

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

CONFIDENTIAL

<b>The challenges and opportunities of natural rubber production in Kapuas Hulu – assessment of lessons learned</b>	<b>Project number/ cost centre: 18.0128.1-007.07</b>
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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 on behalf of the German Government.

The global program “Sustainability and Value Added in Agricultural Supply Chains” is part of the special initiative “Transformation of Agricultural and Food Systems” (AGER). 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.

Agricultural commodities like coffee, cocoa, natural rubber, palm oil or soybean play an important role for rural development in many developing and emerging countries where they form the basis for the life of millions of households. However, their production and processing are accompanied by numerous ecological, economic and social challenges. Often supplied as unprocessed raw material into global supply chains, limited value is added in producing countries. Many farming households are struggling to meet their basic needs and invest in sustainable production practices. Furthermore, coffee, cocoa, palm oil, and soybean are often perceived as drivers of deforestation and forest degradation. With consuming markets and multinational companies strengthening their efforts to eliminate deforestation and human rights abuses from the supply chain, the sustainability of raw material is becoming a precondition for market access.

To address these challenges the program implements the project “Sustainability and Value Added in Agricultural Supply Chains in Indonesia” (SASCI+). SASCI+ focuses on natural rubber, palm oil, cocoa, and coffee and operates in two biosphere reserves - West Kalimantan (Kapuas Hulu) and Central Sulawesi (Lore Lindu)-, and in East Kutai/ East Kalimantan, West Java and Lampung/ Sumatera. SASCI+ is implemented from August 2020 to March 2028, together with the Indonesian Ministry of Agriculture, the political partner of the project.

By increasing the sustainable production of agricultural commodities and strengthening downstream processing and market linkages, the project aims to increase the farmers' incomes, safeguard natural resources and establish deforestation-free supply chains. SASCI+ follows a jurisdictional approach to align relevant stakeholders on shared objectives for sustainable production as a means for long-term market access and security of supply. With the aim of increasing the income of small farmers and developing a deforestation-free and traceable natural rubber supply chain, the German tyre producer Continental AG and GIZ have signed the iDPP (Integrated Development Partnership), organized by the Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) project. In the period from 2021 to 2024, contract partners have assisted more than 4700 rubber farmers in several sub-districts in Kapuas Hulu Regency.

To achieve the above objectives, the partners provide various supports, including training for farmers regarding Good Agricultural Practices (GAP), post-harvest drying of rubber latex (GHP). Continental acts as a buyer of the Kapuas Hulu rubber production, as part of their sustainable sourcing program. The company supports regular rubber purchases directly from farmers, carried out by two crumb rubber processors in Pontianak that process rubber into semi-finished materials. In connection with purchases so that products can be traced and verified in origin, production processes and movements in the supply chain, Continental uses the services from Agridence as a traceability provider.

While, the project has time limitations, the supply chain has a long time span as long as the raw materials are still needed. Once the project is complete, it is important to ensure that the supply chain continues to run smoothly and sustainably, promoting sustainable natural rubber production and providing livelihoods to local communities. Post-project supply chain continuity typically focuses on ensuring that desired outcomes and impacts are maintained, as well as improving and optimizing existing processes to maintain or even improve

performance. Post-project supply chain options absolutely must be determined. For this reason, it is necessary to choose an effective and efficient form of supply chain to ensure the supply chain continues to run.

In a sustainable rubber business, the participation of all farmers, including men, women and youth, is very important. Each group has contributions and expectations for the project. Even though each has a different role, the relationship between them complements each other and has a positive impact on the sustainability of the rubber business. Apart from that, this project must also reach all groups of farmers, not only by type and age, but also socially, including ethnic and minority groups. They play a very important role in sustainable rubber businesses. With rich local knowledge, different perspectives, and a deep attachment to their environment, these groups can make significant contributions to developing environmentally friendly, equitable, and sustainable agricultural practices.

Whilst rubber production in Kapuas Hulu experiences the usual fluctuations and changes, the overall trend has been that the area of plantations, number of farmers and production volume is decreasing. Regarding the latter, there is a situation whereby farmers no longer manage their rubber plantations and are increasingly moving out of the sector over recent years.

Thus, from 5125 registered farmers representing a rubber area of 3210 ha (according to the report of Koltiva) about one third is inactive. But even though, the delivered amount of rubber (218 tons in 2024) is far below the expected volume, even if a very low productivity of 0.5 tons/ha is assumed. Therefore, it is crucial for the second phase of the project and its sustainability, respectively, that the reasons are well understood and addressed.

Various potential reasons can be mentioned to explain the current developments, including changing weather patterns, competition across and between different crops, natural rubber prices and other livelihood activities. Usually, the income options are the determining aspect of farmers' decision towards a commodity. Since the means to influence the rubber price are restricted, there should be a focus on the opportunity costs for farmers and to reduce them to make rubber production and delivery to the project more lucrative.

Connected to this macro situation is the fact that farmers might continue tapping but not selling their production, or only minor part, to the processors participating in the project but continue to use middlemen. This has been attributed to immediate cash requirements by farmers or the access to pre-finance through traders. Other reasons could be the limited added value from longer drying periods and improved post-harvest practices, the logistics related to the buy-out process, the relationship to the processors, price transparency and others.

Considering these challenges and changing circumstances, a socio-economic analysis of the natural rubber smallholder sector and supply chain in Kapuas Hulu is necessary, looking into the root causes, influencing factors and underlying socio-economic drivers for farmers to continue or not with natural rubber production and participating in the project. It shall be assessed how this impacts negatively or positively or not at all on the implementation of the current project and guide adjustments in the project approach where necessary.

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services with 3 main outputs expected from the assignment, allowing for a disaggregation of the analysis regarding different groups and types of rubber farmers to be defined (e.g. marginalised ethnic groups; women; youth; active- inactive farmers; bigger – smaller farms; continuous rubber farmers – farmers who moved out of rubber; farmers who discontinued selling to the project or are delivering only part of their production, farmers in state forests – not in state forests)

1. A comprehensive socio-economic study & analysis of the smallholder rubber sector in Kapuas Hulu: its characteristics, strength & weaknesses, opportunities & challenges,

trends & scenarios; identifying the root causes, influencing factors and drivers of the current situation/ scenario and how it influences, or not, the decisions of rubber farmers.

2. An assessment how the above analysis and scenario has positive, negative or no influence at all on the iDPP project implementation, identifying also lessons learned from the past years of engagement. The assessment should provide practical recommendations for actions and on how the project could and should adapt to the identified scenario and findings.
3. Assessment of the efficiency gains and business case of the current supply chain/ buy-out mechanism (strengths/ weaknesses/ effectiveness / efficiency) promoted in the iDPP project, its impact on farmers' delivery behaviour and what the best way forward should look like for post-project phase.

#### Preparation phase:

- Kick off meeting with GIZ and partners to clarify assignment and expected outputs.
- Review basic project documentation: background, implementation, achievements, etc.
- Review publicly existing West Kalimantan/ Kapuas Hulu natural rubber sector information & data & studies, project reports.
- Submit the concept and detailed work plan to GIZ for approval, outlining the methodological approach including how to ensure disaggregation of analysis, research questions, identification of primary and secondary information and data sources, field visit activity program and outline/structure of study report and project assessment report.

#### Desk study and analysis:

- Macro level smallholder natural rubber sector Kapuas Hulu:
  - Reviewing existing socio-economic analysis and studies of sector
  - Review policies and development plans related to rubber plantations, empowerment of women, youth and minority groups in Kapuas Hulu
  - Online (or offline) interviews and/or survey with key informants from public and private sector Kapuas Hulu and West Kalimantan (and/or national level)
  - Past and current trends of rubber production
  - Review policies and development plans related to rubber plantations, empowerment of women, youth, minority groups, Bumdes (village enterprises) / farmer organisations and small and medium enterprises (local trader).
- Project level:
  - Stakeholder mapping Kapuas Hulu rubber supply chain/ sector

- Review the project theory of change, progress reports, annual action plans, training material, buyout data, monitoring data and other relevant documentation.
- Online (or offline) interviews and/or survey with key informants from project partners (e.g. GIZ Indonesia and HQ, Continental, PRCF, rubber processors)
- Supply chain mapping to visually map all processes in the rubber supply chain, from upstream to downstream, to identify critical points and analyse the cost structure in the supply chain between the traditional and the iDPP project supply chain to assess cost and value added.
- Identify and analyse potential risks that could disrupt the smooth running of the project supply chain, such as bad weather, price fluctuations, economic opportunities in the area, or logistics disruptions etc..
- Based on above, assess the business case that results from investing in sustainable rubber production as promoted in the iDPP project. This should cover additional value generated from sustainable practices through higher quality, reduced cost, better markets etc. as well as additional cost related to changed production and post-harvest practices, transport and logistics etc.. To be complemented / verified by primary data collection in field work.
- Hypothesis outline and field work<sup>1</sup>: based on desk study material and analysis, prepare the field work outlining the hypothesis via guiding questions/ questionnaire/ survey to be conducted with farmer communities and field staff of public and private sector and GIZ project staff. Disaggregation of the analysis regarding different groups and types of rubber farmers and communities needs to be ensured.

#### Field Work to verify hypothesis:

- Structured/ semi-structured interviews with 20 selected key informants of partner organisations (GIZ staff, Agridence, PRCF, processors, District Government) in the project region KH
- Consultation of project farmers and farmers who have converted their rubber to other crops to better understand the underlying causes for this steady decline of natural rubber (e.g. price development, influence of pests and diseases, insufficient government support, increasing opportunity costs of cultivating rubber because other more lucrative crops).

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<sup>1</sup> Factors to be included, but by no means comprehensive, might be: is the reduction in rubber sales directly linked to a decrease in the number of hectares of rubber in its productive age; price trends (where prices may be too low to ensure profitability for farmers); overall supply chain efficiency and characteristics (wet versus dry rubber production); the impact of pests and diseases such as Pestalotiopsis; insufficient government incentives or subsidies (at local, provincial, or national levels); rising opportunity costs as other crops—such as oil palm—offer better returns on investment; opportunity costs caused by production demands of the project as the bamboo collector tubes;

- Structured/ semi-structured interviews with 50 active farmers across villages of the project region, ensuring representative sample of farmer groups and types.
- Structured/ semi-structured interviews with 30 inactive farmers who are still connected to project, ensuring representative sample of farmer groups and types.
- Structured/ semi-structured interviews with 30 farmers who have left the rubber sector, ensuring representative sample of farmer groups and types.
- Structured/ semi-structured interviews with 3 Bumdes and 3 local trader sectors, ensuring representative sample of Bumdes which have received training and local rubber traders.
- 8 FGDs x 15 active/inactive farmers connected to project/ 2 hrs session/ across selected villages of project region.

#### Reporting:

- Review the inputs obtained from primary and secondary sources, from the preparatory phase and the field work and analysis.
- Prepare a first Draft Report incorporating the different analytical outputs from preparatory and field work phase.
- Submit to GIZ and selected stakeholders for feedback.
- Incorporation of feedback into Final Report.
- Prepare Recommendations section of Report.
- Organise and facilitate workshop with project stakeholders (in Pontianak) to discuss recommendations and receive feedback (ideally coinciding with visit from Continental)
- Submit final version of the two outputs (socio-economic study and project implications report) to GIZ.

<b>Milestones/partial works</b>	<b>Deadline/place/person responsible</b>	<b>Criteria for acceptance</b>
Detailed Work Plan outlining methodology	2 weeks after contract signed	Workplan submitted and approved by GIZ
Hypothesis & field work proposal	6 weeks after contract signed	Proposal approved by GIZ
1 <sup>st</sup> Draft of Report	12 weeks after contract signed	Draft report submitted
Recommendation section prepared and discussed with stakeholders (hybrid workshop)	14 weeks after contract signed	Stakeholder workshop conducted and documented
Final Draft of Report	16 weeks after contract signed	Final report approved by GIZ

Period of assignment: from **June until September 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**.

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

### 4. 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 7), 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**

### Tasks of the team leader

- Lead the development of the overall assignment
- Take overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Lead and organize working phases, workplan, communication, documented process, reporting and administration matter, and important events related to formal socialization event, planning discussions, implementation and finalization of milestones, especially important discussion events with key actors
- Coordinate and ensure continuous communication with GIZ, partners and other stakeholders involved in the project
- Lead personnel management, in particular in planning and steering assignments and supporting team members
- Provide regular reporting in accordance with the milestone schedule
- Ensure monitoring procedures are carried out
- Take responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ

### Qualifications of the team leader

- Education/training (2.1.1): University Master degree in economics, social, political science, business administration, agriculture, natural resource management or a related field
- Language (2.1.2): C1-level language proficiency in English and Indonesia
- General professional experience (2.1.3): 8 years of professional experience in the socio-economic analysis and studies of rural economies/ agricultural supply chains sector
- Specific professional experience (2.1.4): 5 years in research/ assessment of smallholder sector, ideally natural rubber, rubber supply chain assessments and design of the respective research tools, techniques and methodologies.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Indonesia (region), of which 2 years in projects in West Kalimantan (country)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): engagement with private sector and government agencies / province and district level; knowledge business case analysis; knowledge and experience in farmer stakeholder and consultation engagement.

## **Key expert 1**

### Tasks of key expert 1- Senior Researcher

- Support the Team Leader in developing the deliverables.
- Support the Team Leader in organizing working phases, workplan, communication, documented process, reporting and administration matter, and important events related to formal socialization event, planning discussions, implementation and finalization of milestones, especially important discussion events with key actors
- Support the Team leader in personnel management, in particular planning and steering assignments and supporting team members

- Take responsibility for taking cross-cutting themes into consideration (for example, gender equality, marginalized groups, farmer disaggregation)
- Support the Team leader in regular reporting in accordance with the milestone schedule

#### Qualifications of key expert 1

- Education/training (2.2.1): Master degree, economics, social, political science, business administration, agriculture, natural resource management or a related field
- Language (2.2.2): B2 -level language proficiency in English and Indonesia
- General professional experience (2.2.3): 5 years of professional experience in developing or overseeing socio-economic projects in rural-agricultural context
- Specific professional experience (2.2.4): 3 years of professional experience in research methodologies, tools, techniques and analysis and presentation of data; knowledge of rubber sector supply chain, especially commercial aspects
- Leadership/Management experience (2.2.5): not applicable
- Regional experience (2.2.6): 5 years of experience in projects in Southeast Asia, of which 2 years in projects in Indonesia
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in DC projects
- Other (2.2.8): engagement with private sector and government agencies / province and district level; knowledge and understanding of agriculture and supply chain management; knowledge and experience in farmer stakeholder and consultation engagement.

#### 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

#### **Short-term expert pool with minimum 3, maximum 3 members**

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

#### Tasks of the short-term expert pool

- Support the Team Leader and Senior Researcher in developing the deliverables. Conduct data collection within the jurisdiction by implementing surveys, interviews and focused group discussions with relevant stakeholders.
- Support the Senior Researcher in working phases and important events, including discussion events with key actors
- Ensure continuous communication with GIZ, partners and other stakeholders involved in the project on the ground

### Qualifications of the short-term expert pool

- Education/training (2.6.1): 3 experts with university Bachelor degree in experts with university qualification Bachelor' s degree in economics, social, management, agriculture, natural resource management or a related field ,
- Language (2.6.2): 3 experts with A2-level language proficiency in English
- General professional experience (2.6.3): 3 experts with 3 years of professional experience in the data collection, research studies, assessment reports sector, 1 experts with 3 years of professional experience in the natural rubber supply chain commercial set up sector
- Specific professional experience (2.6.4): 1 experts with 3 years of professional experience in agricultural supply chains, 1 experts with 3 years of professional experience in Rural Community Development
- Regional experience (2.6.5): 3 experts with 2 years of experience in Indonesia (region), experts with years of experience in (country)
- Development cooperation (DC) experience (2.6.6): 3 experts with 2 years of experience in DC
- Other (2.6.7): experience of engagement with private sector and government agencies / province and district level; knowledge and experience in farmer stakeholder and consultation engagement.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

## **5. Costing requirements**

### **Assignment of personnel and travel expenses**

Per diem 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 from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount 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 has undertaken an obligation to reduce greenhouse gas emissions (CO<sub>2</sub> 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<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> emissions caused by air travel must 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 Team Leader	1	17	17	
Designation of /key expert	1	32	32	Senior reseacher
<i>Designation of short-term expert pool</i>	3	23	69	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	18	4	72	
Overnight allowance in country of assignment	18	4	72	<p><b>Overnight stays abroad:</b></p> <p><b>Note:</b> Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p> <p>Overnight stays in Germany (deviation from</p>

				<p><b>the travel expense regulations):</b></p> <p><b>Note: Overnight allowances of up to EUR 130 can be submitted for reimbursement against evidence. Up to EUR 80 can be submitted for reimbursement on a lump-sum basis.</b></p> <p><b>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</b></p>
<b>Transport</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>International flights</b>				Travel to the place of service delivery
<b>Domestic flights</b>	1	4	4	Flights within the country of assignment during service delivery
<b>CO<sub>2</sub> compensation for air travel</b>	1	4	4	A fixed budget of EUR 56 (IDR 4.175.136) is earmarked for settling carbon offsets against evidence. (Flight inside region)
<b>Travel expenses (train, car)</b> <ul style="list-style-type: none"> <li>Local transport</li> <li></li> </ul>	4	1	4	Travel within the country of assignment, transfer to/from airport etc.
<b>Other travel expenses</b> <ul style="list-style-type: none"> <li>Rent car during research and FGDs</li> </ul>	1	1	1	e.g. visa costs
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	10.000.000	10.000.000	<p>A budget of EUR 536,51 (IDR 10.000.000) is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>

<b>Workshops</b>	8	1	27.000.000	The budget contains the following costs meals (9.000.000 per workshop) and local transport (18.000.000 per pack).
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### Contracts for works

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.

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.

Outputs/partial works	Estimated expert days for orientation	Deadline
Output 1: Detailed Work Plan outlining methodology	Team leader: 2 days Senior Researcher: 4 days Short term expert pool: 3 days	Week 2
Output 2: Hypothesis & field work proposal	Team leader: 2 days Senior Researcher: 4 days Short term expert pool: 3 days	Week 6
Output 3: 1st Draft of Report	Team leader: 7 days Senior Researcher: 18 days Short term expert pool: 54 days (3 person @ 18 days)	Week 12
Output 4: Recommendation section prepared and discussed with stakeholders in an workshop in Pontianak (hybrid)	Team leader: 4 days Senior Researcher: 4 days Short term expert pool: 6 days (3 person @ 2 days)	Week 14

Output 5:	Team leader: 2 days	Week 16
Final Draft of Report	Senior Researcher: 2 days	
	Short term expert pool: 3 days	

## Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Kick-off meeting with GIZ, online
- 8 FGDs with 15 farmers each, 2 hours
- Stakeholder consultation for the Recommendation section of Report, online

## 6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Transportation for field phase/ visit: 1 GIZ own project vehicle (but given scope of assignment/ location, contractor needs to rent additional vehicle/driver in project region)
- Logistical support in coordination for workshops
- Contacts to local stakeholders
- Information on the global program, SASCI+, and relevant project insights and key informants

## 7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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 English (language).

The complete tender must not exceed 10 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 (language).

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.



## **8. Outsourced processing of personal data**

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

## **9. Annexes**