Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Facilitating the Implementation Community Workplan, Automated Water Logger Maintenance, and Native Forest Seedlings Collection	Project number/ cost centre: 14.9048.1-001.00

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0. List of abbreviations

ASEAN-REPEAT-SUPA	Sustainable Use of Peatland and Haze Mitigation in ASEAN
ASEC	ASEAN Secretariat
APMS	ASEAN Peatland Management Strategy
NAPPs	National Action Plan on Peatlands
PHU	Peatland Hydrological Unit
DPKG	Directorate Peat Degradation Control
TK-PPEG	Team Kerja Perlindungan dan Pengelolaan Ekosistem Gambut
i.e. Working Group Protection and Management of Peat Ecosystems	
AMS	ASEAN Member States
ToRs	Terms of reference

1. Context

The ASEAN-REPEAT-SUPA (*Sustainable Use of Peatland and Haze Mitigation in ASEAN* is a regional programme implemented by the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH to strengthen the ASEAN Secretariat (ASEC) and AMS to implement the ASEAN Peatland Management Strategy (APMS) and National Action Plan on Peatlands (NAPPs). The goal of ASEAN-REPEAT-SUPA is to strengthen the capacity and knowledge of AMS state agencies on peatland governance both at institutional and individual level, informed upon demonstration action on the ground. ASEAN-REPEAT-SUPA is financed by the Federal Ministry for Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV). The programme is implemented using a multi-level approach, from regional, national, and local levels and is structured into three work areas:

(1) Strengthening regional cooperation by strengthening ASEAN,
(2) Specific support to AMS for the implementation of ASEAN Peatland Management Strategy (APMS) and National Action Plan (NAPPs), and
(3) Generating pilot experiences from Indonesia and Malaysia.

At local level, work area 3 “Generating pilot experiences from Indonesia and Malaysia” will demonstrate how a certain area within one landscape or peatland hydrological unit (PHU) can be rehabilitated through the implementation of sustainable peatland management practices.

In 2020, Directorate Peat Degradation Control (DPKG) Ministry of Environment and Forestry Indonesia in coordination with Environment Agency of Aceh Province selected three (3) PHUs, two (2) Districts: Nagan Raya District and Aceh Barat Districts for the implementation of SUPA C1 pilot site.

Table 1. SUPA pilot site 10 priority villages in Aceh

Aceh Barat	Nagan Raya
1. Keub Village, Arongan Lambalek Sub-District.	1. Blang Luah Village, Darul Makmur Sub-district.
2. Pange Village, Samatiga Sub-district.	2. Sumber Bakti Village, Darul Makmur Sub-district.
3. Kuta Padang Village, Bubon Sub-district.	3. Pulo Kruet Village, Darul Makmur Sub-district.
4. Beurawang Village, Bubon Sub-district.	4. Makarti Jaya Village, Darul Makmur Sub-district.
	5. Kayee Unoe Village, Darul Makmur Sub-district.
	6. Lueng Keube Jagat, Tripa Makmur Sub-district.

SUPA has been supporting the peatland management activities in the 10 priority villages by implementing sustainable peatland management. To support the livelihood, we developed 10 demonstration plots for the villages and hired 1 facilitator for each village. To check the water condition, we have installed 10 automated water loggers. Further

support is needed to make sure that all the programs we implemented will be sustainable after the project ends.

Thus, GIZ is seeking a service provider **(based in Aceh)** to coordinate the peatland community working group (TKPPEG) activities in pilot site. The service provider is asked to facilitate and monitor the activities such as water logger maintenance, native tree collection for land revegetation, and implementation of TKPPEG working plan.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Maintenance of 10 automated water loggers in the priority villages
- Installation of Automatic Fire Danger Rating System Signboard (annex 1)
- Collecting 1.000 native tree seedlings (minimum 8 species) for each priority villages
- Facilitate village facilitators regular meetings (3 times) in Meulaboh.
- Facilitate the implementation of TKPPEG working plan in 10 priority villages (annex 2)

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

Milestones/partial works	Deadline	Criteria for acceptance
1. Workplan and methodology	June 2024	- Workplan and methodology approved by GIZ team
2. Installation of Fire Danger Rating System and the signboards (annex 1)	15 June 2024	- Automated FDRS installed and work properly - Report, picture, and handover document signed by TKPPEG
3. Collection of 1.000 native tree seedlings in 10 villages	15 July 2024	- a report with photos of seedlings collected and distributed to TKPPEG - Hand over seedlings document signed by TKPPEG
4. Implementation of Community Work Plan-RKM (see annex 2)	15 June and 15 July 2024	- All the work written in annex 1 is implemented - Report with picture from each village and signed hand over document from TKPPEG
5. Regular automated water logger maintenance (monthly) in 10 villages	5 December 2024	- a report with photo documentation, checklist form with data when the maintenance was done
6. Facilitate the village facilitators regular meetings in Meulaboh	30 July 2024	- minutes of meetings with signed attendance list

Period of assignment: from 10 June - 31 December 2024.

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**.

Further requirements (1.7)

The tenderer is required to present the proposed concept (workplan and strategy) at interview stage (only selected candidates)

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, 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

<u>Tasks of the team leader</u>

- 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

Qualifications of the team leader
- Education/training (2.1.1): university degree (bachelor/Master) in Forestry, Agriculture, environment, or community related education
- Language (2.1.2): B2-level proficiency in English
- General professional experience (2.1.3): at least 8 years of professional experience in the community development, project management, or forestry sector
- Specific professional experience (2.1.4): 5 years in Community Based Forest Management
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company

Short-term expert pool with maximum 2 members

Tasks of short-term expert pool
- Assist the team leader with project results.
- Monitor the community workplan activities implementation in 10 villages.

Qualifications of short-term expert pool
- Education/training (2.6.1): University degree or equivalent in Forestry, Agriculture, or community development.
- Language (2.6.2): Fluent in Aceh language is preferred.
- General professional experience (2.6.3): at least 4 years of experience
- Specific professional experience (2.6.4): 3 years of experience in community development

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Soft skills of team members
In addition to their specialist qualifications, the following qualifications are required of team members:
- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Interdisciplinary thinking

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 deliverable based, the contractor is asked to offer the service fee at **a lump sum price**. Therefore, please divide the lump sum price into

the milestones/deliverables described below. The estimated expert days serves as a guidance only.

The price per milestone must **contain all associated costs** (experts fee, accommodation, flights, local transport, etc). The logistic costs associated with any workshops/meetings required for each milestone must be excluded from the offer.

No.	Milestones/Deliverables	Estimated expert days (for orientation)	Deadline	Payment Term
1	Workplan and methodology approved by GIZ team	3 days	June 2024	1st payment 30% June 2024
2	1 time village facilitators regular meeting - Minutes of meeting with signed attendance list	1 day	15 June 2024	
3	2-time maintenance of water logger in 10 village - a report with photo documentation, checklist form with data when the maintenance was done	5 days	15 June 2024	
4	RKM activity (fishery activity only) - food and vitamins are distributed to the 10 priority villages - Report, picture, and signed handover from the TKPPEG	5 days	15 June 2024	
5	10 automated FDRS and signboards installed in 10 villages. - automated FDRS installed and work properly - Report, picture, and handover signed by TKPPEG	10 days	15 July 2024	2nd payment 25% July 2024
6	Community Work Plan (RKM) Implemented - All the work written in annex 1 is implemented - Report with picture from each village and signed hand over document from TKPPEG	20 days	30 July 2024	
7	1.000 native tree seedlings collected in 10 villages. - a report with photos of seedlings collected and distributed to TKPPEG - Hand over seedlings document signed by TKPPEG	10 days	30 July 2024	
8	2 times village facilitators regular meetings - minutes of meetings with signed attendance list	2 days	15 Aug 2024	3rd payment 20% Aug 2024
9	8 times maintenance of water logger in 10 villages - a report with photo documentation, checklist form with data when the maintenance was done	16 days	5 Dec 2024	
10	Final Report	3 days		final payment 25% Dec 2024

6. Requirements on the format of the tender

The structure of the bid 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 complete concept must not exceed 10 pages (excluding CV). The bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English. External content (e.g. links to websites) will also not be considered.

The CV proposed in accordance with Chapter 4 of the ToRs must be submitted using the format standard for application. The CV shall not exceed 4 pages. They must clearly show the position and job the proposed person held in the reference project and for how long. The CV must be submitted in English.

As the contract to be concluded is a contract lump sum base, please offer a lump sum price that covers all relevant costs for the service (experts fee, accommodation, flights, local transport, etc).). The price bid will be evaluated on the basis of the specified lump sum price which must be realistic for the services to be rendered. The specifications for pricing are defined in the Price Schedule.

7. Annexes

Annex 1. Automated FDRS signboards

Annex 2. Community Workplan (RKM)

No	Location	Activities	Detailed Item	Unit
1	Beurawang	Agriculture	Pineapple	500 seedlings
			taro	500 seedlings
			Bird eye chilli	3 pax
		Fishery	Fish pellet	6 sacks

			Fish vitamin	2 pax
2	Keub	Agriculture	Pineapple	600 seedlings
			Sweet Potato	50 kg
		Demo Plot	Fencing net	15 kg
3	Pange	Agriculture	Bird eye chilli	2 pax
			Aubergine/eggplant	3 pax
			Long beans	2 pax
		Bee farm	Bee food plants	10 seedlings
		Fishery	Fish pellet	4 sacks
			Fish vitamin	3 pax
4	Kuta Padang	Agriculture	Pineapple	500 seedlings
			Taro	500 seedlings
			Watermelon	5 pax
		Fishery	Fish pellet	4 sacks
			Fish vitamin	3 pax
5	Kayee Unoe	Bee farm	Bee food plants	20 seedlings
		Agriculture	Corn	3 kg
		Fishery	Fish pellet	4 sacks
			Fish vitamin	3 pax
6	Makarti Jaya	Bee farm	Bee food plants	15 seedlings
		agriculture	Porang	15 kg
			Corn	2 kg
			Red ginger	3 kg
7	Pulo Kruet	Bee Farm	Bee food plants	25 seedlings
		Agriculture	Peanut	1 kg
			Bird eye chilli	1 pax
			Red ginger	5 kg
		Fishery	Fish Food	6 sacks
			Fish vitamin	3 pax

8	Blang Luah	Bee Farm	Bee food plants	15 seedlings
		Agriculture	katuk	300 plants
			Red ginger	5 kg
		Fishery	Fish Food	5 sacks
			Fish vitamin	3 pax
		Seedling house	UV plastic	10 meters
			Shading net	30 meters
9	Leung Keubeu Jagat	Bee farm	Bee food plants	20 seedlings
		Agriculture	Corn	4 kg
		Fishery	Fish Food	2 sacks
			Fish vitamin	2 pax
			Biogreen biotech	3 bottles
		Seedling house	Shading net	40 meters
			Waring Net	1 roll
10	Sumber Bakti	Bee farm	Bee food plants	10 seedlings
		Agriculture	Porang	10 kg
			Red ginger	5 kg
		Fishery	Fish Food	5 sacks
			Fish vitamin	3 pax