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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Concept and Implementation of Female Professionals on SSTC Decentralised Renewable Energy, Gender Mainstreaming within ENTRI	**Project number/ cost centre:** **PN 2021.2170.5-001.00**

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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
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. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975.

In Indonesia, GIZ has been implementing various energy projects under the umbrella of **the Energy Transition Cluster Indonesia/ASEAN.** These projects are commissioned by mainly the German government, represented by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the German Federal Ministry for Economic Affairs and Climate Action (BMWK).

As part of the Energy Programme, the project "Renewable Energies Mini-Grids Triangular cooperations in Indonesia (ENTRI), PN 2021.2170.5" has been commissioned by BMZ with an implementation period until December 2025. The Directorate General of New, Renewable Energy and Energy Conservation (DG NREEC) of the Indonesian Ministry of Energy and Mineral Resources (MEMR) is the strategic partner for ENTRI, in its implementation ENTRI coordinates with National Coordination Team of Indonesia's South-South Cooperation and other relevant system on Indonesian international development cooperation as well as relevant stakeholders implementing triangular cooperation in Indonesia and in SSTC beneficiary countries.

The objective of the project is "to promote the implementation of Renewable Energy Mini Grid including decentralised mini grid solutions for improving renewable energy access that will reduce climate damaging emission and contribute to Indonesia's economic and social development through a sustainable, reliable, and nationwide supply of electricity or other forms of clean and sustainable energy to the country".

The project includes several outcomes among others implementation of a series knowledge of exchanges within at least three (3) south-south and triangular cooperation with focus on decentralised renewable (DRE) and inclusive gender approaches as well as promoting non-state actors engagement.

Project approaches include expanding the range of topics dealt with in the triangular cooperations from island power grids to grid-connected, decentralised renewable energy systems, which is envisioned to contribute to diversifying the approaches of rural electrification in Indonesia and to better secure the effects achieved in the area of electricity access in the long term. The focus is on testing innovative, long-term exchange formats within the framework of joint DRE triangular cooperations and the institutionalization of resulting learning processes in the involved countries.

As efforts to achieve sustainable development, gender mainstreaming in renewable energy is key. While gender in renewable energy framework requires women's participation in energy and technology workforce, gender-responsive energy and development policies, cross-cutting gender issues related to access to energy and health and other various roles of women as energy producers, users and many more, women are underrepresented in the institutions of the electricity sector.

Guided by the 1st Steering Committee Meeting which was held in August 2023, ENTRI shall implement Female Professionals on DRE as one of its approaches which aims to promote women professional development in the energy sector through a mentoring or peer-to-peer learning programme attended by 16 of the 20 female professionals and/or managers from

SSTC DRE involved countries. The Programme shall be implemented in at least 18-month-engagements and shall involve diverse groups of women including state and non-state actors such as CSOs, academia, think tanks, private sectors and DRE practitioners. Further to move forward the programme, a consultancy service with refer to this Terms of Reference is published. The implementation of Female Professionals of DRE, its programme concept including selection criteria of the participants, approaches, monitoring evaluation, documentation of the programme including its report as well as capacity development on gender mainstreaming for ENTRI stakeholders in Indonesia and other relevant information are described in the following sections.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- To perform as the focal point to succeed the implementation of Female Professionals on DRE which contributes to Module Goal Indicator 3 of the joint Indonesian-German ENTRI
- To develop a work plan, implement and monitor its progress in coordination with key stakeholders of ENTRI including MEMR and ENTRI-GIZ Indonesia
- To develop a Programme Concept of Female Professionals on DRE by engaging all SSTC DRE key stakeholders respectively, as well as conducting research and collecting data on existing gender mainstreaming initiatives in SSTC involved countries implemented within ENTRI
- To provide recommendations to the participants of Female Professionals on DRE within ENTRI as well as SSTC DRE involved countries in regard to the process of knowledge sharing and dialog among the participants
- To develop and record the business process of Female Professionals on DRE as a part of program reporting
- To document the stories/ testimonies form the participants as a part of programme monitoring and evaluation
- To support all key stakeholders of SSTC DRE implemented within ENTRI in strengthening the gender mainstreaming in the project
- To coordinate with all relevant stakeholders of SSTC RE (see section ENTRI Key Stakeholders)
- To provide support to SSTC RE key stakeholders in exercising/ envisioning on how to apply the concept in their respective countries, propose concrete measures for the application of gender mainstreaming in RE
- To conduct capacity development on gender mainstreaming for ENTRI stakeholders in Indonesia, once in a year, each in 2024 and 2025 which include mapping on gender mainstreaming knowledge in RE and international development cooperation, planning and implementation of the capacity development
- To attend and facilitate exchanges on gender in renewable energy in SSTC DRE
- To attend any relevant coordination/ exchanges with the key stakeholders of ENTRI, including NCT SSC Indonesia, MEMR/ relevant agencies overseeing RE in respective involved countries and GIZ
- Any other relevant tasks as required.

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

Milestones/ Deliverables	**Deadline**
Programme Concept of Female Professionals on DRE	December 2023
One year implementation of 10 Tandem Female Managers on DRE attended by Indonesia and SSTC beneficiary countries	December 2024
18 months implementation of 10 Tandem Female Managers on DRE attended by Indonesia and SSTC beneficiary countries	July 2025
The Story: documentation of testimonies and stories from the participants of Female Professionals on DRE	October 2025
Documentation of Business Process (implementation report of Female Professinals on DRE)	October 2025
Capacity Development for ENTRI Stakeholders Indonesia (EBTKE, NCT SSC, Indonesian AID, GIZ)	Annual basis in 2024 and 2025
Final presentation during SSTC gala - The Story - Documentation of Business Process - Overview of Gender Mainstreaming in ENTRI	Q4 2025

Period of assignment: from **December 2023** until **27 December 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**.

The tenderer is required to attend all coordination meetings or FGD during the preparation and implementation of the service as guided by ENTRI counterparts and GIZ, including in presenting steps and approaches to complete the services (1.6.) **under project management of the contractor**

4. Personnel concept

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

The Tenderer (Gender Expert)

<u>Tasks of The Tenderer</u>

- Overall responsibility for the advisory packages of the contractor (quality and deadlines) as described *in bullet point 2*
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

Qualifications and Professional experience:

- Education/training (2.1.1): Master's degree in gender studies, social impact study, international relations, political science, social science or other related domain
- Language (2.1.2): Fluency in English (written and oral communication)
- General professional experience (2.1.3) 10 years of experience with proven documents/record in research and data analysis, report/publication writing and results presentation
- Specific professional experience (2.1.4): 15 years of experience in research documentation and or gender mainstreaming and gender integration with large government, international organizations, multilateral or bilateral donor funded initiatives

- Management experience (2.1.5): 5 years of management experience in managing/leading coordination of diverse gender stakeholders across nationalities and/or countries
- Regional experience (2.1.6): 15 years of professional experience in Southeast Asian countries, Southern countries in the Asia and/or Africa region

- Development cooperation (DC) experience (2.1.7): 20 years of experiences in international development cooperation working with multifaceted stakeholders
- Others (2.1.8.)

  - Have experience in developing strategic engagement with government and non-state actors
  - Familiar with the working nature in garnering partnership will be an advantage
  - Strong interpersonal and negotiation skills and ability to liaise and to communicate effectively in the government context
  - Familiar with German Development Cooperation

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation 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 at https://www.bundesfinanzministerium.de).

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.

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.

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**	**135**	**135**	
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment	**n/a**			
Overnight allowance in country of assignment	**15**	**85**	**1275 EUR**	
Transport	**Quantity**	**Price**	**Total**	**Comments**
International flights	**6**	**1350 EUR**	**8100 EUR**	Travel to the place of service delivery in Indonesia, Madagascar, Nepal, one SSTC beneficiary country as agreed by ENTRI
Domestic flights	**6**	**400 EUR**	**2400 EUR**	Flights within the country of assignment during service delivery
Travel expenses (train, car)	**12**	**35 EUR**	**420 EUR**	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	**3**	**50 EUR**	**150 EUR**	visa costs Madagascar, Nepal, Kenya (as agreed by ENTRI stakeholders)
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	**1**	**1500 EUR**	**1500 EUR**	A budget of EUR 1500 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Requirements on the format of the tender

The structure of the tender 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 tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in (language).

The complete tender must not exceed 7 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.