

Terms of reference (ToR) for the procurement of services

PUBLIC

Development of Indonesia's National Adaptation Plan	Project number/ cost centre: 23.9036.7-001.04
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0. List of abbreviations

CBD	Convention on Biological Diversity
NAP	National Adaptation Plan
NDC	Nationally Determined Contributions
MoE	Ministry of Environment

1. Context

Biodiversity loss and climate change must be addressed with strong determination. The objectives of the Global Biodiversity Framework under the Convention on Biological Diversity (CBD) and the Paris Agreement of the United Nations Framework Convention on Climate Change (UNFCCC) cannot be attained without accelerating implementation efforts and maximizing synergies between climate and biodiversity action. To this end, both national and international initiatives to revise National Biodiversity Strategies and Action Plans (NBSAPs), Nationally Determined Contributions (NDCs), and long-term strategies must be significantly intensified.

In response, the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) has launched the support project on Implementation Instruments of the Global Biodiversity Framework and the Paris Climate Agreement (BioClima). In line with this initiative, the Climate and Biodiversity Hub Indonesia project seeks to assist the Government of Indonesia in strengthening the mainstreaming and implementation of its climate and biodiversity policies. The project, implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, comprises two components: (1) the Climate Impact Response and Biodiversity Management Planning in Indonesia (ClimB) component, which supports the Ministry of National Development Planning (BAPPENAS); and (2) the Climate and Biodiversity (CLARITY) component, which works in close coordination with the Ministry of Environment and Forestry (KLHK).

Together with the Directorate General of Climate Change and Carbon Economic Value Governance, these projects aim to enhance the policy framework that enables more coherent and effective implementation of climate change mitigation, adaptation, and biodiversity conservation efforts in Indonesia.

Indonesia, as an archipelagic country with extensive coastal areas and a high dependency on climate-sensitive sectors such as agriculture, fisheries, forestry, and water resources, faces significant risks from the adverse effects of climate change. These include rising sea levels, increased frequency and intensity of extreme weather events, shifts in rainfall patterns, and prolonged droughts. The consequences threaten not only Indonesia's economic development but also the livelihoods, health, and well-being of its people, particularly the most vulnerable populations.

As a Party to the United Nations Framework Convention on Climate Change (UNFCCC) and a signatory to the Paris Agreement, Indonesia is committed to strengthening its adaptive capacity and building climate resilience in a systematic and strategic manner. The formulation and implementation of a **National Adaptation Plan (NAP)** are essential to achieve this goal. The NAP process provides a medium- to long-term roadmap that enables countries to identify, prioritize, and integrate adaptation needs into national development planning and budgeting processes. It aims to reduce vulnerability to the impacts of climate change while facilitating the integration of climate change adaptation into all relevant sectors and levels of governance.

To date, Indonesia has made significant progress in climate change adaptation through national policy frameworks. However, the country needs to consolidate several initiatives from national, sectoral and regional plans into a formalized NAP as envisaged by the UNFCCC. The availability of a comprehensive will enhance Indonesia's access to international climate finance dedicated to adaptation and to align national priorities with global adaptation goals.

Recognizing these challenges and opportunities, GIZ will support the Directorate of Climate Adaptation, Directorate General of Climate Change and Carbon Economic Value Governance, Ministry of Environment (MoE), in coordination with relevant national and subnational stakeholders, to facilitate the development of Indonesia's NAP. The process will be participatory, inclusive, gender-responsive, and informed by the best available science, aligning with global frameworks. It NAP process will focuses on three areas of resilience that are: economic resilience, social and livelihood resilience, and ecosystem and landscape resilience

This ToR outlines the scope, objectives, methodology, and expected deliverables for consultant to support the preparation of Indonesia's National Adaptation Plan.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Development of Indonesia's National Adaptation Plan including its background studies, accompanied by a comprehensive stakeholder engagement process in national and several regional FGDs in (tentative) Java/Kalimantan, Sulawesi Tenggara, Sumatera, which includes, but is not limited to, the following activities below (a-f).

The contractor needs to make sure that the role of ecosystems, and their services in helping people adapt to climate change e.g., Ecosystem-based Adaptation need to be considered across relevant NAP targets, actions, and strategies.

- a. Lay the Groundwork and Address Gaps of Adaptation that covers:
 - Initiating and set up coordination mechanism involving relevant stakeholder
 - Stocktaking available information by compiling existing data on climate change impacts, vulnerabilities and adaptation efforts and identify gaps and needs in the enabling environment for adaptation.
 - Addressing capacity gaps and weaknesses by assessing institutional and technical capacities and develop strategies to build capacity for effective adaptation planning.
 - Assessing development needs, Climate vulnerabilities and impact by evaluate how climate change affects national development priorities and identify vulnerable sectors, regions, and communities.
- b. Preparatory element for Adaptation Plans
 - Analyzing current climate and future scenarios by examining historical climate data and project future climate scenarios.
 - Assessing climate vulnerabilities, impact and identifying adaptation options by conducting vulnerability and impact assessments at sectoral, subnational, and national levels and identify and prioritize adaptation options on economic resilience, social and livelihood resilience, and ecosystem and landscape resilience
 - Reviewing and appraising adaptation options by evaluating the feasibility, effectiveness, and cost-benefit of adaptation options.

- Compiling and communicating national adaptation plans by drafting the nap document, incorporating stakeholder input and disseminate the plan to relevant stakeholders and the public.
- Integrating climate change adaptation into development planning by embedding adaptation strategies into national and subnational development and sectoral plans.

C: Implementation Strategies

- Prioritizing Climate Change Adaptation in National Planning by ensuring adaptation is a key component of national policy agendas.
- Developing a National Adaptation Implementation Strategy by outlining clear roles, responsibilities, and timelines for implementation and Prioritized sectors
- Enhancing Capacity for Planning and Implementation Strengthen institutional frameworks and human resources.
- Promoting Coordination and Synergy by Fostering collaboration at regional levels and with other environmental agreements.
- Mobilizing Innovative Financing for Adaptation by Identifying and access diverse funding sources, including private sector investments and novel financial instruments.

D. Developing Reporting, Monitoring, and Review the NAP process

- Design specific and elaborate framework, metrics and method for documenting progress, measuring and communicating level and effectiveness and assessing gaps under the NAP Process and a data collection plan through qualitative and quantitative performance measures
- Formulate concrete and clear mechanism in compiling and evaluating from result from adaptation activities being implemented
- Develop framework to review the NAP Process by assessing the effectiveness of adaptation actions and identify gaps.

E. Provide support and recommendation in updating NAP and design the outreach and reporting on progress by communicating progress to stakeholders.

F. Provide a completed report and background studies to ensure that all statements in the NAP document are supported by scientific data and analysis. Provide resource person and advisory services as needed. Provide communication material. Ensure all data is properly documented, stored, and shared with the Ministry of Environment and (KLH) and GIZ.

The contractor shall be responsible for storing data and analysis results in a designated knowledge management system, communicating and reporting progress regularly, and serving as a resource person when required.

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: <ul style="list-style-type: none"> Lay the Groundwork and Address Gaps of Adaptation Preparatory element for Adaptation Plan National Adaptation Implementation Strategies 	August 2025	Discussed on FGDs with related stakeholders, Completed chapter on report and presented to KLH and GIZ
OUTPUT 2: <ul style="list-style-type: none"> Reporting, Monitoring, and Review design Provide support and recommendation in updating NAP and design the outreach and reporting on progress Final report (NAP document and background studies) 	October 2025	Discussed on FGDs with related stakeholders, Completed chapter on report and presented to KLH and GIZ

Period of assignment: from 28 July 2025 until 28 November 2025.

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 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 3.1.1 of the GIZ General Terms and Conditions of Contract:

- 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

Further requirements (1.7)

Consideration of the **company experience** related to climate change adaptation policy in Ministry of Environment and other related institutions.

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 6), 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 advisory packages of the contractor and ensuring the coherence and complementarity of the services of the contractor delivered by the timeline and milestone activities.
- Provide advisory service and develop technical studies of Climate Change Adaptation, including develop vulnerability, risk and adaptation assessments, and identify adaptation measures and modelling, plan and strategy on the area of Ecosystem, Water Resilience, Food Resilience, Health, Energy, Disaster and Loss and Damage.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Regular reporting in accordance with deadlines.
- Resource person in communicating the NAP process
- Ensuring result monitoring is conducted

Qualifications of the team leader

- Education/training (2.1.1): doctorate's degree in climate change, geophysics and meteorology or other relevant fields
- Language (2.1.2): business fluency in Indonesian and English
- General professional experience (2.1.3): 15 years of professional experience in the climate change adaptation
- Specific professional experience (2.1.4): 15 years of professional experience in the climate change vulnerability, risk and impact assessment, climate policy
- 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): 15 years of experience in projects in Indonesia
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC projects
- Other (2.1.8): experience and involve in assessing climate vulnerability, impact and formulation of climate adaptation plan and policy with Directorate of Adaptation, Ministry of Environment

Short-term expert pool 1: Technical Officer (3 members)

Tasks of the short-term expert pool 1

- Provide advisory service and develop technical studies of Climate Change Adaptation, including develop vulnerability, risk and adaptation assessments, and identify adaptation measures and modelling, plan and strategy on the area of Ecosystem, Water Resilience, Food Resilience, Health, Energy, Disaster and Loss and Damage.
- The consultant(s) shall conduct consultations with stakeholders, including national & sub-national government authorities, the private sector, and local & vulnerable communities, and development partner
- Resource person in communicating the NAP process

Qualifications of experts (3 person)

- Education/training (2.6.1): bachelor's degree in in the field of climate change, Geophysics and Meteorology or other relevant fields
- Language (2.6.2): business fluency in Indonesian and English
- General professional experience (2.6.3): 7 years in climate change adaptation
- Specific professional experience (2.6.4): 5 years in supporting climate change adaptation especially with Directorate of Adaptation, Ministry of Environment
- Development Cooperation (DC) experience (2.2.6): 3 years
- Other (2.6.7): experience and involve in assessing climate vulnerability and formulation of climate adaptation plan with Directorate of Adaptation, Ministry of Environment

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

Milestones/partial works	Estimated expert days for orientation	Deadline	Payment term
OUTPUT 1: <ul style="list-style-type: none"> Lay the Groundwork and Address Gaps of Adaptation Preparatory element for Adaptation Plan National Adaptation Implementation Strategies 	Team Leader : 90 days Short-term expert pool: 270 days (3 experts; each expert 90 days)	August 2025	40%
OUTPUT 2: <ul style="list-style-type: none"> Reporting, Monitoring, and Review design Provide support and recommendation in updating NAP and design the outreach and reporting on progress Final report (NAP document and background studies) 		October 2025	60%

6. Requirements on the format of the tender

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

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 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.
