

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

CONFIDENTIAL

Provincial Capacity Development and Implementation Support for Green Economy Transformation in Indonesia	Project number/ cost centre: 21.2171.3-001.00
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0. List of abbreviations

Bappeda	Regional Development Planning Agency
Bappenas	Indonesian Ministry for National Development Planning
BMF	German Federal Ministry of Finance
BMZ	German Federal Ministry for Economic Cooperation and Development
EUR	Euro
FGD	Focus Group Discussion
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
IDR	Indonesian Rupiah
NGO	Non-Governmental Organization
ToR	Terms of Reference

1. Context

The technical cooperation project “Green Economic Recovery: Green Growth Diagnostic Framework in Indonesia”, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the Indonesian Ministry for National Development Planning (Bappenas) to improve the institutional and regulatory framework for the transformation towards a Green Economy in Indonesia at national and provincial level. It works towards 3 outputs: 1) The analytical capacities of Bappenas and other relevant actors for evidence-based policy design of the transformation to a green economy are strengthened; 2) Policy formulation and coordination for the transformation to a green economy are better aligned, taking into account proposals to improve the economic situation of women; and 3) The capacities for planning and monitoring the transformation to a green economy have been improved in selected provinces. By applying economic modelling tools which consider sustainability parameters, the project is assisting Bappenas to identify economic sectors to prioritize in their green growth strategies. These strategies will guide the mid- and long-term development planning of the central government that will be a guidance for the regional level.

Output 1 aims to boost Bappenas and other actors' analytical capabilities for evidence-based planning in transitioning to a green economy. The focus is on the Directorate of Macro Planning and Statistical Analysis. Efforts include enhancing economic models, improving data for calculations, and training professionals. Output 2 aims to align policy formulation for a green economy among Bappenas, the Ministry of Finance, sector ministries, and other authorities. This involves collaborative scenario development with sector ministries, ensuring early stakeholder involvement, and emphasizing gender-sensitive policy scenarios. Output 3 seeks to enhance planning and monitoring capacities for the green economy transition in up to nine provinces. It supports provinces with existing green initiatives and helps new provinces identify potential challenges and recommendations. The approach is cost-effective, leveraging German Development Cooperation experience and utilizing tools like the Green Economy Index for provinces.

The project has reached the earlier stages with a province selection study and a sub-national capacity assessment. These studies have identified priority provinces, and their capacity needs to implement green economy transformation. The 3 main pilot provinces will be Bali, East Kalimantan, and Riau Islands; there will also be 4 additional pilot provinces: Aceh, Central Java, East Nusa Tenggara, and South Sulawesi.

The contractor which will deliver the services laid out in this tender (hereafter called the “Provincial Consultant”) is to follow up the findings and to carry out activities in the 7 selected provinces. The activities will focus on strengthening provincial capacities for green growth planning and green economy policy design, which align with output 3 of the project. The contractor will be expected to lead and facilitate evidence-based processes such as data consolidation, policy scenario consultation, dashboard concept development, and provincial contributions to national modelling and guidance. These tasks may be delivered through a range of modalities — including but not limited to workshops, Focus Group Discussions (FGDs), tailored technical assistance, and the development of knowledge products — which will be selected based on provincial needs and context. The services laid out in this tender are to be complementary to another consulting package which will be implemented by a team on the national level primarily (hereafter called “National Consultant”). This National Consultant will contribute to the fulfilment of the output indicators 1.1; 1.2 and 2.1 and 2.2. The Provincial Consultant is therefore responsible for the fulfilment of output indicators 3.1 and 3.2 as well as supporting the National Consultant to ensure complementarity between national and provincial levels.

2. Tasks to be performed by the contractor

The primary objective of this assignment is to design, implement, and document a comprehensive package of support for provincial level green economy transformation in the 3 (three) main pilot provinces (Bali, East Kalimantan, Riau Island) and 4 (four) additional pilot provinces (Aceh, Central Java, East Nusa Tenggara, and South Sulawesi). This support should be based on the findings of previous assessment and the initial capacity development design concept and will contribute to the achievement of Output 3 of the project.

The project is measured against **outputs** which are defined through **output indicators**. The contractor is responsible for achieving the objectives and indicators as described in this document.

- **Output Indicator 1.1**

3 analytical instruments from Bappenas have been further developed or newly created concerning the green transformation.

Baseline: 0 analytical instruments (no analytical instruments from Bappenas have been further developed or newly created).

Target: 3 analytical instruments

Further development means, among other things, that additional data is integrated into models, additional indicators are measured, or new results are simulated.

- ↳ **Expected contribution from this assignment:**

The contractor is **indirectly responsible** for the achievement of this indicator.

The contractor shall then support provincial data collection necessary for selected instruments.

- **Output Indicator 1.2**

30 employees of Bappenas and other relevant state actors, 15 of whom are women, confirm that they have applied the knowledge they have acquired in further capacity building on the analytical instruments of the green transformation.

Baseline: 0 employees (no employees have yet received further training on the application of green transformation analytic tools)

Target: 30 employees, 15 of whom are women

Capacity development measures that contribute to the application of the analytical instruments are, for instance, on-the-job trainings, job shadowing, and peer learning formats. Relevant state actors include employees of Bappenas, sector ministries, **provincial governments**, and relevant research institutions.

- ↳ **Expected contribution from this assignment:**

The contractor is **not responsible** for the achievement of this indicator. However, it shall ensure complementarity and support in e.g. identifying candidates to participate in these trainings that will be conducted by the National Consultant That is, the contractor shall collaborate with National Consultant and coordinate with provincial stakeholders to implement the capacity development measures.

- **Output Indicator 2.1**

5 gender-differentiated policy scenarios for the transformation to a green economy have been developed in coordination with sector ministries.

Baseline: 0 policy scenarios (analytical instruments have not been able to depict policies for the transformation to a Green Economy).

Target: 5 policy scenarios

Policy scenarios are analysed with enhanced/improved economic models and make projections for the economic development before, during and after the transformation to a green economy, e.g. with regards to income development, the labour market, the development of gross domestic product, exports, and other economic as well as environmental indicators. For instance, this could be a scenario of a transition towards circular economy in Bali, a scenario about sustainable agriculture in East Kalimantan, or a scenario about trade policy impacts for Riau Islands.

↳ **Expected contribution from this assignment:**

The contractor **is not directly responsible** for the achievement of this indicator as it will be completed under the National Consultant. However, the contractor shall ensure complementarity and support in gathering additional data where needed.

The contractor shall develop provincial policy formulation in 3 main Provinces
The contractor is also expected to identify how green transformation scenarios may differently impact women, men, and other social groups.

- **Output Indicator 2.2**

5 formats for coordinating the formulation and implementation of policy measures with sector ministries for the transformation to a Green Economy in Indonesia have successfully taken place with the participation of Bappenas.

Baseline: 0 formats (although a Green Economy Task Force exists within Bappenas, it is currently inactive).

Target: 5 formats

↳ **Expected contribution from this assignment:**

The contractor is **not responsible** for the achievement of this indicator.

- **Output Indicator 3.1**

In 3 selected provinces, monitoring plans for strategies defining the transformation to a Green Economy at the provincial level are in place.

Baseline: 0 provinces (although Bali has a Green Economy strategy, it is not currently monitored).

Target: 3 provinces

↳ **Expected contribution from this assignment:**

The contractor is **directly responsible** for the achievement of this indicator. That is, the contractor shall work in together with the local government to develop suitable concept of monitoring system for each province. Coordination with national consultant is a must to ensure the coherence of monitoring system with national policy.

- **Output Indicator 3.2**

In 4 selected additional provinces, potentials, challenges, and policy recommendations for a green economic transformation have been identified by relevant actors at the provincial level.

Baseline: 0 provinces (no other provinces included so far).

Target: 4 provinces

↳ **Expected contribution from this assignment:**

The contractor is **fully responsible** for the achievement of this indicator. That is, the contractor shall develop Preliminary Assessment for Policy Scenario in 4 additional Provinces and National Guidance on Green Economic Transition.

The contractor is responsible for providing the following services:

- **Review and Detailed Planning:** This task ensures that all activities are aligned with previous findings and tailored to specific provincial needs, and also designed to integrate with the data, models and policies being developed at the national level. This would include:
 - Review relevant documents based on the findings of previous reports and project activities. This includes, but not limited to:
 1. Short study on Recommendation of Green Economy Framework and Policies for specific issues.
 2. Study on Provincial Selection for Implementation of Green Economy Recovery Project
 3. Study on Provincial Capacity Needs Assessment
 4. Study on Stakeholder Analysis
 5. Identify studies developed by other GIZ supported projects
 - Develop comprehensive and detailed activity plans. These plans should be developed for each province, or for clusters of provinces sharing similar characteristics. Specific objectives, proposed methodologies, intended target participants, realistic timelines, necessary resource allocations, and measurable expected outputs must be highlighted in each plan. The plan should also describe how each activity will contribute to the development and application of analytical instruments (Output 1.1 and Output 1.2), policy scenarios (Output 2.1.), and Monitoring plans (Output 3.1), particularly ensuring alignment with national models and framework coordinated by Bappenas and GIZ.
- **Activity Implementation:** Organize and facilitate the planned activities across 3 main pilot provinces with 4 additional pilot provinces towards the project outputs. This would include three work packages (WP) related to the outputs of the overall project:
 - WP I: *Analytical Instruments and Monitoring System (Output I and III)*,
 - WP II: *Capacity Development (Output I)*,
 - WP III: *Governance Support and Provincial Policy formulation (Output II and III)*

All three work packages are implemented in close cooperation with GIZ that will also cover specific activities and provide logistical and organisational support to activities.

The contractor shall ensure gender-sensitive, inclusive, and participatory processes across all activities, and facilitate continuous coordination with GIZ, Bappenas, National Consultants, and provincial stakeholders.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones. In general, the contractor shall monitor and evaluate the impact of development effort along project implementation through pre and post assessment, feedback loops, and outcome tracking, ensuring alignment with intended outcomes.

Work Package I Analytic Instruments and Monitoring System	Work Package II Capacity Development	Work Package III Governance Support and Provincial Policy Formulation
Activity I.1 Provincial Data Collection in 3 main Provinces	Activity II.1 Capacity Development for Selected Instruments in 3 main Provinces and 4 additional Provinces	Activity III.1 Development of Provincial Policy Formulation in 3 main Provinces and Preliminary Assessment for Policy Scenario in 4 additional Provinces
Activity I.2 Support for Development of Monitoring and Reporting System		Activity III.2 Development of National Guidance on Provincial Green Economic Transition

Work package I (relates to output 1 and 3): Analytic Instruments and Monitoring System

Activity I.1: Provincial Data Collection in 3 main Provinces (Bali, East Kalimantan, Riau Islands)		
Key activities to be executed by the contractor	<ul style="list-style-type: none"> Conduct a thorough assessment to elaborate the current state of planning capacities in Provincial government, particularly to the green economic plan (including the definition of green economy) In close collaboration with the National Consultant, clarify and assess provincial data requirements, considering particularly current and potential data availability Together with relevant local government institutions (both under responsibility of Provincial Statistics Bureau (BPS) and local agency) clarify how additional data needs and data processing, necessary for the utilization of selected analytic instruments developed by the National Consultant, can be covered In close coordination with provincial relevant stakeholders, implementing data collection required for the utilization of selected analytic instrument developed by the National Consultant. Assess potential inclusion of relevant data from the additional 4 provinces into the models/analytical tools developed by the National Consultant in order to develop simplified policy scenarios 	
Deliverables/ Milestone	<ul style="list-style-type: none"> D I.1: Report which comprises provincial data set compilation required for the analytical tools necessary for the utilization of selected analytic instruments developed by the National Consultant. 	Until 02/2026
Activity I.2: Support for Development of Monitoring and Reporting System		
Key activities to be executed by the contractor	<ul style="list-style-type: none"> Conduct a thorough assessment to elaborate the current state of green economic monitoring and reporting, including its data set, responsible stakeholders, respective platform (if any) In close collaboration with provincial relevant stakeholders, facilitate series of consultation and discussion for input on concept development of monitoring and reporting dashboard on green economic transition Provide identification on technical and non-technical modalities (including capacity needs) for monitoring and reporting on green economic transition Provide recommendations for the concept development of monitoring and reporting dashboards on green economic transition, ensuring the compatibility with existing platform between province and national level for the sustainable use of the dashboard in the future. 	

Deliverables for this activity and proposed timeline	D I.2: Report on the concept of monitoring and reporting system on provincial green economic transition.	Until 05/2026
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Work package II (part of Output 1): Capacity development

Activity II.1: Capacity Development for Selected Analytic Instruments in 3 main Provinces and 4 additional Provinces		
Key activities to be executed by the contractor	<ul style="list-style-type: none"> ▪ In collaboration with the National Consultant and relevant provincial stakeholders implement capacity development in the 3 prioritized provinces (Bali, Riau Island, East Kalimantan) and potentially in the 4 additional provinces (Aceh, Central Java, East Nusa Tenggara, and South Sulawesi) ▪ Coordinate and implement capacity development measures on the application of green economy analytical instruments for 3 (three) main provinces and 4 additional provinces. Ensure minimum participation of 50% women. ▪ Strengthen local institutional capacity by identifying and mentoring provincial level focal points or local champions who can replicate and scale up the initiative/capacity development measures. ▪ Assess the gap and ensure complementarity between National Consultant capacity development for all 7 pilot provincial activities. ▪ The contractor's contribution will follow a structured and participatory process, building on stakeholder engagement, knowledge consolidation, and multi-level policy dialogue. 	
Deliverables for this activity and proposed timeline	D.II.1: Report on documentation of capacity development implementation. Including any capacity development measures materials, participants statistic disaggregated by gender and stakeholder group, summary of key insights from evaluations, and recommendation for follow up support	Until 08/2026

Work package III (part of Output 2 and 3): Governance Support and Provincial Policy Formulation

Activity III.1 Development of Provincial Policy Formulation in 3 main Provinces and Preliminary Assessment for Policy Scenario in 4 additional Provinces		
Key activities to be executed by the contractor	<ul style="list-style-type: none"> ▪ In collaboration with National Consultant, facilitate series of consultation and discussion with provincial relevant stakeholders on policy formulation derived from the analytical instrument result for 3 main Provinces. ▪ Based on the utilization of selected analytic instrument results, and consultation and discussion process with provincial relevant stakeholders, develop recommendations on provincial green economic transition, potentially for Provincial RKP (<i>Rencana Kerja Pemerintah</i>/ Government Work Plan) 2027 in 3 main Provinces. ▪ Based on consultation and discussion process with provincial relevant stakeholders, develop preliminary assessment for policy scenario in 4 additional Provinces. ▪ Ensure alignment of the proposed recommendations with national development priorities, sectoral masterplans, and regional mid term development plans (RPJMD). ▪ Incorporate cross cutting considerations such as gender equality and social 	

	<ul style="list-style-type: none"> inclusion in the policy recommendations. Map roles and responsibilities of provincial stakeholders to support the implementation of the recommendations and encourage their ownership and buy-in 	
Deliverables for this activity and proposed timeline	<ul style="list-style-type: none"> D.III.1.1: Report containing policy recommendation on provincial green economic transition, potentially to be integrated into Provincial RKP (<i>Rencana Kerja Pemerintah/ Government Work Plan</i>) 2027 for 3 main Provinces (Bali, Riau Island, East Kalimantan) D.III.1.2: Preliminary Assessment for Policy Scenario in 4 additional Provinces (Aceh, Central Java, East Nusa Tenggara and South Sulawesi) 	Until 04/2026
Activity III.2: Development of National Guidance on Green Economic Transition		
Key activities to be executed by the contractor	<ul style="list-style-type: none"> Evaluate and synthesis the overall assistance results together with relevant governmental stakeholders. Facilitate series of consultation and discussion with provincial relevant stakeholders, on additional needs for further steps for Provincial Green economic Transition Develop National Guidance on Provincial Green Economic Transition. The guidance shall include: <ul style="list-style-type: none"> Recommended steps and milestones for provinces at different stages of readiness. Roles and coordination mechanisms between national and subnational actors Monitoring and evaluation framework Knowledge sharing mechanism for continuous learning tailored guidance and practical exercises based on local context and sectoral relevance (e.g. circular economy, energy, agriculture, etc.), incorporating real case applications of the selected analytic instrument Ensure the guidance promotes inclusive and participatory approaches, particularly emphasizing the engagement of underrepresented groups (e.g. women, indigenous communities, etc.) 	
Deliverables for this activity and proposed timeline	D.III.2: Report on National Guidance on Provincial Green Economic Transition, incorporating a comprehensive framework and practical tools for replication	Until 07/2026

- Structured activity implementation process:**

The following steps describe the logic and deliverables of the contribution:

a. Strategic start -up and continuous engagement support

- Coordinate and facilitate meetings/discussion with related agencies in the provincial level/Bappenas/GIZ, and other key stakeholders to align on objectives, timelines, and expected results for subnational engagement.
- Prepare and maintain a stakeholder mapping document, identifying key provincial and sectoral actors based on consultation with GIZ/Bappenas, and thematic consultants (if applicable). This mapping will inform targeted and inclusive participation across all provinces.

- b. Provincial Practices Assessment
 - Leverage the in-depth analysis conducted by the thematic consultant on provincial planning, institutional coordination mechanism, and existing monitoring/reporting practices. This analysis provides a foundation for identifying policy gaps, institutional needs, and opportunities for subnational contributions to the green economy transformation. Engage with provincial stakeholders to co-develop tailored key performance indicators (KPIs) that reflect both local priorities and project objectives. These KPIs will serve as a foundation for tracking progress, informing/enriching the green economy dashboard, and guiding policy interventions
- c. Support to Provincial Consultations
 - Preparing and delivering series of workshop/discussion/consultation. These will enable subnational actors to articulate -key green economic potentials, structural and institutional challenges, policy recommendations tailored to green transformation context of each pilot province.
- d. Policy scenario co-development and provincial inputs
 - Support the identification of green economy policy options and pathways leveraging both stakeholder input and available data.
 - Ensure scenarios and recommendations reflect local contexts, gender-differentiated impacts, and sectoral entry points (e.g. circular economy, agriculture, etc.)
 - Routinely coordinated with national level (GIZ, Bappenas, and National Consultant) to ensure provincial inputs are aligned with national frameworks and are fed into the broader policy modelling work for development of provincial policy recommendation
 - Collect and consolidate provincial inputs, particularly to inform and the development concept of green economy monitoring dashboards.
- **Coordination and collaboration:**
 - Facilitate liaison and coordination between national and sub-national stakeholders to ensure alignment and collaboration during the implementation.
 - Collaborate and coordinate with GIZ or other technical teams engaged by GIZ or Bappenas to ensure synergy and achieve the intended results.
- **Monitoring and Reporting:** Monitor the implementation of activities, document progress, collect participant feedback, etc. and prepare activity report to GIZ

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

Milestones/process steps/partial services	Deadline	Deliverable Scope & Format Details
D I.1: Report which comprises provincial data set compilation required for the analytical tools necessary for the utilization of selected analytic instruments developed	February 2026	Report in English Executive Summary in English and Bahasa Indonesia (up to 2 pages) Presentation Slides in Bahasa Indonesia
D I.2: Report on the concept of monitoring and reporting system on provincial green economic transition	May 2026	Report in English (up to 30 pages) Executive Summary in English and Bahasa Indonesia (up to 2 pages) Presentation Slides in English
D II.1: Report on documentation of capacity development implementation. Including any capacity development measures materials, participants statistic disaggregated by gender and stakeholder group, summary of key insights from evaluations, and recommendation for follow up support	August 2026	Report in Bahasa Indonesia (up to 20 pages) Executive Summary in English (up to 2 pages)
D III.1.1: Report containing policy recommendation on provincial green economic transition, potentially to be integrated into Provincial RKP (<i>Rencana Kerja Pemerintah/ Government Work Plan</i>) 2027	April 2026	Report in Bahasa Indonesia (up to 30 pages) Executive Summary in English (up to 2 pages) Presentation Slides in Bahasa Indonesia (up to 15 pages)
D.III.1.2: Preliminary Assessment for Policy Scenario in 4 additional Provinces (Aceh, Central Java,	April 2026	Report in Bahasa Indonesia Executive Summary in English

East Nusa Tenggara and South Sulawesi		Presentation Slides in Bahasa Indonesia
D.III.2: Report on National Guidance on Provincial Green Economic Transition, incorporating a comprehensive framework and practical tools for replication	July 2026	<p>Report in Bahasa Indonesia (up to 40 pages)</p> <p>Executive Summary in English (up to 2 pages)</p> <p>Presentation Slides in Bahasa Indonesia (up to 15 pages)</p>

Period of assignment: from **01.07.2025** until **31.08.2026**.

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.

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.

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 contract implementation across 7 provinces; leading the planning, coordination, and delivery of activities; ensuring coherence with the project objectives and previous studies; managing the expert pool and short-term assignments; ensuring quality control of activities and deliverables; stakeholder liaison with GIZ and provincial partners; regular monitoring and reporting

Qualifications of the team leader

- Education/training (2.1.1): University degree (master's or equivalent) in Development Studies, Public Administration, Environmental Management, Economics, or a related field
- Language (2.1.2): C1-level language proficiency in English and Bahasa Indonesia
- General professional experience (2.1.3): 15 years of professional experience in managing development cooperation projects, including experience with multi-province implementation and activity coordination
- Specific professional experience (2.1.4): Proven understanding of sustainable development, green economy principles, and capacity development approaches in the Indonesian context. Experience working with provincial governments (especially Bappeda/line agencies) is essential.
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience working in Indonesia, demonstrating familiarity with regional government structures and development contexts.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Short-term expert pool: Technical Experts (2 persons)

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool: Technical Experts

Supporting the Team Leader, the Technical Experts will provide specialized expertise in green economy policy, provincial development planning, sustainable sectoral development, and/or monitoring systems to inform the technical planning, implementation, and monitoring of activities across all 7 provinces. This includes contributing to the design and delivery of capacity development programs and materials, assisting in provincial data collection and analysis, supporting the formulation of policy recommendations and monitoring concepts, liaising with provincial technical staff, and contributing to project reporting and knowledge product development in close collaboration with Provincial Experts.

Qualifications of the short-term expert pool: Technical Experts

- Education/training (2.6.1): University degree (bachelor's or equivalent; Master's preferred) in a field relevant to the specific expertise area (e.g., Environmental Science, Economics, Public Policy, Agriculture, Tourism, Social Sciences).
- Language (2.6.2): All experts with C1-level language proficiency in English and Bahasa Indonesia
- General professional experience (2.6.3): All experts with 5 years of professional experience in providing technical assistance, research, or policy advice in areas related to green economy, sustainable development, or environmental/economic policy.
- Specific professional experience (2.6.4): All experts demonstrated expertise in one or more green economy thematic areas relevant to the identified provincial needs. Experience working with local government officials is highly desirable.
- Regional experience (2.6.5): All experts with 5 years of experience working in Indonesia, demonstrating familiarity with regional government structures and development contexts
- Development cooperation (DC) experience (2.6.6): All experts with 1 years of experience in DC

Short-term expert pool: Provincial Experts (3 persons)

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool: Provincial Experts

Assigned to one of the 3 main pilot provinces (Bali, East Kalimantan, or Riau Islands), the Provincial Expert will act as the primary field-level coordinator and technical support, establishing strong relationships with local stakeholders and ensuring project activities are tailored to the province's specific context. This role involves facilitating local workshops and data collection, monitoring project progress within the province, identifying and supporting local champions, contributing to provincial-level reporting, and providing on-the-ground support for activities in nearby additional pilot provinces as directed, all while ensuring seamless communication with the central project team.

Qualifications of the short-term expert pool: Provincial Experts

- Education/training (2.7.1): University degree (bachelor's or equivalent; Master's preferred) in a field relevant to the specific expertise area (e.g., Environmental Science, Economics, Public Policy, Agriculture, Tourism, Education, Social Sciences).
- Language (2.7.2): All experts with C1-level language proficiency in English and Bahasa Indonesia

- General professional experience (2.7.3): All experts with 3 years of professional experience in facilitation, training delivery, workshop moderation, or technical assistance in their respective field of expertise.
- Specific professional experience (2.7.4): All experts demonstrated expertise in one or more green economy thematic areas relevant to the identified provincial needs. Experience working with local government officials is highly desirable.
- Regional experience (2.7.5): All experts with 3 years of experience working in Indonesia, demonstrating familiarity with regional government structures and development contexts
- Development cooperation (DC) experience (2.7.6): All experts with 1 years of experience in DC

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 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 TL/key expert/short-term expert pool	1	Up to 90	Up to 90	
Designation of technical expert pool	2	Up to 40	Up to 80	
Designation provincial expert pool	3	Up to 120	Up to 360	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	2	98	196	Anticipated for visiting the pilot provinces during the assignment. Refer to GIZ regulations.
Overnight allowance in country of assignment	2	49	98	Anticipated for accommodation during visiting the pilot provinces. Refer to GIZ regulations.
Transport	Quantity	Number per expert	Total	Comments
International flights	-	-	-	Travel to the place of service delivery
Domestic flights	2	45	90	Flights within the country of assignment during service delivery. Anticipated to travelling to Aceh, Riau Islands, East Kalimantan, Bali, South Sulawesi, East Nusa Tenggara (6 provinces)
CO ₂ compensation for air travel Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing	2	90	72	A fixed budget of IDR 72.000.000 is earmarked for settling carbon offsets against evidence. This is calculated based on the planned

<u>and offsetting GHG emissions on setting the budget.</u>				
Travel expenses (train, car)	2	98	196	Travel within the country of assignment, transfer to/from airport etc. during the visit to provinces
Train Ticket	2	4	8	Anticipated travelling to Central Java with Train for 2 experts.
Alternatively: Fixed travel budget				<p>A budget is earmarked for travel to the following countries: Indonesia.</p> <p>A fixed budget of EUR is earmarked for settling travel expenses against evidence.</p> <p>You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.</p>
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	Up to IDR 80.000.000	Up to IDR 80.000.000	<p>A budget of IDR 80.000.000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>
Workshops				<p>The budget contains the following costs .</p> <p>Alternatively: Please calculate a budget for workshops taking the following cost items into account:</p>
Subcontracts				The budget contains the following costs .
Procurement of materials and equipment				The budget contains the following costs .

Local contributions				The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB: .
Other costs				The budget contains the following costs .

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Workshops or events will be later coordinated with GIZ Team.

6. 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.

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.