

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

CONFIDENTIAL

Designing Collaborative Approaches and Facilitating Local Communities (LC) to Improve LC Participation in the Formulation and Implementation of Sub-National BSAP	Project number/ cost centre: 22.2213.1-110.00
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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
BAPPENAS	Indonesian Ministry for National Development Planning
BMZ	<i>Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung</i> (The Federal Ministry for Economic Cooperation and Development)
FK	Expert
FKT	Expert days
GBF	Global Biodiversity Framework
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
IBSAP	Indonesian Biodiversity Strategy and Action Plan
IKI	International Climate Initiative
IKN	<i>Ibu Kota Nusantara</i> (Indonesia's New Capital City of Nusantara)
IP&LC	Indigenous peoples and local communities
KEMENHUT	<i>Kementerian Kehutanan</i> (Indonesian Ministry of Forestry)
KKP	<i>Kementerian Kelautan dan Perikanan</i> (Indonesian Ministry of Marine Affairs and Fisheries)
KLH	<i>Kementerian Lingkungan Hidup</i> (Indonesian Ministry of Environment)
KM-GBF	Kunming-Montreal Global Biodiversity Framework
KZFK	Short-term expert
RIP Kehati	<i>Rencana Induk Pengelolaan Keanekaragaman Hayati</i> (Master Plan for Biodiversity Management)
RPJPN	<i>Rencana Pembangunan Jangka Panjang Nasional</i> (National Long-Term Development Plan)
SDGs	Sustainable Development Goals
ToRs	Terms of references

1. Context

The *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH is a global development agency operating on behalf of the German Government to promote sustainable development. The Federal Ministry for Economic Cooperation and Development (BMZ) and the Norwegian Agency for Development Cooperation (NORAD) have commissioned the global project “Strengthening National Implementation of Global Biodiversity Targets (GBF Implementation/GBFI)” to enhance national capacities in achieving biodiversity goals aligned with the Kunming-Montreal Global Biodiversity Framework (KM-GBF). This project is implemented by GIZ in eight partner countries: Colombia, Peru, Brazil, Namibia, Laos, Madagascar, Indonesia, and the Democratic Republic of Congo.

In Indonesia, the project is implemented through an agreement between the Ministry of National Development Planning (Kementerian PPN/BAPPENAS) and GIZ Indonesia and ASEAN. It focuses on integrating the Indonesia Biodiversity Strategy and Action Plan (IBSAP) into sub-national policies, strengthening the engagement of Indigenous Peoples and Local Communities (IPLCs) in biodiversity policy and management, and improving biodiversity knowledge networks at the sub-national level.

Background

Indonesia is globally recognized as one of the most biodiverse countries and home to an extraordinary range of flora, fauna, and ecosystems spread across its archipelago. This biodiversity is not only vital for environmental sustainability but also plays a crucial role in socio-economic development by supporting food security, livelihoods, climate regulation, and ecosystem services such as water resource management and pollution control. Given its ecological and economic significance, biodiversity conservation has become a cornerstone of the environmental policies and aligning national strategies with global commitments.

One such commitment is the Indonesia Biodiversity Strategy and Action Plan (IBSAP) 2025-2045, which serves as the nation’s roadmap for biodiversity conservation and sustainable use. The 16th Conference of the Parties (COP-16) to the United Nations Convention on Biological Diversity (UNCBD) marked a significant milestone in strengthening the implementation of National Biodiversity Strategies and Action Plans (NBSAPs) worldwide, including IBSAP 2025-2045. A key outcome of COP-16 was the emphasis on monitoring NBSAP progress and ensuring the meaningful participation of Indigenous Peoples and Local Communities (IP&LCs), who have long played an integral role in biodiversity conservation through traditional knowledge and sustainable practices. As one of the few countries that have submitted an updated NBSAP emphasizing inclusivity and rights-based approaches, Indonesia must now develop strategies to translate these commitments into concrete actions at both national and sub-national levels, particularly by strengthening IP&LC participation in biodiversity governance.

Although IBSAP 2025-2045 recognizes the importance of IP&LCs and incorporates their rights across multiple national targets, incl. in targets 1, 3, 12, 15, and 17, the implementation challenges remain. Target 17, for instance, calls for increased IP&LC participation in biodiversity management, improved representation in decision-making processes, and the

establishment of policy frameworks that enable IP&LCs to fully engage in multi-stakeholder forums. To operationalize these commitments, a collaborative approach is essential in enhancing IP&LC participation in the formulation of national and sub-national BSAPs. This approach not only ensures that IP&LCs are included in biodiversity policy development but also strengthens their role in decision-making, internal consultations, financing, and implementation of biodiversity initiatives.

Developing an institutional framework and strengthening IP&LC capacities for sub-national BSAP formulation is a crucial step in ensuring that biodiversity policies are not only inclusive but also effectively implemented. This involves designing participatory intercultural mechanisms that facilitate IP&LC engagement in biodiversity planning at local levels, providing technical training on biodiversity governance, and fostering partnerships between IP&LCs and government agencies. It is important to ensure that IP&LC can participate and share knowledge based on the terms agreed with them. This often requires mutual learning with government and other actors to ensure the understanding and acknowledgement of IP&LC interests, knowledge and narratives in joint decisions. Additionally, strengthening IP&LC institutional capacities enables communities to advocate for their rights, contribute to biodiversity decision-making, and implement locally driven conservation initiatives that align with national and global biodiversity targets.

In line with this context, the GIZ GBFI Project seeks a consultancy service to

- a) Develop an institutional framework and strengthen IP&LC capacities for sub-national BSAP formulation and implementation
- b) facilitate inclusive engagement mechanisms between IP&LCs and provincial governments.

Through these interventions, the project aims to contribute to the operationalization of Indonesia's biodiversity commitments and promote inclusive, participatory, and effective biodiversity governance at all levels.

Objectives

The overall objective of this assignment is to enhance the meaningful engagement of Indigenous Peoples and Local Communities (IP&LCs) in the formulation and implementation of sub-national Biodiversity Strategies and Action Plans (BSAPs), in alignment with the Indonesia Biodiversity Strategy and Action Plan (IBSAP) 2025–2045 and the Kunming-Montreal Global Biodiversity Framework (KM-GBF).

Specifically, the assignment aims to:

- a) Develop an inclusive institutional framework that promotes participatory and rights-based approaches for IP&LC engagement in sub-national biodiversity governance.
- b) Strengthen the technical and organizational capacities of IP&LCs to effectively engage in sub-national policy processes, particularly the development of sub-national BSAPs.

- c) Facilitate collaborative dialogue mechanisms between IP&LCs and provincial governments to ensure that biodiversity planning reflects diverse knowledge systems, interests, and priorities.
- d) Support the translation of national and global biodiversity commitments into actionable strategies at the local level, ensuring coherence with IBSAP 2025–2045 and international biodiversity frameworks.

2. Tasks to be performed by the contractor

To achieve the objectives of this assignment, the contractor will be responsible for designing and implementing an inclusive institutional framework, building capacities, and facilitating the meaningful engagement of IP&LCs in the formulation and implementation of sub-national BSAPs.

The contractor shall adopt a collaborative and participatory approach to strengthen IP&LC participation in biodiversity governance, particularly in the development of the sub-national BSAP. The contractor's role includes technical facilitation, capacity development, and fostering multi-stakeholder dialogue.

The specific tasks include:

1. **Conduct thematic consolidation and capacity-building sessions** for IP&LC representatives on the implementation of the Indonesia Biodiversity Strategy and Action Plan (IBSAP) 2025–2045 and the Kunming-Montreal Global Biodiversity Framework (KM-GBF), with a focus on rights-based and inclusive biodiversity governance.
2. **Facilitate the effective participation of IP&LCs** in sub-national consultation processes for BSAP development in selected provinces, ensuring culturally appropriate engagement and mutual learning processes.
3. **Organize and facilitate structured multi-stakeholder dialogues** between IP&LCs and provincial government representatives in four target provinces to ensure inclusive decision-making and joint ownership of BSAP processes.
4. **Engage in technical discussions with provincial governments** to assess and provide recommendations on institutional arrangements and governance mechanisms that promote IP&LC engagement in sub-national biodiversity policy development.
5. **Develop evidence-based recommendations** for the inclusion of IP&LC perspectives and priorities in sub-national BSAP documents, aligned with national policy and global biodiversity targets.

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

Milestones/process steps/partial services	Deadline/place/person responsible
1) Conduct a review of existing policies, institutional frameworks, and identify gaps related to IP&LC participation in sub-national BSAP development.	30 June 2025

2) Map key stakeholders, power dynamics, and existing engagement mechanisms relevant to biodiversity governance in the selected provinces.	
3) Design and deliver thematic consolidation and capacity-building sessions for IP&LC representatives, focusing on IBSAP 2025–2045 and KM-GBF implementation.	15 October 2025
4) Facilitate the effective participation of IP&LCs in sub-national consultation and planning processes for BSAP development.	
5) Organize and moderate structured multi-stakeholder dialogues between IP&LCs and provincial government representatives in four target provinces.	
6) Conduct technical consultations with provincial government stakeholders to assess current institutional arrangements and provide recommendations for improved governance structures.	15 December 2025
7) Develop a final report containing evidence-based policy and institutional recommendations for strengthening IP&LC participation in sub-national BSAPs.	

Period of assignment: from 10.06.2025 until 15.12.2025

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.

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 candidates are required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The candidates are required to present and explain its approach to **steering** measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The candidates are 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 candidates are 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 Candidates 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 bidder must explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that list 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.

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
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, based on 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 managing the contractor (quality and deadlines).
- Lead the coordination and ensuring smooth communication with GIZ, Ministry of National Development Planning (Kementerian PPN/BAPPENAS), Ministry of Environment (KLH), Ministry of Forestry (KEMENHUT), and other key stakeholders 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 to achieve the objectives defined in Chapter 2.
- Provide overall strategic direction, coordination, and quality assurance for all consultancy activities.

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in a subject related to Forestry, Natural Resource Management, Biodiversity/Conservation Management, and Environmental Sciences.
- Language (2.1.2): Good technical language Level in English (B2 Level)
- General professional experience (2.1.3): Seven (7) years of professional experience in biodiversity policy, governance, or environmental management.
- Specific professional experience (2.1.4): Five (5) years of professional experience in leading multi-stakeholder projects related to biodiversity conservation policy and IP&LC participation. Specifically experienced working with the Indonesian government in the national and sub-national level related to biodiversity (e.g. BAPPENAS, KEMENHUT, and KLH, BAPPEDA, DLH).
- Leadership/management experience (2.1.5): Five (5) years of experience in a managerial or leadership role overseeing biodiversity governance and policy development.
- Regional experience (2.1.6): Three (3) years of experience working on biodiversity governance and IP&LC participation projects in Indonesia.
- Development cooperation (DC) experience (2.1.7): Three (3) years of experience in DC projects, working with GIZ, multi-stakeholders, and other development partners.
- Other (2.1.8): Participation in biodiversity policy development and IP&LC.

Biodiversity Governance Expert

Tasks of the Biodiversity Governance Expert

- Provide technical expertise on biodiversity governance and institutional frameworks.
- Support the development of an institutional framework for IPLC participation in BSAP formulation.
- Facilitate dialogues between IP&LCs and government agencies.
- Ensure alignment with national and international biodiversity policies, including KM-GBF.

Qualifications of the Biodiversity Governance Expert

- Education/training (2.1.1): Master's degree in a subject related to Environmental Governance, Environmental Policy, Natural Resource Management.
- Language (2.1.2): Good technical language Level in English (B2 Level)
- General professional experience (2.1.3): Three (5) years of professional experience in biodiversity governance, policy development, biodiversity conservation, or natural resource governance.

- Specific professional experience (2.1.4): Three (3) years of professional experience in stakeholder engagement, institutional analysis, and legal frameworks for biodiversity management related to IP&LC participation. Specifically experienced working with the Indonesian government in the national and sub-national level related to biodiversity (e.g. BAPPENAS, KEMENHUT, and KLH, BAPPEDA, DLH).
- Regional experience (2.1.6): Three (3) years of experience working on biodiversity governance projects related to IP&LC participation in Indonesia.
- Development cooperation (DC) experience (2.1.7): Three (3) years of experience in DC projects, working with GIZ, multi-stakeholders, and other development partners related to the IP&LC participation on the biodiversity policy development.
- Other (2.1.8): Participation in seminar national and international biodiversity policies, specifically BSAP processes and IP&LC right frameworks.

Community Development Specialist

Tasks of the Community Development Specialist

- Facilitate capacity-building programs for IP&LCs to enhance their participation in biodiversity governance.
- Support IP&LCs in engaging with policymakers and other stakeholders during the BSAP formulation process.
- Develop strategies for integrating traditional knowledge into biodiversity management.
- Organize community dialogues and participatory decision-making processes.
- Ensure IP&LC rights and priorities are reflected in the provincial BSAP documents.

Qualifications of the Community Development Specialist

- Education/training (2.1.1): Master's degree in a subject related to Community Development, Sociology, Anthropology, or a related field.
- Language (2.1.2): Good technical language Level in English (B1 Level).
- General professional experience (2.1.3): Five (5) years of professional experience in community development, particularly with IP&LCs and biodiversity conservation.
- Specific professional experience (2.1.4): Three (3) years of professional experience in participatory approaches, traditional knowledge integration, and social inclusion in environmental governance related to IP&LC participation. Specifically experienced working with the Indonesian government in the national and sub-national level related to biodiversity (e.g. BAPPENAS, KEMENHUT, and KLH, BAPPEDA, DLH).
- Regional experience (2.1.6): Three (3) years of experience working on IP&LC engagement and biodiversity conservation in Indonesia.
- Development cooperation (DC) experience (2.1.7): Three (3) years of experience in DC projects, working with GIZ, multi-stakeholders, and other development partners related to the IP&LC participation on the biodiversity policy development.
- Other (2.1.8): Participate in national and international seminar and training on human rights and conflict resolutions

Policy Analyst

Tasks of the Policy Analyst

- Conduct policy research and provide recommendations for IP&LC-inclusive biodiversity policies.
- Develop policy briefs and technical reports for government stakeholders.
- Support the formulation of provincial BSAP documents.

Qualifications of the Policy Analyst

- Education/training (2.1.1): Master's degree in a subject related to Public Policy, Environmental Law, Environmental Policy, or a related field.
- Language (2.1.2): Good technical language Level in English (B1 Level).
- General professional experience (2.1.3): Five (5) years of professional experience in environmental policy analysis and research related to the biodiversity policy and governance.
- Specific professional experience (2.1.4): Three (3) years of professional experience in biodiversity policy development related to IP&LC rights, especially related to the NBSAP, KM-GBF, and COP CBD. Specifically experienced working with the Indonesian government in the national and sub-national level related to biodiversity (e.g. BAPPENAS, KEMENHUT, and KLH, BAPPEDA, DLH).
- Regional experience (2.1.6): Three (3) years of experience working on biodiversity governance and policy in Indonesia and understand the biodiversity governance landscape in Indonesia.
- Development cooperation (DC) experience (2.1.7): Three (3) years of experience in DC projects, working with GIZ, multi-stakeholders, and other development partners related to IP&LC participation on biodiversity policy development.
- Other (2.1.8): Have published academic articles, especially research articles and policy briefs in the topics of IP&LC and biodiversity governance Monitoring & Evaluation (M&E) Specialist.

Monitoring and Evaluation Specialist

Tasks of the Monitoring & Evaluation (M&E) Specialist

- Develop and implement an M&E framework for IP&LC engagement in biodiversity governance.
- Track project progress against key milestones.
- Conduct impact assessments and document best practices.
- Ensure compliance with biodiversity monitoring frameworks such as KM-GBF and IBSAP.

Qualifications of the Monitoring & Evaluation (M&E) Specialist

- Education/training (2.1.1): Master's degree in a subject related to Biodiversity, Conservation, Environment, Development Studies, or a related field.
- Language (2.1.2): Good technical language Level in English (B1 Level).
- General professional experience (2.1.3): Five (5) years of professional experience in monitoring and evaluation of biodiversity conservation and IP&LC participation projects.
- Specific professional experience (2.1.4): Three (3) years of professional experience in biodiversity indicators, data collection, and impact assessment. Specifically experienced working with the Indonesian government in the national and sub-national level related to biodiversity (e.g. BAPPENAS, KEMENHUT, and KLH, BAPPEDA, DLH).
- Regional experience (2.1.6): Three (3) years of experience working on biodiversity governance and policy and IP&LC -rights in Indonesia.
- Development cooperation (DC) experience (2.1.7): Three (3) years of experience in DC projects, working with GIZ, multi-stakeholders, and other development partners related to the IP&LC participation on biodiversity policy development.
- Other (2.1.8): Advance in M&E software, especially Ms Excel, Spreadsheet, and Power BI.

Soft skills

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

- 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 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 from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

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 (CO₂ 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 CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ 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
Designation of Expert: Team Leader	1	75	75	GIZ HI

Designation of expert: Biodiversity Governance Expert	1	75	75	GIZ HI
Designation of expert: Community Development Specialist	1	75	75	GIZ HI
Designation of Expert: Policy Analyst	1	75	75	GIZ HI
Designation of Expert: Monitoring & Evaluation (M&E) Specialist	1	75	75	GIZ HI
Travel expenses	Number of experts	Number of days/night s per experts	Total	Comments
Per-diem allowance	4	28	112	Southwest Papua (7 days) East Kalimantan (7 days) East Java (7 days) Aceh (7 days)
Overnight allowance	4	24	96	Southwest Papua (7 days) East Kalimantan (7 days) East Java (7 days) Aceh (7 days)
Flights	Number of experts	Number of flights per experts	Total	Comments
Domestic flights	4	8	32	Flight Jakarta - Southwest Papua Flight Jakarta - East Kalimantan Flight Jakarta - East Java Flight Jakarta - Aceh
CO₂ compensation for air travel Link to working aid and table for determining the budget and Guidance for GIZ service	4	4 round trip	2 ways	A fixed budget of EUR 120 is earmarked for settling carbon offsets against evidence.

providers on avoiding, reducing and offsetting GHG emissions on setting the budget.				
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6. Deliverables

Deliverables	Expected Submission (date from commencement)	Payment term (%)
Deliverable 1 1) Conduct a review of existing policies, institutional frameworks, and identify gaps related to IP&LC participation in sub-national BSAP development. 2) Map key stakeholders, power dynamics, and existing engagement mechanisms relevant to biodiversity governance in the selected provinces	30 June 2025	1 st Payment (40%)
Deliverable 2 1) Design and deliver thematic consolidation and capacity-building sessions for IP&LC representatives, focusing on IBSAP 2025–2045 and KM-GBF implementation. 2) Facilitate the effective participation of IP&LCs in sub-national consultation and planning processes for BSAP development. 3) Organize and moderate structured multi-stakeholder dialogues between IP&LCs and provincial government representatives in four target provinces.	15 October 2025	2 nd Payment (30%)
Deliverable 3 1) Conduct technical consultations with provincial government stakeholders to assess current institutional arrangements and provide recommendations for improved governance structures. 2) Develop a final report containing evidence-based policy and institutional recommendations for strengthening IP&LC participation in sub-national BSAPs.	15 December 2025	3 rd Payment (30%)

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the 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.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

8. Option

N/A

9. Outsourced processing of personal data

N/A