

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

Biodiversity Master Plan of Central Java Province

**Project number/
cost centre:**

21.9018.9-004.00

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZE	Short-term expert
ToR	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government. We work to shape a future worth living in over 120 countries around the world.

The project “Solutions for Land- and Seascape Management in Indonesia (SOLUSI)” aims at developing and deploying an ecosystem approach for land and seascapes in three regions in Indonesia. As such, its focus lies on biodiversity conservation and ecological restoration, including efforts to strengthen the sustained provision of eco-system services, strengthen blue and green economies as pathways to sustainable development, including agroforestry, aquaculture, and the promotion of ecotourism. SOLUSI promotes enhanced climate-resilient livelihoods through public-private-community partnership (PPCP), policies, and investments and facilitates learning among partner provinces and scaling-up to others using an inter-provincial knowledge sharing platform. This project is a partnership between the Government of Germany (BMUV) and the Government of Indonesia (BAPPENAS) and will be implemented by a consortium consist of GIZ, ICRAF, SNV, and Yayasan KEHATI Indonesia.

The current long-term technocratic national development planning mandates a specific indicator for biodiversity management as a measure of the efforts in halting biodiversity loss and ensuring sustainable use. As the indicator is set at national level, the subnational governments are encouraged to mainstream the same indicator in their long-term development planning. In line with the program to halt biodiversity loss, Central Java government has updated the latest biodiversity profile supported by SOLUSI Project. According to the Regulation of the Minister of Environment No. 29/2009 on Guidelines for Biodiversity Conservation at the Subnational Level, the next step after developing a biodiversity profile is to create a biodiversity master plan. The updated profile will outline the current state of biodiversity, serving as a foundation for effective conservation planning through the master plan. Therefore, these Terms of Reference (ToR) have been prepared to enable the procurement of consultancy services on the Biodiversity Master Plan of Central Java Province.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Formulate a document of Biodiversity Master Plan of Central Java Province
 - Develop outline aligns with the guideline of biodiversity master plan in the 2nd Annex of Regulation of the Minister of Environment No. 29/2009 which reflects the background, biodiversity status, management plan, monitoring and evaluation, and closing.
 - Analyse and review the implementation of Biodiversity Master Plan 2020-2025 and map out key challenges and gaps through a coordination with relevant local bureaucracy (Organisasi Perangkat Daerah/OPD), Technical Implementation Unit (Unit Pelaksana Teknis/UPT), experts, NGOs, and local people.
 - Analyse and synthesize data and information from biodiversity profile and concisely formulate it for the master plan document.
 - Collect inputs/recommendations and analyse the results of FGDs/workshops and public consultations.

- Formulate the management plan of biodiversity management, including vision, mission, goals, targets, and program/action plan. The formulation should align with IBSAP 2025-2045.
- 2. Develop monitoring and evaluation framework of the master plan, including the connection with Subnational Biodiversity Management Index/Indeks Pengelolaan Keanekaragaman Hayati Daerah (IPKD).
- 3. Review the degree of success of the action plan's contribution in achieving the goals and identify any gaps between the planned actions and their implementation.
- 4. Consult with relevant stakeholders and collect inputs/recommendation in formulating the management plan and overall chapters.
- 5. Ensure the formulation of the document does not have adverse impacts on gender and social inclusion.
- 6. Facilitate discussions to get inputs from relevant stakeholders in Central Java
 - Up to 3 (three) Focus Group Discussions: 30 participants
 - Up to 5 (five) Technical Meetings: 15 participants

The contractor will be provided with several documents to support the initial work, as follows:

- Document of Biodiversity Profile of Central Java Province 2025
- Biodiversity Master Plan of Central Java Province 2019

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance	Estimated Payment
<u>OUTPUT 1</u> <ul style="list-style-type: none"> • Work plan • Methodology • Review and analyse the gap of Biodiversity Master Plan 2020-2025 	2 weeks after contract signing	Received by GIZ	Interim payment 1 (30%), after approved of output 1
<u>OUTPUT 2</u> Draft of Biodiversity Master Plan <ul style="list-style-type: none"> • Chapter on background • Chapter on biodiversity status • Chapter on management plan • Chapter on monitoring and evaluation 	4 months after Output 1 submitted	Presented and approved by Bappeda and DLHK	Interim payment 2 (40%), after approved of output 2
<u>OUTPUT 3</u> Final of Biodiversity Master Plan	2 months after Output 2 submitted.	Presented and approved by Bappeda and DLHK	Final payment (30%), after approved of final report.

Period of assignment: from **13 June 2025 until 31 January 2026**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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). 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 0 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 0 (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**.

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 describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- 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

4. Personnel concept

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader – Senior analyst (1 person)

Tasks of the team leader

- Lead and coordinated the technical team internally
- Supervise the overall writing process and streamline the master plan into a concise and readable document
- Develop methodologies for formulating the master plan
- Conduct the analysis based on collected data, including program/activities from relevant institutions and ensuring the alignment with IBSAP 2020-2045
- Analyse related regulatory requirements on biodiversity program and action plan both for government and nongovernment organisations
- Formulate the management plan according to the guideline in Permen LH 29/2009
- Develop the framework and degree of success for monitoring and evaluation the master plan
- 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, identifying the need for assignments within the available budget, as well as planning and steering the implementation of the activities
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): master's degree in forestry/marine/ biology/natural resources or other relevant fields
- Language (2.1.2): business fluency in Indonesian and English
- General professional experience (2.1.3): 10 years of professional experience on biodiversity in terrestrial and coastal/marine area
- Specific professional experience (2.1.4): 5 years in formulation of biodiversity-related documents for local government
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in Java Island and/or Central Java Province
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Expert 1: Technical Officer – Terrestrial and Marine Specialist (2 persons)

Tasks of Terrestrial and Marine Officer

- Analyse the previous biodiversity master plan and identify its challenges and gaps in the implementation.
- Support the formulation of management plan, which include the vision, mission, goals, program/action plan and provide recommendations on terrestrial and marine aspects

- Support the development of framework and degree of success for monitoring and evaluation of the master plan
- Collect inputs from stakeholders through focus group discussions and technical meetings

Qualifications of Technical Officer

- Education/training (2.2.1): bachelor's degree in in the field of forestry/marine/biology or other relevant fields
- Language (2.2.2): business fluency in Indonesian and English
- General professional experience (2.2.3): 5 years in terrestrial and coastal/marine biodiversity
- Specific professional experience (2.2.4): 5 years in biodiversity management activities
- Leadership/management experience (2.2.5): *not applicable*
- Regional experience (2.2.6): 5 years of experience in projects in Java Island and/or Central Java Province.
- Development Cooperation (DC) experience (2.2.7): 3 years
- Other (2.2.8): writing skills is a plus

Expert 2: Project Officer – Administration (1 person)

Tasks of Project Officer

- Arrange all gatherings, meetings, interviews, FGDs, workshops, including ensuring the attendance and participation of key stakeholders and logistics arrangement
- Manage all administrative aspects of conducting all activities from end to end
- Manage other administrative tasks including constructing all documentations and evidence documents as well as reports for GIZ and other stakeholders as needed
- Act as main window of contact between consultant team and GIZ

Qualifications of Project Officer

- Education/training (2.3.1): bachelor's degree in in the field of environment, administration, or other relevant fields
- Language (2.3.2): business fluency in Indonesian and English
- General professional experience (2.3.3): minimum 2 years in the development sector
- Specific professional experience (2.3.4): experience in supporting project management
- Leadership/management experience (2.3.5): *not applicable*
- Regional experience (2.3.6): 2 years of experience in projects in Java Island and/or Central Java Province.
- Development Cooperation (DC) experience (2.3.7): 1 year
- Other (2.3.8): strong communication skills, coordination skills, administrative skills, and interpersonal 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.

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.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team leader – Senior analyst	1 person	Up to 60 days	Up to 60 days	Output/Deliverable based
Expert 1: Technical Officer	2 persons	Up to 80 days	Up to 160	Output/Deliverable based
Expert 2: Project Officer-Administration	1 person	Up to 60 days	Up to 60 days	Output/Deliverable based
Travel expenses	Quantity	Number of expert		Comments
Per diem/Daily allowance 24 hours	3 trips @2 days	Up to 4 experts		Only for Consultant who's homebase is outside of Semarang
Overnight/hotel bill	3 trips @2 nights	Up to 4 experts		Only for Consultant who's homebase is outside of Semarang. Subject to production of evidence
Transport	Quantity	Number of expert	Total	Comments
Travel expenses (train, car) • Transportation (home-Train station-home)	3 trips @2 ways (1 round trip)	Up to 4 experts	Up to 6 ways	Only for Consultant who's homebase is outside of Semarang

• Train (hometown-central java- hometown)	3 trips @2 ways (1 round trip)	Up to 4 experts	Up to 6 ways	Subject to production of evidence.
Car rental	3 trips @2 days	1 car, for up to 4 experts		Only for Consultant who's homebased is outside of Semarang. Subject to production of evidence.
Other Cost	Quantity	Unit	Total	Comments
Focus Group Discussion	30 participants /FGD	Up to 3 FGDs	90 pax	Subject to production of evidence
Technical Meeting	15 participants /Meeting	Up to 5 meetings	75 pax	Subject to production of evidence
Flexible Remuneration	Quantity	Unit	Total	Comments
Not applicable				

6. 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 (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 3 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 (language).

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.