

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

CONFIDENTIAL

Consultant as Strategic Liaison Coordinator	Project number/ cost centre: G011846-001
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Contents

I. General information	2
II. Tender requirements	4
1. Qualifications of proposed staff	4
1.1 Expert 1: Strategic Liaison Coordinator	4
1.1.1 General qualifications	4
1.1.2 Experience in the region/knowledge of the country	5
1.1.3 Language skills: English and Bahasa Indonesia	5
2. Quantitative requirements.....	5
3. Conceptual.....	6
III. Requirements on the format of the tender	6

I. General information

1. Brief information on the project

The technical cooperation project “Green Economic Recovery: Green Growth Diagnostic Framework in Indonesia”, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the Indonesian Ministry for National Development Planning (Bappenas) to improve the institutional and regulatory framework for the transformation towards a Green Economy in Indonesia at national and provincial level. Partnering with the Directorate of Macroeconomic Planning and Development Modelling under the Deputy of Macroeconomic Development Planning. This Project works towards 3 outputs: 1) The analytical capacities of Bappenas and other relevant actors for evidence-based policy design of the transformation to a green economy are strengthened; 2) Policy formulation and coordination for the transformation to a green economy are better aligned, taking into account proposals to improve the economic situation of women; and 3) The capacities for planning and monitoring the transformation to a green economy have been improved in selected provinces.

2. Context

The project has reached the earlier stages with a province selection study and a sub-national capacity assessment. These studies have identified priority provinces, and their capacity needs to implement green economy transformation. The 3 main pilot provinces will be Bali, East Kalimantan, and Riau Islands; there will also be 4 additional pilot provinces: Aceh, Central Java, East Nusa Tenggara, and South Sulawesi.

As the project progresses from conceptual agenda-setting to regional implementation, there is an increasing need for strengthened macroeconomic analysis and policy interpretation to ensure that provincial activities in pilot areas remain synchronized with national objectives. To achieve this, a dedicated Strategic Liaison Coordinator is required to bridge the gap between technical data collection and high-level decision-making. The position is required for providing strategic oversight and technical input to regional processes, ensuring that all policy-relevant outputs (project activities, progress reports, etc.) meet the quality standards of both GIZ and Bappenas. In close coordination with the Regional Macroeconomic Analyst and the Assistant for Policy Analysis, this position ensures a seamless collaboration that translates complex analytical findings into actionable strategic recommendations.

The objective of this assignment is to provide technical and strategic coordination between GIZ and Bappenas. The contractor will ensure that analytical outputs from the technical team are aligned with the national policy framework. Furthermore, this role is also expected to facilitate seamless collaboration between the Regional Macroeconomic Analyst and the Assistant for Policy Analysis to achieve project activities.

3. **GIZ shall hire the contractor for the anticipated contract term, from 08.06.2027 to 31.10.2027**

4. **The contractor shall provide the following work/service:**

- Provide strategic coordination and technical input to project activities including coordination with internal teams and relevant stakeholders, and contributing to the design of workshops, Focus Group Discussions (FGDs), coordination meetings, and other related activities. This includes drafting of invitation letter, presentation material, minutes of meeting, and regular progress/activity report.
- Lead internal engagement within Bappenas to ensure cross-directorate alignment and the integration of green growth initiatives into national policy frameworks.
- Coordinate seamless collaboration between the Regional Macroeconomic Analyst and the Assistant for Policy Analysis to successfully achieve project activities,

ensuring that findings from the national and regional implementation are translated into actionable strategic recommendations.

- Review and refine policy-relevant outputs related to the green economic transformation to ensure they meet the requirements of both GIZ and Bappenas.
- Provide reporting support under the project, including contributions to progress reporting and other analytical or coordination tasks related to regional macroeconomic planning and green economy transformation, as agreed with GIZ and the Bappenas.
- Perform different tasks as agreed upon with GIZ and Bappenas, which may not be explicitly mentioned in the terms of reference.

Milestones

The consultancy work will be output-based, with monitoring and payment tied to the deliverables produced. The consultant will be paid based on the completion of specific tasks or the achievement of certain milestones below:

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Output 1: Submission of Inception Report Up to 40 days	September 2026	This deliverable captures the consultant's foundational coordination efforts and technical inputs from the start of the contract in June 2026 through September 2026. The report will provide an overview of early strategic coordination activities, including the consultant's initial steps to lead internal engagement within Bappenas for cross-directorate alignment. Format: A Word document up to 15 pages in English
Output 2: Submission of Strategic Alignment Report Up to 50 days	March 2027	This deliverable focuses on bridging the gap between regional technical data collection and high-level national decision-making. The consultant will synthesize findings from regional pilot areas and translate this complex analytical data into actionable strategic recommendations. Working in seamless collaboration with the Regional Macroeconomic Analyst and the Assistant for Policy Analysis, the consultant will ensure these regional activities remain highly synchronized with national green growth objectives. Furthermore, this report will document the outcomes of internal engagements within

		<p>Bappenas, highlighting efforts to ensure cross-directorate alignment and the successful integration of green growth initiatives into overarching national policy frameworks.</p> <p>Format: A Word document up to 20 pages in English</p>
<p>Output 3: Submission of Final Report</p> <p>Up to 62 days</p>	October 2027	<p>The Final Report will comprehensively detail the strategic coordination and technical oversight provided throughout the project's lifecycle, specifically focusing on how policy formulation and coordination for the green economy transformation were aligned. It will encapsulate the consultant's review and refinement of all policy-relevant outputs to guarantee they meet the rigorous quality standards of both GIZ and Bappenas. Additionally, the deliverable will summarize the consultant's overarching contributions to capacity building for planning and monitoring the green economy transformation, alongside a consolidated overview of reporting support and analytical tasks completed during the assignment.</p> <p>Format: A Word document up to 30 pages in English</p>

II. Tender requirements

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs. The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

1.1 Expert: Consultant for Strategic Liaison Coordinator

1.1.1 General qualifications

Education:	A bachelor's degree in economics/development economics, with a concentration in environmental economics or related fields.
Professional experience:	5 years of experience in economic development and planning, proven experience in working with the Bappenas, combined with a deep understanding of Indonesia's economic policy landscape to effectively translate data into

strategic recommendations and identify synergies for green economy implementation

1.1.2 Experience in the region/knowledge of the country

Proven experience working in Indonesia, demonstrating familiarity with regional government structures and development contexts.

1.1.3 Language skills: English and Bahasa Indonesia

business fluency in C1

2. Quantitative requirements

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Sustainability aspects for travel

GIZ is required 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 are settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there.

Fee days	Number of experts	Number of days per expert	Comments
Submission of Inception Report	1	40 days	Timesheet + completion report
Submission of Strategic Alignment Report	1	50 days	Timesheet + completion report
Submission of Final Report	1	62 days	Timesheet + completion report
Travel expenses	Number of experts	Number of days/nights per experts	Comments
Accommodation	1	9	Against evidence
Transportation (Home-Station/Airport-Venue)	1	3	Against evidence
Flights	Number of experts	Number of flights per experts	Comments
Domestic flights	1	3	return flights to Pilot Provinces; against evidence
CO ₂ compensation for air travel	1	3	A budget of IDR 1,200,000 , - is earmarked for settling carbon offsets against evidence.

<u>Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)</u>			
Other costs	Number of experts	Amount per experts	Comments
Flexible remuneration	1	IDR 10,250.000, -	A budget of IDR. 10,250,000, - is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

3. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) is to be provided. Reference should be made to the following criteria:

- **3.1 Methodological Approach to Strategic Alignment**
The strategy for bridging the gap between regional technical data collection and high-level national decision-making by translating analytical findings into actionable recommendations
- **3.2 Internal Engagement and Coordination**
The approach to leading engagement within Bappenas for cross-directorate alignment and facilitating seamless collaboration with GIZ, the Regional Macroeconomic Analyst, and the Assistant for Policy Analysis
- **3.3 Quality Assurance and Operational Support**
The process for reviewing and refining policy-relevant outputs to meet both GIZ and Bappenas standards, alongside providing hands-on support for reporting and coordination meetings.

III. 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 (Section 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero).

The complete tender (concept) must not exceed 5 pages (excluding CV). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs shall not exceed 4 pages. They must clearly show the position and job the proposed person held in the reference project, and how long they held it. The CV can also be submitted in English (language).