

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Create a more equitable and sustainable cocoa supply chain in Central Sulawesi ensuring inclusivity and empowerment of marginalized groups	Project number/ cost centre: 18.0128.1-007.06
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0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
HCV	High Conservation Value
HCS	High Carbon Stock
LLBR	Lore Lindu Biosphere Reserve
SASCI+	Sustainability and Value Added in Agricultural Supply Chains in Indonesia
ToRs	Terms of reference
UNESCO	United Nations Educational, Scientific and Cultural Organization

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government.

The global program “Sustainability and Value Added in Agricultural Supply Chains” is part of the special initiative “Transformation of agricultural and food systems”. On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the program promotes the sustainability of selected agricultural supply chains in partner countries. Agricultural commodities like coffee, cocoa, natural rubber, or palm oil play an important role for rural development in many developing and emerging countries where they form the basis for the life of millions of households.

However, their production and processing are accompanied by numerous ecological, economic, and social challenges. Often supplied as unprocessed raw material into global supply chains, limited value is added in producing countries. Many farming households are struggling to meet their basic needs and to invest in sustainable production practices. Furthermore, coffee, cocoa, palm oil, and natural rubber are often perceived as drivers of deforestation and forest degradation. With consuming markets and multinational companies strengthening their efforts to eliminate deforestation and human rights abuses from the supply chain, the sustainability of raw material is becoming a precondition for market access.

To address these challenges the program implements the project “Sustainability and Value Added in Agricultural Supply Chains in Indonesia” (SASCI+). SASCI+ focuses on natural rubber, palm oil, cocoa, and coffee in two biosphere reserves in West Kalimantan (Kapas Hulu, commodities: natural rubber and oil palm) and Central Sulawesi (Lore Lindu Biosphere Reserve, commodities: cocoa and coffee) as well as in coffee production areas in Lampung and West Java. By increasing the sustainable production of agricultural commodities and strengthening downstream processing and market linkages, the project aims to increase the farmers’ incomes, safeguard natural resources, and establish deforestation-free supply chains.

SASCI+ follows a jurisdictional approach to align relevant stakeholders on shared objectives for sustainable production as a means for long-term market access and security of supply. SASCI+ is implemented from August 2020 to May 2028, together with the Indonesian Ministry of Agriculture, the political partner of the project.

The Lore Lindu landscape is situated in the heart of Sulawesi Island, the main island in Wallacea bioregion that has high species endemism and has been declared as UNESCO biosphere reserve and member of the World Biosphere Reserve Network in 1977 due to its high biodiversity and endemism level, significance natural tropical forest areas and relicts of ancient civilization. The Lore Lindu Biosphere Reserve (LLBR) has an area of 1.6 million hectare covering the whole districts of Sigi and Poso and Palu city, and partially the districts of Donggala and Parigi Moutong. Because of the areas covering more than one district, to work on promoting sustainable development practices in LLBR, a multi stakeholder forum has been set up based on governor decree in 2011 in the first time. The governor decree had been revised in 2017 and 2021 in accordance with the evolvement of regulation and institutional needs.

Different stakeholders from the public and private sector as well as civil society and development partners have made efforts to promote sustainable development, sustainable commodity production and safeguarding the rich environment in and around the Lore Lindu

Biosphere Reserve (LLBR) and commodity producing districts in Central Sulawesi (CS). However, sustainability challenges persist, and interventions are too often implemented in isolation, without taking a holistic view leading to inefficiencies of conflicting outcomes.

A new cooperation between GIZ, Mars Inc., JB Cocoa and Ofi has been agreed to work jointly over next 3 years on the sustainability challenges. The project will work closely with local authorities, *Lore Lindu Biosphere Reserve* (LLBR), and public and private stakeholders to develop gender-sensitive strategies aimed at creating a sustainable landscape in Central Sulawesi. The focus lies on producing sustainable cocoa while protecting *High Conservation Value* (HCV) and *High Carbon Stock* (HCS) areas, building resilience and long-term sustainability. By strengthening the capacities of smallholder farmers and farmer organizations, the project aims to

- meet the sustainability requirements of international markets
- increase their profitability, and
- close the gap towards achieving a living income.

The project's market-driven approach will help reconcile competing land use demands and align stakeholder resources, including financing, government programs, and private sector investment. To address the interrelated challenges and mitigate the deforestation and degradation of valuable ecosystems, and to narrow the living income gap, a landscape approach going beyond interventions at farm- and supply chain level, is necessary. Thus, for this project the 5 Workstream Results are:

1. Improving Farmers' Economic Resilience
2. Sustainability of the LLBR landscape, including sustainable management of High Conservation Value and High Carbon Stock areas
3. Strengthening farmer organizations and cocoa agripreneur scheme
4. Improved farm data availability and sharing
5. Empowering marginalized groups

The project will prioritize the inclusion of marginalized groups. Building on existing efforts, the project dedicates significant resources to empowering and integrating women, youth and native communities into the cocoa supply chain. By addressing the intersectionality of gender and community status, the project aims to improve equity in the cocoa supply chain, ensuring that all stakeholders benefit from sustainable practices and enhanced economic opportunities.

GIZ is looking for a contractor to build on the lessons learned on inclusivity and empowerment of marginalized groups in the project region so far and advise on an integrative process for strengthening this work going forward.

2. Tasks to be performed by the contractor

The overall objective of the assignment is to contribute to empowering marginalized groups through inclusive policies, capacity building, and supportive partnerships that create a more equitable and sustainable cocoa supply chain, contributing to broader social and economic development goals.

The contractor is responsible for providing the following services:

Design, present and discuss with GIZ and project partners an assignment proposal and detailed work plan

Work package 1: Promote successful women and youth leaders in 4 participating districts (Sigi, Poso, Donggala, Parigi Moutong)

1.1 Roll out a leadership curriculum

- a. stock take what's already there in terms of women and youth leadership
- b. needs and gap analysis/ based on quick field survey
- c. proposal for curriculum/ training agenda/ reporting mechanism
 - Develop and test a leadership curriculum
 - Conduct 4 training sessions (1x per District) on the curriculum for both the trainers and participants (30 participants per district)
 - Establish a feedback/reporting mechanism for women to share challenges faced

1.2 Needs assessment and support for voluntary childcare schemes on village level

- a. Status quo and needs assessments regarding childcare in cocoa communities CS (what are the cultural, societal, demographic, socio-economic rationales/ context around this topic – is it a local issue or rather “western-viewpoint” construed one¹/ Status quo and needs assessment report available.
- b. If need and interest confirmed:
 - Selection of 12 villages across the 4 districts (criteria to be considered: Village selection criteria: 1. Villages assisted by the SASCI+ project, 2. Number beneficiaries, 3. number toddlers, 4. number youth, 5. Have a Women Farmers Group, 6. Receive support from the Village Head/Community/Religious Leaders)
 - Stock taking of current situation childcare- what is the issue in selected villages
 - Identify and Train selected local childcare volunteers / 120 childcare community volunteers trained/ 4 sessions (selection criteria: 1. Age between 15 - 35 years, 2. Preference given to women, 3. No longer in school, 4. Willing to take training, 5. Interested in becoming a childcare worker, 6. Enjoy playing and loving children, 7. Patient and diligent, 8. Willing to be an administrator or group member of the children, 9. Willing to follow the rules and receive support from husband / wife / parents)
 - Set up of 12 voluntary self-organised community childcare groups
 - 12 sensitization meetings with mothers

1.3 Engage and raise awareness with community leaders, whether formal or informal (elected officials, village chiefs/elders, or other people of stature), who are key in establishing and encouraging adherence to social norms, including those related to gender

- a. 8 awareness sessions designed & carried out (30 community leaders each) across 4 participating districts
- b. 2 to 3 training sessions (to increase voice and agency of youth & women and enable their participation in Musrenbang Desa structures) designed and carried

¹ under the hypothesis that with childcare available, women will have time to participate fully in project activities (training, income generation, etc.) and be able to assume leadership positions in their villages

out per district = 12 total, with selected community leaders from previous awareness sessions

- c. Above activities should lead to outcome that
 - voice and agency of women and youth within the MUSRENBANG Desa² is raised
 - 150 women and youth and disadvantaged people reps are appointed/ participating in MUSRENBANG Desa structures in the project region

1.4 Upskill and further train successful women and youth in technical or agricultural skills identified from the Result 3 project workstream

- a. Identify participants in close coordination with workstream Result 1 and Result 3 (see page 4 / 40 female role models and champions identified /12 villages in 4 districts in agripreneur as initial SME (Sahabat Kakao)
- b. Training modules designed/ developed for agripreneur scheme for women/ disadvantaged
- c. Training carried out /40 role models trained and upskilled / 3 training sessions per training cycle x 2 cycles with 20 participants each = 6 sessions total
- d. Coaching of up to 21 potential super SME (Sahabat Kakao) as start-up in cocoa sector.
- d. Sharing events designed and organised /4 sharing events organised/ 1 per district

1.5 Gender equality training for women's farmers / groups and community members

- a. Stock-taking / assessment of gender equality situation/ building on the training efforts in gender equality in previous years, especially the trained trainers
- b. Needs and gap analysis / based on quick field survey
- c. Training and advocacy proposal to develop community plans and raise awareness about gender equality on community level
- d. Training implemented/ 240 people trained (60 community and gov reps per district)/ 3 sessions with 20 participants x 3 = 9 sessions total
- e. Supporting women's advocacy activities (10 advocacy activities identified) to develop 10 gender equality community action & village development plans regarding inclusivity/ gender drafted

Work package 2: Improve 3 district government systems and policies to support women's leadership and collective power in addressing systemic social and environmental issues.

2.1 district-level awareness-raising workshops and educational training for government officials, village leaders and local partners

- a. stock take what's already there and happening
- b. needs and gap analysis/ desk research + field work with interviews
- c. proposal for guidelines/ workshops/ comms material:

² Musrenbang is an inclusive, participatory, and accessible approach to community discussions where all community members, but especially women, are invited and empowered to participate, voice their opinions, and influence decision-making and fund distribution. It was first introduced by the Indonesian government to strengthen its development initiatives, and ensure they met communities' needs. The discussions follow a tiered approach, starting with individual contributions, then moving up to local, regional, and national levels.

- gender-equitable guidelines developed that correspond to the reality and nature of the responsibilities and policy mandate of the district governments and reflect the realities of cocoa communities / population in general
 - 4 awareness workshops / 25 participants each/ 1 x per district
 - gender responsive communication materials developed and distributed, 2x different sets: appropriate for audience of
 - district governments
 - farmer communities
- 2.2 Present inputs and recommendations on gender equity and women's economic empowerment to policymakers
- 1 x input document / action plan per district prepared and shared = 4
 - 1 x event held with policy stakeholders per district= 4
 - 1 x Action plan per district signed off = 4
- 2.3 Review workshops with district authorities to monitor progress and amend action plans
- 4 workshops/ 1 per district held and report available

Work package 3: Ensure synergies and linkages of above work packages 1 & 2 with the other Workstream Results (see page 4) of the project, especially regarding Result 1 Result 2/ Lore Lindu Biosphere landscape approach and Result 3/ Strengthening farmer organizations and cocoa agripreneur scheme.

- 3.1 Provide guidance, advise and input to the service provider of Result 2/ landscape work to ensure inclusivity and strong gender approach
- Review proposals for a *MSF Multi-stakeholder governance process or platform* and a *Collective goals and actions Plan* of the LLBR and provide inputs for improvement from inclusivity perspective.
 - Participate in stakeholder workshops and events (2-3) to ensure strong gender focus.
- 3.2 Provide guidance, advise and input to the service provider of Result 1/ farmers' economic resilience and Result 3/ Strengthening farmer organizations and cocoa agripreneur scheme to ensure inclusivity and strong gender approach
- Link the above activity *work package 1/ 4: Upskill and further train successful women and youth in technical or agricultural skills* with the capacity building work of project implementers to avoid duplication
 - Strengthen and improve the training materials and curriculum of workstream result 1
 - Strengthen workstream result 3 implementation / Agripreneur scheme – local rural entrepreneurs to set up cocoa nursery schemes, including seed garden for action research of new clones, and related agri- linking to activity work package 1/ 4: Upskill and further train successful women and youth in technical or agricultural skills

The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.

The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

In addition to the reports required by GIZ, the contractor submits the following reports and documentation:

- The contractor shall provide short briefing reports (max. 3 pages) on current implementation, developments and conducted/upcoming activities every three months.

- For all training events the contractor shall document the event using GIZ monitoring tools (participant list, participant learning evaluation)
- For work package 2 events, the contractor shall prepare a two-pager handout for participating stakeholders on the status of the assignment, current steps and targets of the upcoming events. After each event (latest two weeks) contractor should prepare briefings on results. Both shall be prepared in English and Bahasa Indonesia.

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

Milestones/partial works	Deadline	Criteria for acceptance
Output 1: Assignment proposal and detailed work plan	2 weeks after contract start 29/09/2025	Kick off meeting held to discuss and clarify assignment/ Minutes available The assignment proposal and detailed work plan has been discussed and accepted by GIZ and partners/ via online session.
Output 2: Work package 1 (1.1/1.3)	12 weeks after contract start 08/12/2025	Leadership Curriculum, a feedback/reporting mechanism report, and Training cycle Design presented and signed off by GIZ; voice & agency trainings carried out and report on linkage/ participation in Musrenbang Desa
Output 3: Work package 1 (1.2)	18 weeks after contract start 05/01/2026	Childcare needs assessment report presented and signed off by GIZ
Output 4: Work package 1 (1.4/1.5)	30 weeks after contract start 30/03/2026	Training modules designed/ developed + Sharing events designed and organised + Stock-taking / assessment report, needs and gap analysis report, training and advocacy proposal, 10 community action & development plans prepared and signed off by GIZ
Output 5: Work package 3	40 weeks after contract start 08/06/2026	Minutes from workstreams Results 1,2 and 3 meetings reporting input; MSF setup and documents shows clear gender focus; training materials workstream Result 1 show gender focus;
Output 6: Work package 2 (2.1 and 2.2)	50 weeks after contract start 10/08/2026	stock take report, needs and gap analysis report, guidelines/ workshops/ comms material proposal + input document / action plan per district prepared and signed off by GIZ
Output 7: Work package 2 (2.3)	74 weeks after contract start 25/01/2027	Report of follow up workshops prepared and signed off by GIZ

Period of assignment: from 15 September 2025 until 30 April 2027.

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 the deliverables of the contractor (quality and deadlines)
- Project planning and management to ensure that targets are agreed within set timeframes and resources are available
- Coordinating and ensuring communication with GIZ, and others involved in the project, especially the implementers and service providers of the other work packages

- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments
- Ensure quality control of all deliverable outputs
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in Social Science, Public Policy, Economics, Natural Resource Management, or related field.
- Language (2.1.2)³: C1-level language proficiency in English; C2-level language proficiency in Bahasa Indonesia
- General professional experience (2.1.3): 10 years of professional experience in the rural/agricultural/ research/ academia sector
- Specific professional experience (2.1.4): 10 years professional experience in gender topics/ work, with specific focus on rural development, sustainable agricultural supply chains, community development or related field.
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader, coordinator, practitioner
- Regional experience (2.1.6): 10 years of experience in projects in Indonesia
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1

Tasks of key expert 1

- Act as one of the experts to deliver:
work package 2/ district policy level interventions,
work package 1/ output 5 advocacy community level.
- Quality control of
data collection/ status-quo assessments,
field work in the project area.
- Develop all curricula and design training sessions
- Develop action plans and communication materials
- Support tasks under the responsibility of the Team Leader

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in Gender, Public Policy, Social Studies, Public Sector Management, Agriculture or related field;
- Language (2.2.2): B1 -level language proficiency in English; C2 - level language proficiency in Bahasa Indonesia;
- General professional experience (2.2.3): 5 years of professional experience in the rural/agricultural/public policy sector
- Specific professional experience (2.2.4): 5 years professional experience in gender strategies, advocacy and women empowerment, with specific focus on public policy,

³ Global scale - Table 1 (CEFR 3.3): Common Reference levels - Common European Framework of Reference for Languages (CEFR)

rural development, community development, village structures, sustainable agricultural supply chain, or related field

- Regional experience (2.2.6): 5 years of experience in projects in Indonesia; experience in Central Sulawesi highly desirable
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects
- Other (2.2.8): experience in engagement and/or involvement with MUSRENBANG Desa structure

Short-term expert pool with minimum 3, maximum 3 members

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

- Conduct all field work in the project area
- Support the development of curricula and co-design the different training sessions
- Conduct the training sessions and the necessary follow up
- Support the drafting of action plans and
- Assessment of available secondary data
- Identify and engage local stakeholders
- Support tasks under the responsibility of the Team Leader and Key Expert 1

Qualifications of the short-term expert pool

- Education/training (2.6.1): 3 experts with Bachelor's degree in social sciences, agriculture, management, or related field.
- Language (2.6.2): 3 experts with A1-level language proficiency in English and C2-level language proficiency in Bahasa Indonesia; 2 experts with B2 level of local language Central Sulawesi
- General professional experience (2.6.3): 3 experts with 3 years of professional experience in the rural/agricultural/public policy/ community development sector
- Specific professional experience (2.6.4): 2 experts with 3 years of professional experience in curricula design and training and workshop delivery in agricultural and rural context and cocoa sector; 1 expert with 3 years of professional experience in gender strategies, training and workshop delivery and design of gender communication material.
- Regional experience (2.6.5): 3 experts with 3 years of experience in Central Sulawesi
- Development cooperation (DC) experience (2.6.6): 3 experts with 1 year of experience in DC
- Other (2.6.7): 1 expert with experience in communal childcare schemes

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
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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

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 (output based), we would ask you to offer your services at a lump sum price that should be divided per outputs described below. In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. The estimated expert days serves as guidance only.

Milestones/partial works	Estimated expert days for orientation	Deadline
Output 1: Assignment proposal and detailed work plan	Team Leader: 5 days Expert 1: 3 days Expert pool: 3 days	2 weeks after contract start/ 29/09/2025
Output 2: Work package 1 (1.1/1.3)	Team Leader: 10 days Expert 1: 18 days Expert pool: 48 days	12 weeks after contract start/ 08/12/2025
Output 3: Work package 1 (1.2)	Team Leader: 4 days Expert 1: 15 days Expert pool: 51 days	18 weeks after contract start/ 05/01/2026
Output 4: Work package 1 (1.4/1.5)	Team Leader: 17 days Expert 1: 43 days Expert pool: 90 days	30 weeks after contract start/ 30/03/2026
Output 5: Work package 3	Team Leader: 12 days Expert 1: 14 days Expert pool: 18 days	40 weeks after contract start/ 08/06/2026
Output 6: Work package 2 (2.1 and 2.2)	Team Leader: 23 days Expert 1: 31 days Expert pool: 45 days	50 weeks after contract start/ 10/08/2026
Output 7: Work package 2 (2.3)	Team Leader: 6 days Expert 1: 6 days Expert pool: 9 days	74 weeks after contract start/ 25/01/2027

Assignment of personnel and travel expenses

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.

Travel expenses	Quantity	Number per experts	Total	Comments
Per-diem allowance in Central Sulawesi				No per-diem allowance for expert pool, expecting the expert pool would be from local / the region
TL Expert 1	1 1	21 50	21 50	
Overnight allowance in Central Sulawesi				No overnight allowance for expert pool, expecting the expert pool would be from local / the region
TL Expert 1	1 1	21 50	21 50	
Basecamp/house for expert pool	4	1	4	Base camp rent for expert pool in 4 Districts
Transport	Quantity		Total	Comments
Domestic flights	2	Up to 7 return flights	14	Just for Team Leader and Key Expert 1; Expert pool (3) should be based in Central Sulawesi
CO ₂ compensation for air travel	2	7	14	A fixed budget of IDR 5,451,107 is earmarked for settling carbon offsets against evidence. Only applicable if travelling to project location via train/car is not feasible.
Rent motorbike	13	IDR 4,500,000	IDR 72,000,000	For expert pool (3) during 16-month effective project implementation
Transportation	1	IDR 56,000,000	IDR 56,000,000	The budget contains the following costs: Travel including all costs for taxi, car rental, etc. for airport transfer and within Central Sulawesi to/from district villages.
Other costs	Quantity	Price	Total	Comments
Flexible remuneration	1	IDR 211,000,000	IDR 211,000,000	Foreseen for flexible remuneration. Please incorporate this budget into the price schedule. The use of the flexible remuneration will have to be requested in writing and approved by GIZ.

Workshops/events/ Capacity building/ training sessions/1 day	Up to 47 workshops	IDR 10,275,000	IDR 482,925,000	The budget contains the following costs: workshop package in a district town venue and costs for materials to be used for example: paper, notebooks, flipcharts, posters and other materials relevant to the theme of the activity to be carried out.
Events/Capacity building/ training sessions = days	Up to 32 training sessions	IDR 5,000,000	IDR 160,000,000	The budget contains the following costs: event package in a village venue and costs for materials to be used such as: paper, notebooks, flipcharts, posters and other materials relevant to the theme of the activity to be carried out.

Workshops, events and trainings

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

As outlined in Chapter 2 Tasks to be performed:

Work Package	Workshops/study trips/training courses	Remarks
Output 2 <u>1.1 Roll out a leadership curriculum</u> 1.3 Engage and raise awareness with community leaders	<ul style="list-style-type: none"> • 4 training sessions • 8 awareness sessions • 12 training sessions (to increase voice and agency of youth & women and enable their participation in Musrenbang Desa structures) 	in a village venue in a district town venue in a village venue
Output 3 <u>1.2 Voluntary childcare schemes on village level</u>	<ul style="list-style-type: none"> • 4 training session for selected local childcare volunteers / 120 childcare community volunteers • 12 sensitization meetings with mothers 	in a village venue in a village venue
Output 4 <u>1.4 Upskill and further train successful women and youth in technical or agricultural skills</u> 1.5 Gender equality training for <u>women's farmers / groups and community members</u>	<ul style="list-style-type: none"> • 6 training session for 40 female role models and champions • 4 sharing events • 9 training session for 240 people (60 community and gov reps per district) 	in a district town venue in a district town venue in a district town venue
Output 6 <u>2.1 district-level awareness-raising workshops and educational training for government officials, village leaders and local partners</u>	<ul style="list-style-type: none"> • 4 awareness workshops / 25 participants each/ 1 x per district 	in a district town venue

<u>2.2 Present inputs and recommendations on gender equity and women's economic empowerment to policymakers</u>	<ul style="list-style-type: none"> • 1 x input document / action plan per district prepared and shared = 4 • 1 x event held with policy stakeholders per district= 4 • 1 x Action plan per district signed off = 4 	<p>in a district town venue</p> <p>in a district town venue</p> <p>in a district town venue</p>
Output 7 <u>2.3 Review workshops with district authorities to monitor progress and amend action plans</u>	<ul style="list-style-type: none"> • 4 workshops/ 1 per district 	<p>in a district town venue</p>

6. Inputs of GIZ or other actors

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

- Support for workshops/ trainings: invitations; contact management
- Support for coordination and outreach to local stakeholders

7. Requirements on the format of the tender

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

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format standard for application. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

As the contract to be concluded is a contract for works (output based), please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses, workshops, trainings, 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. The specifications for pricing are defined in the price schedule

8. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

9. Annexes

Overall Project Plan / all result workstreams are described in full, for example: activities to be performed, results to be achieved, team members who are responsible, implementation time and other things that need to be in a project plan.
