Terms of reference (ToR) for the procurement of services

Consultancy Service for Developing A Final Report

Strengthening Capacities for Policy Planning for the Implementation of the 2030 Agenda in Indonesia and in the Global South

(PN 2019.2340.8-001.00)

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I. Context

Brief information on the project

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 on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

The project **"Strengthening Capacities for Policy Planning for the Implementation of the 2030 Agenda in Indonesia and in the Global South (SDGs-SSTC**)" has been commissioned by the German Ministry for Economic Cooperation and Development (BMZ) with an implementation period in June 2020 until May 2024. Both Indonesia and Germany have agreed to jointly support the mainstreaming of Sustainable Development Goals (SDGs) both within Indonesia and on a global scale through the project.

The objective of the project is as follows "the capacity for action and cooperation between different state and non-state actors to implement the 2030 Agenda in Indonesia and in Indonesian development cooperation is strengthened".

The jointly identified project outputs which complement each other are as follow:

1. Continue support in strengthening the implementation of Sustainable Development Goals (SDGs) in Indonesia, *and*
2. Strengthening the capacity of Indonesia's outgoing cooperation in the global context through South-South and Triangular Cooperation (SSTC).

The main partner of the project is the Indonesian Ministry of National Development Planning (Bappenas) in coordination with the National Coordination Team of South-South Cooperation Indonesia (NCT SSC) and/or the Task Force for Indonesian AID which consists of Ministry of Foreign Affairs, Ministry of Finance, Bappenas and Ministry of State Secretariat. Further at the implementation level of the project, the implementing agency for Output 1 is Bappenas which is chaired by the Head of the SDGs National Coordination Secretariat. As for the implementing agency for the Output 2 is NCT SSC which is chaired by the Ministry of Foreign Affairs, Directorate of International Development Cooperation.

Context of Report Writing

Both Indonesian and Germany have agreed to jointly support the mainstreaming of Sustainable Development Goals (SDGs) both within Indonesia and on a global scale.

To strengthen the localization of SDGs, the support provided to the Indonesian partners includes supporting the strengthening of the functionality of the SDGs Secretariate at the sub-national level, strengthening the functionality and collaboration between local SDGs Centers with the local government, improving the participation of the local non-state actors, support the facilitation of the implementation of Multi-Stakeholder Partnerships, strengthening SDGs Data and Knowledge Management, and SDGs reporting including the development of the Voluntary Local Review. These efforts are specifically targeted at four pilot provinces which are West Sumatra, North Kalimantan, Gorontalo, and East Nusa Tenggara.

The insights gained from implementing the supports mentioned above are then compiled into a set of SDGs guidelines or reference books. These guidelines or reference books are targeted to be used by the SDGs National Secretariat and other SDGs stakeholders for further dissemination throughout the country and aimed for all sub-national governments in Indonesia to utilize these guidelines or reference books in relation to the management of SDGs implementation.

In Indonesia, the implementation of the 2030 Agenda serves as a guiding principle for the country's international development cooperation efforts. Over the past decade, Indonesia has taken on increasingly significant global responsibilities, including serving as a non-permanent member of the UN Security Council (2020-2023), holding the G20 Presidency in 2022, and assuming the ASEAN chairmanship in 2023. The establishment of the Indonesian Agency for International Development Cooperation (Indonesian AID) in October 2019 also underscores Indonesia's commitment as a global partner and becoming emerging donor countries.

Together with the NCT SSC, the Project jointly implements gender-sensitive triangular cooperation in line with Indonesian-German priority areas of cooperation such as energy, environment, TVET/economic development). Additionally, efforts in strengthening the practices of Indonesia’s SSTC include the development of SOP in Project Management, documentation of lesson learnt derived from SSTC experiences, and the development of a digital platform for data and knowledge management.

As the project is now approaching its end, it aims to compile a comprehensive final report summarizing key achievements and documentation of activities throughout its duration. This report is anticipated to offer insights regarding the project’s future continuation.

II. Tasks to be performed by the contractor

The contractor shall provide the service which is to prepare and write SDGs SSTC Project Final Reports to be presented to the Government of Indonesia

In order for the contractor to realize the report, s/he should:

- Collect and study the base documents of the project
- Collect and study the regular reports related to project implementation of both project components
- Conduct in-depth interviews to project staffs, project consultants, and project partners as part of the collection of materials for reporting
- Write a final report in English for Indonesian government (up to 40 pages)

The methodology to be used by the contractor are Desk Study and Key Informant Interview.

Travel to pilot provinces of the project might occur as part of the realization of the tasks.

III. Timeline

GIZ shall hire the contractor for the anticipated contract term, from *1 March 2024* to *17 May 2024*. In general form, the timeline will be:

March	April
Data Collection	Finalizing the Report

IV. Costing requirements

The following is intended to describe the scope of works in accordance with the number of working days provided to the contractor.

Fee days	**Number of days per expert**	**Comments**
• Preparation/debriefing	2	Including discussion on the outline of the reports with the project
• Desk study and questionnaire development	7	
• Key informant interviews (project staffs)	1	
• Key informant interviews (project consultants)	3	
• Key informant interviews (project partners at national level)	3	
• Key informant interviews (project partners at sub-national level)	8	Including travel days
• Report writing	14	
	38	Total number of days
Travel expenses	**Number of days/nights per experts**	**Comments**
• Per-diem allowance in country of assignment		
• Overnight allowance in country of assignment	6	Two days of interviewing in 2 provinces (up to 3 nights per province)
• Local Transport	4	Public transport with against the receipt
Flights	**Number of flights per experts**	**Comments**

• Domestic flights	4	Travel in and out to two provinces of 4 pilot provinces
Other costs	**Amount per experts**	**Comments**
• Flexible remuneration		A budget of EUR 1,000,- 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.

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
The contractor will be directed to take travel using the most efficient and carbon friendly mode of transportation without negatively impacting the quality of tasks that will be delivered by the contractor.

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**.

V. Tender Requirements

1. Qualifications of proposed contractor

1.1.1. General qualifications

Education : Master's Degree in social sciences such as International Relations, Political Science, Development Studies, Law, International Law or other relevant field of study

Professional experience :

- At least 15 years of experience in the area of sustainable development focusing on development cooperation in Indonesia
- Having experiences in implementing Multi-Stakeholder Partnerships involving state actors, civil society organizations, academia, and private sector in the context of development cooperation
- Having knowledge, skills and experience in conducting Monitoring and Evaluation in the context of development cooperation
- Having experiences as liaison officer or the like. Mature in communication with challenging partners in the context of development cooperation
- Proven experience in writing project reports, especially in the context of development cooperation.

1.1.2. Experience in the region/knowledge of the country

Minimal 15 years of working experiences in Indonesia

1.1.3. Language skills

Written and oral fluency in English and Bahasa Indonesia

2. Appropriateness of proposed concept

The proposed concept should be handed in English language and consist of the following sections:

2.1.1. Strategy

The bidder is required to align the tasks to be executed with the task descriptions outlined in the service tender (refer to the 'II' section). Subsequently, the bidder is expected to present and rationalize the approach they plan to adopt in delivering the assigned services.

2.1.2. Cooperation

~not applicable~

2.1.3. Steering Structure

~not applicable~

2.1.4. Processes

The bidder is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the services according to Section II are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors.

2.1.5. Learning innovation

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects.

VI. Requirements on the format of the tender

The CV submitted for the expert can have a maximum of four pages. The concept 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

{-none-}