Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Documentary Video in Pilot Site (Aceh), Documentary Video on Peatland and Mangrove in Aceh, Comic Book on Peatland in Aceh, and Digital Booklet on Desa Mandiri Peduli Gambut	Project number/ cost centre: 14.9048.1-001

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List of abbreviations

ASEAN	Association of Southeast Asian Nations
SUPA	Sustainable Use of Peatland and Haze Mitigation in ASEAN
REPEAT	Strengthening Regional Experiences on Sustainable Peatland Management in ASEAN
ASEC	ASEAN Secretariat
AMS	ASEAN Member States
APMS	ASEAN Peatland Management Strategy
NAPPs	National Action Plan on Peatlands
DMPG	Desa Mandiri Peduli Gambut
TKPPEG	Tim Kerja Perlindungan dan Pengelolaan Ekosistem Gambut

0. Context

Peatlands are important but fragile ecosystems. Peat soil is made up of about 30% decaying water-logged biomass from wetland plants which have accumulated over the years under wet conditions, oxygen and nutrient deficiency. In their wet, natural state, peatlands help to regulate water flows, protect coasts, store carbon and host a wealth of biodiversity. Peatlands occur in all climatic zones and their distribution follows that of wetlands.

In the Association of Southeast Asian Nations (ASEAN) region peatlands cover approximately 23,6 million hectares, representing 56% of global tropical peatlands[1]. In the region the majority of peatlands are found in Indonesia and Malaysia, where they are better known and studied. The majority of peatlands in Indonesia and Malaysia show a dome structure and is relatively well known. In the past few decades, human pressure on peatlands especially in Indonesia and Malaysia such as logging, slash and burn, deforestation, drainage for agriculture, and plantations, have resulted in increased wildfires which in turn have been changing the carbon-rich peatlands from efficient natural carbon sinks into significant carbon emitters. Since the late 1990's, uncontrolled large-scale land and forest fires occurring mainly on peatlands caused severe transboundary smoke haze pollution affecting millions of people Southeast Asia in terms of health, disruption of transport and economic losses.

The SUPA (Sustainable Use of Peatland and Haze Mitigation in ASEAN) /ASEAN REPEAT is a regional programme implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH with the objective to strengthen the ASEAN Secretariat (ASEC) and ASEAN Member States (AMS) to implement the ASEAN Peatland Management Strategy (APMS) and National Action Plan on Peatlands (NAPPs).

SUPA Component 1 Work area 3 aims to generate pilot experiences from Indonesia and Malaysia. On 25 May 2021, GIZ and the Ministry of Environment and Forestry of the Republic of Indonesia (KLHK) signed the agreed minutes for technical cooperation for the implementation of Work Area 3. As a result of a thorough discussion and a list of criteria, the Indonesian government decided that the Aceh province with Nagan Raya and Aceh Barat districts are the pilot area of SUPA Component 1 in Indonesia.

GIZ is seeking consultancy service to produce a documentary video about SUPA pilot site in Aceh, Documentary Video on Peatland and Mangrove in Aceh, Comic Book on Peatland in Aceh and Digital Booklet.

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[1] Source: Xu et al. 2018. PEATMAP: Refining estimates of global peatland distribution based on a meta-analysis. Catena 160 (2018) 134–140

[2] Source : H. Sanjaya *et al.*, "Indonesia Fire Danger Rating System (Ina-FDRS), a New Algorithm for the Fire Prevention in Indonesia," *2019 IEEE Asia-Pacific Conference on Geoscience, Electronics and Remote Sensing Technology (AGERS)*, 2019, pp. 1-5, doi: 10.1109/AGERS48446.2019.9034326.

1. Tasks to be performed by the contractor

In coordination with GIZ, the contractor will develop and produce:

1. A documentary video of SUPA pilot site in Aceh. The video should show the peatland areas in SUPA pilot site, local community in pilot site, interview or quote from stakeholders and local community, and the intervention of SUPA in pilot site. This video will be produced with close coordination with GIZ-SUPA/ASEAN REPEAT and DLHK Aceh. The end product will be 2 videos: one long (5 minutes) documentary video, and one short (+-1 minute) video for social media.
2. Documentary Video on Peatland and Mangrove in Aceh. The video will show all the peatland and mangrove in Aceh. This video will be produced with close coordination with DLHK Aceh.
3. Comic Book on Peatland in Aceh. This book will tell a story about peatland in Aceh. This comic book will be produced with close coordination with DLHK Aceh.
4. Independent Peat Care Village (DMPG) Booklet in 10 Villages Priority SUPA Pilot Site in Aceh, Aceh Barat and Nagan Raya Districts. This booklet contains the implementation of DMPG activities by 10 TKPPEG Priority Villages.

The contractor should submit all deliverables as follow:

1) Documentary video of SUPA pilot site in Aceh (Deadline by June 2024)

a. Detail schedule for the whole production process
b. Proposed storyline and list of stakeholders to be interviewed
c. Detail schedule of shooting
d. Five-minute documentary video of SUPA pilot site with the following details:

Video	Type of video	Target Audience	Duration	Content/ Objective
Five-minute documentary video of SUPA pilot site. Reference: https://www.youtube.com/watch?v=Cn0GUqisobI	Documentary video with English narration and subtitle in Indonesia	General public, especially in Aceh	up to 5 minutes	General information about SUPA Component 1 Work Area 3 in Aceh, Indonesia

e. One minute documentary video of SUPA pilot site with the following details:

Video	Type of video	Target Audience	Duration	Content/ Objective
One minute documentary video of SUPA pilot site	Documentary video with English narration and subtitle in Indonesia	General public, especially in Aceh	up to 1 minute	General information about SUPA Component 1 Work Area 3 in Aceh, Indonesia

Location to be visited for video:

Kantor DLHK Aceh, Kota Banda Aceh			
10 Priority Village SUPA Pilot Site in Aceh			
No.	District	Sub-District	Priority Village
1.	Aceh Barat	Arongan Lambalek	Keub
2.		Samatiga	Pange
3.		Bubon	Kuta Padang
4.		Bubon	Beurawang
5.	Nagan Raya	Darul Makmur	Blang Luah
6.		Darul Makmur	Sumber Bakti
7.		Darul Makmur	Makarti Jaya
8.		Darul Makmur	Pulo Kruet
9.		Darul Makmur	Kayee Unoe
10.		Tripa Makmur	Lueng Keube Jagat

2) **<u>Documentary Video on Peatland and Mangrove in Aceh (Deadline by June 2024)</u>**

a. Detail schedule for the whole production process
b. Proposed storyline
c. Detail schedule of shooting (back-to-back with the pilot site video)
d. Ten-minute Documentary Video on Peatland and Mangrove in Aceh

Video	**Type of video**	**Target Audience**	**Duration**	**Content/ Objective**
10-minute documentary video on peatland and mangrove in Aceh	Documentary video with Bahasa Indonesia narration and subtitle in English	General public, especially in Aceh	up to 10 minutes	General information about peatland and mangrove in Aceh

The products will be available in broadcast quality DVD and in full HD (FHD 1080p) quality and other appropriate formats that enable the video to be uploaded to GIZ and public website and social media.

All raw materials collected during the filming shall be handed over to GIZ for any possible future production.

Location to be visited for video:
Koridor mangrove di pesisir timur (Aceh Tamiang, Aceh Timur, dan Langsa), pantai bervegetasi pohon cemara di pesisir barat (Aceh Besar dan Aceh Jaya), gambut Rawa Tripa (Nagan Raya dan Abdya), gambut Rawa Kluet (Aceh Selatan), gambut Rawa Singkil (Aceh Singkil), vegetasi dan pesisir Pulau Bangkaru (Aceh Singkil), dan Danau Laut Tawar (Aceh Tengah)

3) **Comic Book on Peatland in Aceh (Deadline by June 2024)**

a. Detail schedule for the whole production process
b. Proposed storyline and options of comic drawing to choose from
c. +-30 pages of comic book (softcopy ready to print) on peatland in Aceh in Bahasa Indonesia and English
Reference: https://asean.org/book/lets-travel-through-asean-history/
https://brgm.go.id/komik-kuma-kawan-gambut-dan-mangrove/
https://pengetahuanhijau.batukarinfo.com/sites/default/files/Komik%20Gambut%20-%20April%202017.pdf
d. 50 printed comic book in Bahasa Indonesia

4) **DMPG Digital Booklet on 10 Priority Villages SUPA Pilot Site in Aceh (Deadline by June 2024)**

a. Detail schedule for the whole Booklet process
b. Booklet DMPG in 10 priority villages with information:
- Peatland management in Aceh Barat and Nagan Raya districts, especially the 10 priority villages.
- DMPG concept from DPKG KLHK
- Implementation DMPG in 10 priority villages.
- Gender Mainstreaming DMPG in 10 priority villages
- DMPG lesson-learned
(all information is already available, consultant only need to write the booklet based on the information provided, add pictures from all priority villages, interview 1-2 people from each village, and layout the booklet)

c. 10 copies of printed booklet

Location to be visited:

10 Priority Village SUPA Pilot Site in Aceh			
No.	District	Sub-District	Priority Village
1.	Aceh Barat	Arongan Lambalek	Keub
2.		Samatiga	Pange
3.		Bubon	Kuta Padang

4.		Bubon	Beurawang
5.	Nagan Raya	Darul Makmur	Blang Luah
6.		Darul Makmur	Sumber Bakti
7.		Darul Makmur	Makarti Jaya
8.		Darul Makmur	Pulo Kruet
9.		Darul Makmur	Kayee Unoe
10.		Tripa Makmur	Lueng Keube Jagat

Period of assignment: from 25 March 2024 – 30 August 2024.

2. 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 explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

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 months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

3. 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 6), 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

<u>Tasks of the team leader</u>
- 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

<u>Qualifications of the team leader</u>
- Language (2.1.2): fluency in Bahasa Indonesia and English
- General professional experience (2.1.3): 10 years of professional experience in the creative industry, especially in making visibility materials for development programme
- Specific professional experience (2.1.4): 5 years of professional experience in making visibility materials (video, photo, booklet, book, flyers) for development programme specialize in environment, additional points for experience/knowledge about peatland

- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project leader or coordinator

Key expert 1 - Videographer

Tasks of key expert 1
- Ensure the delivery of pilot site video and Aceh peatland video

Qualifications of key expert 1
- General professional experience (2.2.3): 7 years as videographer making video for development programme
- Specific professional experience (2.2.4): 5 years as videographer making video for development programme specialize in environment, additional points for experience/knowledge about peatland

Key expert 2 – Writer

Tasks of key expert 2
- Write the story for comic book
- Write the digital booklet

Qualifications of key expert 2
- General professional experience (2.3.3): 7 years as writer with proven experience in providing high quality story and storyline
- Specific professional experience (2.3.4): 3 years as writer with experience in environment, additional points for experience in writing about peatland

Key expert 3 – Comic Artist

Tasks of key expert 3
- Work with Key Expert 2 to produce the comic book

Qualifications of key expert 3
- General professional experience (2.4.3): 5 years as comic artist with proven experience in providing high quality comic
- Specific professional experience (2.4.4): 3 years as comic artist with experience making comic about environment, additional points for experience in making comic about peatland

Key expert 4 – Graphic Designer

Tasks of key expert 4
- Work with Key Expert 2 to produce the digital booklet

Qualifications of key expert 4
- General professional experience (2.5.3): 5 years as graphic designer with proven experience in providing high quality booklet
- Specific professional experience (2.5.4): 3 years as graphic designer for environment booklet. flyers, or other publication

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

Contractor may add more team members as needed to be able to deliver the expected results. However, the additional team members will not be included in the technical assessment.

4. Costing requirements

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. Therefore, please divide the lump sum price into the milestones described below. The estimated expert days serves as a guidance only. The price per milestone must contain all relevant costs (fee, travel expenses etc.).

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.

Milestones/Deliverables	Estimated expert days for orientation	Deadline
Proposed storyline and agenda for the documentary video of SUPA pilot site in Aceh	10	April 2024
Documentary Video on Peatland and Mangrove in Aceh	15	June 2024
Proposed storyline on the Comic Book on Peatland in Aceh	10	April 2024
DMPG Digital Booklet 10 Priority Villages SUPA Pilot Site in Aceh	7	June 2024

5. Requirements on the format of the bid

The structure of the bid 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 complete concept must not exceed

10 pages (excluding CV). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. It must be legible (font size 11 or larger), clearly formulated and must be drawn up in English. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 3 of the ToRs must be submitted using the format standard for application. The CVs shall not exceed 4 pages. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be submitted in English.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price which must be realistic for the services to be rendered. The specifications for pricing are defined in the Price Schedule.