Terms of reference (ToRs) for Competitive Tendering

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Consultant for Implementation of Green Technology Makers Program	**Project number/ cost centre:**
	19.2207.9-042.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BAPPENAS	Ministry of National Development Planning of the Republic of Indonesia
BMZ	*Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung* - German Federal Ministry for Economic Cooperation and Development
DTC	Digital Transformation Center
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit
Green Tech	Green Technology
RPJMN	Medium Term National Development Plan of Indonesia
SME	Subject Matter Expert
ToRs	Terms of References

1. Context and Background

Advancing digital development is one stand-alone development policy objective that the German Federal Ministry for Economic Cooperation and Development (BMZ) is particularly committed to pursuing together with its international partners. On behalf of BMZ, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the Global Program Digital Transformation to develop innovative BMZ flagship projects on a global scale. Under the flagship "Digital Transformation" digital ecosystems in partner countries are being supported.

The digital transformation and green economy have been part of Indonesia's Medium-Term National Development Plan, RPJMN (*Rencana Pembangunan Jangka Menengah Nasional*) 2020-2024. The growth of the digital economy is expected to reach 3,17% to 4,66% following the responsibility towards Indonesia's priority programs mentioned in RPJMN for Digital Transformation. The Indonesian government will take advantage of the digital economy to improve upstream-downstream efficiency and contribute to the added value of industries that are being carried out in the country.

As global partners, Indonesia and Germany are determined to work together to deliver sustainable, climate-neutral, and resilient development. On behalf of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, the DTC & Make-IT Projects are implemented together with the Ministry of National Development Planning / Bappenas. The project consists of three topics: Government Advice, Digital Entrepreneurship, and Digital Literacy supports. Digital Entrepreneurship covers activities supporting startups and micro-small medium enterprises (MSMEs) to adopt digital solutions and catalyze utilization of digital solutions to tackle climate challenges. The climate challenges are currently categorized into areas of energy transition, circular economy, and natural resource management (green technology), hence supporting sustainable economic transition in Indonesia. The abovementioned support activities are aligned to enrich the development of policy and strategy embodying national priority projects in the Medium-Term National Development Plan (RPJMN) and Long-Term National Development Plan (RPJPN).

Indonesia's vibrant startup ecosystem and its strategic direction toward green economy transition fuels the growth in green technology startups, which are those who are building product and services providing solutions for the environmental problems. The DTC and Make-IT project currently defines green technology in energy transition, circular economy, and natural resources management.

Digital and Green Entrepreneurship

Activities in the Digital Entrepreneurship topic aim to strengthen a digital economy that promotes development in Indonesia, invigorating innovation in pivotal green technology sectors, as well as supporting and expanding local innovation ecosystem to solve development challenges in subnational level. Activities are grouped into two main types of activities, namely (a) green tech ecosystem building and (b) green tech incubator.

The first group focus on nurturing supportive mechanism for startups to build their idea up until commercialisation, while the activities comprise from gathering insights from various stakeholders in the sector (e.g. through focus group discussion, seminars, meetups), conduct baseline studies to increase understanding about the field to various capacity development, and piloting activities to leverage meaningful interactions among players in the sector (e.g. business matchmaking, mentorship), strengthen collaboration and partnership with relevant organisations both national and international.

The second group focuses on capacity development for green tech startups from early stage to late-stage startup. The activities in the green tech incubator cluster consists of green tech incubation track with existing digital startup incubation program by government initiatives, technical training for startups ('Techmaker') focusing to strengthen product development skills specific to green technology market in Indonesia.

During FGD with the green tech ecosystem players, product-market fit is one of the key hindrances for them to grow in Indonesia. There are two notions, the Indonesian market is not aware about environment challenges, and the available green tech products/ services are not yet solving their problem. While market education initiatives are being carried by various public to private initiatives, based on observation and interaction with various green tech startups at various stages, the product development methodology is still rarely mastered by them. The technical training ('Techmaker') program aims to improve technical capabilities of green tech startups developing their product, especially on validating fitness of their problem and solution as well as their product-market fit using known methods in hardware product experimentation. These methods are, for example, lean experimentation, scrum and agile framework, human-centered design specifically with relevant technical methods for prototyping to create MVP e.g., IoT, microcontroller, Arduino, raspberry pi, system integration, 3D drawing, etc.

The tasks seek for a team to conduct technical training for lean experimentation and/or human centered design course for startups who already have initial MVP (Minimum Viable Product) to support their research and development product. Criteria for selected participants will be defined together with the Contracting Authority.

2. Tasks to be Performed by the Contractor.

The contractor is responsible for providing the following services:

1. **Design workshop and technical training about product development in the context of green technology,** including:
    a. Investigation on existing supports for research and development activities that strengthen development of green technology products, which includes and potential technical training programs that are suitable for green tech sector (minimum of 5 training programs to be included in the analysis) to identify what works and adapt it for the Green Technology Makers program. The respondents shall include both government-led and private-led activities on R&D and training programs. The investigation results shall be formulated as a baseline study.

b. Propose product development methodology to be used in the training and workshop activities. Design suitable workshop format and training method to deliver the training material which incorporate training curriculum for selected participants.
c. Design and implement shareable training content material, with effective and suitable delivery method, training tools (including: worksheet template, other material to support learning process) and effective evaluation method for the designated participants to measure progress and output from the training and workshop activities.
d. Together with the Contracting Authority define selection process to find eligible participants for the training, including diagnostic assessment to know further kind of technical support needed from the selected participants.
e. Present the training design and material to the Contracting Authority and improve accordingly based on the feedback and discussion.
f. Create a final version of the training and workshop design, curriculum, and training material to be delivered in the 'Green Technology Makers' training in the format of document and multimedia.

2. Assist a hybrid public knowledge exchange session about R&D and product development to commence the program

a. Design knowledge exchange session, including topic, suitable speakers, moderator, rundown, about experiences in developing products/services from established green technology entrepreneurs as a study case and overview about the challenges in developing green tech product.
b. Provide speakers, moderator, and rundown suggestions based on the agreed knowledge exchange design. This hybrid knowledge exchange will then be used as a tool for public awareness, outreach activities and announcing the technical training program.
c. Support publication of the hybrid knowledge exchange through the Contractor's established channels/media to public audience.
d. Create brief event report of the hybrid knowledge exchange. Publication material and technical event organisation matters (hybrid setup) will be handled by the Contracting Authority.

3. Manage and conduct online, hybrid, and/or offline technical training for selected participants.

a. Conduct open call and registration to participate in the technical training.
b. Assist the Contracting Authority for publication about the training information, which includes but not limited to registration, training process, results and evaluation of the training.
c. Classify the green tech startup applicants based on company maturity level and their product stage.
d. Together with the Contracting Authority, select the applicants in accordance to the agreed criteria, accommodating diversity and suitable business and product stage to follow the training process.
e. Devise detail plan (format, content, trainers, speakers/mentors, moderator, rundown, timeline, etc.) of the training, as well as accommodating inputs from the Contracting Authority.
f. Conduct the technical training for the selected participants, which shall include:

i. Preparation of the training material, method about product development, as well as tools (hardware tools, software, or any required tools) to enhance the learning experience for the training participants, based on agreement with the Contracting Authority. Prepare on-boarding information for the participants before joining the training, including details of training and workshop, general arrangements, rules and expectations during the training process, and other necessary information for effective participation.
ii. Perform the training using the agreed delivery method for the participants.
iii. Diagnostic method to assess business performance and technical for selected participants before joining the training to provide insight about the participants profile, level of product development stage, and necessary tailored technical support for the selected green tech startup participants.
iv. Intensive workshop about practices and experiences in developing product/service from established green technology entrepreneurs (in the scale-up phase) as a study case (note: small workshop and hands-on session). The hands-on training might require tools (hardware and/or software as defined with the Contracting Authority).
v. Conduct online technical training, workshop, and/or mentoring as a pre-requisite session for the selected green tech startup participants before joining a full offline session.
vi. Conduct offline technical training and workshop (up to 5 days) for the selected green tech start-up participants such as in person mentoring session, access to makerspace to work on product development session, technical clinic session, and other necessary relevant session.
vii. Provide space/workspace/makerspace together with necessary tools for the selected startups to work and develop their products based on the guidance from their tailored expert mentors. The contractor should provide and make available tailored mentors based on the diagnostic session with selected startups.
viii. Conduct training evaluations for participants, which include pre- and post- test to measure progress and select trainees to join the second stage of training.
ix. Together with the Contracting Authority, select the participants that are eligible to join the indicative exhibition session in a business matchmaking event. Eligibility is based on the selected participants' progress and evaluation, analysing their progress and performance during the technical training.
x. Coordinate with the assigned Event Organizer, provided by the Contracting Authority, to make the activities effective and successful.
xi. Maintain monitoring and evaluation during the training program, comprises of design feedback mechanism: feedback tools (questionnaires, pre and post-tests), feedback collection, and evaluation of the training results.
xii. Create event report of the technical training program including all the technical details about the implementation of the training, such as but not limited to information about the selected participants and their mentors, methodology of the training, curriculum and/or materials delivered to the participants, and timeline.

4. **Anchoring Technical Training Concept to Indonesian Partners**
   a. Provide and formulate analysis report of the technical training green tech startups program. This report should include the research on the existing relevant programs (as mentioned in point 1.a.), rationale and justification for selected methods and curriculum for the technical training program, insight of the diagnostic assessment session for the selected participants, findings during the program, lesson learned, insights, and recommendations for scaling up. The recommendations shall also include nominations of institutions who can continue and scale up the program.
   b. Support handover of initiatives to the Indonesian Government and/or agreed Indonesian organisation according to the created anchoring plan.
   c. Organise and facilitate a workshop for the handover/ anchoring organisation(s).
   d. Involve in meetings, as experts, with government and related entities regarding integrating the network mechanism to government support activities and/or entities.

Period of assignment: December 2023 to May 2024

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

Milestone	Deadline/place/person responsible
First version design and concept of Green Technology Makers Program	December 2023 / Jakarta / Contractor
Final version design and concept of Green Technology Makers Training Program	December 2023 / Jakarta / Contractor
Hybrid talk show for public participants	January 2024 / Hybrid / Contractor
Technical training for selected participants and event report	February 2024 / Online and Offline / Contractor
Report on the status of R&D and product development situation in green tech startups, which includes analysis between baseline and after the program, evaluation, and recommendation for the Green Technology Makers Program	March 2024 / Hybrid (online and offline) / Contractor
A Workshop for the handover/anchoring the Green Technology Makers Training Program	April 2024 / Jakarta / Contractor

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept).

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents

and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule (e.g. Gantt chart and personnel allocation), that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to present its existing experiences and recent parallel initiative(s) which relevant to the services and can give co-benefit the impact of the services. (if available)

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training, and steering the experts (international and/or national, short, and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) necessary for the technical training and assumes the associated operating and administrative costs.
- The contractor is responsible for providing venue and workspace needed to perform technical training program as agreed by the contracting authority.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
  The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

Qualification of the contractor

In addition, the contractor shall provide the reference projects with a minimum commission value of 20,000.00 EUR (each) in at least 2 (two) projects in the field of Entrepreneurship Green Technology, Product Development, and Innovation and at least 1 (one) reference project in Indonesia in the last 3 (three) years.

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, based on 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.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor, on quality assurance, problem solving, and deadlines.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Coordinate, communicate and ensure implementation of the events are well prepared and executed together with the Event Organizer (provided by the GIZ) to make the events run smoothly and properly.
- Orchestrate event implementation with other supporting event vendors, which comprises of venue, EO, talents, etc as well as monitor and manage the progress of event implementation.
- Regular reporting in accordance with the project schedule and/or as agreed with GIZ.
- Inform and provide advisory when there is any delay or change in plan prior to the events (within sufficient time to adjust).

Qualifications of the team leader

- Education/training (2.1.1): University qualification (bachelor's degree or preferably master's degree) in business, management, engineering, and other relevant fields
- Language (2.1.2): Good business language skills in Bahasa Indonesia, English
- General professional experience (2.1.3): 6 years of professional experience in business management and entrepreneurship programs, with experiences in the specific field of green technology/ sustainable development/ environment/ sector will be beneficial.
- Specific professional experience (2.1.4): 4 years in project management, deep understanding of project management principles and practices. Having experience in product development, impact investment and venture building is preferable.
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company, having first-hand experience in leading teams and managing people.
- Regional experience (2.1.6): 5 years of experience in projects in Indonesia

Expert 1 on Entrepreneurial and Green Technology Product Development Education

Tasks of expert entrepreneurial education

- Design detailed concept and methodology of Green Technology Makers training for green technology startups in Indonesia., involving national and/or international trainers.
- Build network of highly committed mentors/trainers with attractive engagement mechanism and training program, including curation of trainers and trainee to be involved in the first and second stage of technical training.
- Lead curation/selection of trainers and trainees. The trainers may include international and national trainers, while the trainees will be prioritised for Indonesian green tech startup.
- Provide and make sure the quality of the selected trainers for the technical trainings which shall include preparing and steering the expert trainers assigned to perform the technical training stage 1 and 2.
- Implementing the capacity development component according to the agreed plan by the GIZ.
- Coordinate, communicate and ensure implementation of the technical training program is well prepared and well executed together with the Event Organizer (provided by the GIZ) to make the events run smoothly and properly.
- Maintain the quality of the trainers and closely coordinate with the GIZ for selection trainers.
- Communication and publication support
  - Support for the publication information regarding the program that will be made available for public/targeted participants.
  - Support the publication of the program through contractor's established channels/media to the public participants.
- Monitoring, Evaluation, and Learning
  - Monitor, evaluate and reflect on the technical training program and formulate recommendation for further entrepreneurial support for green tech startups in the policy and program level.
  - Documenting capacity development contents and insights from the participants.
  - Compile lesson learned points, feedback survey results, key takeaways from the partners and participants, as well as metrics related to the event such as but not limited to number of event participants, participants' gender, and domicile, etc. as agreed with the GIZ.
  - Prepare and create event report with format agreed with the GIZ.
- Perform as a resource person and prepare shareable presentation for a workshop to present report on evaluation and recommendation for the Technical Training for Green Technology Makers in the process of anchoring the program to other stakeholders.

Qualifications of expert entrepreneurial education

- Education/training (2.2.1): University qualification (a bachelor's or preferably master's degree) in business management, innovation, entrepreneurship, engineering, product development, product design and engineering, or related field.
- Language (2.2.2): Good business language skills in Bahasa Indonesia and English

- General professional experience (2.2.3): 5 years of professional experience in the business administration, management (innovation, finance, human resources), and experience in the field of green technology product development is desired. A deep understanding of business principles and practices, which include but not limited to finance, marketing, and strategy.
- Specific professional experience (2.2.4): 3 years of professional experience in developing entrepreneurial education program involving practitioners and entrepreneurs, have experience in teaching, training, or coaching in the topic of entrepreneurship and product development, and having first-hand experience in starting and managing a business.
- Regional experience (2.2.6): 3 years of experience in projects in Indonesia

Subject Matter Experts (SMEs), Technical Trainers for Green Tech Product Development

Tasks of subject matter experts (Pool 1)

- Perform as an expert resource person (trainer/mentor) and conduct technical training for green technology product development in Indonesia, involving national participants/trainees.
- Preparing shareable presentation and information material which incorporates knowledge, insights, and experiences relevant to the assigned topic and key points during the learning session. If there is any non-shareable information that can support the learning, the SMEs can make disclaimer and remove the material before it is being shared with the participants.
- Coordinating with the committee about the overall event and preparation.
- Present and exchange knowledge with other SMEs and participants in relevance with the topic assigned. If there is any additional information outside the assigned topic to be provided, approval from GIZ is needed prior to the event.
- Provide knowledge, guidance, and advice for the trainees in the scope of technical training related to the green technology product development and business practices in Indonesia and beyond.
- Provide evaluation on the trainees based on the agreed aspects and the overall training program for further improvement.
- Actively participating in the network of highly committed trainers with attractive engagement mechanism and training program.
- Provide information and access to relevant network/ materials/ knowledge which can support the program and the trainees to learn and improve their green technology product.
- Contribute to evaluate and reflect on the technical training program and recommendation for improvement for further entrepreneurial support for green tech startups in the training and program level.

Qualifications of subject matter experts (Pool 1)

- Education/training (2.6.1): University qualification (a bachelor's or preferably master's degree) in green technology, product development, engineering, or relevant fields.
- Language (2.6.2): Good business language skills in Bahasa Indonesia, English

- General professional experience (2.6.3): more than 5 years of professional experience in the sector energy transition, circular economy, natural resource management (resilient nature), and any relevant technical field to the topic of training. A deep understanding of technical and business principles as well as practices, which include but not limited to product development, green technology, human centred design, lean experiment, AI, IoT, prototyping methods and business strategy.
- Specific professional experience (2.6.4): more than 3 years of professional experience in develop green technology product, teaching and conduct technical training, in Indonesia/ Southeast Asia/ Asia and/or any specific experience that can be justified together between the GIZ and the Consultant.
- Regional experience (2.6.5): 3 years of experience in developing green technology hardware product, preferably with specific experience in Asia, Southeast Asia, esp. Indonesia.

Project Associate

Tasks of project associate

- Work together with Team Leader to plan and execute the Technical Training for the Green Technology Makers, ensure that every stakeholder, including the internal team have appropriate methodology, direction, and resources to deliver the activities effectively by establishing realistic estimates for timelines while ensuring that activities remain on target to meet deadlines.
- Creating schedules of all event activities for staff/internal team to follow during events.
- Provide logistical support and assist in the day-to-day operations of Technical Training for Green Technology Makers, including the planning, organisation and scheduling of meetings/preparation/mentoring/training, and launching.
- Oversee the day-to-day activities correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- Conduct and create minutes meeting for regular event planning and coordination meetings with the GIZ, governments (if necessary) and other relevant parties.
- Support to provide and liaise with approved talent management for trainers, moderator and/or MC, who fulfil the criteria and excellent expertise on green technology product development, ecosystem, and digital entrepreneurship.
- Communication and Publication
    - Support for the publication information regarding the program that will be made available for public/targeted participants.
    - Support the publication of the program through contractor's established channels/media to the public participants.
- Monitoring, Evaluation and Learning
    - Manage incoming documentation and information from stakeholders.
    - Disseminate, collect, and evaluate feedback survey to all participants.
    - Ensure documentation materials needed for report(s) and PR purposes are well covered, which includes attendance lists and multimedia documentations.

- Ensure invoices and administrational documents related to the task are signed by respective people and submit required documents (e.g. invoices) to the GIZ.

Qualifications of project associate

- Education/training (2.4.1): University qualification (an undergraduate degree) in the social sciences, public or business administration, management, or another relevant field
- Language (2.4.2): Good business language skills in Bahasa Indonesia, English
- General professional experience (2.4.3): three (3) years of professional experience in project administration and operation, with experiences in the specific field of green technology/ sustainable development/ environment/ sector will be beneficial.
- Specific professional experience (2.4.4): two (2) years in project management, deep understanding of project management lifecycle.
- Regional experience (2.4.6): two (2) years of project experience in Indonesia

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Take initiatives to problem solving and provide solutions.
- Excellent communication skills including the ability to listen actively, provide feedback, and convey complex ideas clearly and concisely.
- Sociocultural competence
- Agile mindset
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking
- Experiences in the field of green technology product development and digital startups development in Indonesia

5. Costing requirements

Deliverables

The assignment requires submission of deliverables of Green Technology Makers Training Program, which includes:

1. Final concept of Green Technology Makers Program and hybrid talk show.
2. Two (2) Technical Event Reports from hybrid talk show for public participants and technical training for selected participants.
3. Analysis Report on evaluation, insights, and recommendations for the Green Technology Makers Program.
4. An anchoring workshop explaining Evaluation and Recommendation for the continuation of Green Technology Makers Program.

Milestones	Deliverables

[PREPARATION & INITIAL PHASE] 1. Review documents from scoping stage and other materials provided by the client (GIZ). 2. Develop Green Technology Makers Program Concept	Updated planning documents, includes: a. Activities and milestones b. Overall activity's timeline c. Clarification on questions (MOM/ Notes) d. Original, revised, and approved version of Green Technology Makers Program Concept, includes: • Hybrid talk show concept for public participants. • Detailed activities, methods for participants diagnostic, participants criteria, and timeline for Green Technology Makers training program. • Detailed concept and methodology of technical training, workshop, curriculum, format, material, evaluation, etc. • Clear activity's objective, activity's design, and outcome e. Approval meeting with GIZ for the proposed concept
[PILOT] Green Technology Makers Program for selected participants	Original, revised, and approved version document of: • Successful Green Technology Makers training program proven by positive feedback from participants. • Detailed activity's technical Event Report of Green Technology Makers Program including information about the selected participants and their need, methodology of the training, materials delivered to the participants, and timeline. summary of challenges, key takeaways, and point of recommendations.
[MONITORING, EVALUATION & FINAL REPORT] 1. Develop monitoring and evaluation of the after training performance, impact, sustainability and scale up plan. 2. Conduct Workshop Evaluation and Recommendation for the Replication and/or	Original, revised, and approved version document of: • Detailed monitoring and evaluation indicator, monitoring report, after training performance, impact, sustainability, and scale up plan. • Proposed green-tech technical training specializations and clusters based on the Green Technology Entrepreneur activities. • Analysis Report of the program which include the research on the

Continuation of the Technical Training 3. Develop Final Report 4. Final multimedia materials documentation	existing relevant support programs, insight of the diagnostic assessment session, lesson learned from the activities, evaluation from the program, and recommendation for sustainability and scaling up for the program. • Workshop report on evaluation and recommendation for the duplication and/or continuation of technical training by summarising all key takeaways from Green Technology Makers Program activities and feedback from the workshop. • Approval meeting with GIZ for final report in which all feedback and recommendation for Green Technology Makers Program already incorporated. • Compilation of Green Technology Makers Program materials in multimedia format.

Please submit the attached price sheet with your offer assignment of personnel

- Team leader: On-site assignment for up to 50 expert days
- Expert 1 Entrepreneurial and Green Technology Product Development Education: Assignment in country of assignment for up to 100 expert days
- Expert 3 Subject Matter Experts: Assignment in country of assignment for up to 30 expert days
- Project Associate: Assignment in country of assignment for up to 100 expert days

Milestones	**Estimated expert days (up to) for orientation**	**Deadline/ Place/ Person responsible**
Deliverable 1: Green Technology Makers Program Detail concept and hybrid talk show concept	20 days	Lead : Team leader. Expert 1, Subject Matter Experts
Deliverable 2: Pilot Activities of Green Technology Makers Program (events, knowledge products, report)	50 days	Lead : Team leader. Expert 1, Subject Matter Experts, Project Associate
Deliverable 3: Monitoring and evaluation of the training performance, impact, and sustainability plan	10 days	Lead: Team leader. Expert 1, Subject Matter Experts, Project Associate
Deliverable 4: A workshop to disseminate report which comprises of evaluation and recommendation for replication and/or continuation of Green Technology Makers Program and documentation compilation of the process.	20 days	Lead: Team leader. Expert 1, Project Associate

Deliverables

- **Deliverable 1**: Green Technology Makers Program and Hybrid Talk Show Final Detail Concept
- **Deliverable 2**: Pilot Activities of Green Technology Makers Program (event, knowledge products, and event report)
- **Deliverable 3**: Analysis report on evaluation of the after training performance, impact, and sustainability plan.
    - The training performance evaluation includes participants feedback, additional value creation, progress, and improvement of startups after the training activities, etc.
    - The sustainability and scale up plan builds from the technical training's performance feedback and recommends suitable mechanism for the training to fit in various potential organisations (both public and private institutions).
    - Insights and recommendations for a better technical training.
- **Deliverable 4**: A workshop to disseminate report which comprises of evaluation and recommendation for the Green Technology Makers Program and documentation compilation of the process (event, knowledge product, report).

Travel

Travel is expected to conduct technical training and capacity development sessions in agreed selected cities, such as Jakarta or Bali.

Flexible remuneration

To anticipate possible additional needs, such as for event or extra man-days, a budget of EUR **8,000** is foreseen as flexible remuneration. The use of this budget requires the prior written approval of GIZ.

6. Inputs of GIZ or other actors

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

- Direction and feedback to conduct the task required, problem solving, and improvement.
- Direction and guidance to link activities with parallel and relevant activities within DTC – Make IT project and GIZ.
- Contact making relevant for the assignment (if the contact is not yet established with the contractor).
- Meeting facilities at the DTC – MakeIT project, if needed.
- Event organiser is provided by the GIZ (e.g. for online, hybrid, and offline meeting setup).

7. Requirements on the format of the bid

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

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. 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.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses, etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.