Terms of reference (ToR) for the procurement of services

Tracer Study for Sustainable Landscape Initiative in Kutai Timur (SUSTAIN Kutim)	**Project number/ cost center:** **18.0128.1-307.04**

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I. General information

1. Brief information on the project

The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) is a five-year project conducted on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as a part of the "Special Initiative Transformation of Agricultural and Food Systems" (AGER). The program promotes the sustainability of selected agricultural supply chains in partner countries and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Sustainable Landscape Initiative in Kutai Timur (SUSTAIN Kutim) is a multi-actor initiative to strengthen the capacity of the East Kutai District Government, local communities, smallholders, workers, and plantation companies in transforming Kutai Timur to be a sustainable region in agriculture (with a focus on palm oil and rubber) production. The initiative supported and funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Swiss Government through the State Secretariat for Economic Affairs (SECO) and implemented by consortium partners led by GIZ SASCI+, Tanah Air Lestari (TAL) and Proforest.

The initiative is expected last until mid of 2026 to achieve the following outcomes:

- On additional 30,000 ha of areas worthy of protection, supported actors have made a concrete contribution to conservation and sustainable management.
- In 2,400 ha of supported farms in sustainable agriculture chains, average income has risen by 5%.
- Increased supply of fresh fruit bunch oil palm and natural rubber from registered/traceable and (certified) sustainably managed smallholder plantations to the processing plants.
- The employment situation in rubber and palm oil supply chains has improved for 200 people, of whom 9% are young adults and 30% are women.
- Five communities (villages) achieve self-determination of their natural resources and land tenure security through formalized spatial plans, village enterprises, or social forestry.

By following the guidance from the East Kutai District Government, SUSTAIN will contribute to the implementation of the Sustainable Plantation Plan by:

- strengthening foundational elements of sustainable regions,
- enhancing the capacity of producers and local communities in High Conservation Value (HCV) area management and supporting independent smallholders for tenurial and operational legalities as well as sustainable production.

2. Context

SUSTAIN Kutim follows a jurisdictional approach to align relevant stakeholders with a common goal of sustainable production as a means of long-term market access and supply security. SUSTAIN Kutim aims to reach 1.200 smallholders to produce sustainable palm oil and natural rubber, also increasing their yields and income. The project further aims to engage companies to participate in implementing the gender-sensitive concept of sustainability, increasing employment and expanding the area with sustainable production methods.

One challenge that faced by District of Kutai Timur to meet its sustainability target is refer to smallholder intervention. Despite their considerable share of production and their role in illegal deforestation, independent smallholders are lacking support, both from government and value chain actors. The Kutai Timur extension service's support for industrial crop smallholders is inadequate. In 2021, there were 207 government extension officers in 2019, primarily based in the sub-district offices, covering 141 villages covering a combined 160,000 ha of agricultural lands managed by independent smallholders. The ratio is equivalent to about one extension officer per village, per 770 ha, respectively per 260 farmers. With a lack of financial support (for mobility and activities) and unfit competencies in organisational development, they often have difficulty covering the scope of their responsibilities.

In addition, because the government extension service is under the Agriculture Agency—which is not responsible for palm oil and natural rubber also —, government extension officers do not prioritise for smallholders of both palm oil and natural rubber. The proportion of independent palm oil and natural rubber smallholder areas covered by the active partnership with the sourcing mills is unknown at this stage. Nevertheless, GIZ's experience in Kutai Timur shows most (if not all) of the very few value chain partnerships between independent oil palm smallholders and palm oil mills are limited to fresh fruit bunches (FFB) trade. In a few best practice cases, the agreement involves limited advisory support and improved access to farm inputs. None of them incorporates NDPE (no deforestation, no peat, no exploitation) commitments, let alone higher sustainability ambitions such as biodiversity enrichment, or the reduced use of agrochemicals.

The district government data states more than 2,500 independent smallholders lay in the priority sub-districts (Bengalon and Rantau Pulung). The success story of 590 oil palm smallholders in Kombeng sub-district of Kutai Timur, who have benefitted from sustainability practices, stands to show as an example that it is possible to attract smallholders to participate in regular farmer's field schools. The project will facilitate exchange among farmers, so that farmers in the target sub-districts can learn directly from the most successful farmers in Kombeng and implement the farmer field schools to improve their competencies in regenerative farming practices and make progress towards certifications. Its targeting of the smallholders that will join farmer field schools, foreseen that about 80% will adopt their knowledge to improve their farming practices, including better dealing with the consequences of climate change. The improved farming practices will cover one or more elements of regenerative agricultural practices, such as site-specific fertilization, use of biological fertilizers, integrated pest control, intercropping, or agroforestry.

GIZ has started the support to the smallholders by implementing the first phase of the farmer field school attended by around 1.500 farmers and potentially establishing 9 cooperatives in targeted sub-districts, that cover around 23 villages. For each cooperative shall cover around 150 farmers as members. This first phase of the farmer field school was focus on palm oil as main commodities, and for natural rubber was not yet started. Furthermore, the farmers of palm oil also cultivate/grows natural rubber as their combining commodity. GIZ also gave a training of trainers for around 16 persons to be field facilitators for the farmer and facilitated the process of the farmer field school.

Objective of assignment

The project aims to increase the income and employment situation for smallholders by producing commodities sustainably (e.g. without causing deforestation) for the global market.

Support is provided mainly through capacity-building measures (training), as well as to a lesser extent through the provision of tools and services.

In East Kutai the project has the following target values for supported farmers until the end of 2025:

Table 1 SASCI+ target values for farmers trained in East Kutai 2023-2025

Commodity	**2023-2025** Farmers trained/ supported	**Total** Farmers trained/ supported	**Sample size** (sampling probability =25%)
Natural Rubber	200	200	**50**
Palm Oil	1.500	1.500	**375**
		Total	**425**

GIZ is recruiting **a contractor to conduct tracer survey** (continuous project impact evaluation)**,** collected through a standardized survey format (World Bank Survey Solutions) in East Kutai (Bengalon and Rantau Pulung Sub-District)

3. GIZ shall hire the contractor for the anticipated contract term, from 27.05.2024 to 31.12.2025

4.* The contractor shall provide the following work/service*:

The contractor will be guided and supervised through the GIZ coordinator (henceforth called coordinator). The contractor shall provide the following work/service:

a. Preparation
   - Assess SASCI+ objectives and indicators and create a common understanding with GIZ.
   - Participate in an introduction to capacity building service providers for natural rubber and oil palm, which will be provided through the GIZ coordinator.
   - Develop systematic survey plan and strategy to reach required sample sizes in a staged manner.
   - Familiarize with the provided formats (e.g. tracer study survey) and reporting requirements.
   - Conduct thorough training for enumerators to work with the provided formats.
   - Conduct kick-off workshop (to be organized by GIZ), to agree on the best way forward.

b. Conduct tracer surveys.
   - Conduct tracer surveys in a staged manner, always 3 to 6 months (at least three survey field initiatives per year and per target district) after trainings, respectively provision of tools or services, in repeated and regular field visits
   - Continuous communication with the capacity building service providers (always keep GIZ coordinator in the loop) concerning the actual number of trained farmers.
   - Preparation of the random sample respondents list, with approval obtainment from GIZ coordinator before each staged survey initiative
   - Conduct data-entry and cleaning and systematically record collected surveys in the format provided by GIZ.
   - Reliably store and hand-over collected tracer survey data to GIZ.

c. Knowledge management and learning
   - Regularly provide information on progress and local conditions in Bengalon and Rantau Pulung, as well as be available for ad-hoc information requests
   - Keep the coordinator informed about any important developments that affect the survey progress.
   - Conduct a debriefing workshop (organized by GIZ) at the end of the assignment.

d. Other tasks
   - Full compliance with the European Union General Data Protection Regulation (GDPR) under the guidance of GIZ

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term. This is indicative and can be negotiated during the assignment:

Table 2 Milestones for consultancy

Milestone	Deadline
Workplan and approach are clarified	Up to 2 weeks after contract start
The tracer samples have been collected, reported to, and approved by GIZ	Up to 8 weeks (2 months) after the contract start
The tracer samples have been collected, reported to, and approved by GIZ	Up to 28 weeks after contract start
The tracer samples have been collected, reported to, and approved by GIZ	Up to 66 weeks after contract start

II. Tender requirements

1. Qualifications of proposed staff

The bidder 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.

<u>General background of the team members</u>

- Expertise on agricultural supply chains of palm oil and rubber products and in particular smallholder agricultural systems
- Knowledge on land-use, deforestation and forest degradation
- Sustainability certifications
- Familiarity with digital farm management and traceability tools

<u>Soft skills of the team members</u>

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section based on corresponding CVs. The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

1.1. Expert 1: Team Leader

National expert, 1-person

Tasks of Expert 1:

- Overall responsibility for the working packages of the contractor (quantity, quality and deadlines)
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas East Kutai and/or East Kalimantan
- Lead and organise working phases, workplan, communication, documented process, reporting and administration matter, and important events.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, particularly identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local short-term experts.
- Regular reporting in accordance with the milestone schedule.
- Ensuring that monitoring procedures are carried out.
- Analysis all data and made report with recommendation.
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ.

1.1.1. General qualifications

Education:	Minimum holds a master's degree in management, social, forestry, agriculture, geographical and/or other relevant study
Professional experience:	5 years of professional experience in employment-related surveys, particularly in agricultural sector and data science analysis

1.1.2. Experience in the region/knowledge of the country

3 years in Experience in East Kutim or East Kalimantan
Or 2 years in experience in Indonesia

1.1.3. Language skills

Business fluency in English B1

1.2. Expert 2: Data Enumerator

with up to 2 experts
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 for the assessment.

Tasks of the Data Enumerator:

- Involve in technical training for tracer study managed by GIZ.
- Interview and collect data by field survey to targeted respondent.
- Input and analysis the data
- Support the communication with GIZ, partners and others involved in the project.
- Support regular reporting in accordance with the milestone schedule, coordinate by Manager/Team Leader

1.2.1. General qualifications

Education:	Minimum holds a bachelor's degree in management, social, forestry, agriculture, geographical and/or other relevant study
Professional experience:	2 years of professional experience in employment-related social and capacity development surveys, particularly in agricultural sector and data science analysis

1.2.2. Experience in the region/knowledge of the country

1 years in Experience in East Kutim or East Kalimantan

1.2.3. Language skills

business fluency in Indonesia A2

2. Quantitative requirements

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 (download at https://www.bundesfinanzministerium.de).

All travel activities must be agreed in advance with the staff member 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.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The Development and Climate Alliance has published a list of standards. GIZ recommends using the standards specified there.

Fee days	Number of experts	Number of days per expert	Comments
• Team Leader	1	26	Based on timesheet.
• Data Enumerator	2	37	Up to 2 experts. Based on timesheet.
Travel expenses	**Number of experts**	**Number of days/nights per experts**	**Comments**
Per-diem allowance in country of assignment ➢ Team Leader ➢ Data Enumerator	 1 2	 11 21	Lumpsum Up to 11 days in Samarinda/Sangatta Up to 21 days, each for up to 2 Data Enumerator in Samarinda/Sangatta.
Overnight allowance in country of assignment ➢ Team Leader ➢ Data Enumerator	 1 2	 12 22	Subjected to evidence. Up to 12 nights in Samarinda/Sangatta. Up to 22 nights, each for up to 2 Data Enumerator in Samarinda/Sangatta.
Travel costs/expenses (train, car) • Ground transportation to and from airport. • Local transportation in sites of East Kutai	 3 trips 20 days		Subjected to evidence. Airport transfer To and From airport (round trip) for Team Leader and up to 2 Data Enumerator at Home Base. Local transport in Samarinda/Sangatta, including from SMD airport for Team Leader and up to 2 Data Enumerator.
Flights	**Number of experts**	**Number of flights per experts**	**Comments**

International flights	-	-	
Domestic flights • Team Leader • Expert pool	 1 2	 3 3	Subjected to evidence. Up to 3 times round trips by Economy Flights to Samarinda. Up to 3 times round trips by Economy Flights to Samarinda for up to 2 Data Enumerator.
• CO_2 compensation for air travel *Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)*	-	-	Not Applicable
Other costs	**Number of experts**	**Amount per experts**	**Comments**
• Flexible remuneration			A budget of IDR 14.570.000,- is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

3. Conceptual design

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

- Strategy for conducting interviews with predetermined respondents
- Development of media for sharing knowledge and learning from the results of the analysis carried out

III. 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 8 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 **Error! Reference source not found.** 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 shall be submitted in English.

Annexes

1. Project Outcome and Output