

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

CONFIDENTIAL

<b>Development of a Credible Monitoring System to Support Sustainable Jurisdiction Framework in East Kutai</b>	<b>Project number/ cost centre: 18.0128.1-307.01</b>
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## 0. List of abbreviations

AGER	German's Special Initiative Transformation of Agricultural and Food Systems
APBD	Regional Development and Expenditure Budget
APBN	National Development and Expenditure Budget
AVB	General Terms and Conditions of Contract for supplying services and work
BAPENDA	District Revenue Agency
BAPPEDA	Development Planning Agency at Sub-national Level
BMZ	German Federal Ministry for Economic Cooperation and Development
CB	Capacity Building
CNA	Capacity Needs Assessment
CSR	Corporate Social Responsibility
CV	Curriculum Vitae
DC	Development Cooperation
ECA	Effective Collaborative Actions
EU	European Union
EUR	Euro
FGD	Focus Group Discussion
FORMIKA	Multi-Stakeholder for Sustainable Development
GDPR	General Data Protection Regulation
GEDSI	Gender Equality, Disability, and Social Inclusion
GHG	Green Gas Houses
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
HCV	High Conservation Value
RKP	National Annual Workplan
MRV	Monitoring, Reporting, and Verification
SASCI+	Sustainable and Value-Added Agriculture Supply Chain in Indonesia
SECO	Swiss Government State Secretariat for Economic Affairs
SJI	Sustainable Jurisdiction Indicator
SLA	Sustainable Landscape Approach
SUSTAIN KUTIM	Sustainable Landscape Initiative in Kutai Timur
TAL	Tanah Air Lestari
ToR	Terms of reference

## **1. Context**

### **1.1. Brief information about the Project**

The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) implemented 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) 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 production region (with a focus on palm oil and rubber). The initiative is implemented through the SASCI+ with co-funding from the Swiss Government through the State Secretariat for Economic Affairs (SECO) and the consortium of partners Tanah Air Lestari (TAL), and Proforest, with funding from the private sector.

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

- On an 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.
- Two public financial instruments/measures/approaches with sustainable landscape/ plantation relevance are taken up by local partners

By following the guidance from the East Kutai District Government, SUSTAIN is contributing to the implementation of the Sustainable Plantation Plan of the district by:

- strengthening foundational elements of the sustainable production region,
- 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.

### **1.2. Context of the assignment**

To strengthen the foundational elements of the sustainable production region, the functioning of the Multistakeholder Forum (FORMIKA) is crucial. FORMIKA is developing the Sustainable Jurisdictional Framework in support of the implementation of the Sustainable Plantation Plan in East Kutai, as a tool to measure and report progress towards a sustainable production region or jurisdiction. Options for sustainable jurisdiction frameworks to be used and follows

in East Kutai have been identified in a recent study. The study recommends the Sustainable Jurisdiction Indicator (SJI), RSPO JA, and Landscape Reporting Framework as at least three of the sustainable reporting frameworks that can be used (options) in East Kutai. The study also recommends process stages to implement sustainable framework based on the option selected as describe in figure 1. The use and implementation of such a framework is conducted in the following stages: preparation, planning, commitment, implementation by committed stakeholders, reporting and monitoring the progress and achievement.

In the reporting and monitoring aspect, it's crucial to be based on collaborative monitoring and evaluation through a credible MRV system (monitoring, reporting, verification). The qualified monitoring requires gathering data and information in a data management system along the different stages. The system for the sustainable jurisdiction framework in East Kutai needs to be aligned and integrated with the existing data management system at the district as part of "One Data and One Map" system.

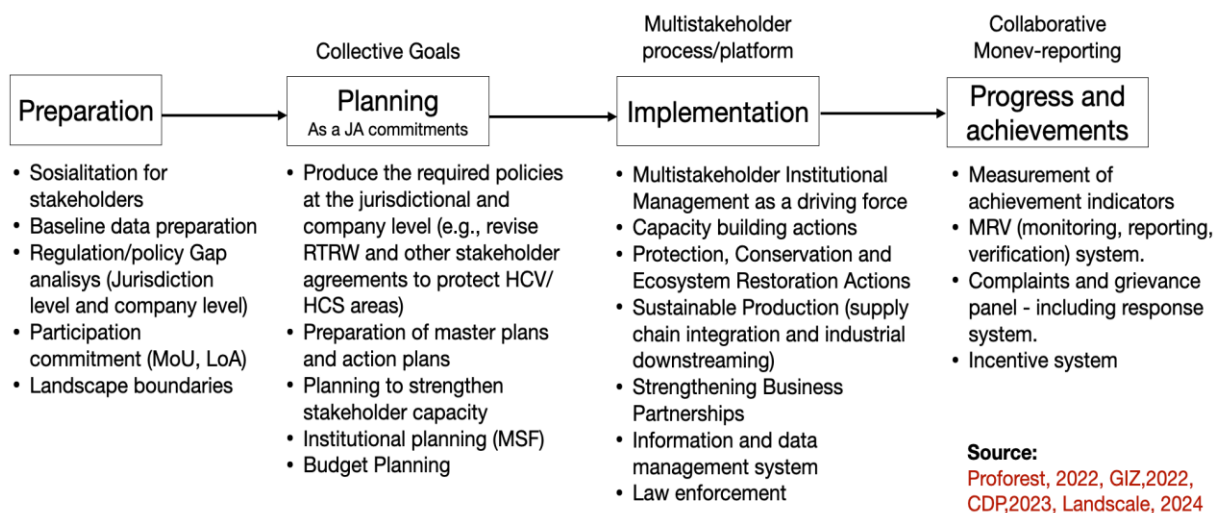


Figure 1. Stages of JA in East Kutai

Based on Bappeda's study on the preparation of the One Data Roadmap Document of East Kutai Regency 2024, there are challenges and obstacles faced in the implementation of One Data and One Map policy. The challenges faced include inadequate data infrastructure, limited human resources who understand technology, data governance, and data fragmentation that still occurs in various sectors. The study also provides recommendations in the form of increasing the capacity of human resources, developing technological infrastructure, and improving related policies and regulations.

### 1.3. Objective of the assignments

The objective of this assignment is to develop a credible monitoring system that is integrated with one data and one map platform, to support the implementation of a sustainable jurisdiction framework in East Kutai.

## 2. Tasks to be performed by the contractor

The contractor shall perform the following tasks, which include but not limited to:

### a) Preparation and document review

In the preparation stage, there will a kick-off meeting with GIZ (Team Lead and Advisor) to understand the objective, scope of work, field situation and technical orientation. Based on this meeting, the contractor should develop work plans to be presented and agreed by GIZ. There will be one online and/or offline kick-off meeting organized by GIZ.

In the document review, the consultant shall review of related documents, including but not limited to:

- study on sustainable jurisdiction frameworks,
- sustainable plantation plan,
- other relevant reporting frameworks from stakeholders,
- stakeholder list of Bupati Degree on FORMIKA.
- Basic concepts of jurisdiction framework (such as SJI, LRF and RSPO JA),
- regional planning documents (long-term and mid-term planning, sustainable plantation planning)

These documents shall be provided by GIZ and reviewed as a basis for the design of monitoring system.

### b) Assess readiness on jurisdiction framework and available database system for integration

It shall consist of the following, but not limited to:

- Define key indicator on jurisdictional framework based on the recent study options Jurisdictional Framework in East Kutai also of in-depth interview, regional planning document, and sectoral planning document, including synchronization or similarity of each indicator that is acceptable and implemented in East Kutai
- Define data needed based on indicator selected on previous taskforce.
- Assess of data availability, data collection methodology, structure/architecture of producer data, and mapping into an indicator for the jurisdictional framework
- Assess database systems or platforms for potential integration and interoperability<sup>1</sup> among systems at local and national levels (etc. One Data One Map system, JIGD, SJI, or others)
- Setting up criteria for data quality of monitoring data on metadata<sup>2</sup>, integrity, consistency, resolution, coverage, timeliness, and availability
- Assess and review any regulation of data management and sharing, one map policy from national to district level to produce existing business process implementation in East Kutai

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<sup>1</sup> Interoperability: the ability of different systems and processes to exchange, process, and share data in a meaningful and consistent way

<sup>2</sup> Metadata: provides information that helps describe, organize, or understand other data

The review and assessment should be conducted in close coordination with stakeholders, especially the East Kutai local government and MSF FORMIKA by offline FGD. The engagement will be particularly crucial with Development Planning Agency at Sub-national level (BAPPEDA), Plantation Office (DISBUN), One Data One Map Task Force (Forum Satu Data) and Jaringan Informasi Geospasial Daerah (JIGD).

The consultant could also coordinate with BAPPENAS regarding to SJI reporting platform and conduct online meeting to discuss credible monitoring system proposed in East Kutai. GIZ will support the facilitation of the discussions with stakeholders through various channels, including offline online, and hybrid modes of discussion proposed minimum three FGDs. There will be up to 6 FGD's to be conducted and organized by the consultant.

c) Design and develop credible monitoring system

Based on assessment on basic concept of jurisdiction framework, the consultant shall design and develop integrated concept on credible monitoring system, that consist of following but limited to:

- Workflows or business process of the system, from data input, processing and output for each indicator that represents as one integrated system for monitoring and evaluation
- Ensure the data system interoperability among system to support the data base, data processing and lay outting (dashboard)
- Define the capacity need of human resources for implementing the system appropriately
- Develop user-friendly technical guidance to operate the system, including SOPs on what to be collected, how often, whom to do, when the process will be conducted, including roles and responsibilities of different institution and stakeholders
- The consultant shall ensure the system has credible recognition and consistent claim making of sustainability based on the actor's acknowledgement or validation.
- The consultant shall provide a mock-up of the proposed system.

d) Deliver capacity building to relevant actors on the use of developed system

The consultant shall provide capacity building on technical and management of the system to relevant actors to ensure the operational of the system. The actors shall include multistakeholder actors consisting of the government, the private sector, and non-governmental organizations. The capacity building event shall include in-house training up to 2 times/topics with up to 15 people.

These activities will consist of the following, but not limited to:

- Design technical and management modules of the system like series of SOP in example SOP of interoperability data, SOP of data quality, SOP of data architecture management, etc.
- Implementation of capacity building activities – including training, facilitation, maintenance, and consultation with users. Training in understanding system MRV and integration on 'One Data' and 'One Map System', workshop to input data of indicator, and training for using data or user hierarchy up to three times.
- Capacity evaluation and recommendation for better improvement.

- e) Supporting technical maintenance for up to 6 months for operational of the credible monitoring system.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception Report consist of result of document review and assessment readiness on jurisdiction framework and available database system for integration
- Interim Report consist of design of credible monitoring system, including SOPs, technical and management guidance
- Implementation report on capacity building activities
- Consolidate report as final document in Bahasa Indonesia with executive summary in English.

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

<b>Milestones/partial works</b>	<b>Deadline/place/person responsible</b>	<b>Criteria for acceptance</b>
Preparation and coordination	2 weeks after the start of the contract (submitted by team leader)	Kick off meeting held and workplan accept and approve by GIZ
Result of document review and assessment readiness on jurisdiction framework and available database system for integration with list of indicators agreed to be assessed in monitoring system	8 weeks after the start of the contract (submitted by team leader)	Accept and approve by GIZ
Design of credible monitoring system, including SOPs, technical and management guidance	18 weeks after the start of the contract (submitted by team leader)	Accept and approve by GIZ
Implementation report on capacity building activities	22 weeks after the start of the contract (submitted by team leader)	Accept and approve by GIZ
Reporting and Recommendation	24 weeks after the start of the contract (submitted by team leader)	Accept and approve by GIZ

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

The consultancy work will be output-based in its monitoring and payment based on the deliverables that are produced. The consultant will be paid based on the completion of specific tasks or the achievement of certain deliberations below:

<b>Estimated Payment</b>	<b>Output</b>	<b>Type of Deliberations</b>	<b>Expected Delivery Report</b>	<b>Progress Achievement</b>
Interim 1, payment after approval of Output 1	1	Working process after kickoff meeting and readiness analysis actor to Credible Monitoring System	30 Jun '25	30%



Estimated Payment	Output	Type of Deliberations	Expected Delivery Report	Progress Achievement
Interim 2, payment after approval of Output 2	2	<ul style="list-style-type: none"> <li>• result of document review and assessment readiness on jurisdiction framework and available database system for integration</li> <li>• Preliminary analysis of data collection, FGD, and interviews with relevant stakeholders</li> <li>• Minutes of the Meeting on the series of FGD conducted</li> </ul>	07 Aug '25	30%
Final Payment, after approval of Output 3, 4	3	<ul style="list-style-type: none"> <li>• Design of Credible Monitoring System</li> <li>• Series of technical guidance to operate the Credible Monitoring System</li> <li>• Implementation of capacity building to relevant stakeholder that include of the business process of Credible Monitoring System</li> </ul>	20 Sept '25	40%
	4	<ul style="list-style-type: none"> <li>• Final report</li> <li>• Executive summaries</li> </ul>	31 January'26	

### 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). 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**.

#### **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 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 days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

#### **Further requirements (1.7)**

The Contractor should consider also the incorporation of cross-cutting themes, including Gender Equality, Disability and Social Inclusion (GEDSI) strategies.

### **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.

#### General background of the team members:

- Expertise on MRV system, multistakeholder forum, one data and one map policy.
- Expertise on sustainability for regional development, sustainable landscape, and jurisdictional approach
- Knowledge on land-use, deforestation and degradation in Indonesia
- Experience on working or in close cooperation Indonesian government
- Knowledge on capacity building to multistakeholder forum.

#### Soft skills of the team members:

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

- Team skills

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

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

### **Team leader (1 person)**

#### 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
- Responsible for all the taskforce delivered
- Actively coordinate with relevant stakeholders to ensure the process of development credible monitoring system is acceptable.
- Responsible for acceptance of the Credible Monitoring system in Multistakeholder Forum and related actor

#### Qualifications of Team Leader

- Education/training (2.1.1): master's degree in forestry, agriculture, natural resources, social and economy, information technology, regional planning, and relevant studies
- Language (2.1.2): professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.1.3): 5 years of professional experience in the MRV sector, develop dashboard monitoring, jurisdictional approach, and dealing with multistakeholder forum
- Specific professional experience (2.1.4): 3 years in development system for integration dashboard
- Leadership/management experience (2.1.5): 4 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in East Kutai (region), of which 2 years in projects in East Kalimantan (country)
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): not applicable

## **Expert 1: Information Technology and Data Scientist Expert (2 person)**

### Tasks of expert 1 - Information Technology and Data Scientist Expert

- Understanding business process system of one map and one data policy and website
- Define business process of monitoring system in East Kutai
- Actively discuss and coordinate with relevant stakeholders in East Kutai related to business process and development the monitoring system
- Ensure that the systems in place meet these standards and compliance in terms of data management, reporting or verification.
- Responsible to develop dashboard credible monitoring system and acceptable to relevant stakeholder and multistakeholder forum
- In the process of data collection and management IT expert responsible IT expert responsible for ensuring that data collected from various sources (e.g., sensors, data management systems, or applications) can be stored securely and well-structured. This involves managing databases and storage systems.
- In Integration system IT experts needs to ensure that the various systems involved in MRV are well integrated. This includes linking between hardware and software used to collect, analyze and report data.
- IT experts support the development and implementation of analytical and visualization tools to help decision-makers understand MRV data.
- IT expert responsible for automating various processes in MRV (such as data collection, reporting, or verification) can improve efficiency.
- Responsible as service supporting for maintenance dashboard up to 6 months after launched
- Responsible for validation data in all the process of data collection, data processing, and data result for Credible Monitoring System.
- Responsible for data processing and cleaning data science tasks include removing invalid data, handling missing values, and converting data into the right format.
- Responsible for data analysis (descriptive, trends, and interaction) also verification and validation system for credible monitoring of data collected
- Responsible for reporting automation including enables automation of data-driven reports generated in MRV, be it periodic reports or ad-hoc reports required for compliance or decision-making.
- Responsible for conducting sensitivity testing and simulation of the MRV model and system, by changing certain parameters to see the impact on the results.

### Qualifications of Expert 1

- Education/training (2.2.1): master's degree in computer science, mathematics, statistics, physics, engineering, forestry, agriculture, natural resources, social and economy, information technology, regional planning, and relevant studies
- Language (2.2.2): professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.2.3): 3 years of professional experience in the MRV sector, develop dashboard monitoring, jurisdictional approach.

- Specific professional experience (2.2.4): 3 years in development system for integration dashboard, proficiency in programming languages such as Python, R, SQL, and possibly Java or Scala.
- Leadership/management experience (2.2.5): 3 years of management/leadership experience as project team to develop dashboard monitoring
- Regional experience (2.2.6): 3 years of experience in projects in East Kutai (region), of which 2 years in projects in East Kalimantan (country)
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects
- Other (2.2.8): not applicable

## **Expert 2: Sustainability and Capacity Building Expert (2 person)**

### Tasks of Expert 2 - Sustainability and Capacity Building Expert

- Identify sustainable jurisdictional approach in East Kutai to determine data needed in the dashboard Credible Monitoring System
- Compiling structure data character, availability, producer data, also system data is needed.
- Define workflow system dashboard for credible monitoring to support sustainable plantation plan
- Actively coordinate to multi stakeholder forum and relevant actor to communicate update progress credible monitoring system as engagement process.
- Ensure that the systems in place meet these standards and compliance in terms of data management, reporting or verification.
- Define draft of agreement for relevant actors (private sector, government, and non-government organization) for commitment to support credible monitoring system.
- Purpose recommendation for credible monitoring system regarding existing system dashboard or define new one.
- Actively doing engagement strategy to multistakeholder related to activity on credible monitoring system including relevant official government.
- Assisting Multistakeholder forum (FORMIKA) in creating strategic plans to address credible monitoring system needs and enhance their willingness also commitment.
- Facilitating training to actors in the use of credible monitoring.
- Assist and facilitate in development technical guidance regarding workflow of dashboard credible monitoring system.
- Assist in developing systems for evaluating the effectiveness of capacity-building initiatives (related to credible monitoring system) and recommend improvements.
- Facilitate the process of FGD, discussion, and training related to development concept, SOP for credible monitoring system

### Qualifications of expert 2

- Education/training (2.3.1): master's degree in forestry, agriculture, natural resource, social and economy, information technology, regional planning, and relevant studies
- Language (2.3.2): professional business language proficiency in English and Bahasa Indonesia

- General professional experience (2.3.3): 3 years of professional experience in the MRV sector, develop dashboard monitoring, jurisdictional approach, experience in facilitating and development concept or SOP for MRV sector, capacity building, need assessment analysis, confine and dealing with multistakeholder forum.
- Specific professional experience (2.3.4): Proficiency in jurisdictional framework (such as SJI, LRF and RSPO JA) and engagement process of multistakeholder forum
- Leadership/management experience (2.3.5): 3 years of management/leadership experience as project team to develop dashboard monitoring
- Regional experience (2.3.6): 3 years of experience in projects in East Kutai (region), of which 2 years in projects in East Kalimantan (country)
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in DC projects
- Other (2.3.8): not applicable

### **Expert 3: Administrative Staff (1 person)**

#### Tasks of expert 3 - Administrative staff

- Support overall project activities in administrative documentation
- Prepare all administrative elements in the implementation of the project
- Prepare financial reports with required documentation based on GIZ regulations
- Support and prepare the implementation of event-related to this works (workshop, FGD, online meeting), including formulation of minutes of meeting

#### Qualifications of expert 3

- Education/training (2.4.1): bachelor's degree in finance, economics, social, management or a related field
- Language (2.4.2): professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.4.3): 2 years of handling administrative and finance report
- Specific professional experience (2.4.4): 1 year of documentation on the project implementation
- Leadership/management experience (2.4.5): not applicable
- Regional experience (2.4.6): 2 years of experience in projects in Indonesia
- Development cooperation (DC) experience (2.4.7): not applicable
- Other (2.4.8): not applicable

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 allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law.

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount 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 has undertaken an obligation to reduce greenhouse gas emissions (CO<sub>2</sub> 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<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> emissions caused by air travel must 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
Team Leader	1	52	52	Output based
Information Technology and Data Scientist Expert	2	60	120	Output based
Sustainability and Capacity Building Expert	2	45	90	Output based
Administrative	1	25	25	Output based
Travel expenses	Quantity	Number per expert	Total	Comments
<b>Per-diem allowance in country of assignment</b>				
• Team Leader	21	1	21	Per diem, travel days and in Sangatta For Team Leader, Information Technology and Data Scientist Expert (2 Person), Sustainability & Capacity Building Expert (2 person), Administrative. Lumpsum
• Information Technology Expert and Data Scientist	21	2	42	
• Sustainability and Capacity Building Expert	21	2	42	
• Administrative	21	1	21	

<b>Overnight allowance in country of assignment</b>				Overnight Allowance in Sangatta
• Team Leader	20	1	20	For Team Leader, Information Technology and Data Scientist
• Information Technology Expert and Data Scientist	20	2	40	Expert (2 Person), Sustainability & Capacity Building Expert (2 person), Administrative
• Sustainability and Capacity Building Expert	20	2	40	<b>Lumpsum</b>
• Administrative	20	1	20	
<b>Transport</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>Domestic flights</b>	5	6	30	5 return flight (10 ways) Economy Flights to East Kalimantan (Samarinda)  For Team Leader, Information Technology Expert and Data Scientist (2 Person), Sustainability & Capacity Building Expert (2 person), Administrative.  <b>Lumpsum</b>
<b>CO<sub>2</sub> compensation for air travel</b> <i>Link to <a href="#">working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</a></i>	5	6	30	A fixed budget of IDR10.208.130,- is earmarked for settling carbon offsets <b>against evidence.</b>  For Team Leader, Information Technology & Data Scientist Expert (2 person), Sustainable Jurisdictional Expert & Capacity Building Expert (2 person), Administrative.  5 return flight for 6 experts. Based on calculation from <a href="https://www.atmosfair.de">https://www.atmosfair.de</a>
<b>Travel expenses (train, car)</b>				
• Airport transfer (Transport in Homebase to Airport Homebase, return trip)	5	6	30	For Team Leader, Information Technology & Data Scientist Expert (2 person), Sustainable Jurisdictional Expert & Capacity Building Expert (2 person), Administrative
• Car Rental from Samarinda Airport to Sangatta (return trip)	5	1	5	
• Car Rental in Sangatta (days)	20	1	20	<b>Lumpsum</b>
<b>Other costs</b>	<b>Number</b>	<b>Quantity</b>	<b>Total</b>	<b>Comments</b>
<b>Workshops</b>				
Training Implementation (Meeting Package)	3	30	90	The budget contains the following costs: • Meeting Package Training Implementation for 3 x Training for 30 participants;
Training Evaluation (Meeting Package)	2	30	60	• Meeting Package Training Evaluation for 2 x Training for 30 participants and
Focus Group Discussion (Meeting Package)	3	30	90	• Meeting Package FGD for 3 x for 30 participants



				<b>Lumpsum</b>
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## 6. Inputs of GIZ or other actors

GIZ are expected to make the following available:

- Highly coordinate to Plantation Agency (Dinas Perkebunan), Information Technology Agency (Dinas Komunikasi dan Informatika) and Planning Agency (Bappeda) of East Kutai as the main actor of Credible Monitoring System
- Connecting to MSF FORMIKA and private sector to communicate the concept, progress development, and commitment related to Credible Monitoring System.

## 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 (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 it took. 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.

## 8. Annexes

- Project Outcome and Output

## Annex 1. Project Outcome and Output

**Outcome:** Local communities, primary producers (smallholders and companies) and workers of palm oil and rubber plantations, and the East Kutai District Government benefit from a sustainably managed landscape.

Outcome indicator(s):

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

**Output 1. Foundational elements:** Kutai Timur District Government manages a functioning multistakeholder platform with active members, representing the interests of local communities, smallholders, workers, and businesses in the focused value chains (palm oil, natural rubber), financiers, and civil society organizations.

Output 1. indicators:

- 1.1. (to be achieved jointly by GIZ, TAL and Proforest) Cooperation process: Up to 2 cooperation partners supported by the project in the selected agricultural supply achieved the agreed objectives to improve sustainability and the resilience of agricultural supply chains.
- 1.2. (to be achieved jointly by GIZ, TAL and Proforest) Multistakeholder platform: Kutai Timur District Government formalises the multistakeholder platform as a mechanism for the stakeholders to collaborate on the transformation to become a sustainable region.
- 1.3. (to be achieved by GIZ) Credible monitoring system: The platform members jointly monitor the mutually agreed Sustainable Plantation Plan implementation, assess the sustainability status of the region, and regularly publish the status report based on the data available in the district One Data facility.
- 1.4. (to be achieved by GIZ) Refined mutually agreed Plan: Through the iteration process, a refined Kutai Timur Sustainable Plantation Plan (covering clarification on roles and resources of the platform members, the integration of HCV management plan, etc.) is endorsed by the platform.
- 1.5. (to be achieved by GIZ) Sustainability institutionalization: Two new regulations/decrees are endorsed by the Kutai Timur District Government, primary producers (companies, smallholders), or financial institutions to further incorporate sustainability elements into public, private and financial policies.

**Output 2. Protection of HCV areas:** The land users in the priority villages of selected sub-districts protect and manage sustainably HCV areas to reduce FOLU GHG emissions.

Output 2 indicators:

- 2.1. (to be achieved by Proforest): Local communities in five villages formalized their landscape plans covering (additional) protected areas based on land use agreements between local (customary or forest dependent) communities, concessions, and/or neighboring communities.
- 2.2. (to be achieved by Proforest): Local communities and concessions jointly manage HCV areas between 2,000 and 3,000 ha in a sustainable manner.
- 2.3. (to be achieved by Proforest). Staff from at least 10 companies trained on NDPE, HCV and FPIC.
- 2.4. (to be achieved by Proforest). HCV assessments completed for five villages/oil palm concessions.
- 2.5. (to be achieved by Proforest). HCV management and monitoring plans established by five oil palm producer companies, including agreements with adjacent villages.

**Output 3. Tenurial and operational legalities:** The strengthened tenurial and operational legalities of local communities and smallholders improve business certainty for primary producers and incentivize sustainable land use in the priority sub-districts

Output 3. Indicators:

- 3.1. (to be achieved by GIZ): 1,200 oil palm and rubber smallholders hold certificates for land tenure history (SKT) or farm registration certificate (STDB) for their farmlands.
- 3.2. (to be achieved by GIZ): Up to three priority villages/sub-districts have a land tenure history (SKT) system.
- 3.3. (to be achieved by GIZ): Initial engagement with potential oil palm smallholders in the state forest land interested in converting their monoculture farms to agroforestry occurred.

**Output 4. Sustainable production:** Smallholders and companies in the priority sub-districts implement sustainable principles.

Output 4. Indicators:

- 4.1. (to be achieved by GIZ): 1,400 persons confirmed an increase in competencies after participating in training courses or other further training programs for suitable value-adding activities, climate-relevant adaptations and due diligence, of whom 30 % are women and 11 % are young adults.
- 4.2. (to be achieved by GIZ): 1,200 person involved in sustainable agricultural supply chains confirm that they apply the competence they have acquired to better deal with the consequences of climate change.
- 4.3. (to be achieved by GIZ): The arable land in the intervention areas, on which rubber and palm oil are produced according to internationally recognized sustainability standards, sustainable farming methods or national recommendation frameworks, has increased by 2,400 ha.
- 4.4. (to be achieved by GIZ) Two negotiations between workers' representatives and smallholders/cooperatives took place, covering issues around safe and decent working

conditions (e.g., minimum wage, health insurance, contractual arrangement, protection from exposure to agrochemicals).