparation of the Focus Group Discussion	• Develop concept note for the focus group discussion, including consideration of the participants, venue location within Central Java area and supporting resources and equipment. • In coordination with the project team to develop rundown and selection of suitable personnel for moderation. • Ensure the organisation of the focus group discussion, including provision of suitable venue, including necessary equipment and supports. • Ensure transport and accommodation arrangements for organizers and participants to allow efficient and effective participation to the focus group discussion. • In coordination with KCD team to issue invitation and confirmation of attendance.
Task 3: Carry Out the Focus Group Discussion	• Arrange the required support during the focus group discussion, including MC, registration, runner, PIC for technical matters, usher, etc. • Prepare moderation plan/ lead questions to ensure effective and efficient arrangement for the participants to participate actively in the discussion in timely manner. • Provide moderation to ensure targeted discussion in a timely manner. • Lead the discussion to identify room for improvements in (1) organizational, (2)

administrative, (3) management, and (4) technical aspects.

- Lead the discussion to define action plans; including peer learning, upscaling and funding potentials. The participants of the FGD are:
  - 3 representatives of pilot regional KADIN
  - 2 representatives of KADIN Indonesia
  - 3 experts implementing the instruments
  - Representatives of relevant ministries (CMEA, CMHDC, Bappenas)

Task 4: Development of KCD Guideline

- Develop the KCD guideline according to collected data and information.
- Design and format the guideline.
- In coordination with KCD team and project team to ensure the guideline is easy to understand, applicable, and covering all rooms of improvement identified through the focus group discussion.

Task 5: Development of Promotional Material

- Identify the types of promotional material for KCD guideline, including but not limited to brochure, posters, presentation, infographics, and testimonial video.
- Lead the development process of designing and copy writing of up to 3 printed promotional materials.
- Lead the development process of audio visuals materials consisting of statements/ testimony from relevant stakeholders: (1) vice chairperson of KADIN Indonesia for Vocational & Certification, (2) Coordinating Ministry for Economic Affairs, (3) head of provincial KADIN East Java and (4) head of KADIN DIY.
- In coordination with KCD team and project team to ensure the content and production quality.

Task 6: Development of TVET Campaign Concept Note

- Develop concept for TVET Campaign for West, Central, and East part of Indonesia for KCD implementation in other provinces.
- In coordination with KCD team and project team to ensure the feasibility of the campaign concept.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance & Payment
Task 1: Data Collection	Within 2 weeks after the start of the contract/ homebased/ Team Leader, Event specialist	Submission of data collection and presentation of final KCD report
Task 2: Plan and Organize Preparation of the Focus Group Discussion	Within 3 weeks after the start of the contract/ homebased/	Approval of the submitted concept note by the project team

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance & Payment
	Team Leader and Event specialist	
Task 3: Carry Out the Focus Group Discussion	Within 6 weeks after the start of the contract / Yogyakarta/ Team Leader and Event specialist	Successful implementation of the Focus Group Discussion
Task 4: Development of KCD Guideline	Within 9 weeks after the start of the contract/ homebased/ Team Leader and Communication Specialist/ Graphic Designer	Approval of the submitted guideline by the project team
Task 5: Development of Promotional Material	Within 12 weeks after the start of the contract/ homebased, Jakarta, Yogyakarta, and Surabaya/ Team Leader and Communication Specialist/ Graphic Designer	Approval of the submitted final promotional material by the project team
Task 6: Development of TVET Campaign Concept Note	Until the end of contract/ homebased/ Team Leader	Approval of the submitted final concept note by the project team

Period of assignment: from **December 2023** until **March 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. weight: 7%). 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. weight: 6%).

The tenderer is required to describe **the key processes (1.4)** for the services for which it is responsible and create an operational plan or schedule (1.4.1. weight: 10%) 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.

The tenderer is required to explain its approach for **project management of the contractor (1.6).** In particular, the project management requirements specified in Chapter 2 (Tasks to be

performed by the contractor) must be explained in detail, **approach, and procedure for coordination with/in GIZ project** (1.6.1. weight 3%). 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. (1.6.2. weight: 4%).

As **further requirement (1.7)** the tenderer is required to have extensive experiences in conducting qualitative research and in completing assignment in TVET and in collaborating with international development agencies, as well as government, NGO and CSO stakeholders as well as provision of service using preferred digital video equipment. (1.7. weight: 20%)

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.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master) in Management or social studies (5%)
- General professional experience (2.1.3): 10 years of professional experience in planning and conducting Focus Group Discussion, including developing leading questions and moderating (5%)
- Specific professional experience (2.1.4): 10 years of professional experience in qualitative research and TVET with regard to organizational development and cooperation with private sector (5%)
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC assignment and projects (5%)

Key expert 1 – Communication Specialist/ Graphic Designer

Tasks of key expert 1

- Identify the types of promotional materials for KCD guideline, promotional materials, and testimonial video.
- Develop graphic design for KCD guideline.
- Develop graphic design and copy writing of the printed promotional materials.

- Develop testimonial video (audio visuals materials)

Qualifications of key expert 1
- Education/training (2.2.1): university degree or training on visual communication design or communication (5%)
- General professional experience (2.2.3): 5 years of professional experience in producing communication products (5%)
- Leadership/ management experience (2.2.5): 5 years of professional experience as leader in producing communication products (5%)

Key expert 2 – Event Specialist

Tasks of key expert 2
- Support data collection
- Support the preparation and implementation of Focus Group Discussion

Qualifications of key expert 2
- General professional experience (2.3.3): at least 3 years of experience in event organization (8%)
- Specific professional experience (2.3.4): at least 2 years of experience in travel and accommodation arrangements, budgeting and reporting procedures (7%).

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

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.

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 Team Leader (TL)	1	39	39	
Designation of Communication Specialist/ Graphic Designer (CS)	1	31,5	31,5	
Designation of Event Specialist (ES)	1	8	8	
Transport	**Quantity**	**Frequency**	**Total**	**Comments**
Travel expenses - FGD Jakarta – Yogya – Jakarta	1 time	8 persons	8	Travel within the country of assignment, transfer to/from airport etc for Team member, 2 representatives of KADIN Indonesia and 3 resource persons
Travel expenses – development of testimonial video Jakarta – Surabaya – Jakarta	1 time	1 person	1	Travel within the country of assignment, transfer to/from airport or train station etc for Team member
Travel expenses - FGD Bandung – Yogya – Bandung	1 time	3 persons	3	Travel within the country of assignment, transfer to/from airport etc for 3 representatives of KADIN province West Java
Travel expenses - FGD Semarang – Yogya – Semarang	1 time	3 persons	3	Travel within the country of assignment, transfer to/from

				airport etc for 3 representatives of KADIN province Central Java
Travel expenses - FGD Surabaya – Yogya – Surabaya	1 time	3 persons	3	Travel within the country of assignment, transfer to/from airport etc for 3 representatives of KADIN province East Java
Other travel expenses - FGD Local transport in Yogyakarta	1 time	3 persons	3	Local transport for 3 representatives of KADIN province DIY
Other costs	**Number**	**Frequency**	**Total**	**Comments**
FGD Resources person	1 day	14 persons	14 person days	
Rental of workshop equipment and purchase of workshop material	1 package	1 time	1	Workshops material, stationaries, microphone, pin board, etc
Subcontracts 1 (one) Testimonial video Run time: max 5 minutes	1 package	1 time	1	The budget contains the following costs: - allocation of relevant production equipment, including audio and lighting equipment to ensure highest broadcast quality of videography: full HD quality (FHD 1080p) quality and other appropriate formats. - Preproduction: concept development, story boarding, idea development - Production: Shooting in Jakarta [KADIN and CMEA], Yogyakarta [KADIN Yogya] and Surabaya [KADIN East Java] and ensuring highest broadcast quality of videography. The video should include beauty shots with aesthetic pictures/ footages to make the video more visually appealing and informative. - Postproduction: Carry out the necessary editing processes, illustrations, infographics, and motion graphics, and ensure the consistency and quality of the final product. The product will be available in Bahasa Indonesia with

				English subtitles and vice versa. Reference: https://youtu.be/aeOQM7jw_6w

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price. Therefore, please divide the lump sum price into the milestones described below. The price per milestone must contain all relevant costs (fee, travel expenses etc.).

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

6. Inputs of GIZ or other actors

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

- Advisor who will coordinate and direct activities on the ground
- Contacts to stakeholders
- Relevant documents related to KCD (activity reports, raw data, documentation)
- Relevant documents related to Indonesia's vocational education and training
- Relevant photos related to KCD activities.

The following inputs related to the promotional materials design are provided by GIZ for the provision of the service:

- Existing concept for TVET campaign
- Drafts for concepts for word and image design, incl. colour scheme
- Corporate communication guideline of GIZ
- Sample of communication product of GIZ as well as the project

The contractor shall ensure a high level of data security which is appropriate to the nature of the data processed and the risks to which the data is exposed. In addition, the contractor must comply with all applicable data protection laws.

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 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.

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 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.

8. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment organizing 3 KCD campaign events in tentatively Medan for western part of Indonesia, Samarinda for central part of Indonesia and Makassar for eastern part of Indonesia.

Type and scope

Within the framework of the basic project described in the terms of reference, GIZ reserves the right to award the contract for **additional services of this type up to an extent of the following additional conditions** to the consultant in this procedure and to enter a follow-on contract pursuant to the criteria listed in the terms of reference and the contract. The required expert days will be specified upon formalisation of the option. The scope of work of additional assignment is estimated as following and shall be included in the bid:

No	Cost Categories	Estimated expert days/ cost
1.	Experts	24 expert days

Requirements

The option could only be exercised if there is **a positive assessment of interim results** of the original commission by the TSR project. The decision on continuation by the project is expected to be made in the period **March 2024**.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered. The exact timeframe and contract will be decided upon activation of this option, with no guarantee that above mentioned time and budget for this option will be fully utilized (“up to”).

The option is exercised in the form of an extension to the contract based on current list of experts and its individual rates.

Quantitative requirements for the optional services

No	Cost Categories	Estimated expert days/ cost
1.	Team Leader	12 expert days
2.	Event specialist	12 expert days
3.	Pool of experts	12 expert days

No	Cost Categories	Estimated expert days/ cost
4.	Travel expenses & transport to Medan, Samarinda and Makassar (tentative)	12 units
5.	Virtual event organization: Rental of equipment for virtual event, e.g. online meeting platform (large up to 500 participants), live streaming, studio equipment for live streaming, operators, virtual background, registration form, and attendance form.	3 times

Requirements on the format of the tender for the option

Please submit two price schedules: one price schedule for the main service and one price schedule for the main service and the option (main service + optional service). Please designate each one in the file name.