Terms of reference (ToR) for the procurement of services

giz

The Indonesia Biodiversity Clearing House Mechanism/ BKKHI Technical Support

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General information

a. Brief information on the project

Indonesia plays an important role in achieving the goals of the Paris Agreement and the Convention on Biological Diversity (CBD). The country is one of the ten largest green house gas emitters worldwide with emissions projected to more than double by 2030 (compared to 2010) following the business as usual (BAU) scenario. In addition, being an archipelagic state, Indonesia is severely impacted by the consequences of climate change. The Government of Indonesia is highly motivated to contribute to the achievement of the Paris Agreement by reaching the greenhouse gas (GHG) emission reduction targets determined in the country's Nationally Determined Contribution (NDC) and enhanced climate resilience: 29% compared to BAU by 2030 using national resources and up to 41% with international support.

Indonesia is one of 17 mega-diverse countries in the world hosting 17% of the world's wildlife. Its islands are home to a high variety of species, including many endemic types. However, the unique country's biodiversity is vulnerable. In the current Mid Term National Development Planning (RPJMN), the government set several targets for 2024 such as the participatory inventorial and verification activities of 70Mha high biodiversity value forest including 27Mha of conservation areas and 43Mha of high conservation value area (HCV) that is outside the conservation areas, and the enhancement of Clearing House Mechanism (CHM) governance to address these problems. To reach these targets a

strategic approach with a clear operational definition of biodiversity and financial resources are required.

Against this background, the Government of the Federal Republic of Germany through the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) agreed to collaborate within the International Climate Initiative on the Climate and Biodiversity Hub Project. The project is implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH with BAPPENAS and Ministry of Environment and Forestry (MoEF/KLHK) as executing agencies. The overall outcome of the project is a strengthened policy framework creates the enabling conditions for a more effective and cohesive implementation of climate change mitigation, adaptation and biodiversity conservation measures in Indonesia.

b. Context

Due to its geographical location between two of the world's major biogeographic regions, Australasia and Indo-Malaya, and a large transition zone known as Wallacea, Indonesia is inhabited by a diverse array of animals. The country is the world's most biologically diverse country when its terrestrial, freshwater, and marine domains are considered together. It is home to 17% of the world's wildlife and over a thousand different species, including a rich diversity of endemic species. Through Law No. 5, Indonesia ratified the Convention on Biological Diversity (CBD) in 1994. The goal is to conserve biodiversity, sustainably use it, and increase international cooperation, particularly in science and technology, for the benefit of current and future generations. The convention is implemented at the national level by the Indonesian government.

According to CBD article 18 on technical and scientific cooperation, the conference of the parties shall determine the establishment of a Clearing House Mechanism/CHM to promote national biodiversity and facilitate technical and scientific cooperation at its first meeting. The CHM provides the information exchange platform for the Convention on Biological Diversity. Further, in 2002, the Ministry of Environment and Forestry developed a national biodiversity clearing house mechanism/ *Balai Kliring Keanekaragaman Hayati Indonesia* (BKKHI), as mandated by the Convention. A BKKHI working group, which consists of representatives of a number of ministries and institutions, was established in 2016. The Ministry of Environment and Forestry (KLHK) cq. DG Natural Resources and Ecosystem Conservation (DG NREC), as a national CBD focal point, including for biodiversity communication, has a role in developing a national CHM *to contribute significantly to the implementation of the Convention on Biological Diversity and national strategy plan for biodiversity, through effective information services and other appropriate means in order to promote and facilitate scientific and technical cooperation, knowledge sharing, and information exchange, and to establish a fully operational network of Parties and partners (CBD decision X/15).*

Other mandates for the country include providing a high-quality national clearing-house mechanism website. In addition, following the KLHK strategic plan 2020–2024, for the National Program of Environmental Quality, specifically PN 7, Provision of Biodiversity and Ecosystem Data and Information, the DG KSDAE is targeted to develop and strengthen BKKHI as a national biodiversity clearing house mechanism. The main functions of the Indonesian Biodiversity CHM/BKKHI include promoting Indonesian biodiversity and improving information services on the national conservation and sustainable use of biodiversity.

The BKKHI website is managed by BKKHI team in DG NREC KLHK. However due to limited human resources, the website management including content update and

publishing could not be done as planned. Analysis of data from BKKHI data sources (SIDAK, SITROOM, Pusdatin KLHK, Biro Humas KLHK, etc) that are need as publication materials could not either be done effectively. Therefore, KLHK component of Climate and Biodiversity Hub Project (CLARITY, PN: 20.9041.3-001.00) through output III.4.A.4 "Strengthening coordination capacity of the Clearing House Body in terms of data management with DGNREC and other stakeholders (ministries/institutions and non-state actors)" will hire one (1) consultant to support BKKHI team of DG NREC KLHK to **maintain and improve** the BKKHI website

c. GIZ shall hire the contractor for the anticipated contract term, from January 2024 to 31 December 2024.

d. The contractor shall provide the following service:
   - Support the implementation of project activities, in particular the improvement of the website BKKHI as an analysis of SIDAK data and a content writer of the BKKHI website to be based at the Secretariat DG NREC
   - Assist the BKKHI team with coordination and communication with the Secretariat DG NREC and other technical directorates within DG NREC, particularly providing the source data from SIDAK (information system on data collecting and reporting of natural resource and ecosystem conservation) to be linked with the BKKHI database.
   - Support providing valid data from SIDAK and or other relevant sources that will be used for national report on inventory and verification of HCV area
   - Support gap analysis for the existing SIDAK regulation for DG NREC database system improvement
   - Support in capacity building DG NREC staffs regarding data and information system on conservation of the natural resources and ecosystem
   - Assist the CLARITY Project regarding the administrative aspects that include preparation meetings/events, coordination, and communication with the DG NREC-Technical Committee.
   - Perform other duties and tasks at the request of the supervisor for the project.
   - Assist in the preparation of activity reports (including financial reports) and documentation for administrative purposes within the Project.

The consultant will conduct the above tasks in close consultation/coordination with responsible advisors of CLARITY and DG Natural Resources Ecosystem Conservation (DG NREC), and other related stakeholders. The technical Support consultant will be based at the Secretariat DG NREC.

Deliverable:

- SIDAK data analysis to support publication materials on the website BKKHI
- The linked SIDAK data at the Secretariat DGKSDAE and the BKKHI database
- Valid data SIDAK and other relevant sources for national report on inventory and verification of HCV area
- Report on gap analysis of existing SIDAK regulation for KSDAE database system improvement
- Travel report of supporting capacity building on data and information system on natural resources and ecosystem conservation
- The Report of the Administrative Support of the Clarity Project

- Minutes of the meeting with the DG NREC-Technical Committee and other related partners/stakeholders
- Publications (news, information articles, features, photos, videos related to biodiversity conservation)
- Executive Summary report, in English, as a technical support consultant

Tender requirements

1. Qualifications of proposed staff

1.1. Expert 1:

1.1.1. General qualifications
Education: Bachelor's Degree in biology, forestry, or other related discipline
Professional experience: 1-2 years' experience with the field work/survey or research experience as a research assistant in national and/or international organizations

1.1.2. Experience in the region/knowledge of the country intern/ research/ survey in national agency/ institution such as national parks or DG NREC regional office, research centre and other related institutions

1.1.3. Language skills: business fluency in business fluently in Bahasa Indonesia and English

2. Appropriateness of proposed concept

The bid will be evaluated based on the appropriateness within criteria below:

2.1. Bidder's understanding of the interpretation of the objectives in the ToR
2.2. Bidder's understanding of fundamental concepts of biodiversity and ecosystem conservation including BKKHI
2.3. Bidder's experience working with the MoEF, especially with the DGNREC

3. Specification of inputs

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.
If they cannot be avoided, CO_2 emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.
The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The Development and Climate Alliance has published a list of standards. GIZ recommends using the standards specified there

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	-	-	NA
• Implementation	1	180	lump sum against timesheet
Travel expenses	**Number of experts**	**Number of days/nights per experts**	**Comments**
• Per-diem allowance in country of assignment Per diem in West Java, Central Java, East Java, South Sulawesi	1	30	lumpsum, GIZ travel cost regulation is applied
• Overnight allowance in country of assignment Accommodation West Java, Central Java, East Java, South Sulawesi	1	18	against evidence
• Travel costs (train, bus, public transport, etc.) -Travel expenses to West Java, Central Java, East Java, South Sulawesi -Transportation home-venue-vv -Transportation in Bodetabek	1 1 1	10 10 40	against evidence against evidence lumpsum against proof of performance
Flights	**Number of experts**	**Number of flights per experts**	**Comments**
• International flights	-	-	NA
• Domestic flights	1	6	Against evidence
• CO_2 compensation for air travel *Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)*			A budget is earmarked for settling carbon offsets against evidence.
Other costs	**Number of experts**	**Amount per experts**	**Comments**
• Flexible remuneration	1	IDR 20,000,000	Use of the flexible remuneration item requires prior written approval from GIZ.

Calculate your financial bid exactly *in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be*

*contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.*

4. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The **concept** (if required) should not exceed five pages. 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.