

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

CONFIDENTIAL

ENDLINE STUDY FOR GRASS PROJECT	Project number/ cost centre: 22.2141.4-001.00
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0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	6
	Technical-methodological concept	6
	Project management of the contractor (1.6)	7
	Further requirements (1.7).....	7
4.	Personnel concept.....	7
	Team leader	7
	Key expert 1: Forester (2 persons)	8
5.	Costing requirements	9
	Assignment of personnel and travel expenses	9
	Sustainability aspects for travel	9
6.	Inputs of GIZ or other actors.....	11
7.	Requirements on the format of the tender	11

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.

The GRASS (Greening Agricultural Smallholder Supply Chains) project, which is a follow-on project to the predecessor SASCI (Sustainable Agricultural Supply Chains in Indonesia) project and builds on the results and experience gained through this project, is implemented by GIZ in collaboration with its main government partner, the Directorate General of Estate Crops of the Ministry of Agriculture from January 2023 to December 2025.

The project aims to improve the livelihoods and resilience of smallholder farmers at the basis of global supply chains and is targeting independent estate crop smallholder farmers in Kapuas Hulu district, West Kalimantan (focus on rubber, oil palm, cocoa, and coffee). The project is developing and/or testing and implementing digital and other approaches and tools and procedures in support of sustainable, resilient, and climate-smart smallholder agriculture in selected sub-districts in Kapuas Hulu. Successfully tested approaches, tools and procedures will be promoted proactively and made available for up-scaling at the provincial (West Kalimantan) and national levels, in cooperation with other projects and development partners. The GRASS project contributes to the overall BMZ “Forest and Climate Protection” programme in Indonesia, by reducing deforestation from expansion of agricultural land by the targeted smallholder farmers.

To increase the resilience of estate crop smallholder farmers towards negative external impacts, e.g., from global market price fluctuations, pests and diseases, or the increasing impacts of climate change, the project will advise and strengthen the capacity of the targeted smallholder farmers in aspects of sustainable and climate-smart agricultural practices, including integrated farming, intercropping/agroforestry, permaculture, and regenerative farming. Agricultural extension staff from the government, civil society, and private sector will be targeted to include the aspects of resilience and sustainability in their support of smallholder estate crop farmers. The project approach includes the use of field-tested e-learning and blended learning formats for sustainable, resilient, and climate-smart smallholder agriculture, and will actively promote successful concepts and approaches at the provincial and national levels.

The project objective is being achieved through the production of four main outputs:

- 1) The capacities to implement resilient and sustainable smallholder farming have been improved,
- 2) The participation of smallholder farmers in local and global supply chains has been strengthened,
- 3) Government agencies at provincial and local levels have been sensitized on the requirements of resilient and deforestation-free supply chains,
- 4) Digital technologies, e-learning tools and other field-tested approaches to support smallholder farmers are available for provincial and national up-scaling.

The GRASS project is approaching completion in December 2025. An endline survey will be conducted to assess, validate and evaluate the project's effectiveness, efficiency, sustainability, and progress toward the expected results.

In this context, the GRASS project is seeking a consultant to carry out the endline survey by collecting both quantitative and qualitative data on key project indicators. The objectives of the survey are to:

- Assess changes in knowledge, attitudes, practices, and conditions among target beneficiaries,
- Validate the project's achievements and identify any unintended outcomes,
- Evaluate the relevance, effectiveness, efficiency, sustainability, and impact of the project interventions.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1) Preparation of work

- a. Get acquainted with the approach and project indicators of GRASS, including the results matrix with indicator targets, baseline data, as well as monitoring and reporting reports.
- b. Collect and assess available secondary information on the target areas, including, but not limited to information provided by GIZ and its consultants:
 - i. Information on crop yields and economic yields of agricultural products in the target group
 - ii. Information on supply chain relationships and off-taker companies that are sourcing from the target areas
 - iii. Include information provided by stakeholders operating in the target areas, e.g. information from private company traceability tools
- c. Conduct a kick-off workshop with GIZ (online, or offline in Jakarta) to align on expectations, discuss open questions on the assignment and agree on the way forward.

2) Develop an approach for the endline assessment

- a. Based on the GRASS results matrix and baseline survey, propose information to be included and methodology to be applied in the endline assessment:
 - i. Socio-economic and farm data to measure indicators on farm income and production (including for example production costs, labour input, crop yields, and sources of income) based on income from main cash crops, as well as subsidiary crops in a more holistic manner (household income)
 - ii. Supply chain organization incl. the role of intermediaries (e.g., middlemen) and off-taker companies in facilitating market access
 - iii. Review and list resilient and climate-smart agricultural practices being applied in the target area (e.g., diversified vs. monoculture)
 - iv. Number of farmers (women and men) who have adopted resilient and climate-smart agricultural practices.
 - v. Estimate the agricultural area on which sustainable cultivation practices are used.

- vi. Review and list digital applications (e-commerce, traceability) formats and other field-tested approaches promoting resilient smallholder agriculture that are applied by agricultural actors
- vii. Analyse the role of women in the targeted supply chains, including for intermediaries and local operators
- b. Propose a methodology for data assessment
 - i. Mixed methods, combining quantitative survey and qualitative tools (e.g., key informant interviews, focus group discussions)
 - ii. Including a survey design to assess socio-economic and farm data
 - iii. Including the approach to engage women in the assessment and ensure that the role of women in the farming enterprises is considered, sample gender-based stratification to enable women to speak freely
 - iv. Sampling strategy aligned with statistical reliability (randomized within target villages), target group representation (including women), and logistical feasibility.
 - v. Including data quality assurance procedures
 - vi. Triangulation of findings across data sources
 - vii. Safeguarding ethical considerations (transparency), including informed consent and confidentiality
- c. Incorporate feedback from GIZ/GRASS and finalize the approach
- d. Propose a work plan for the data assessment in close coordination with GIZ (meeting, Jakarta or online)

3) Conduct the endline study

- a. Prepare the data survey process:
 - i. Contracting of qualified enumerators with local knowledge of the target area
 - ii. Licensing of practical data assessment software
 - iii. Provision of the necessary hardware for data assessment and storage
 - iv. Train and prepare the local enumerators
 - v. Supervise data collection (survey)
- b. Translate the data and survey formats to Bahasa Indonesia as required based on a pre-test of the survey
- c. Conduct key informant interviews and focus group discussions in accordance with the agreed assessment methodology.
- d. Assess, clean, analyse and triangulate data and present it to GIZ and stakeholders selected by GIZ in validation workshops in Kapuas Hulu (online)

4) Document findings in an endline study report

- a. Narrative report in Indonesian language:
 - i. Key findings, analysis and results
 - ii. Comparison with baseline
 - iii. Conclusions and lessons learned
 - iv. Annexes (tools, list of participants, raw data summaries, etc.)
 - v. Submit draft report to GRASS for feedback
 - vi. Incorporation of feedback on the draft version obtained from GIZ
 - vii. Prepare an Executive Summary
 - viii. Submit final endline study report to GRASS
 - ix. Provide datasets according to the standards required by GRASS in a previously agreed format, or database

5) Data protection

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an INDEPENDENT DATA CONTROLLER and must ALONE comply with ALL applicable data protection obligations, including regional and local laws. The data protection principles as well as the numerous rights of the data subject must be taken into account. Particular attention must be paid to the GDPR data transfer rules whenever personal data leaves the EU for a third country. GIZ is NOT in any way responsible for such processing and, apart from non-personal data (statistics), GIZ does not expect to receive any personal data from the contractor.

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

Output/Milestones /partial works	Expected deliverables Date/Work %/Estimation Payment	Criteria for acceptance
Milestone/Output 1	one week after contract come into effect / 22.09.2025 60 % Interim Payment after approval of MILESTONE 1	Report on: The methodology and content of the endline study are mutually agreed upon, refer to task 1 (a-c).
Milestone/Output 2	12 weeks after contract comes into effect / 01.11.2025 40% FINAL payment after approval of MILESTONE 2	Final report: Final endline report is submitted

Period of assignment: from **15.09.2025** until **30.11.2025**.

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 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.

Further requirements (1.7)

The tenderer must describe how they will actively promote and ensure the meaningful participation of women in the survey sampling process.

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

Tasks of the team leader

- 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, in particular 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
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in agriculture, economics, or natural science
- Language (2.1.2): language proficiency in English and Indonesian
- General professional experience (2.1.3): 15 years of professional experience in the agricultural surveys, studies, assessments, reviews, and/or monitoring sector
- Specific professional experience (2.1.4): 10 years in tropical agriculture
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 8 years of experience in projects in Indonesia, of which 2 years in projects in West Kalimantan
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8):
 - Experience with holistic sustainability approaches
 - Experience in working with rural communities in participatory approaches
 - Experience in working with local government officials at village, sub-district and district levels
 - Basic understanding of estate crop cultivation

Key expert 1: Forester (2 persons)

Tasks of key expert 1

- Support the Team Leader in planning and executing the survey to ensure high quality and timely delivery, contributing through respective technical expertise in the relevant field.
- Assist the Team Leader in data analysis and interpretation.

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's in agriculture, or natural science
- Language (2.2.2): language proficiency in Indonesia
- General professional experience (2.2.3): 7 years of experience in agriculture forestry and biodiversity conservation, respectively in sustainable livelihoods
- Specific professional experience (2.2.4): 5 years in tropical agriculture
- Leadership/management experience (2.2.5): *-not applicable-*
- Regional experience (2.2.6): 7 years of experience in Indonesia
- Development Cooperation (DC) experience (2.2.7): *-not applicable-*
- Other (2.2.8): *-not applicable-*

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.

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
Team Leader	1	20	20	Lumpsum/Output based
Key expert 1 (Forester)	2	25	50	Lumpsum/Output based
Travel expenses	Number of experts	Number per expert	Total	Comments
Per-diem allowance in country of assignment	3	15	45	For 3 experts @up to 15 days Putussibau, West Kalimantan. Lumpsum.

Overnight allowance in country of assignment	3	15	45	For 3 experts @up to 15 days Putussibau, West Kalimantan. Lumpsum.
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	3	1	3	For 3 experts, @1 round trip (2 ways) Jakarta – PNK - Putussibau Putussibau – PNK – Jakarta. Subjected to evidence.
CO ₂ compensation for air travel <i>Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>	3	1	3	A fixed budget of IDR1.650.000,00 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Car Rental	1 Unit	20 days	20 days	In Putussibau, West Kalimantan
Other travel expenses • Airport transfer	3	4	12	up to 4 ways, for 3 experts. Home - Airport - Home v.v. (JKT) Airport - Hotel - Airport v.v.(PSU) Subjected to evidence.
Other costs	Number	Price	Total	Comments
Focus Group Discussion (FGD)	5	1,500,000	7,500,000	for 5 FDGs, with up to 30 participants/FGD. The budget contains the following costs for FGD (e.g. consumption, meeting room). Subjected to evidence.

Local Enumerator	4	1,000,000	4,000,000	The budget contains the following total costs at IDR 60,000,000, For up to 15 days/enumerator. Subjected to evidence.
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6. Inputs of GIZ or other actors

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

- Information about the GRASS project
- Provision of relevant studies commissioned by GIZ, including the Baseline Study
- Introduction to relevant government officials at district, sub-district, and village levels
- Introduction to relevant community members in the three target villages, e.g., from farmer groups, women groups, producer groups, etc.,
- Introduction to GIZ personnel at national, provincial, and district levels

7. 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 8 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.