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General information

1. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider for sustainable development in international cooperation. As a non-profit organisation and fully owned by the German government, GIZ supports the German government, particularly the German Federal Ministry of Economic Cooperation and Development (BMZ), in reaching its objectives in international cooperation.

In 2023, the European Union together with BMZ commissioned the project "Engagement with Indonesia, Malaysia, Laos, Thailand and Vietnam to raise awareness on and to promote better understanding of the EU approach to reducing EU-driven deforestation and forest degradation (EUDR Engagement)". The project EUDR engagement will support the EU delegations in Indonesia, Laos, Malaysia, Thailand and Viet Nam with enhancing the understanding for and alleviate concerns about the EU Regulation on deforestation-free products (EUDR) in particular on its core elements (i.e. mandatory due diligence rules, traceability, benchmarking), on the EU's flanking measures to create an enabling environment for compliance by operators and the opportunities the EUDR implies.

The project is implemented by GIZ and integrated into the BMZ funded global program "Sustainability and Value Added in Agricultural Supply Chains", which is part of the special initiative "Transformation of Agricultural and Food Systems". On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the program promotes the sustainability of selected agricultural supply chains in partner countries. The GIZ "Initiative for sustainable agricultural supply chains" (INA) is responsible for operational steering and technical coordination

while GIZ projects in the five partner countries lead the implementation in the respective country.

The GIZ team will provide relevant sectoral expertise through production of targeted analytical material related to the EU Regulation on deforestation and forest degradation, including on relevant flanking measures and the interplay with the relevant Southeast Asian producer countries (Output 1), support the EU Delegations in the five partner countries with engaging with key stakeholders in targeted countries to present and discuss the EU regulation on deforestation-free products (Output 2), and support the five EU Delegations with public diplomacy and communication initiatives to improve the understanding of the requirements and the expected impact of the upcoming EU regulation on deforestation-free products (EUDR) in the targeted countries (Output 3).

2. Context

Almost 90% of worldwide deforestation is the result of agricultural expansion. A significant share of the agricultural commodities driving deforestation and traded internationally. Therefore, the EU has adopted the EU regulation on deforestation-free products (EUDR) to minimize the EU's contribution to deforestation and forest degradation worldwide. The EUDR is aligned with several international declarations and policy goals of the EU, the German Federal Ministry for Economic Cooperation and Development (BMZ), and partner countries in the (sub)tropics. The EUDR contributes to the implementation of various important global agreements such as the Sustainable Development Goals (SDGs), the Paris Agreement, the Kunming Montreal Global Biodiversity Framework and the Glasgow Leaders' Declaration on Forests and Land Use which emphasize the critical need to protect the world's forests.

According to the regulation, companies placing relevant products on or exporting them from the EU market must ensure through due diligence that they are produced in accordance with the relevant legislation of the country of production (Art. 3b) and without deforestation after 31st December 2020. Companies must confirm the compliance of the product and the fulfilment of due diligence obligations in a due diligence statement accompanying the respective products.

The EUDR regulation applies to beef, cocoa, coffee, natural rubber, palm oil, soy, and wood (and certain derived products). It entered into force on 29 June 2023 and will enter into application for larger companies on 30 December 2024. The new EU regulation affects Southeast Asian countries because they export relevant commodities such as palm oil, rubber, coffee, cocoa, and timber to the EU-market.

To establish and implement their due diligence operators will request relevant information from and on their suppliers and make sourcing decisions under consideration of the EUDR requirements. To continue selling to supply chains of affected products to the EU market, producers in Indonesia will need to provide relevant information e.g. on geolocation, legality and deforestation-free production. This could pose a major challenge, especially for smallholder producers with little resources and operating in a less formalised manner.

In this regard, GIZ is planning to conduct a series of commodity-specific Focused Group Discussions (FGDs) to provide an avenue for dialogue amongst stakeholders from commodity sectors affected by the EUDR, namely cocoa, coffee, and natural rubber. The aim of this series of FGDs is to provide platforms where stakeholders can discuss the implications of the EUDR on the said commodities, as well as challenges and opportunities, and to discuss a way forward to support

the readiness of smallholder producers in the coffee, cocoa and natural rubber sectors. The FGDs will include representatives of civil society organisations, smallholder organisations/associations/unions, the private sector, national and subnational government and research institutions as well as actors involved in certification schemes.

GIZ is looking for a service provider to design and facilitate three one-day FGDs with stakeholders from the coffee, cocoa, and natural rubber sectors. One focus group discussion involving around 35-40 participants will be held for each sector.

The FGDs build on the activities and findings under the EUDR Engagement project's Output 1 and other initiatives related to EUDR implementation already conducted by relevant partners or projects (such as the EU funded / co-funded projects SAFE, KAMI and FLEGT Asia Programme, as well as ongoing efforts of stakeholders like SCOPI and Kaoem Telapak).

3. GIZ shall hire the contractor for the anticipated contract term, from April to June 2024.

4. The contractor shall provide the following work:

   In close consultation with the GIZ Indonesia team and the EU Delegation in Jakarta, the contractor is expected to facilitate the process of the Focus Group Discussions, from the preparation, implementation, to the reporting on the process and findings from the FGDs.
   The details for the process are the following

   a. Preparation

   Conduct a preliminary assessment on the needs of stakeholders, especially smallholders, in the coffee, cocoa, and natural rubber sectors, based on available information (statements, Minutes of Meetings, reports) and initial discussions with relevant stakeholders, taking into consideration other relevant initiatives (e.g. dialogues, communiques, etc) already undertaken by the EUDR Engagement team and other relevant projects.

   - In consultation with the Project and EU Delegation, design the methodology for conducting the FGDs for each sector including:
     - Drafting the terms of reference and agenda for each sector's FGD, based on the preliminary assessment and input from GIZ Indonesia and the EU Delegation.
     - Drafting the list of stakeholders to be included in the FGDs for each sector, ensuring equal representation and participation from the private sector, smallholders, government, academia, CSOs, and development partners, as well as marginalised groups.
     - Building on the overarching questions below, develop a list of concrete questions appropriate for each sector's FGD, taking into consideration findings from the preliminary assessment and existing resources:
       - What are the challenges for producers (incl. smallholders) and companies to comply with the EUDR requirements (deforestation-free, legality, traceability) in the respective commodity supply chains?

       - What are relevant actors doing to prepare for EUDR compliance?

- What support would they need and from whom to comply with EUDR requirements (deforestation-free, legality, traceability)?
- What opportunities does the EUDR offer for the respective commodity supply chain and its actors, with regards to Indigenous people and local communities, smallholders, and smaller enterprises?
- How can coordination, information-sharing platforms or mechanisms can be leveraged to support preparation, such as the National Dashboard?

- Based on the above process, the contractor shall develop a preliminary analysis of common needs of each respective sector, to be consulted during the commodity specific FGDs.

b. Implementation of three one-day FGDs

The conduct of three commodity specific FGDs (one for each sector) using the agreed methodology.The FGDs are to be held in Jakarta using a hybrid mode – to accommodate participants from outside Jakarta who might not be able to attend in person. However, they could potentially be held outside Jakarta, depending on the needs of each sector identified during the preliminary assessment. The FGDs will be held in Bahasa Indonesia and English with simultaneous interpretation.

c. Reporting on process and findings

- Provision of one report with three independent sub-sections (one per commodity), outlining the consolidated feedback of stakeholders on opportunities, challenges, and needs, as well as their recommendations on next steps to enhance their readiness for EUDR Compliance.
- The reports derived from the focus group discussions could be presented at Joint Taskforce Meetings and other events (e.g. Tripartite Rubber Council meetings, etc) as relevant, as well as any informal discussions or focus groups on the run up to JTF meetings.

Period of assignment: from April to June 2024.

Deliverables:

1. Agreed framework for conducting the FGD and preliminary assessment
2. Results of preliminary assessment and the conduct of three commodity-specific FGDs for the coffee, cocoa, and natural rubber sectors.
3. A report with three sub-sections on the consolidated opportunities, challenges, and needs for coffee, cocoa, and natural rubber sectors.

Milestones	**Date/location/ responsibility**	**Criteria for acceptance**
Agreed framework for conducting the FGD and preliminary assessment.	1 week after contract signing	Framework for conducting the FGD consulted and agreed by GIZ

Preliminary assessment on stakeholders' needs and design of three commodity-specific FGDs, including refined list of questions and agenda.	3 weeks after contract signing	Findings of assessment consulted with GIZ, EUD, and key stakeholders
Speakers, moderator, and invitees identified.	3 weeks after contract signing	List of speakers, moderator, and invitees consulted with GIZ and EUD
The conduct of three commodity-specific FGDs for the coffee, cocoa, and natural rubber sectors.	10 weeks after contract signing	Successful conduct of three commodity-specific FGDs
A report with three sub-sections on the consolidated opportunities, challenges, and needs for coffee, cocoa, and natural rubber sectors.	13 weeks after contract signing	Report consulted with GIZ and EUD

Tender requirements

1.1. Team Leader:

1.1.1. General qualifications

Education: Minimum Master's degree in agriculture, forestry, environmental studies, anthropology, or another relevant field.

Professional experience: 7 (seven) years' experience in the field of forestry, agriculture, or environmental sustainability

1.1.2. Experience in the region/knowledge of the country

- Proven experience in facilitating multi-stakeholders forum/discussion processes
- Sound knowledge on the supply chains of coffee, cocoa, and/or natural rubber. Including the respective actors and sustainability schemes.

1.1.3. Language skills

Business fluency in English and Indonesian

1.2. Expert 1:

1.2.1. General qualifications

Education: Bachelor's degree in agriculture, forestry, environmental studies, anthropology, or another relevant field

Professional experience: 3 (three) years' experience in the field of forestry, agriculture, or environmental sustainability

1.2.2. Experience in the region/knowledge of the country

- Proven experience in facilitating multi-stakeholders forum/discussion processes
- Sound knowledge on the supply chains of coffee, cocoa, and/or natural rubber. Including the respective actors and sustainability schemes

1.2.3. Language skills

Business fluency in English and Indonesian

2. *Quantitative requirements*

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 (download at https://www.bundesfinanzministerium.de).

All travel activities must be agreed in advance with the staff member 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.

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	2	12	Indicative allocation
• Implementation	2	3	Indicative allocation
Reporting	2	5	Indicative allocation
Travel expenses	**Number of experts**	**Number of days/nights per experts**	**Comments**
• Per-diem allowance in country of assignment	2	Up to 3 days x 2 times	Indicative allocation for 2 locations; based on evidence
• Overnight allowance in country of assignment	2	Up to 2 nights x 2 times	Indicative allocation for accommodations 2 locations; based on evidence
• Travel costs (train, private vehicle)	2	3 days x 2 times	Indicative allocation for 2 locations
Flights	**Number of experts**	**Number of flights per experts**	**Comments**
• International flights			
• Domestic flights	2	2	Return flights, indicative allocation for 2 locations
• CO_2 compensation for air travel *Guidance for GIZ service providers on avoiding, reducing*	NA	NA	A budget of EUR xxx (please complete) is earmarked for settling

and offsetting GHG emissions (giz.de)			carbon offsets against evidence.
Other costs	**Number of experts**	**Amount per experts**	**Comments**
• Flexible remuneration			A budget of EUR 855,25 (please complete) is foreseen for flexible remuneration. Please take this budget into account in your price schedule. 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.

Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.). The specification of inputs should provide guidance in this respect.** The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

3. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

1. Brief description of approach to conducting the FGDs
2. Workplan and proposed timeline

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.

Annexes

- Introduction Presentation to EUDR Engagement Project

- Link to EU Regulation on Deforestation-free products: Regulation on Deforestation-free products - European Commission (europa.eu)

5. Link to EUDR FAQ: Deforestation Platform and other EUDR implementation tools - European Commission (europa.eu)