

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

CONFIDENTIAL

Integrated MPA Zonation and Management Effectiveness for Sea Turtle Conservation in Kebumen and Cilacap	Project number/ cost centre: G-011982-004 Tender number: RNCOI003
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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
BMUV	German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection
FK	Expert
FKT	Expert days
ICRAF	International Centre for Research in Agroforestry
SNV	a Dutch development organization
KZFK	Short-term expert
ToRs	Terms of reference

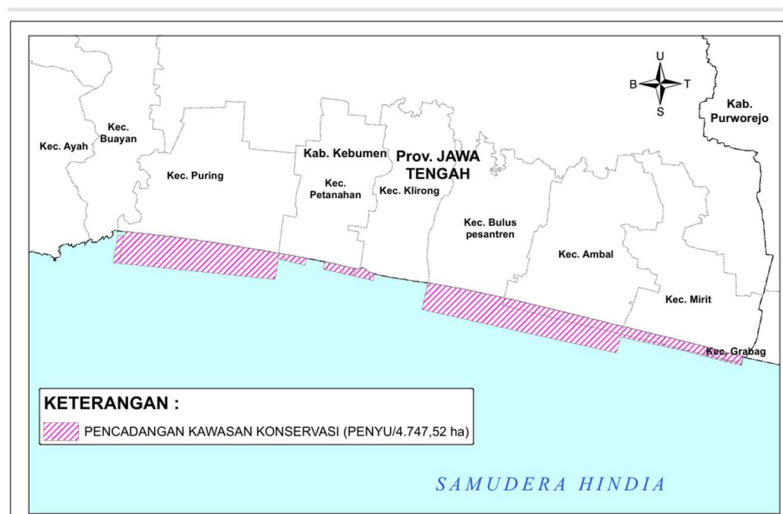
1. Context

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. We work to shape a future worth living in over 120 countries around the world.

The project “Solutions for Land- and Seascape Management in Indonesia (SOLUSI)” aims at developing and deploying an ecosystem approach for land and seascapes in three regions in Indonesia. As such, its focus lies on biodiversity conservation and ecological restoration, including efforts to strengthen the sustained provision of eco-system services, strengthen blue and green economies as pathways to sustainable development, including agroforestry, aquaculture, and the promotion of ecotourism. SOLUSI promotes enhanced climate-resilient livelihoods through public-private-community partnership (PPCP), policies, and investments and facilitates learning among partner provinces and scaling-up to others using an inter-provincial knowledge sharing platform. This project is a partnership between the Government of Germany (BMUV) and the Government of Indonesia (BAPPENAS) and will be implemented by a consortium consist of GIZ, ICRAF, SNV, and Yayasan KEHATI Indonesia.

The coastal villages of Kebumen start from Tambakmulyo, Jogosimo until Lembupurwo, in Kebumen are recognized as important nesting sites for marine turtles particularly olive ridley, as well as green and hawksbill turtles. These beaches provide suitable natural conditions for nesting, yet increasing pressures from anthropogenic such as habitat disturbance, light pollution, unsustainable aquaculture practices, and also egg poaching continue to threaten nesting success. The area also forms part of Kebumen’s key coastal geosites, where ecological and geological values intersect, reinforcing its importance as a priority zone for coastal biodiversity protection.

Given these environmental pressures, strengthened conservation efforts in Kebumen are essential to secure the long-term survival of marine turtle populations. Community-based monitoring, improved nest protection, habitat management, and awareness programs are needed to reduce threats and enhance hatchling survival rates. Investing in conservation initiatives in these coastal villages will not only safeguard critical marine turtle habitats but also support sustainable coastal management and support the livelihood for the coastal community.



Picture 1. Initial Marine Protected Area in Kebumen- Central Java

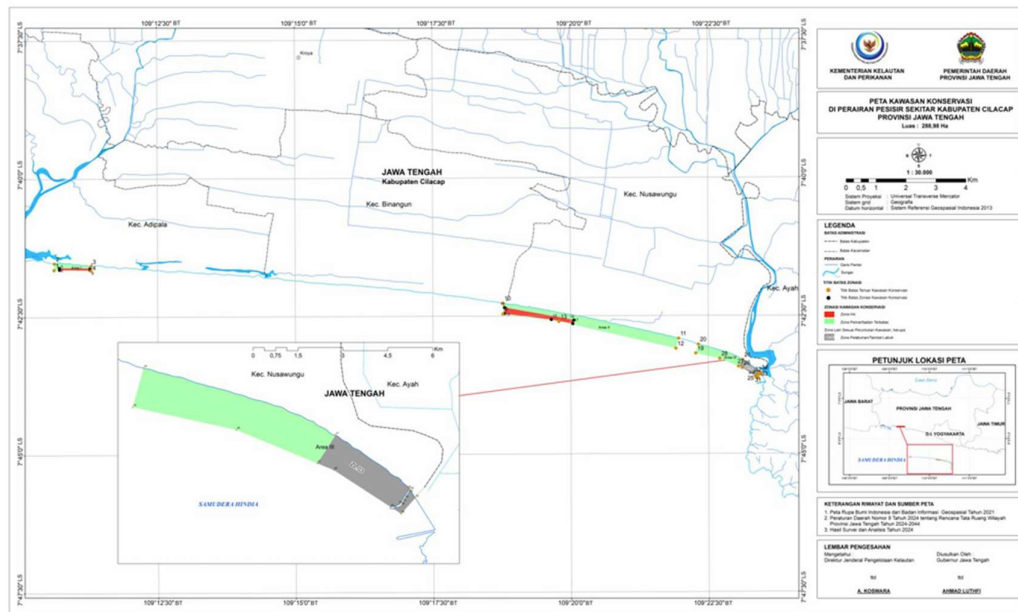
Sea turtles play an essential ecological role that directly supports healthy fisheries and, in turn, the livelihoods of coastal communities. As key species in marine ecosystems, turtles help maintain balanced food webs such as by controlling jellyfish populations (which otherwise compete with fish larvae) and sustaining the health of seagrass beds and coral reefs. Healthy seagrass and reef ecosystems serve as nursery grounds for many commercially important fish species, meaning that stable turtle populations contribute indirectly but significantly to long-term fish productivity.

The proposed Marine Protected Area (MPA) in Kebumen covers an initial area of 4,747.52 hectares (see Picture 1). This MPA is primarily designed to strengthen the conservation of sea turtles and their critical habitats, including nesting beaches and coastal foraging zones. In addition to biodiversity protection, the MPA initiative also seeks to support sustainable livelihoods for local communities in 23 villages within 6 sub-districts of Kebumen Regency. Through community-based ecotourism, improved governance, and responsible resource management, the MPA is expected to create a balanced approach between environmental conservation and socio-economic development (see table1).

Table 1. List of Villages within the Initial MPA Coverage Area in Kebumen

No	Kecamatan	Nama Desa
1	Puring	Tambakmulyo
2	Puring	Waluyorejo
3	Puring	Surorejan
4	Puring	Sidoharjo
5	Petanahan	Karangrejo
6	Petanahan	Karanggadung
7	Petanahan	Tegalretno
8	Klirong	Tanggunglangin
9	Bulus Pesantren	Ayamputih
10	Bulus Pesantren	Setrojenar
11	Bulus Pesantren	Brecong
12	Ambal	Entak
13	Ambal	Kenoyojayan
14	Ambal	Ambalresmi
15	Ambal	Petangkuran
16	Ambal	Kaibon
17	Ambal	Sumberjati
18	Mirit	Miritpetikusan
19	Mirit	Mirit
20	Mirit	Tlogopragoto
21	Mirit	Tlogodepok
22	Mirit	Lembupurwo
23	Mirit	Wiromartan

To strengthen coastal community support and sea turtle conservation efforts, the main objective of this TOR is to assist the Provincial Government of Central Java in developing the zonation plan for the Marine Protected Area (MPA) in the southern part of Kebumen District, as well as to enhance the effectiveness of the existing Sea Turtle MPA in Cilacap. This will be achieved through the development of a comprehensive MPA management plan, aligned with the legal basis provided by the Minister of Marine and Fisheries Decree No. 68 of 2025, which designates a total conservation area of 288.98 hectares in Cilacap district (see Picture 1).



Picture 2. Marine Protected Area in Cilacap - Central Java

In addition to biodiversity protection aimed at strengthening sea turtle conservation, the Marine Protected Area (MPA) initiative also seeks to support sustainable livelihoods for local communities in five villages within two sub-districts of Kebumen Regency. The MPA will be managed through three designated zones, each with specific functions and regulations to ensure responsible use of marine and coastal resources. To enhance the effectiveness of implementation, the development of an MPA Management Plan is essential for improving governance, monitoring, and community engagement. A comprehensive and clearly formulated management plan is therefore needed to strengthen MPA effectiveness and ensure that conservation objectives are achieved. (see Table 2).

Table 2. List of Villages within the MPA in Cilacap

No	Sub District	Village
1	Adipala	Karangbenda
2	Nusawungu	Karangtawang
3	Nusawungu	Karangpakis
4	Nusawungu	Banjarsari
5	Nusawungu	Jetis

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Development of a Marine Protected Area (MPA) in Kebumen District

1. Preparation of initial zonation documents and technical consultation

2. Collect socio-economic and governance data to support the development of the Marine Protected Area (MPA) zoning plan in Kebumen, including the identification of existing activities that align with the district's planned programs (RPJMD and District Strategic Plan)
3. Perception Monitoring assessment in the initial area of MPA Development in Kebumen
4. Develop a proposed MPA zoning map, including core zones, limited-use zones, and other zones in accordance with the designated use of the area
5. Conducted 3 (three) serial public consultation.
6. **Development of the final draft zoning plan document for the Marine Protected Area (MPA) in Kebumen**
7. Technical Assistance at Provincial Level and with the Ministry of Marine Affairs and Fisheries (KKP) through 3 meetings conducted offline or online

Strengthening the Marine Protected Area (MPA) in Cilacap District

8. **Formulation of the management plan for the Marine Protected Area (MPA) in Cilacap.**
9. Ensure the formulation of the document does not have adverse impacts on gender and social inclusion.
10. Technical assistance on the 2 (two) public consultation process
11. Conduct bi-weekly meeting progress update and conduct monthly progress reporting to SOLUSI's consortium

The contractor will be provided with several documents to support the initial work, as follows:

- Document of **sea turtle monitoring and spatial data for the nesting area.**
- Document of **MPA profile in Cilacap**
- **Spatial document of MPA in Cilacap and Initial MPA in Kebumen**

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	Estimated Payment
<u>OUTPUT 1</u> <ul style="list-style-type: none"> Detail Workplan, methods and TOR of arrangement planning in Kebumen and Cilacap district 	20 April 2026	<ul style="list-style-type: none"> Detailed workplan Timeline ToR of arrangement planning 	Interim payment 1, after approved of output 1
<u>OUTPUT 2</u> <ul style="list-style-type: none"> Data analysis and information for MPA development in Kebumen 	20 June 2026	Data analysis and information covers: <ul style="list-style-type: none"> Governance objectives aligned with the MPA vision Status on the indicative conservation targets 	Interim payment 2, after approved of output 2

		<ul style="list-style-type: none"> socio-economic and governance objectives relevant to the MPA Participatory mapping of the area MPA Perception monitoring 	
<u>OUTPUT 3</u> <ul style="list-style-type: none"> Report on Public consultation Draft of document of management plan for the Marine Protected Area (MPA) in Cilacap 	30 September 2026	<p>Marxan analyses are available and consult that covers on:</p> <ul style="list-style-type: none"> Formulate a zoning plan outlined in a map with a minimum scale of 1: 50,000 (one to fifty thousand); Determine the allocation of each zone; Define the geographic coordinates of the zone; <p>Report of public consultation for zonation.</p>	Interim payment 3, after approved of output 3
<u>OUTPUT 4</u> <ul style="list-style-type: none"> Final document of of zoning plan document for the Marine Protected Area (MPA) in Kebumen. Final document of management plan for the Marine Protected Area (MPA) in Cilacap 	20 November 2026	<ul style="list-style-type: none"> The zoning plan document for the MPA development in Kebumen The management plan for the MPA in Cilacap have been reviewed and endorsed by the Central Java Provincial Marine and Fisheries Office (DKP)." Deliver technical assistance to support the preparation of the legal draft for MPA establishment 	Final payment, after approved of final report/Output 4.

Period of assignment: from **7 April 2026** until **30 November 2026**.

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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- 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

Further requirements (1.7)

The process will integrate Gender Equality and Social Inclusion (GESI) as cross-cutting themes throughout the research design, implementation, and analysis. It will ensure the meaningful participation and representation of women, men, youth, and marginalized or

vulnerable groups. The selected methodology will apply an inclusive and participatory approach, utilizing gender and inclusion responsive tools such as disaggregated data collection, targeted stakeholder consultations, and participatory assessment methods. This approach aims to ensure that diverse perspectives are accurately reflected in the findings and the outputs support equitable, inclusive, and context-responsive recommendations.

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 – Marine Protected Area expert (1 person)

Tasks of the team leader

- Lead and coordinate the technical team internally
- Supervise the overall writing process and streamline the zonation plan and masterplan into a concise and readable document
- Develop methodologies for formulating the master plan
- Develop the framework and degree of success for monitoring and evaluation the master plan
- 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, identifying the need for assignments within the available budget, as well as planning and steering the implementation of the activities
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): master's degree in marine science/fisheries /biology/natural resources or other relevant fields
- Language (2.1.2): business fluency in Indonesian and English
- General professional experience (2.1.3): 10 years of professional experience on the coastal / marine area management and conservation
- Specific professional experience (2.1.4): 5 years in formulation Marine protected Area development documents for local government
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience projects in Central Java Province
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): *not applicable*

Key expert 1: Technical Officer for Marine Species and conservation Specialist (1 person)

Tasks of Marine Species Specialist

- Analyze conservation target data and information to support the development of the MPA zonation plan and management plan, with a specific focus on sea turtle conservation.
- Support the formulation of the MPA management plan, including the development of vision, mission, goals, programs/action plans, and recommendations for implementable actions aligned with management effectiveness tools.
- Support the development of a monitoring and evaluation framework, including indicators and criteria for assessing the success of the master plan.
- Collect input from stakeholders through focus group discussions and technical coordination meetings.

Qualifications of key expert 1

- Education/training (2.2.1): bachelor's degree in the field of marine biology, Marine Sciences, fisheries, veterinary, Environment, Natural Resources Management or other relevant fields
- Language (2.2.2): business fluency in Indonesian and English
- General professional experience (2.2.3): 10 years in marine or aquatic species conservation
- Specific professional experience (2.2.4): 5 years in sea turtle conservation management activities
- Leadership/management experience (2.2.5): *not applicable*
- Regional experience (2.2.6): *not applicable*
- Development Cooperation (DC) experience (2.2.7): *not applicable*
- Other (2.2.8): *not applicable*

Key expert 2: Technical Officer for GIS Specialist (1 person)

Tasks of GIS specialist

- Analyze spatial planning for Marine Protected Area development
- Support the formulation of the MPA zonation and analyze the recommendations zonation scenarios
- Support the development of a monitoring and evaluation framework, including indicators and criteria for assessing the success of the master plan.
- Collect input from stakeholders through focus group discussions and technical coordination meetings.

Qualifications of key expert 2

- Education/training (2.3.1): bachelor's degree in the field of geography, Fisheries, Marine Sciences, Environment, Natural Resources Management or other relevant fields
- Language (2.3.2): business fluency in Indonesian and English

- General professional experience (2.3.3): 8 years of field experience in facilitating the development of Marine Protected Area (MPA);
- Specific professional experience (2.3.4): 5 years of experience in spatial analyses for biodiversity-related applications, including MARXAN conservation planning software.
- Leadership/management experience (2.3.5): *not applicable*
- Regional experience (2.3.6): *not applicable*
- Development Cooperation (DC) experience (2.3.7): *not applicable*
- Other (2.3.8): *not applicable*

Key expert 3: Technical Officer for Sustainable Financing Specialist (1 person)

Tasks of Sustainable Financing specialist

- Analyze the financial planning to support MPA management plan in Cilacap
- Support the formulation of financial strategy to support the implementation of MPA management plan
- Collect input from stakeholders through focus group discussions and technical meetings

Qualifications of key expert 3

- Education/training (2.4.1): bachelor's degree in finance, economic, Natural Resources Management or other relevant fields
- Language (2.4.2): business fluency in Indonesian and English
- General professional experience (2.4.3): 8 years of field experience in facilitating the development of Marine Protected Area (MPA);
- Specific professional experience (2.4.4): 5 years of experience in developing financial strategy for management plan
- Leadership/management experience (2.4.5): *not applicable*
- Regional experience (2.4.6): *not applicable*
- Development Cooperation (DC) experience (2.4.7): *not applicable*
- Other (2.4.8): *not applicable*

Key expert 4: Technical Officer for Social Economy Specialist (1 person)

Tasks of Social Economy specialist

- Analyze the social and economic aspects of the Cilacap MPA and the development of a new MPA in Kebumen
- Support the formulation of the MPA zonation and analyze the recommendations zonation scenarios
- Support the development of a monitoring and evaluation framework, including indicators and criteria for assessing the success of the master plan.
- Collect input from stakeholders through focus group discussions and technical coordination meetings.

Qualifications of key expert 3

- Education/training (2.5.1): bachelor's degree in finance, economic, anthropology, fisheries, marine science, Natural Resources Management or other relevant fields

- Language (2.5.2): business fluency in Indonesian and English
- General professional experience (2.5.3): 8 years of field experience in facilitating the development of Marine Protected Area (MPA);
- Specific professional experience (2.5.4): 5 years of experience in developing Social and economic strategy for management plan
- Leadership/management experience (2.5.5): *not applicable*
- Regional experience (2.5.6): *not applicable*
- Development Cooperation (DC) experience (2.5.7): *not applicable*
- Other (2.5.8): *not applicable*

Key expert 5: Project Officer – Administration (1 person)

Tasks of Project Officer

- Arrange all gatherings, meetings, interviews, FGDs, workshops, including ensuring the attendance and participation of key stakeholders and logistics arrangement
- Manage all administrative aspects of conducting all activities from end to end
- Manage other administrative tasks including constructing all documentations and evidence documents as well as reports for GIZ and other stakeholders as needed
- Act as main window of contact between consultant team and GIZ

Qualifications of Project Officer

- Education/training (2.6.1): bachelor's degree in the field of environment, administration, or other relevant fields
- Language (2.6.2): business fluency in Indonesian and English
- General professional experience (2.6.3): 2 years in the development sector
- Specific professional experience (2.6.4): 2 years' experience in supporting project management
- Leadership/management experience (2.6.5): *not applicable*
- Regional experience (2.6.6): *not applicable*
- Development Cooperation (DC) experience (2.6.7): *not applicable*
- Other (2.6.8): *not applicable*

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

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.

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 days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool:				Lumpsum Based on Output/deliverable
Team Leader: Marine Protected Area expert	1	30	30	
Expert 1: Technical Officer for Marine Species and conservation Specialist	1	50	50	
Expert 2: Technical Officer for GIS Specialist	1	50	50	
Expert 3: Technical Officer for Sustainable Financing Specialist	1	20	20	
Expert 4: Technical Officer for Social Economic Specialist	1	50	50	

Expert 5: Project Officer – Administration	1	50	50	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				Lumsump
Travel days, in Semarang	6	6	36	- 3 trips, 2 Travel days (8-24 hrs)/trip. - For 6 persons (Team Leader, Expert 1 – 5)
Full days, in Semarang	6	6	36	- 3 trips, 2 Full days (24 hrs)/trip - For 6 persons (Team Leader, Expert 1 – 5)
Travel days, in Kebumen	6	6	36	- 3 trips, 2 Travel days (8-24 hrs)/trip - For 6 persons (Team Leader, Expert 1 – 5)
Full days, in Kebumen	19	6	114	- 2 trips ; 2 Full days (24hrs)/trip and 1 trip for survey 15 Full days - For 6 persons (Team Leader, Expert 1 – 5)
Travel days, in Cilacap	6	6	36	- 3 trips, 2 Travel days (8-24 hrs)/trip - For 6 persons (Team Leader, Expert 1 – 5)
Full days, in Cilacap	6	6	36	- 3 trips, 2 Full days (24 hrs)/trip - For 6 persons (Team Leader, Expert 1 – 5)
Overnight allowance in country of assignment				Against evidence. GIZ travel regulation
In Semarang	9	6	54	3 trips @4 days, 3 nights
In Kebumen	23	6	138	3 trips @4 days, 3 nights during public consultation and during the trip allocated for 15 days, 14 nights for field assessment
In Cilacap	9	6	54	3 trips @4 days, 3 nights
Transport	Quantity	Number per expert	Total	Comments

Domestic flights Home base to Central Java	6	6	-	3 trips @2 ways, for 6 persons (team leader, Expert 1 – 5), if applicable Against evidence.
Domestic flights Home base to Jakarta	6	6	-	3 trips @2 ways, for 6 persons (team leader, Expert 1 – 5), if applicable Against evidence.
CO₂ compensation for air travel	1	1	package	A fixed budget of IDR 12.000.000,- is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)				Against evidence
<ul style="list-style-type: none"> Train Ticket Semarang – Jakarta Jakarta – Semarang 	6	6	36	3 trips @2 ways for 6 persons (team leader, Expert 1 – 5)
<ul style="list-style-type: none"> Car Rental Semarang 	1 unit	6	6	1 unit car for 3 event trips@ 2 days, for 6 persons (team leader, Expert 1 – 5)
<ul style="list-style-type: none"> Train Ticket Jakarta-Kebumen Kebumen-Jakarta 	6	6	36	3 trips @2 ways for 6 persons (team leader, Expert 1 – 5)
<ul style="list-style-type: none"> Car Rental Kebumen 	1 unit	21	21	1 unit car for 3 event trips@ 2 days during coordination and 15 days during assessment, for 6 persons (team leader, Expert 1 – 5)
<ul style="list-style-type: none"> Train Ticket Jakarta-Cilacap Cilacap-Jakarta 	6	6	6	3 trips @2 ways for 6 persons (team leader, Expert 1 – 5)
<ul style="list-style-type: none"> Car Rental Cilacap 	1	6	6	1 unit car for 3 event trips@ 2 days, for 6 persons (team leader, Expert 1 – 5)
Other Cost	Quantity	Number per expert	Total	Comments
Resource person				
Fee Event in Semarang	3	5	-	Lump sum based on performance/ deliverables (5 persons, 3 events)

Perdiem, Travel days	2	5	-	Lumpsum GIZ travel regulation
Perdiem, 24hours	1	5	-	Lumpsum GIZ travel regulation
Overnight accommodation allowance in Kebumen	6	5	-	3 events @2 nights, 5 persons Against evidence
Transportation Semarang - Kebumen, for Resources persons	2	5	-	1 trip@2 ways, 5 persons Against evidence
Focus Group Discussion Meeting pax, FGD with local government organisation and other stakeholder				Lump sum against proof of performance
In Semarang	3	30	90	3 times meeting @30 participants.
In Kebumen	3	150	450	3 times meeting @150 participants.
Technical Meetings With Local Lovernment				Lump sum against proof of performance
In Semarang	3	25	75	3 x meetings in Semarang @25 participants.
In Jakarta	2	25	50	2 x meetings in Jakarta @25 participants.
Meeting tools and printing document Design layout and Printing event material for 3 consultation meetings in Semarang, Kebumen, Cilacap	3	40	120	Against evidence
Car rental for participant In Cilacap	2	2	4	2 units car for 1 event trips @2 days, for 10 Persons Against evidence
Other costs	Number	Price	Total	Comments
Flexible remuneration .	1	IDR.30.000 .000,-	IDR.30.000 .000,-	A budget of IDR 30.000.000,- is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written

				approval from GIZ and subjected to evidence.
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Workshops, events and trainings

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

- Focus Group Discussion
- Technical Meeting

6. Inputs of GIZ or other actors

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

- *In special cases*, workstations on GIZ premises are subject to prior approval

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.

Filename: 01
Directory: C:\Users\jata_lid\OneDrive - Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH\Documents
Template: C:\Users\gautam_dwi\Deutsche Gesellschaft für Internationale
Zusammenarbeit (GIZ) GmbH\Team Channel - GIZ internal\05 Consultant\MPA
development and Strengthening Effectiveness\TOR_MPA Development in
Kebumen_rev.
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