

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

CONFIDENTIAL

Establishing sustainable village development (DMPG) pilot for integrated development in North Kalimantan PHU	Project number/ cost centre: 22.2140.6-001.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
BRG	Peat Restoration Agency
DMPG	Desa Mandiri Peduli gambut that meaning peat villages implement sustainability development ways
FGD	Focus Group Discussion
GIZ	German Agency for International Cooperation
MoEF	Ministry of Environmental and Forestry
Paludiculture	Agriculture practices in peat ecosystem
PHU	Peat Hydrological Unit
ProMangrovePeat	Integrated peatland protection and management (PROPEAT phase 2)
PROPEAT	Peatland protection and management
RPPEG	Peat Ecosystem Protection and Management Plan Document

1. Context

Brief information of the project

German-Indonesia Development Cooperation supports the Government of Indonesia in peatland restoration and management through the Peatland Management and Rehabilitation project, ProMangrovepeat, which focuses on enhancing sustainable land use of peatland ecosystems in Kalimantan for 2024-2026.

There are 13 Peat Hydrological Units (PHU) in North Kalimantan covering approximately 349.564,53 Ha based on an indicative map from the Ministry of Environment and Forestry (MoEF). Peatlands play an important role in the global ecological balance, including climate and water regulation, biodiversity and germplasm sources, as a source of wood and non-timber forest products, carbon storage, and community livelihoods. Two selected PHUs in North Kalimantan through ProMangrovepeat will be managed in accordance with the Peatland Ecosystem Protection and Management Plan Document/ Rencana Perlindungan dan Pengelolaan Ekosistem Gambut (RPPEG) to contribute for the FOLU Net Sink achievement.

Context of the assignment

In the last three decades, unsustainable development pressures on Peatland ecosystems have caused quite severe environmental degradation: Land use change in peatland, high potential fires during the dry season, unpredictable water levels (flood frequency), declining quality of peatland cover caused deforestation, and wetland pollution that impacted community livelihood. These conditions are challenges for villages in Peatland ecosystems in implementing development and achieving community welfare. In addition, based on the latest village law, villagers are also faced with the challenge of developing their village governance and development to be more resilient, advanced, developed and democratic in supporting community welfare. Efforts to preserve peatland ecosystems and realize community welfare need to be integrated and harmonized to achieve sustainable results. And supported by participatory community knowledge and awareness and village institutional capacity in understanding and managing the potential of their environment and commodities potency.

The Indonesian government has a high commitment to peat ecosystem restoration, so the peat restoration agency (BRG) was formed in 2016, one of the approaches taken is through villages as the smallest government units in Indonesia, and the entire region is divided into villages. Furthermore, in 2023, the Ministry of Environment and Forestry issued the Regulation of the Director General of Pollution and Environmental Damage Control Number P.6/PPKL/PKEG/PKL.0/10/2023 concerning to the village development based on peat ecosystem Program (DMPG—Desa Mandiri Peduli Gambut), and now under the Directorate of Protection and Management of Peat Ecosystems, Deputy for Environmental Management and Sustainable Natural Resources Ministry of Environment. What is meant by DMPG here is a community-based sustainable peat ecosystem function restoration program at the village level, the implementation of which is carried out through hydrological restoration, vegetation rehabilitation, revegetation, natural succession, and/or revitalization of community livelihoods. This Regulation of the Director General of PPKL is prepared as a guideline in the implementation of the DMPG program, and in the implementation should be consists of technical assistance and financial assistance.

The North Kalimantan provincial government has established a Peat Ecosystem Protection and Management Plan Document (RPPEG) for the 2024-2053 period through Governor's Decree No. 188.44/K.279/2024. Most of the North Kalimantan peat ecosystem is located in Nunukan district, distribute on 6 sub-districts and covering 30 Villages and 2 urban village. In addition, the distribution of peat ecosystems in Tana Tidung district can be found in 24 villages

out of a total of 32 villages, or around 75% of villages in Tana Tidung Regency are villages that have peat ecosystems. This indicates the importance of protecting and managing peat ecosystems through village development approaches.

The DMPG program aims to: (1) increase community awareness in the protection and management of peatland ecosystems, (2) increase community participation in the protection and management of peatland ecosystems, (3) increase community empowerment and partnerships in the protection and management of peatland ecosystems, (4) develop community capabilities and pioneering in the protection and management of peatland ecosystems, (5) develop local culture and wisdom in the context of preserving the function of peatland ecosystems, and (6) improve the economy of local communities based on the potency of village. In addition, DMPG also will be exercised how the villagers live in the peat ecosystem to adapt their activities and integrate on implementation of village development.

The first step of implementation DMPG is through improving people's understanding (socialization) regarding peat ecosystems and village development (increasing the capacity for development actors in the villages about how to integrate peat issues into the village development plan), reviewing the existing village development approaches and planning in a participatory manner (mainstreaming village development in peat ecosystems), and developing basic public infrastructure or alternative economic activities.

In the implementation of ProMangrovepeat in North Kalimantan, two PHUs are selected as models for implementing RPPEG Document using a landscape approach, namely the Sebuku River-Sembakung River PHU and the Mentarang River-Belanyu River PHU. It is planned that the DMPG program in North Kalimantan will be carried out in 6 villages, namely **Atap, Lubakan, and Manuk Bungkul villages**, in the **Sebuku River-Sembakung River PHU**; and in the **Mentara River-Belanyu River PHU** will be implemented in **Bandan Bikis, Bebatu, and Sengkong villages**.

Objective of the assignments

GIZ ProMangrovepeat will collaborate with the parties to encourage villages to have good capacity to manage their peatland and natural resources in better sustainable way through the DMPG program in Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU to achieve the objectives as follow are:

1. Implementing the village development planning based on peat ecosystem (DMPG) program in 6 villages.
2. Coordinating the village development plan in 6 villages to the parties such as local governments (acknowledgement) and private sectors (cooperation) where operating in the pilot PHU.
3. Demonstrate village development activities or community economy based on peat ecosystems

The aim of this project is to develop village-level development planning and practices based on peat ecosystems as DMPG.

2. Tasks to be performed by the contractor

Under this assignment, the contractor expected to be a consultant team, is expected to perform the following tasks:

1.1 Task one, Introducing village development approach in peat ecosystem (DMPG) in 6 villages in Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU in North Kalimantan

Peat is a unique and vulnerable ecosystem. Therefore, all development and cultivation activities that will be carried out in the peat ecosystem should consider the existence of the peat ecosystem. This is intended to prevent environmental damage, economic losses, and social problems.

The entire peat ecosystem (which has been determined by the government) is divided into village areas—as the smallest government structure in Indonesia. One important approach in village development is considering the typology of village geography, one of which is the peat village. The peat ecosystem has typical characteristics and must be considered by village communities so that the activities carried out do not have negative environmental, social and economic impacts on the community.

This village development approach in peat ecosystems (DMPG) needs to be introduced and mainstreamed, so that all people in peat villages should be aware and understand it. Some of the project activities carried out include:

Main activities:

- Developing design activities and the timeline of implementation
- Introducing the village development approach in the peat ecosystem (DMPG) to the village government and villagers.

Deliverables: design implementation and timeline developed and agreed by GIZ. Obtained awareness and willingness of villages about the village development approach in peat ecosystem (DMPG).

1.2 Task two, Adapting and mainstreaming the peat issues into the village development plan and village spatial planning

Each village—in generally—already has a Village Medium-Term Development Plan (RPJMDes) and village spatial planning. In the context of implementing a development approach in the peat ecosystem (DMPG), it is necessary to ensure that the RPJMDes and village spatial planning are considering the peat ecosystem, especially Peat hydrological unit (PHU). This means that the development approach and planning must be ensured not to have a negative impact on the peat ecosystem when implemented.

As input in the process of reviewing the village planning document and mainstreaming peat ecosystem issues, GIZ will provide several documents or information that can be used as reference materials, including the map of peat function and peat characteristic the villages.

In this program, it is important to ensure the accommodation of peat issues into the RPJMDes and village spatial planning. There are several reasons for this accommodation: 1) The development approach and types of programs/activities do not conflict with the existence of peat ecosystems; 2) Support efforts of protection and preserving peat ecosystem management; 3) Support efforts to improve the economy of communities in peat ecosystems; and 4) Involve community participation.

Main activities:

- Reviewing the RPJMDes and villages spatial plan in 6 pilot villages in Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU, for ensuring the accommodating peat issues into the documents.

- Participatory discussion (involved women, youth and vulnerable group) on revising village development plan (RPJMDes and village spatial planning)

Deliverables: The development plan (RPJMDes and village spatial planning) of 6 villages pilot in Sebuk River-Sembakung River PHU and Mentarang River-Belanyu River PHU have accommodated peat issues.

1.3 Task three, Integrate the village development plan (DMPG) in 6 villages in Sebuk River-Sembakung River PHU and Mentarang River-Belanyu River PHU with the district development plan.

To ensure that village development is implemented as sustainable, it is necessary to consider the condition of the PHU landscape (between villages around it) and integrate it with district development planning. Since the district government has established RPPEG (peat ecosystem protection and management plan).

The Indonesian government has established a peat ecosystem management model that is carried out through a hydrological approach (Peat Hydrological Unit—PHU). In one PHU landscape there are one or more village areas. For this reason, the integration of village development into a PHU will greatly affect the management of the peat ecosystem.

In the PHU, there are also various land uses carried out on a large scale by the private sector and on a small scale by the community. These various land uses have the potential to cause damage to the peat ecosystem. For this reason, integration of planning and implementation of development in the PHU landscape is needed from the village to the district level.

Main activities:

- Finalizing village development planning document (RPJMDes and spatial plan)
- Conduct FGD for District government acknowledgement (involving the relevant sectors) about the village development plan in Sebuk River-Sembakung River PHU and Mentarang River-Belanyu River PHU.

Deliverables: the district acknowledgment for 6 villages development plans in Sebuk River-Sembakung River PHU (Nunukan District) and Mentarang River-Belanyu River PHU (Tana Tidung District).

1.4 Task four, Piloting activity for peat ecosystem protection and management in Sebuk River-Sembakung River PHU and Mentarang River-Belanyu River PHU in North Kalimantan.

Select an activity for pilot as part of implementation peat rehabilitation and management in PHU. The activity expectedly is a priority activity that already listed in village development plan, the activity should be agreed by representative of villagers. This pilot activity is expected to contribute to the restoration of peat ecosystem damage (if any), protection and preservation of peat ecosystems, and/or increasing community economic income. For the pilot activities, GIZ will provide stimulant fund maximum IDR 100.000.000. This is intended to demonstrate good and responsible development practices in peat ecosystems, from planning, implementation, and accountability.

The pilot activity was carried out entirely by the community as part of the implementation of the village development program. During the implementation of the pilot activity, from planning to implementation, the consultant also provided advice to the implementation activity, both related to technical activities, administrative management and accountability for the implementation of the activity. The steps of preparation and implementation of pilot activities for peat ecosystem protection and management through the following process:

Main activities:

- Provide advice for implementation village development (in general)
- Select the pilot activity in every pilot village
- Planning and preparation of pilot activity
- Implementation pilot activity
- Advise implementation of pilot activities
- Monitoring and advising implementation pilot activity

Deliverables: The pilot activity for peat ecosystem protection and management implement in 6 villages in This is intended to demonstrate good and responsible development practices in peat ecosystems, from planning, implementation, and accountability are implemented.

1.5 Task five, develop lesson learned of DMPG implementation based on Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU in North Kalimantan

The Indonesian government has established a hydrological approach in managing peat ecosystems, therefore the management regulations are regulated in peat hydrological units (PHU). In this activity, PHU-based peat ecosystem management is carried out through the implementation of Desa Mandiri Peduli Gambut (DMPG), and integration development implementation between villages at the Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU,

In this section, the consultant must document the entire process of activities since the project began as a final report and lesson learned document. The final report is is just contain information related to the implementation of project activities. While lesson learned document is containing the learning from the process of activities during the project in relation with implementation of DMPG and peat ecosystem protection and management in PHU landscape.

Main activities:

- Documenting all project activities.
- Develop lessons learned of implementation DMPG in Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU
- The format of lesson learned document agreed by GIZ
- Develop final report of project

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
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Coordination meeting: Preparation and activity planning	14 days after the start of the contract	Kick off meeting held and workplan have been accepted by GIZ
Submission the review result of 6 villages development planning document on mainstreaming peat ecosystem issues.	3 months after the start of the contract	The 6 villages planning document have accommodated and incorporated peat issues
Presenting the 6 villages development plan to the district government which involving the various sectors agency in Kutai Barat district	5 months after the start of contract	The 6 villages development planning document disseminated and acknowledge by the district government
Implementation selected activity (by the villager) that contribute on Peat ecosystem protection and rehabilitation as pilot activity	11 months after the start of contract	The pilot activity is delivered, documented and accountable.
Submission of lesson learned document and final report.	12 months after the start of contract	The lesson learned of Implementation activities (DMPG) in 6 villages in the Sebuku River-Sembakung River PHU and Mentarang River- Belanyu River PHU and Final report available

Period of assignment: from December 2025 until Nov 2026

The consultancy work will be output-based in its monitoring and payment based on the deliverables that are produced. The consultant will be paid based on the completion of specific tasks or the achievement of certain deliberations below:

Estimated Payment	Output Based	Type of Deliberations	Expected Delivery Report	Progress Achievement
Interim payment 1 after approval of deliverable 1	1	Inception report of working process including, <ul style="list-style-type: none"> • Design and planning activities, • Timeline (workplan) 	30 Dec '25	40%
Interim payment 2 after approval of deliverable 2	2	interim report on the results of several activities below: <ul style="list-style-type: none"> • Socialization report • The 6 villages planning (reviewed) document have accommodated and incorporated peat issues • Acknowledgment of district government on the 6 villages planning 	10 May '26	40%
Final Payment after approval of deliverable 3	3	<ul style="list-style-type: none"> • Finished the pilot activity • Lesson learned document • Consolidate (final) report documents 	30 Nov '26	20%

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 list 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.

Further requirements (1.7)

The contractor should integrate the project activities with other activity initiatives such as GCF (Green Climate Fund) for North Kalimantan or other programs that carried out in the pilot villages. The Contractor should consider also the incorporation of cross-cutting themes such as gender equality, social inclusion strategies etc.

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.

General background of the team members:

- Expertise on social and community development.
- Expertise on sustainability for village development and sustainable landscape planning approach
- Knowledge on peat ecosystem and sustainable land-use management
- Experience on working or in close cooperation with district government, village government, community, and community-based organizations (CBO).

Soft skills of the team members:

In addition to their specialist qualifications, the following qualifications are required:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient and problem-solving orientation
- Interdisciplinary thinking

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader (social development expert)

Tasks of the team leader

- 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 short-term experts
- Active communication with district government, especially with sectors that appropriate on implementation of village development in peat ecosystems
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in social-forestry, environmental, agriculture, natural resources or relevant studies
- Language (2.1.2): professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.1.3): five years of experience in project focused on rural development, especially in peatland area

- Specific professional experience (2.1.4): 3 assignments or 5 years on assisting sustainable community livelihood, encouraging community partnerships with companies, establishing coordination with local government
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): a year of experience in projects in the Delta sebuku-sembakung landscape (region), of which 2 years in projects in North Kalimantan (country)
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): not applicable

Expert 1, Ecological Landscape Expert (GIS)

Tasks of expert 1

- Understanding the ecological situation in landscape of the Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU
- Provide land cover and use analysis for spatial planning of 6 pilot villages in Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU
- Support process review on villages development planning, especially village spatial planning
- Provide the maps needed to complete the village development plan documents
- Support communication with the district government

Qualifications of expert 1

- Education/training (2.2.1): Bachelor degree in forestry, geography, nature environment or related study
- Language (2.2.2): Professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.2.3): 3 years of professional experience in spatial planning analysis, land used and land cover analysis, peat ecological management.
- Specific professional experience (2.2.4): Proficiency in operating GIS applications, participatory mapping.
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): 2 years of experience in projects in the Delta Sebuku-Sembakung landscape (region), of which 2 years in projects in North Kalimantan (country)
- Development Cooperation (DC) experience (2.2.7): not applicable
- Other (2.2.8): Not applicable

Expert 2, Peat protection and rehabilitation expert

Tasks of expert 2

- Provide analysis on the peat ecosystem situation in each pilot village in the Sebuku River-Sembakung River PHU and Mentarang River-Belanyu River PHU
- Provide input on peat ecosystem protection and management strategy in each pilot village in PHU Belayan Kelinjau
- Provide community cultivation (paludiculture) activity options for developing livelihoods and the economy based on the potential of peat ecosystems

- Develop technical strategies in carrying out peat ecosystem rehabilitation and economic for village communities

Qualifications of expert 2

- Education/training (2.3.1): Master's degree in forestry, ecology, nature environment
- Language (2.3.2): Professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.3.3): 5 years of expert and professional experience on peat ecosystem or wet land management,
- Specific professional experience (2.3.4): 5 Years of expert and professional experience of peat ecosystem rehabilitation and management, excellent understanding on village development planning, experiences in community economic development.
- Leadership/management experience (2.3.5): not applicable
- Regional experience (2.3.6): 2 years of experience in projects in the Delta Sebuks-Sembakung landscape (region), of which 2 years in projects in North Kalimantan (country)
- Development Cooperation (DC) experience (2.3.7): not applicable
- Other (2.3.8): Not applicable

Expert 3, Finance and Administration

Tasks of expert 3 - Administrative staff

- Support overall project activities in administrative documentation
- Prepare all administrative elements in the implementation of the project
- Prepare financial reports with required documentation based on GIZ regulations
- Support and prepare the implementation of event-related to works (workshop, FGD), including formulation of minutes of meeting

Qualifications of expert 3

- Education/training (2.4.1): bachelor's degree in finance, economics, social, management or a related field
- Language (2.4.2): professional business language proficiency in English and Bahasa Indonesia
- General professional experience (2.4.3): 2 years of handling administrative and finance report
- Specific professional experience (2.4.4): 1 year of documenting the project implementation
- Leadership/management experience (2.4.5): Not Applicable
- Regional experience (2.4.5): 2 years of experience in administrating projects in Indonesia
- Development cooperation (DC) experience (2.4.6): not applicable
- Other (2.4.7): not applicable

To support and provide advice on the implementation of activities, at least one expert is needed as a back-stopper for quality assurance, especially to ensure the village development planning based on peat ecosystems is integrated with PHU conditions, through the development of activities or infrastructure that support the management of peat ecosystems and community

economic activities. If necessary, the back-stoppers can also conduct field visits to gain context and in-depth knowledge about the condition of the peat ecosystem and social issues. The range of tasks involved and the required qualifications.

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
- Problem solving
- Interdisciplinary thinking

Short-term expert pool, Community Facilitator (6 persons)

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

- Understanding the social culture and economics of community in the 6 pilot villages in the Sebu River-Sembakung River PHU and Mentarang River-Belanyu River PHU
- Understanding gap and challenges of the existence of village development plan
- Facilitate FGD for reviewing process on villages development planning
- Active coordination and communication with villagers, village government, and CBO in the pilot villages
- Advice implementation development plan in villages, including paludiculture practices
- Documenting process of project implementation
- Promoting peat rehabilitation and protection
- Supporting for developing lessons learned

Qualifications of the short-term expert pool

- Education/training (2.6.1): Bachelor's degree in forestry, agriculture, nature environment, social economic or related study
- Language (2.6.2): not applicable
- General professional experience (2.6.3): 3 years of professional experience in community development, village development, income generating activity, paludiculture activity.
- Specific professional experience (2.6.4): Proficiency in participatory planning, peat rehabilitation and protection, paludiculture practices.
- Regional experience (2.6.5): 2 years of experience in projects in the Delta Sebu-Sembakung landscape (region), of which 2 years in projects in North Kalimantan (country)
- Development cooperation (DC) experience (2.6.6): Not applicable
- Other (2.6.7): Not applicable

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.

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 (CO₂ 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 CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ 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 time alocat per expert	Total	Comments
• Team Leader	1	6 months	6 months	Output based
• Expert 1: Landscape Ecology-GIS	1	6 months	6 months	Output based
• Expert 2: Community Facilitator	6	12 months	12 months	Output based
• Expert 3: Administrative	1	6 months	6 months	Output based
• Expert 4: Peat ecology expert	1	15 days	15 days	Output based
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				Perdiem travel for team leader, Expert 1, 2, 3, and 4:
• Team Leader	40	1	40	Travel to district and village
• Expert 1	40	1	40	Travel to district and village
• Expert 2	10	6	60	Travel to district
• Expert 4	15	1	15	Travel village
				Lumpsum. Output based

Overnight allowance in country of assignment <ul style="list-style-type: none"> • Team Leader • Expert 1 • Expert 2 • Expert 4 • Expert 2 accommodation allowance in the village 	30 30 10 15 12	1 1 6 1 6	40 40 60 15 72	Travel to district and village Travel to district and village Travel to district Travel to village Live in the village in a year (during contract) Lumpsum. Output based
Transport	Quantity	Number per expert	Total	Comments
Domestic flights <ul style="list-style-type: none"> • Team Leader, origin to TRK • Expert 1, origin to TRK • Expert 2, origin to TRK • Expert 4, origin to TRK 	6 6 4 2	1 1 6 1	6 6 24 2	6 ways or 3x (return) 6 ways or 3x (return) 4 ways or 2x (return) 2 ways or 1x (return) Lumpsum. Output based
CO₂ compensation for air travel Link to <i>working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>	38	1	38	A fixed budget of IDR 15.200.000 is earmarked for settling carbon offsets against evidence. CO2 compensation is against the Economy aircraft.
Travel expenses (boat, car) <ul style="list-style-type: none"> • Transport home-airport • Transport home-airport • Transport home-airport • Transport home-airport 	6 6 4 2	1 1 6 1	6 6 24 2	Team Leader, 6 ways or 3 times trip return Expert 1, 6 ways or 3 times trip (return) Expert 2 (6 person), 24 ways or 12 times trip (return) Expert 4, one time trip (return)
<ul style="list-style-type: none"> • Transport Tanjung Selor to Airport TRK (return) • Transport Tanjung Selor to Airport TRK (return) • Transport Tanjung Selor to Airport TRK (return) • Transport Tanjung Selor to Airport TRK (return) 	6 6 4 2	1 1 6 1	6 6 24 2	Team Leader, 6 ways or 3 times trip return Expert 1, 6 ways or 3 times trip (return) Expert 2 (6 person), 24 ways or 12 times trip (return) Expert 4, one time trip (return)
<ul style="list-style-type: none"> • Transportation for Expert 3 from Tanjung selor-Tana Tidung (3 person) • Transportation for Expert 3 from Tanjung selor-Sembakung (3 person) • Transportation for Team Leade, Expert 1 and 3, from 	2 2 2	2 2 3	4 4 6	Expert 3 (3 persons), rent car 4 ways or 2 trips (return) Expert 3 (3 persons), rent car 4 ways or 2 trips (return) Team leader, Expert 1 and 3, rent car 6 ways or 3 trips (return)

Tanjung Selor-Tana Tidung-Sembakung (return)				
• Transportation for Expert 4, from Tanjung Selor-Tana Tidung-Sembakung (return)	2	1	2	Expert 4, rent car 2 ways or a trips (return)
• Transport (Car+boat) village-Nunukan District for Team leader, expert 1,2,3	3	3	9	Team leader, expert 1,2 and 3, 9 ways
• Transport (Car) village-Tana Tidung District for Team leader, expert 1,2,3	2	3	6	Team leader, expert 1,2 and 3, 6 ways
• Transport for mobilisation expert 2 (3 persons)+ villagers to workshop (Tana Tidung)	3	2	6	Rent car (3), expert 2 + villagers in every villages (return)
• Transport for mobilisation expert 2 (3 persons) + villagers to workshop (Nunukan)	6	2	12	Transport (car+boat), expert 2 (3 persons) + villagers (3 person), 2 ways (return)
• Transport (Boat+Car) for KHG observation (Tana Tidung and Nunukan) for Team Leader, Expert 1, 2,4	4	2	8	Rent car (2) + boat (2), 2 times, for Team Leader, Expert 1, 2,4
Other costs	Number	Quantity	Total	Comments
Provide stimulant fund for piloting development activities for villages	6	1	6	Total budget allocation is IDR 600.000.000 , distribute for 6 pilot villages, each village max IDR 100.000.000 , Use of the item requires prior written approval from GIZ and subjected to evidence.
Workshops				
• Socialization in 5 pilot village	5	1	5	Socialization conducts one time in every 5 villages, involved mostly villagers, at least represent all community groups and comm leaders (lumpsum)
• ATK	5	12	60	Support FGD + administration
• FGD for developing villages planning	5	3	15	FGD will conduct 3 times in every 5 pilots' village
• Workshop integration villages planning into district/sector planning	2	2	4	Workshop involving all sectors in district that relevant for development activities in the villages, it will conduct for 2 days,
Flexible remuneration				

6. Inputs of GIZ or other actors

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

- In implementing projects in the field, it is also necessary to integrate with other initiatives that are carried out in the village.
- Intense coordination with the village government, to find out the level of concern of the village government (policy) towards peat ecosystems and how this influences community attitudes towards peat ecosystems.

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. annexes