

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

CONFIDENTIAL

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<b>Biodiversity Master Plan of Central Sulawesi Province</b>	<b>Project number/ cost centre:</b>
	<b>21.9018.9-004.00</b>

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## **0. List of abbreviations**

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

## **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. We work to shape a future worth living in over 120 countries around the world.

The project “Solutions for Land- and Seascape Management in Indonesia (SOLUSI)” aims at developing and deploying an ecosystem approach for land and seascapes in three regions in Indonesia. As such, its focus lies on biodiversity conservation and ecological restoration, including efforts to strengthen the sustained provision of eco-system services, strengthen blue and green economies as pathways to sustainable development, including agroforestry, aquaculture, and the promotion of ecotourism. SOLUSI promotes enhanced climate-resilient livelihoods through public-private-community partnership (PPCP), policies, and investments and facilitates learning among partner provinces and scaling-up to others using an inter-provincial knowledge sharing platform. This project is a partnership between the Government of Germany (BMUV) and the Government of Indonesia (BAPPENAS) and will be implemented by a consortium consist of GIZ, ICRAF, SNV, and Yayasan KEHATI Indonesia.

The current long-term technocratic national development planning mandates a specific indicator for biodiversity management as a measure of the efforts in halting biodiversity loss and ensuring sustainable use. As the indicator is set at national level, the subnational governments are encouraged to mainstream the same indicator in their long-term development planning. In line with the program to halt biodiversity loss, Central Sulawesi government has updated the latest biodiversity profile in 2022. According to the Regulation of the Minister of Environment No. 29/2009 on Guidelines for Biodiversity Conservation at the Subnational Level, the next step after developing a biodiversity profile is to create a biodiversity master plan. The updated profile will outline the current state of biodiversity, serving as a foundation for effective conservation planning through the master plan. Therefore, these Terms of Reference (ToR) have been prepared to enable the procurement of consultancy services on the Biodiversity Master Plan of Central Sulawesi Province.

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

The contractor is responsible for providing the following services:

1. Formulate a document of Biodiversity Master Plan of Central Sulawesi Province.
2. The outline aligns to the guideline of biodiversity master plan in the 2<sup>nd</sup> Annex of Regulation of the Minister of Environment No. 29/2009 which reflects the background, biodiversity status, management plan, monitoring and evaluation, and closing. Update the biodiversity master plan document by:
  - Analyse and review the implementation of Biodiversity Master Plan 2020-2025 and map out key challenges and gaps through a coordination with relevant local bureaucracy (Organisasi Perangkat Daerah/OPD), Technical Implementation Unit (Unit Pelaksana Teknis/UPT), experts, NGOs, and local people.
  - Analyse and synthesize data and information from biodiversity profile and concisely formulate it for the master plan document.
  - Collect inputs/recommendations and analyse the results of FGDs/workshops and public consultations.

- Formulate the management plan of biodiversity management, including vision, mission, goals, targets, and program/action plan. The formulation should align with IBSAP 2025-2045.
- 3. Develop monitoring and evaluation framework of the biodiversity master plan, including the connection with Subnational Biodiversity Management Index/Indeks Pengelolaan Keanekaragaman Hayati Daerah (IPKD).
- 4. Develop the degree of success to assess the action plan's contribution in achieving the goals and identify any gaps between the planned actions and their implementation.
- 5. Consult with relevant stakeholders and collect inputs/recommendation in formulating the management plan and overall chapters.
- 6. Ensure the formulation of the document does not have adverse impacts on gender and social inclusion.
- 7. Formulate the document of Biodiversity Master Plan of Central Sulawesi Province in Indonesian.
- 8. Facilitate discussions to get inputs from relevant stakeholders in Central Sulawesi
  - Up to 3 (three) Focus Group Discussions for biodiversity masterplan: 30 participants
  - Up to 3 (three) Technical Meetings: 15 participants
- 9. Conduct bi-weekly meeting progress update and conduct monthly progress reporting to SOLUSI's consortium

The contractor will be provided with several documents to support the initial work, as follows:

- Document of Biodiversity Profile of Central Sulawesi Province 2022
- Biodiversity Master Plan of Central Sulawesi Province 2018

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance	Estimated Payment
<b><u>OUTPUT 1</u></b> <ul style="list-style-type: none"> <li>• Work plan</li> <li>• Methodology</li> <li>• Review and analyse the gap of Biodiversity Master Plan 2020-2025</li> <li>• Bi-weekly progress update to consortium in PPT or Word format</li> </ul>	08 August 2025	Received by GIZ	Interim payment 1 (30%), after approved of output 1
<b><u>OUTPUT 2</u></b> Draft of Biodiversity Master Plan <ul style="list-style-type: none"> <li>• Chapter on background</li> <li>• Chapter on biodiversity status</li> <li>• Chapter on management plan</li> <li>• Chapter on monitoring and evaluation</li> <li>• Bi-weekly progress update to consortium in PPT or Word format</li> </ul>	08 October 2025	Presented and approved by DLHK and Bappeda	Interim payment 2 (40%), after approved of output 2

<b>OUTPUT 3</b> Final of Biodiversity Master Plan  Bi-weekly progress update to consortium in PPT or Word format	08 December 2025	Presented and approved by DLHK and Bappeda	Final payment (30%), after approved of final report.
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Period of assignment: from **25 July 2025** until **31 January 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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

#### **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 – Senior analyst (1 person)**

###### Tasks of the team leader

- Lead and coordinated the technical team internally
- Supervise the overall writing process and streamline the master plan into a concise and readable document
- Develop methodologies for formulating the master plan
- Conduct the analysis based on collected data, including program/activities from relevant institutions and ensuring the alignment with IBSAP 2020-2045
- Analyze related regulatory requirements on biodiversity program and action plan both for government and nongovernment organizations
- Formulate the management plan according to the guideline in Permen LH 29/2009
- Formulate the design plan according to the Regulation of the Director General of Natural Resources and Ecosystem Conservation Technical Guidelines for the Preparation of Basic Design (Vegetation Design and Infrastructure Design) of Biodiversity Parks
- Develop the framework and degree of success for monitoring and evaluation the master plan
- 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, identifying the need for assignments within the available budget, as well as planning and steering the implementation of the activities
- Regular reporting in accordance with deadlines

### Qualifications of the team leader

- Education/training (2.1.1): master's degree in forestry/marine/biology/natural resources or other relevant fields
- Language (2.1.2): business fluency in Indonesian and English
- General professional experience (2.1.3): 10 years of professional experience on biodiversity in terrestrial and coastal/marine area
- Specific professional experience (2.1.4): 5 years in formulation of biodiversity-related documents for local government
- 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 in projects in Sulawesi Island and/or Central Sulawesi Province
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

### **Key expert 1: Technical Officer – Terrestrial and Marine Specialist (2 persons)**

#### Tasks of Terrestrial and Marine Officer

- Analyze the previous biodiversity master plan and identify its challenges and gaps in the implementation.
- Support the formulation of management plan, which include the vision, mission, goals, program/action plan and provide recommendations on terrestrial and marine aspects
- Support the development of framework and degree of success for monitoring and evaluation of the master plan
- Collect input from stakeholders through focus group discussions and technical meetings

#### Qualifications of key expert 1

- Education/training (2.2.1): bachelor's degree in in the field of forestry/marine/biology or other relevant fields
- Language (2.2.2): business fluency in Indonesian and English
- General professional experience (2.2.3): 5 years in terrestrial and coastal/marine biodiversity
- Specific professional experience (2.2.4): 5 years in biodiversity management activities
- Leadership/management experience (2.2.5): *not applicable*
- Regional experience (2.2.6): 5 years of experience in projects in Sulawesi Island and/or Central Sulawesi Province.
- Development Cooperation (DC) experience (2.2.7): 3 years
- Other (2.2.8): good writing skills

### **Expert 2: Project Officer – Administration (1 person)**

#### Tasks of Project Officer

- Arrange all gatherings, meetings, interviews, FGDs, workshops, including ensuring the attendance and participation of key stakeholders and logistics arrangement
- Manage all administrative aspects of conducting all activities from end to end

- Manage other administrative tasks including constructing all documentations and evidence documents as well as reports for GIZ and other stakeholders as needed
- Act as main window of contact between consultant team and GIZ

#### Qualifications of Project Officer

- Education/training (2.3.1): bachelor's degree in in the field of environment, administration, or other relevant fields
- Language (2.3.2): business fluency in Indonesian and English
- General professional experience (2.3.3): minimum 2 years in the development sector
- Specific professional experience (2.3.4): experience in supporting project management
- Leadership/management experience (2.3.5): *not applicable*
- Regional experience (2.3.6): 2 years of experience in projects in Sulawesi Island and/or Central Sulawesi Province.
- Development Cooperation (DC) experience (2.3.7): 1 year
- Other (2.3.8): strong communication skills, coordination skills, administrative skills, and interpersonal skills

#### 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

## **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.

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 (CO<sub>2</sub> 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 CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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	4	Up to 60 days	240 days	Output/Deliverable based
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	15 days	Up to 4 Experts	-	Only for Consultant whose homebase is outside of Palu.  3 trips@5 days (15 days), consist of: - 3 trips@3 days, 24 hours - 3 trips@2 days, travel Lumpsum
Overnight allowance in country of assignment	12 nights	Up to 4 Experts	-	Only for Consultant whose homebase is outside of Palu.  3 trips@5 days, 4 nights Subject to production of evidence
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	3 roundtrips (6 ways)	Up to 4 Experts	-	Only for Consultant whose homebase is outside of Palu.  3 trips/3 roundtrips (6 ways)

				Subject to production of evidence
<b>CO<sub>2</sub> compensation for air travel</b>	3 roundtrips (6 ways)	Up to 4 Experts	-	Only for Consultant whose homebase is outside of Palu  A fixed budget of <b>IDR4.802.936,00</b> is earmarked for settling carbon offsets <b>against evidence</b> .
<b>Travel expenses (train, car)</b> • Airport transfer (home-airport-home)	3 roundtrips (6 ways)	Up to 4 Experts	-	Only for Consultant whose homebase is outside of Palu  Travel within the country of assignment, transfer to/from airport etc.  Subject to production of evidence
• Car Rental	15 days	1 unit	-	1 unit car for up to 15 days in Palu  Subject to production of evidence
<b>Other costs</b>	<b>Quantity</b>	<b>Number/ event</b>	<b>Total</b>	<b>Comments</b>
Focus Group Discussion (FGD)	Up to 3 times	30 participants	90 participants	Subject to production of evidence.
Technical Meeting	Up to 3 times	15 participants	45 participants	Subject to production of evidence.

## Workshops, events and training

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

- Focus Group Discussion
- Technical Meeting

## 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 (language).

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

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

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.

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