

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

(CONFIDENTIAL)

<b>Illegal Gratification Public Service Advertisements Production</b>	<b>Project number/ cost centre:</b>
	2019.2118.8-001.00

0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	4
1.	Providing location set up plan and artistic design .....	4
2.	Recruiting and contracting, training and managing talents.....	4
3.	Providing equipment utilization plan .....	4
4.	Providing cameras, lighting, audios, genset (and operators) .....	4
5.	Setting up the location, artistic, transportation .....	4
6.	Providing end results of PSAs shooting recording in HDD 4TB and SSD 2TB (Quality best fit as digital platform as mentioned in objectives) .....	4
7.	Providing final report for GIZ .....	4
3.	Concept.....	4
	Technical-methodological concept .....	5
	Project management of the contractor (1.6) <i>-not applicable-</i> .....	5
	Further requirements (1.7).....	5
4.	Personnel concept.....	5
	Team leader .....	5
	Key expert 1: Talent expert (1 person) .....	6
5.	Costing requirements .....	7
	Assignment of personnel and travel expenses .....	7
	Sustainability aspects for travel .....	7
6.	Inputs of GIZ or other actors.....	8
7.	Requirements on the format of the tender .....	8

## **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 Corruption Prevention Program in the Forestry Sector is a form of commitment of cooperation between the governments of the Republic of Indonesia and the Federal Republic of Germany in preventing corruption in Indonesia which is implemented by the KPK and GIZ. The main objective of the program is to strengthen the corruption prevention system, especially in the forestry sector and other strategic sectors, both at the national and local levels. One of the intermediate objectives of the CPFS is to increase the quality of public participation in preventing corruption through socialization and anti-corruption campaigns.

CPFS has a program locus in Papua Province, Southwest Papua Province, South Sorong, Tambrau, Jayapura and Merauke. From these areas, the level of community participation in eradicating corruption is still relatively low, which is indicated by the low number and quality of reports and complaints from the community submitted to the KPK (PLPM KPK, 2024). Until 2024, reports of receiving gratification through the Gratification Control Unit only amounted to one (1) report, from all regions in Tanah Papua.

In 2022, CPFS conducted an anthropological study on gratification in indigenous communities in the program area and found that the community still believes that giving is a form of kindness, even though it is given to certain office/authority holders, without seeing the logical consequences on the inequality of public services due to being full of conflicts of interest or violating the law. However, the gratification case of Lukas Enembe was able to create a new discourse among the community to find out more about how and what forms of gratification are prohibited. As revealed in the trial, the gratification givers felt that facilitating the acquisition of projects through gratification practices was legitimate (2023).

According to the **Explanation of Article 12B** of [Law 20/2001](#), gratification is a gift in the broad sense, namely including the giving of money, discounted goods, commissions, interest-free loans, travel tickets, accommodation facilities, tourist trips, free medical treatment, and other facilities, whether received domestically or abroad and which are carried out using electronic means or without electronic means. Article 12B of Law 20/2001 states that any gratification to a civil servant or state administrator is considered a bribe if it is related to his/her position and is contrary to his/her obligations or duties. And during 2020 – 2024, illegal gratification reporting data reached 11,827 reports, where the total value of the report reached IDR 58,087,224,556.52; with IDR 16,536,373,074.17 belonging to the state.

The need to raise awareness and knowledge about illegal gratification practices in everyday life in Papuan and entire Indonesian society is urgent so that a new culture is formed not to give gratification in any form to an official or ASN. In 2024, the KPK and UMN have signed an MoU, one of the points of which is to collaborate in producing Public Service Advertisements (PSA) for socialization and campaigns related to the GOL, JAGA and Gratification Control Unit (UPG) gratification reporting applications. UMN has developed five (5) storyboards of PSA on illegal gratification entitled (1) *Pahlawan Tanpa Tanda Jasa*; (2) *Pencatat Dosa*; (3) *Penjurian*; (4) *Ucapan Selamat*; (5) *Lubang*. There will be 2 main talents with roles as Pak Hebring and Bu Hebring; and 12 supporting talents.

Therefore, GIZ intends to support the cooperation between the Corruption Eradication Committee (KPK) and the National Multimedia University (UMN) in **producing five (5) series of PSA that will be disseminated through various digital platforms (Youtube, videotron pemda, State Owned Enterprises/BUMN, all local display hosted by govt - of local governments and other publics in Indonesia and in Papua)** in particular; by contracting a company of production house to provide services.

The objective of the contract of services is to perform professional services to the production of the PSAs by providing equipment and talents based on the criteria of story boards.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Providing location set up plan and artistic design
2. Recruiting and contracting, training and managing talents
3. Providing equipment utilization plan
4. Providing cameras, lighting, audios, genset (and operators)
5. Setting up the location, artistic, transportation
6. Providing end results of PSAs shooting recording in HDD 4TB and SSD 2TB (Quality best fit as digital platform as mentioned in objectives)
7. Providing final report for GIZ

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

Milestones / partial works	Expected deadline/Place	Criteria of Acceptance	Work % / Estimated payment
<b>Output 1:</b> Pre-production report	30 August 2025/Jakarta	<b>Pre-production report</b> <ul style="list-style-type: none"> <li>• Providing location set up plan and artistic design</li> <li>• Recruiting and contracting, training and managing talents</li> <li>• Providing equipment utilization plan</li> </ul>	40%  1 <sup>st</sup> interim payment after approval of <b>OUTPUT 1</b>
<b>Output 2:</b> Production report	15 October 2025/ Jakarta & South Tangerang	<b>Production report</b> <ul style="list-style-type: none"> <li>• Setting up the location, artistic, transportation</li> <li>• Providing cameras, lighting, audios, genset (and operators)</li> <li>• Providing copy of audio and video recording</li> <li>• Submitting final report and end-results products</li> </ul>	60%  FINAL payment after approval of <b>OUTPUT 2</b>

Period of assignment: from **15 August 2025** until **15 October 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) -not applicable-

### Further requirements (1.7)

To promote integrity in the eastern part of Indonesia; the talents and artistic setting are suggested to consider personal from Papua/eastern Indonesia and their cultural identity as part of location set up and artistic design.

## 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): Bachelor degree in multimedia, communication, advertising, economic, art, law
- Language (2.1.2): language proficiency in English
- General professional experience (2.1.3): 3 years of professional experience in movie and advertising production
- Specific professional experience (2.1.4): 2 years in PSAs productions
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 1 years of experience in projects in Asia (region), of which 2 years in projects in Indonesia
- Development cooperation (DC) experience (2.1.7): 1 years of experience in DC projects

#### **Key expert 1: Talent expert (1 person)**

##### Tasks of key expert 1

- Recruiting talents
- Conducting training for talents
- Managing talents during shooting sessions

##### Qualifications of key expert 1

- Education/training (2.2.1): Bachelor degree on multimedia, communication, advertising, art
- Language (2.2.2): language proficiency in English
- General professional experience (2.2.3): 1 years of professional experience in movie and advertising production
- Specific professional experience (2.2.4): 1 years in PSAs productions
- Leadership/management experience (2.2.5): 1 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.2.6): 1 years of experience in projects in Asia (region), of which 2 years in projects in Indonesia
- Development Cooperation (DC) experience (2.2.7): 1 years of experience in DC projects

#### 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 law.

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 (CO<sub>2</sub> 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<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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. *-not applicable-*

### Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	15	15	Lumpsum Output/Deliverable based
Key expert 1: Talent Expert	1	15	15	Lumpsum Output/Deliverable based
Other costs	Number	Price	Total	Comments
Talents	1	114.000.000	114.000.000	The budget contains the following costs of honorarium for: 1. 2 main talents 2. 12 supporting talents

				Lumpsum Output/Deliverable based
Equipment Rental	1	265.000.000	265.000.000	The budget contains the costs for renting cameras, audios, lightings, genset, Location and Artistic Setting  Lumpsum Output/Deliverable based

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 works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

## 6. Inputs of GIZ or other actors

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

- UMN will provide director and producers and all crews of production
- KPK and GIZ will provide team of producers that will work together with UMN
- UMN will provide location for shooting in the UMN campus areas in South Tangerang city

## 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.

The complete tender must not exceed 10 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.