

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

CONFIDENTIAL

Consultant for the Development of Green Soft Skills Programme	Project number/ cost centre:
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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
BMZ	German Federal Ministry for Economic Cooperation and Development
FGD	Focus Group Discussion
FK	Expert
FKT	Expert days
GESIT	Green Jobs for Social Inclusion and Sustainable Transformation
GIZ	<i>Gesellschaft für Internationale Zusammenarbeit</i> , German Agency for International Cooperation
KZFK	Short-term expert
MSPs	Multi-Stakeholder Partnerships
TKDV	Regional TVET Coordination Team
ToRs	Terms of reference
TVET	Technical and Vocational Education and Training

1. Context

The project "Green Jobs for Social Inclusion and Sustainable Transformation" (GESIT) aims to support Indonesia's transition to a green economy by expanding green employment opportunities and fostering a competitive workforce with the skills needed for green jobs. This project is part of an integrated solution to the global climate crisis, consisting of numerous Indonesian-German cooperation projects that leverage synergies in the fields of energy transition, forest conservation, circular economy, TVET, and employment promotion. It is a bilateral project between the Indonesian and German governments, specifically the German Federal Ministry of Economic Cooperation and Development (BMZ) and the Indonesian Ministry of National Development Planning (Badan Perencanaan Pembangunan Nasional/Bappenas) and is implemented by GIZ. Green jobs are defined by the Green Jobs Roadmap of Bappenas as "jobs that contribute to preserving or restoring the environment and promote decent work through one or more of the following mechanisms: by having specific tasks, requiring specific skills, for application of environmentally friendly processes and/or production of environmentally friendly outputs (products/services)".

Taking into account the pivotal importance of the green transformation of the Indonesian economy and labour market and the Government of the Republic of Indonesia's goal to become a developed country by 2045 while targeting net zero emissions by 2060 or sooner, GIZ and Bappenas have agreed to jointly implement the GESIT project which will develop the capacities of selected public and private stakeholders to inclusively promote employment in green jobs in the following areas: circular economy (focus on plastic waste management), renewable energy and energy efficiency, and forest conservation.

This is implemented through achievement of four outputs, as follows:

- **Output 1: Policy Framework**
Instruments and recommendations for promoting employment in green jobs are available to stakeholders at national level.
- **Output 2: Upskilling and Reskilling**
Lessons learnt with inclusive approaches for reskilling and upskilling for green jobs are available to members of the National TVET Coordination Team (TKNV).
- **Output 3: Subnational Piloting**
The promotion of employment in green jobs was initiated at the subnational level in selected provinces.
- **Output 4: Coordination and Monitoring**
Selected national stakeholders have expanded their coordination and monitoring of green jobs.

To prepare project activities in the pioneer provinces, a series of focus group discussions were held between October and November 2024. During these discussions, participants expressed significant concerns about the mindset and work ethic of local workers. While technical skills for green jobs are essential, soft skills are considered even more critical. For example, green jobs often require balancing economic goals with environmental responsibility. Therefore, soft skills such as critical thinking, ethical reasoning, and integrity are crucial for making decisions that benefit

both people and the planet. In response to these findings, **GESIT will develop a training programme on green soft skills and assign a consultant to design and implement the programme.**

This activity contributes to Output Indicator 3.2, which states: Subnational multi-stakeholder partnerships in the three pilot provinces have implemented a total of nine measures to promote employment in green jobs, of which three measures focus on promoting gender equality or social inclusion. It also contributes to Module Indicator 4 which measures the number of persons trained by national and sub-national stakeholders for green jobs in initial training, upskilling or reskilling measures (target: 1,000 persons, 300 of whom are women).

Participants of the Green Soft Skills training programme will be certified as Green Soft Skills Facilitators. They will be responsible for conducting further trainings to disseminate the knowledge and skills acquired during the programme.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

A. Development of Green Soft Skills Programme

- a. Conduct research and develop occupational and competency standards (units of competency) for the structured qualification of Green Soft Skills Facilitators.
- b. Design a minimum 5-day (35-hour) hybrid training programme of Green Soft Skills Facilitators combining offline, synchronous online, and asynchronous learning, including instructional and learning methodologies.
- c. Develop a competency certification scheme and corresponding assessment tools.
- d. Implement the competency-based training programme for the participants from green industries and TVET institutions.
- e. Apply certification schemes to assess and certify training graduates..
- f. Conduct evaluations to improve the programme, including monitoring its effectiveness, updating competency standards, and developing green industry-based learning models.

B. Other Tasks:

Support to the Development of the Economic Transformation Plan of East Kalimantan Province

- a. Participate in meetings and workshops related to the preparation of the Economic Transformation Plan for East Kalimantan Province.
- b. Conduct research, provide technical inputs, and draft the section on competency development and employment for the Economic Transformation Plan for East Kalimantan Province.

Support to the Finalisation of Green Jobs Occupational Maps for Circular Economy and Forestry

- a. Provide technical inputs and review for the finalisation of Green Jobs Occupational Maps for Circular Economy and Forestry.

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

Milestones/process steps/partial services	Deadline/place/person responsible
<p>Milestone: Development of occupational and competency standards as well as curriculum and training units for Green Soft Skills Facilitators, including instructional and learning methodologies and materials</p> <p>Key activities:</p> <ul style="list-style-type: none"> • Prepare and facilitate consultation meetings • Conduct research • Prepare workplan for the development of occupational and competency standards, and training programme for Green Soft Skills Facilitators • 	November 2025
<p>Milestone: Support management, supervision and reporting of the initial Output 3 activities, namely Green Jobs Study and Green Jobs Socialisation, in all pioneer provinces</p> <p>Key activities:</p> <ul style="list-style-type: none"> • Conduct and facilitate kick-off meetings with Bappenas, MSPs and other relevant stakeholders • Support in the supervision of the consultants assigned. • Review all consultant's deliverables • 	April 2026
<p>Milestones:</p> <ul style="list-style-type: none"> • Implementation of Green Soft Skills Facilitator training programme • Evaluation • Final Report in Bahasa Indonesia and Powerpoint Presentation <p>Key activities:</p> <ul style="list-style-type: none"> • Implement training and apprenticeship programmes • Prepare the assessment and certification schemes for training graduates • Conduct evaluations to improve the programme • Prepare a brief report summarising key interventions, lessons learnt and recommendations • 	August 2026

Period of assignment: from July 2025 until August 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 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 **implementation 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**.

4. Personnel concept

The tenderer is required to provide personnel who is suited to filling the position described, on the basis of their CV (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.

Key expert 1

Tasks of the key expert

- 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
- Regular reporting in accordance with deadlines

Qualifications of the key expert 1

- Education/training (2.2.1): Ph.D. in a field related to employment promotion, TVET, labour market policy, economics, or development studies
- Language (2.2.2): C1-level language proficiency in Bahasa Indonesia and English
- General professional experience (2.2.3): 10 years in the field of skills development and employment promotion.
- Specific professional experience (2.2.4): 5 years in in developing competency standards, vocational training curricula, learning materials, and certification and assessment schemes.
- Leadership/management experience (2.2.5): 10 years of management/leadership experience as project team leader

- Regional experience (2.2.6): 10 years of work experience in East Java and/or Riau Islands.
- Development cooperation (DC) experience (2.2.7): 10 years of work experience in DC projects
- Other (2.2.8): n/a

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	1	97	97	lump sum, based on timesheet

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	22	1	22	lump sum, based on performance according to the National Travel Cost Regulations, GIZ Indonesia
Overnight allowance in country of assignment	18	1	18	Against bill
Transport	Quantity	Number per expert	Total	Comments
One-way domestic flights	4	1	4	Against bill
CO ₂ compensation for air travel	4	1	4	A fixed budget of EUR 84 is earmarked for settling carbon offsets against evidence.
Travel expenses (local transportation by car)	4	1	4	lump sum, based on performance

6. Requirements on the format of the tender

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

The complete tender must not exceed 5 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.