Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Regional Facilitator for High-level Dialogues and Events

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0. List of abbreviations

ASEAN	Association of Southeast Asian Nations
AVB	General Terms and Conditions of Contract for supplying services and work
AWGCC	ASEAN Working Group on Climate Change
CAP	ASEAN-German Climate Action Programme
ToRs	Terms of Reference

1. Context

The ASEAN-German Climate Action Programme (CAP) is implemented by cooperating closely with the ASEAN Secretariat and the ASEAN Working Group on Climate Change (AWGCC). It focuses on strengthening ASEAN structures and processes to make climate policy more effective and contributes to anchoring climate policy issues more systematically, enhancing visibility in the international dialogue on climate policy, and linking regional and national climate policies.

As CAP has started its implementation phase, regional knowledge exchange events are one of the main activities. Hence, there is a need for a facilitator/moderator to moderate high-level dialogues, workshops, trainings and presentation sessions and to facilitate interactive discussions between audiences and resource persons including posing important questions and reminders to the resource person to trigger more attractive and communicative messages. The moderator should coordinate and provide advice as necessary to the organiser/event team to ensure the smooth deliberation of the event conduct.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Designing and crafting high-level dialogues, encompassing the development of event agendas and innovative methodologies to effectively facilitate discussions.
- Facilitating hybrid and in-person high-level dialogues, including pre-project steering committee meetings, conferences, and ceremonies, ensuring seamless execution, and encouraging an environment conducive to productive exchanges.
- Maximizing participant engagement in high-level dialogues through dynamic facilitation and moderation techniques, interactive methodologies, and inclusive approaches that encourage diverse perspectives and contributions.
- Thoroughly documenting summaries of dialogues and capturing actionable insights, decisions, and follow-up actions to ensure accountability and continuity.

The above mentioned services are delineated into work packages structured according to sequential steps as the following:

Work Package A - Preparation and designing the events

- Prior to each event the contractor shall prepare programme agenda and,
- Propose methodologies for facilitating discussion.

Work Package B - Facilitation of high-level discussion

- Moderation of an event including meetings, workshops, and conferences.
- Facilitation of high-level discussion including workshops, and conferences, and
- Documentation of the events

Work Package C - Post-event report

- Summary of the key findings and recommendations from the discussion in a concise report

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Agenda and methodology for facilitating the discussion.
- Documentation of events result and summary of the dialogues.

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

Milestones/partial works	Deadline/place/person responsible (facilitator & rapporteur)	Criteria for acceptance	Number of working days
1. Up to five (7) high-level dialogues including but not limited to workshops, conferences, and meetings	May – December 2024/ Various location in ASEAN countries	Draft of programme agenda Report of the activity including the meeting notes	The duration events may vary, spanning from a minimum of one day to five days of events Each workshop requires one day preparation and one day for reporting purposes.
2. Up to five (11) high-level dialogues including but not limited to workshops, conferences, and meetings	January – December 2025/ Various location in ASEAN countries	Draft of programme agenda Report of the activity including the meeting notes	
3. Up to two (2) high-level dialogues including but not limited to workshops, conferences, and meetings	January – February 2026/ Various location in ASEAN countries	Draft of programme agenda Report of the activity including the meeting notes	

The above-mentioned events are subject to ASEAN Member States' decision and availability.

Period of assignment: from 20 May 2024 until 28 February 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).

Processes (1.4): 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, milestone and schedule.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 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.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Team Leader: Facilitator

Tasks of the team leader

- Serve as the main facilitator of the listed events in Chapter 2.
- 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 team leader

- General qualification (2.1.1): University degree
- Language skills (2.1.2): English proficiency is required and C1-level language in Germany is an assets
- General professional experience (2.1.3): Fifteen (15) years of professional experience in environmental issues pertinent to climate change.
- Specific professional experience (2.1.4): Twenty (20) years in facilitating regional and international events via virtual and/or in person formats.
- Management experience (2.1.5): Proven track record in moderating discussions with high-level speakers and participants in international settings
- Regional experience (2.1.6): Experience in facilitating meetings and workshops in the ASEAN region.
- Development cooperation experience (2.1.7): professional experience in development sector
- Other (2.1.8) Familiarity with GIZ approaches and procedures.

Key expert 1: Rapporteur

Tasks of key expert 1

- Capturing key points, decisions, and action items during the workshops and/or events listed in Chapter 2.
- Synthesizing the ideas into clear and concise notes that accurately reflect the discussion.
- Summarise the key findings outcome and recommendations from the discussion in a concise report.

Qualifications of key expert 1

- General qualification (2.2.1): University degree
- Language skills (2.2.2): Proficiency in English
- General professional experience (2.2.3): Seven (7) years professional experience in the development sector or environmental issue pertinent to climate change,
- Specific professional experience (2.2.4): Five (5) years' experience in writing report and/or meeting notes in international and/or regional ASEAN meetings,
- Regional experience (2.2.6): Experience and familiarity with ASEAN and climate change terminology

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem is reimbursed as a lump sum up to the maximum amounts permissible by GIZ. Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project. The place of delivery is within ASEAN region and it may vary depending on the ASEAN Member States' availability and decision.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO_2 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_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

Specification of inputs:

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of Facilitator	1	60	60	Against timesheet
Designation of Rapporteur	1	60	60	Against timesheet
Travel expenses	**Quantity (for 2 experts)**	**Price (IDR)**	**Total (IDR)**	**Comments**
Per-diem allowance in ASEAN country of assignment	80	614.000	49.120.000	Lump sum. Maximum cost. GIZ travel regulation is applied for Indonesia and ASEAN countries.

Accommodation allowance in ASEAN country of assignment	80	1.705.000	136.400.000	Against evidence. Maximum cost. GIZ travel regulation is applied for Indonesia and ASEAN countries.
Transport	**Quantity (for 2 experts)**	**Price (IDR)**	**Total (IDR)**	**Comments**
International & Domestic flights in ASEAN countries	40	11.085.700	443.428.000	Travel to the place of service delivery; subject to change based on ASEAN Member States' availability and decision. Against evidence.
Local transport (train, car, etc)	40	852.800	34.112.000	Travel within the country of assignment; local transport /transfer to/from airport etc. Against evidence.

6. 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) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The complete concept must not exceed 10 pages (excluding CV). The bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English. 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 standard for application. The CVs shall not exceed 4 pages. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must 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.

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