

# Terms of reference (ToRs) for the procurement of services

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<b>Creative Agency/Consultant</b> for Developing the Identification Videos of the Protected Species as a knowledge product	<b>Project number:</b>  <b>22.2213.1-110.00</b>
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## General Information

### a. Brief Information on the Project

Indonesia plays an important role in achieving the goals of the Paris Agreement and the Convention on Biological Diversity (CBD). The country is one of the ten largest greenhouse gas emitters worldwide with emissions projected to more than double by 2030 (compared to 2010) following the business as usual (BAU) scenario. In addition, being an archipelagic state, Indonesia is severely impacted by the consequences of climate change. The Government of Indonesia is highly motivated to contribute to the achievement of the Paris Agreement by reaching the greenhouse gas (GHG) emission reduction targets determined in the country's Nationally Determined Contribution (NDC) and enhanced climate resilience: 29% compared to BAU by 2030 using national resources and up to 41% with international support.

Indonesia is one of 17 mega-diverse countries in the world hosting 17% of the world's wildlife. Its islands are home to a high variety of species, including many endemic types. However, the unique country's biodiversity is vulnerable. In the current National Mid-term Development Planning (RPJMN), the government set several targets for 2024 such as the participatory inventorial and verification activities of 70Mha high biodiversity value forest including 27Mha of conservation areas and 43Mha of high conservation value area (HCV) that is outside the conservation areas, and the enhancement of Clearing House Mechanism (CHM) governance to address these problems. To reach these targets a strategic approach with a clear operational definition of biodiversity and financial resources are required.

Against this background, the Government of the Federal Republic of Germany through the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) agreed to collaborate within the International Climate Initiative on the Climate and Biodiversity Hub Project. The project is implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH with BAPPENAS and Ministry of Environment and Forestry (MoEF/KLHK) as executing agencies. The overall outcome of the project is a strengthened policy framework creates the enabling conditions for a more effective and cohesive implementation of climate change mitigation, adaptation and biodiversity conservation measures in Indonesia

### b. Context

Indonesia's remaining strongholds of high biodiversity are primarily located within conservation areas. However, significant biodiversity potential also exists in production forests, protected forests, and other land-use areas (APL), where inventory and verification efforts remain inadequate. Even within conservation areas—spanning approximately 27.42 million hectares under the responsibility of the Directorate General of Natural Resources and Ecosystem Conservation (DG NREC) — ongoing inventory and re-verification are necessary to identify areas that still retain high biodiversity values requiring protection.

Since wildlife and plant species have dynamic distributions, they are not confined solely to conservation areas but are also found in APL lands. Under the RPJMN 2020-2024, the government is mandated to identify approximately 43 million hectares of high conservation value areas outside conservation zones, in addition to the 27-million-hectare conservation areas. These areas undergo annual biodiversity inventories and verification. Biodiversity conservation beyond protected areas is a key priority for DG NREC, particularly concerning protected species. The preservation of wildlife and plant species is a shared responsibility, and both the public and communities can contribute to conservation efforts in situ and ex situ, as

outlined in existing regulations. However, limited public awareness and expertise in conservation—especially in identifying protected species—remain significant challenges.

To support these efforts, the project has assisted DG NREC in identifying high conservation value (HCV) areas based on wildlife presence, contributing to the achievement of RPJMN 2020-2024 targets. The DG NREC Report 2022 ([++Final Inver KKHSKG 2022.pdf - Google Drive](#)) and the DG NREC Report 2023 ([5. Laporan Inver 2023 - Google Drive](#)) have been documented and published, while the development of the DG NREC Report 2024 is currently underway. The criteria for designating high conservation value areas based on wildlife occurrence include:

1. Endemicity at local, regional, and global levels.
2. Protection status under the Minister of Environment and Forestry Act Number P.106/2018.
3. Classification as a threatened species under the IUCN Red List categories.

Wildlife assessments focus on four taxa—birds, mammals, amphibians, and reptiles—ensuring that sufficient data and references for validation are available in the DG NREC database.

Despite these efforts, achieving a robust biodiversity dataset in DG NREC remains a challenge. To address this, the project has supported capacity building in inventory, data collection, verification, and reporting for DG NREC staff at both central and field levels. As a reference for implementing biodiversity inventories, the project has also developed a series of manuals for mammals, birds (Aves), herpetofauna, and plant species ([MANUAL INVER FINAL \(Print Purposed\) - Google Drive](#)).

However, there is still a critical need to further enhance the capacity of field staff, particularly in wildlife species identification, which remains a significant gap. The species identification manual should be both scientifically rigorous and user-friendly, ensuring accessibility for staff from diverse institutional backgrounds, including non-taxonomists and non-researchers. Additionally, making these materials available through social media platforms would enhance accessibility, engagement, and wider dissemination of conservation knowledge.

Against this background, and as part of implementing Activity of the GBF Implementation, GIZ (PN: **22.2213.1-110.00**) is assisting the Directorate of Species and Genetic Conservation (KSG) in developing species identification videos as a knowledge product. The product aim to increase stakeholder participation in conservation management. The focus will be on protected species listed under Ministry of Environment and Forestry (MoEF) Regulation No. P.106/MENLHK/SETJEN/KUM.1/6/2018, with a particular emphasis on terrestrial animal species. The majority of protected species fall under the threatened categories of the IUCN Red List.

These efforts aim to enhance biodiversity conservation and foster greater public engagement in species protection across Indonesia. Furthermore, a robust wildlife population inventory and monitoring will contribute to achieving National Target No. 4 of IBSAP 2025-2045, which emphasizes the protection and preservation of species and genetic diversity. Additionally, this aligns with the KM-GBF Headline Indicator No. 4 A3: Red List Index. The escalating threat of species extinction globally has become a critical concern for parties, including Indonesia. This issue goes beyond population declines, as some species face complete extinction at regional and local levels.

## **Tasks to be performed by the contractor.**

The contractor is responsible for providing the following services:

The consultant will conduct the tasks in close consultation or coordination with responsible advisors of GIZ and the Directorate of KSG - DG NREC. The consultant shall carry out the following tasks, which are not limited to:

### **Task 1: Preparation or Pre-Production**

1. Working closely with the Directorate of KSG, the authority responsible for wildlife species preservation, to develop protected species identification videos. In addition, with Bureau of Public Relations-Secretariat General the MoF. These videos will assist field staff in species identification while simultaneously enhancing awareness and participation from various stakeholders in conservation management
2. Collaborating with the Directorate of KSG to schedule activities and identify priority species for the development of identification videos from the list of protected species.
3. Coordinating with the Directorate of KSG to map and select experts to serve as resource persons.
4. Coordinating with the Directorate of KSG in identifying experts or practitioners based on taxa, species, or categories (refer to Annex 1), coordinating meetings with them, and engaging them as resource persons for the species identification videos. Experts/practitioners may contribute to multiple videos or species, ensuring scientific accuracy and consistency across the content. Working with selected experts and the Directorate of KSG to finalize the standard format and workflow for the identification video, including scripting.
5. Preparing equipment and selecting locations for video shooting.
6. Carrying out other necessary pre-production activities.

### **Task 2. Production of the Video Species Identification**

1. Producing scientifically accurate, engaging, and easy-to-understand identification videos of protected species, ensuring high-quality recording using a proper studio. Each species identification video will be up to 3 minutes long, including a 10-second video bumper, and will be categorized based on taxa
2. The species identification manual should be designed in a user-friendly format to ensure clarity and ease of understanding for staff from various institutions, including those without taxonomic or research backgrounds. Additionally, leveraging current social media platforms will enhance accessibility and engagement, reaching a broader audience effectively.
3. Videos taking of targeted species of the targeted species in the field or studio. Producing scientifically accurate, engaging, and easy-to-understand identification videos of protected species, ensuring high-quality recording using a proper studio. Species identification video will be up to 3 minutes long, including a 10-second video bumper, and will be categorized based on taxa. One video could cover same genus or Family which is similar or look like.
4. Conducting interviews with expert resource persons.
5. Documenting species characteristics (morphology, habitat, behavior, etc.).  
The content will describe key characteristics of each species, highlighting distinguishing features from similar species. This will include, but is not limited to:
  - Body features – Color, shape, pattern, hooves, bill, horn/antler, teeth, etc.

- Special behaviors – Nocturnal vs. diurnal activity, unique movements, feeding habits, etc.
  - Habitat and distribution – Preferred environments and geographic range.
  - Other or indirect features – Feces, footprints, paw markings, scent, and other traces.
  - Uniqueness – Distinctive traits that set the species apart from others.
6. Recording voiceovers for narration or explanations

### **Task 3. Post-Production**

1. Editing the video
2. Adding text, graphics, and supporting animations
3. Adding caption of each video, to support detail information of the video
4. Processing audio (narration, background music, sound effects, etc.)
5. Reviewing and revising with experts and relevant stakeholders
6. Finalizing and rendering the video

### **Task 4. Utilization and Final Task**

1. Approval the final videos by Directorate of KSG
2. Ready for publishing the video on digital platforms (websites, social media, etc.) by authorities, including captions or descriptions
3. Support with providing activity reports (including financial reports) and documentation for the GIZ Project's administrative purposes. The reports in Bahasa Indonesia, with executive summary in Bahasa Indonesia and English

Production of public service advertisement videos, with the following specifications:

#### **Interim Report:**

- Final 15 script/ storyboard of the protected species, phase 1, accepted by related experts as well as Directorate KSG
- Final 15 video of species identification, each version up to 3 minutes long.
- Final 15 captions agreed by the experts and Dir. KSG, for supporting video identification species
- Audio visual video and non-audio video output (optional)
- Minimum video resolution 1080p (Full HD)
- The video format is delivered in a digital format that is compatible with industry standards and easy to play on various platforms (including on cinema screen size)

#### **Final Report:**

- Final 15 script/ storyboard of the protected species, phase 2, accepted by related experts as well as Directorate KSG
- Final 15 video of species identification, each version up to 3 minutes long.
- Final 15 captions agreed by the experts and Dir. KSG, for supporting video identification species
- Audio visual video and non-audio video output (optional)
- Minimum video resolution 1080p (Full HD)

- The video format is delivered in a digital format that is compatible with industry standards and easy to play on various platforms (including on cinema screen size)
- Additional draft 20 script/ storyboard of the protected species, phase 3

Up to 50% interim payment will be performed after completing Deliverable 1

Period of assignment: **from June to 31 July 2025**

## 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.

### a. 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 0 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 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).

### b. Project management of the contractor (1.6)

The tenderer is required to explain its approach to 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 months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

### c. Personnel concept

The tenderer must provide personnel suited to filling the positions described based on their CVs (see Chapter. 7), the range of tasks involved, and the required qualifications.

The qualifications specified below represent the requirements for reaching the maximum points in the technical assessment.

## **TEAM LEADER**

### **Tasks of Team Leader**

- The Team Leader Working closely with the Directorate of KSG, as the responsible authority for the preservation of species to develop publication videos of protected species identification to increasing the participation of other parties in conservation management.
- Coordinating the team with the other parties to linking the wills of other parties and the abilities of the team. Also looking for the experts as resource person of the videos and arranging meeting with the experts with the close consultation with Directorate of KSG and GIZ.
- Scheduling of expert identification, meeting, to the producing of the identification videos.
- Planning the budgeting on the needs of equipment and experts/practitioners as resource persons.
- Formulating the protected species identification videos of the Directorate of KSG that is scientifically based, understandable, and attracting.
- Intensively discuss the draft with Directorate of KSG, DG NREC, and related stakeholders also resource people/experts.
- Perform other duties and tasks at the request of the supervisor.
- Support with providing activity reports (including financial reports) in English and documentation for the GIZ Project's administrative purposes.

### **Qualifications of Team Leader**

**Education/training (2.1.1):** A bachelor's degree or higher in Management, Design, Creative, Communication, Business, Forestry, Environmental Sciences, Biology, Forestry or other related discipline

**Language (2.1.2):** Excellent communication, strong analytical system and writing skills in Bahasa Indonesia and English.

### **General professional experience (2.1.3):**

- Minimum 3 years on managing the project of video making, especially in biodiversity and conservation field.
- Ability to analyse business needs and design the solutions as needed.
- Knowledge of videos production process and how to present it to the audiences.
- Good communication skills to interact with the partners, and related stakeholders, also other development teams.
- Strong documentation skills to assembling system specifications and other analytical documents.

### **Specific professional experience (2.1.4):**

- Knowledgeable and familiar with the biodiversity/ wildlife management, protected species, and conservation management of the Directorate KSG, DG NREC
- Having strong networking with wildlife and or nature photographers, field researchers, environmental enthusiast, nature/ environment journalist, also national parks offices, is highly preferred.

- Experience in developing educational videos which relating with nature/ biodiversity conservation.
- Experience in working with the Directorate KSG DG NREC and or Echelons II within DG NREC is highly preferred.
- Minimum 3 years' experience as a producer or production manager in the video production industry,
- Have a portfolio that shows quality and successful work in previous product projects, especially on nature/ biodiversity conservation.

**Leadership/management experience (2.1.5):**

- At least 2 years leading the work or project in developing publication videos especially the scope of DG NREC
- Ability to organize, coordinate and manage production teams efficiently,
- Have a strong understanding of the entire video production process, including creative concept, screenwriting, shooting, and editing.
- Excellent communication skills to interact with clients, team members, and other vendors

**KEY EXPERT 1 – CONTENT DEVELOPMENT**

**Tasks of key expert 1: Content Developer I**

- Formulating the protected species identification videos of the Directorate of KSG that is scientifically based, understandable, and attracting. Including the content arrangement (e.g. video bumper for opening, the using of logo, storyline, etc.)
- Developing the contents about 5 minutes for each video based on the taxa. For each taxa can contain more than a video as long as it present all the protected species, specifically on taxa mammals and reptile
- The contents describing the feature of the species, the differences with the closest species, etc. That including (but not limited to):
  - Body Features – Color, shape, pattern, hooves, bill, horn/antler, teeth, etc.
  - Special Behavior – Nocturnal or diurnal activity, movement patterns, feeding habits, etc.
  - Habitat & Distribution – Preferred environments and geographic range.
  - Other or Indirect Features – Feces, footprints, paw markings, scent, etc.
  - Uniqueness – Distinctive traits that set the species apart from others.
- Intensively discuss the draft with Directorate of KSG, DG NREC, and related stakeholders also resource people/experts.
- Perform other duties and tasks at the request of the supervisor.
- Support with providing activity reports (including financial reports) in English and documentation for the GIZ Project's administrative purposes

**Qualifications of key expert 1: Content Developer I**

**Education/training (2.2.1):** A bachelor's degree or higher in the biology education, environmental sciences, biology, forestry or other related discipline



**Language (2.2.2):** Excellent communication, analysis, and writing skills in Bahasa Indonesia and English.

**General professional experience (2.2.3):**

- Minimum 2 years' experience in developing the contents of educational videos.
- Ability to developing the contents of video, making the flowchart, and designing the concept of contents
- Experience in discussing with many experts/practitioners.
- Good understanding of target audience's needs.

**Specific professional experience (2.2.4):**

- Knowledgeable and good understanding on taxonomy
- Knowledgeable and familiar with the data of biodiversity, protected species, and conservation management of the Directorate KSG, DG NREC
- Experience in developing educational videos which related to wildlife species.
- Experience in working with the Directorate KSG DG NREC and or Echelons II within DG NREC is highly preferred.

**Leadership/management experience (2.2.5):**

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**KEY EXPERT 2 – CONTENT DEVELOPMENT**

**Tasks of key expert 2: Content Developer II**

- Formulating the protected species identification videos of the Directorate of KSG that is scientifically based, understandable, and attracting. Including the content arrangement (e.g. video bumper for opening, the using of logo, storyline, etc.)
- Developing the contents about 5 minutes for each video based on the taxa. For each taxa can contain more than a video as long as it present all the protected species, specifically on taxa Aves.
- The contents describing the feature of the species, the differences with the closest species, etc. That including (but not limited to):
  - Body Features – Color, shape, pattern, hooves, bill, horn/antler, teeth, etc.
  - Special Behavior – Nocturnal or diurnal activity, movement patterns, feeding habits, etc.
  - Habitat & Distribution – Preferred environments and geographic range.
  - Other or Indirect Features – Feces, footprints, paw markings, scent, etc.
  - Uniqueness – Distinctive traits that set the species apart from others.
- Intensively discuss the draft with Directorate of KSG, DG NREC, and related stakeholders also resource people/experts.
- Perform other duties and tasks at the request of the supervisor.
- Support with providing activity reports (including financial reports) in English and documentation for the GIZ Project's administrative purposes

**Qualifications of key expert 2: Content Developer II**

**Education/training (2.3.1):** A bachelor's degree or higher in the biology education, environmental sciences, biology, forestry or other related discipline

**Language (2.3.2):** Excellent communication, analysis, and writing skills in Bahasa Indonesia and English.

**General professional experience (2.3.3):**

- Minimum 2 years' experience in developing the contents of educational videos.
- Ability to developing the contents of video, making the flowchart, and designing the concept of contents
- Experience in discussing with many experts/practitioners.
- Good understanding of target audience's needs.

**Specific professional experience (2.3.4):**

- Knowledgeable and good understanding on taxonomy
- Knowledgeable and familiar with the data of biodiversity, protected species, and conservation management of the Directorate KKHSG, DG NREC
- Experience in developing educational videos which related to wildlife species.
- Experience in working with the Directorate KSG DG NREC and or Echelons II within DG NREC is highly preferred.

**Leadership/management experience (2.3.5):**

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**KEY EXPERT 3 – PRODUCTION TEAM - Videographer**

**Tasks of key expert 3: Videographer**

Taking videos with adequate equipment. It is also needed in using of proper studio in recording the videos.

- Producing the videos of protected species identification or capturing footage (shooting video). Working closely with the team to make the videos attractive and understandable. The videos including the
- Field production, such as collecting the supporting data (e.g. picture, sound, etc.) of the specific-species; Making briefs for the resources person about the data that will be presented. Also, collecting the inputs and the data from the resources person.
- Producing raw video footage bumper part (about 10 seconds) that can categorize by the order/ordo.
- Ensuring the operation and setup of cameras and shooting equipment (lighting, drones, gimbals, etc.), as well as arranging shots, lighting, and camera movements during on-site work or filming sessions.
- Ensuring the the video in high quality and aligned with the visual and audio.
- Intensively discuss the draft with Directorate of KSG, DG NREC, and related stakeholders also resource people/ experts.
- Perform other duties and tasks at the request of the supervisor.
- Support with providing activity reports (including financial reports) in English and documentation for the GIZ Project's administrative purposes

**Qualifications of key expert 3: Videographer**

**Education/training (2.4.1):** A bachelor's degree or higher in communication, media, creative, environmental sciences, biology, forestry or other related discipline

**Language (2.4.2):** Excellent communication, analysis and writing skills in Bahasa Indonesia and English.

**General professional experience (2.4.3):**

- Minimum 3 years' experience in videographic and shooting, editing.
- Advance in using of operating cameras and shooting tools e.g. camera, microphone, lighting tools, gimbal, drone, etc.
- Mastery in setting up shots, lighting, and camera movement,
- Experienced to concepts of video shooting (e.g. object angle, lighting, etc.) and
- Experienced working on-site during events or filming sessions (e.g., documentaries, short films, promotional videos).
- Ability in managing the video footages and bumper, especially for the data of wildlife or biodiversity.

**Specific professional experience (2.4.4):**

- Strong networking with wildlife and or nature photographers, field researchers, environmental enthusiast, nature/ environment journalist, also national parks offices, is highly preferred.
- Experienced in the video shooting and or developing video specifically relating with wildlife species, biodiversity, or natural resources is highly preferred.
- Experienced in working with the Directorate KSG DG NREC and or Echelons II within DG NREC is highly preferred.
- Have a portfolio that shows quality and successful work in previous product projects, especially related to wildlife species

**Leadership/management experience (2.4.5):**

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**KEY EXPERT 4 – PRODUCTION TEAM – Video Editor**

**Tasks of key expert 4: Video Editor**

Taking videos with adequate equipment. It is also needed in using of proper studio in recording the videos.

- Editing and producing the videos of protected species identification. Working closely with the team to make the videos attractive and understandable. The videos including the
- Collecting the supporting data (e.g. picture, sound, etc.) of the specific-species.
- Finalizing briefs for the resources person about the data that will be presented. Also, collecting the inputs and the data from the resources persons.
- Finalizing the videos including the bumper part (about 10 seconds) that can categorize by the order/ordo.
- Ensuring the coloring, lighting and audio of the video in high quality and aligned with the visual.
- Intensively discuss the draft with Directorate of KSG, DG NREC, and related stakeholders also resource people/experts.
- Perform other duties and tasks at the request of the supervisor.
- Support with providing activity reports (including financial reports) in English and documentation for the GIZ Project's administrative purposes

## **Qualifications of key expert 5: Video Editor**

**Education/training (2.5.1):** A bachelor's degree or higher in communication, media, creative, environmental sciences, biology, forestry or other related discipline

**Language (2.5.2):** Excellent communication, analysis and writing skills in Bahasa Indonesia and English.

### **General professional experience (2.5.3):**

- Minimum 3 years' experience in videographic, shooting, editing and assembling raw footage into a final product.
- Mastery in using of video editing tools/ software, e.g. Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, etc.
- Experience to concepts of video shooting (e.g. object angel, lighting, etc.)
- Ability in managing the video footages, especially enhancing color (color grading) and also audio (mixing and cleanup).

### **Specific professional experience (2.5.4):**

- Strong networking with wildlife and or nature photographers, field researchers, environmental enthusiast, nature/ environment journalist, also national parks offices is highly preferred.
- Experience in developing or editing video which relating nature/ biodiversity/ wildlife species conservation is highly preferred.
- Experience in working with the Directorate KSG DG NREC and or Echelons II within DG NREC is highly preferred.
- Have a portfolio that shows quality and successful work in previous product projects, especially related to wildlife species.

### **Leadership/management experience (2.5.5):**

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## **5. Costing requirements**

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works (**based on output**), we would ask you to offer your services at a lump sum price that should be divided per output described below. The price per output must contain all relevant costs (fees, travel expenses, workshops, etc.). The estimated expert days serve as guidance only.

<b>Outputs/partial works</b>	<b>Deadline/place/person responsible</b>	<b>Payment</b>
<b>Deliverable 1</b>		
<ul style="list-style-type: none"> <li>• Workplan or a timeline for concept development and video production execution</li> </ul>	First week of June 2025	

<ul style="list-style-type: none"> <li>• Submit ideas and video concepts that suit the needs of Directorate of KSG and the GIZ</li> <li>• Carry out brainstorming and agreement on ideas, storylines, illustrations, message formulation and video concepts with the Directorate of KSG, PusHumas and the GIZ</li> </ul>		
Video concept approval process by the Directorate of KSG	Second week of June 2025	
Monitoring the concept preparation and video production process	Second to fourth week of June 2025	30 June 2025
<b>Deliverable 2</b>		
<ul style="list-style-type: none"> <li>• Workplan or a timeline for concept development and video production execution</li> <li>• Submit ideas and video concepts that suit the needs of Directorate of KSG and the GIZ</li> </ul> <p>Carry out brainstorming and agreement on ideas, storylines, illustrations, message formulation and video concepts with the Directorate of KSG, PusHumas and the GIZ</p>	First week of July 2025	
Video concept approval process by the Directorate of KSG	Second week of July 2025	
Monitoring the concept preparation and video production process	Second to fourth week of July 2025	
Making video production reports.	Fourth week of July	31 July 2025

## 7. Inputs of GIZ or other actors

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

- Overall facilitation with the Ministry of Forestry and other relevant institutions

- General activity steering with GIZ project consultants
- Intellectual property rights, All rights arising from the results of thought processes that produce a product or process created during survey activities from start to finish belong to the Ministry of Forestry. Use or utilization outside the provisions will be subject to sanctions according to articles in the Intellectual Property law

## 8. Requirements on the format of the bid

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 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 (language).

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

*Annex 1 Categories of Taxa under Ministry of Environment and Forestry (MoEF) Regulation No. P.106/MENLHK/SETJEN/KUM.1/6/2018*

Categories of Taxa – Order	Families	Number of Species
<b>Mammals</b>		<b>137</b>
Artiodactyla	Bovidae, Cervidae, Suidae, Tragulidae	13
Big Mammals – Perissodactyla and Proboscidea	Elephantidae, Rhinocerotidae, Tapiridae	4
Carnivore	Mustelidae, Ursidae, Viverridae, Canidae, Felidae, Prionodontidae	19
Chiroptera	Pteropodidae	3
Marine and Freshwater Mammals – Cetacea and Sirenia	Balaenopteridae, Delphinidae, Dugongidae, Phocoenidae, Physeteridae, Ziphiidae	32
Marsupialia – Diprotodontia	Macropodidae, Phalangeridae	22
Primate	Hominidae, Cercopithecidae, Hylobatidae, Lorisidae, Tarsiidae	37
Other mammals (Rodentia, Monotremata, Pholidota, Pholidota)	Manidae, Tachyglossidae, Leporidae, Hystricidae, Sciuridae	7
<b>Aves</b>		<b>557</b>

Categories of Taxa – Order	Families	Number of Species
<u>Waterbirds</u> – Suliformes, Ciconiiformes, Anseriformes, Pelecaniformes, Podicipdiformes	Sulidae, Phalacrocoracidae, Ciconiidae, Anatidae, Ardeidae, Threskiornithidae, Pelecanidae, Podicipidae	38
<u>Shorebirds</u> – Charadriiformes	Haematopodidae, Burhinidae	4
<u>Seabirds</u> – Charadriiformes, Phaetontiformes, Suliformes, Procellariiformes	Phaetontidae, Laridae, Stercorariidae, Laridae, Fregatidae, Procellariidae, Hydrobatidae	48
<u>Arboreal</u> – Cuculiformes, Coraciiformes, Trogoniformes, Columbiformes, Piciformes, Apodiformes	Cuculidae, Meropidae, Alcedinidae, Trogonidae, Columbidae, Picidae, Indicatoridae, Capitonidae, Apodidae	62
<u>Terrestrial</u> – Galliformes, Gruiformes, Casuariiformes, Otidiformes, Charadriiformes	Phasianidae, Megapodiidae, Megapodiidae, Rallidae, Gruidae, Casuaridae, Otididae, Scolopacidae, Rostratulidae, Charadriidae, Glareolidae, Recurvirostridae, Turnicidae	69
<u>Nocturnal</u> – Strigiformes, Caprimulgiformes	Strigidae, Tytonidae, Caprimulgidae, Podargidae	19
<u>Hornbill</u> – Bucerotiformes	Bucerotidae	13
<u>Raptor</u> – Falconiformes, Acciptriformes	Falconidae, Acciptridae	76
<u>Parrot</u> – Psittaciformes	Psittacidae, Cacatuidae	88
<u>Songbirds</u> – Passeriformes	Cnemophilidae, Pellorneidae, Petroicidae, Turdidae, Nectariniidae, Leiothrichidae, Timaliidae, Paradisaeidae, Aegithalidae, Chloropseidae, Pycnonotidae, Corvidae, Meliphagidae, Sturnidae, Zosteropidae, Monarchidae, Rhipiduridae, Ptilonorhynchidae, Pittidae, Festrildidae, Fringillidae, Musicapidae	140
<b>Herpetofauna</b>		<b>38</b>
Anura	Bufo	1
Crocodiles	Crocodylidae	4
Lizards	Agamidae, Lanthanotidae, Varanidae	15
Snakes	Pythonidae	4
Turtles	Carettochelyidae, Chelidae, Cheloniidae, Dermochelyidae, Geoemydidae, Testudinidae, Trionychidae	14
<b>Plant</b>		<b>117</b>
Epiphyte	Orchidaceae, Rafflesiaceae	41
Herbs	Araceae	2
Liana	Nepenthaceae	59
Shrubs	Asteraceae, Simaroubaceae, Taxaceae	3
Tree	Araucariaceae, Arecaceae, Dipterocarpaceae, Fagaceae, Malvaceae, Thymelaeaceae	12
<b>Total</b>		<b>849</b>

