

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Capacity Building of Robusta Coffee Farmer Groups and Women Farmer Groups in Tanggamus District, Lampung Province

Project number/
cost centre:
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Federal Ministry for Economic Cooperation and Development
FBS	Farmer Business School
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GDPR	General Data Protection Regulation
GAP	Good Agriculture Practice
GHP	Good Handling Process
iDPP	Integrated Development Partnership with Private Sector
RegenTa	Regenerative Tangguh
SASCI+	Sustainability and Value Added in Agricultural Supply Chains in Indonesia
CSO	Civil Society Organization
ToRs	Terms of reference
ToT	Training of Trainer

1. Context

The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) is conducted on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as a part of the special initiative “Transformation of Agricultural and Food Systems” (AGER). The program promotes the sustainability of selected agricultural supply chains in partner countries and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Agricultural commodities like coffee, cocoa, natural rubber, or palm oil play an important role in 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 and palm oil 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, SASCI+ established an Integrated Development Partnership with Private Sector (iDPP) with Nestlé called *Coffee++*. To this end, new approaches are integrated into the iDPP collaboration, such as Regenerative Agriculture and agroforestry approaches, for further enhancing productivity and adaptation to climate change impacts. Furthermore, the Living Income Concept and corresponding implementation approaches are being developed for the coffee supply chain in selected areas and will constitute a new innovative approach in terms of achieving decent incomes for coffee producers.

In Indonesia, Nestlé and GIZ aim to reach 7,000 coffee smallholders to produce sustainable coffee and increase their yields and incomes also increasing their resilience to climate change. All targeted farmers are members of the dedicated Nestlé Farmer connect 4C supply chains which is part of more than 300 farmer groups and woman farmer group. Women participation in trainings, field activities and in farm planning is still very low. This often has cultural causes, but also women often have a heavy daily workload with many social responsibilities that do not allow them to join training events and field-activities. Lack of sustainability provision and low-capacity building inputs to the farmer groups are among the reasons for their business weakness, low of yield, profitability, low value addition, quality, and marketing. Through the Farmer Business School Concept, which was adapted to the Asian context, farmers gained a better understanding of the link between economics and good agricultural practices. Intercropping archetypes were developed and are being tested in demo plots.

The main focus of the project will be addressing the adverse effects of climate change and low incomes by building more resilient communities through regenerative agriculture. To enable the transition from the current conventional coffee farming to a regenerative system, which is better adapted to adverse climate change impacts and with an increased focus on innovative nature-based coffee production, the smallholder coffee farmers, farmer groups and female farmer groups, also relevant actors in the Robusta coffee sector will be incentivized to adopt regenerative agricultural practices.

Much progress has been made in terms of this transition towards a more regenerative agricultural coffee system in Tanggamus, but a more focused and specified capacity building

process is needed to build on the existing work, strengthen it and take it to the next stages. This is especially not only on individual farmers, but farmer group level.

For this purpose, the project is contracting a service provider to assess and develop suitable training and capacity building curricula, to assess and develop an action plan and subsequently carry out the proposed training sessions for the selected farmer groups and women farmer groups. These activities are aimed at:

- strengthening farmer groups and women farmer groups
- improving incomes of women through farmer group activities
- increasing the organizational capacity of these groups hence, contributing to the overall impact of the project in Tanggamus, Lampung Province.

2. Tasks to be performed by the contractor

The assignment will deliver over a period of 7 months the following services and tasks for 5 Farmer Groups and 10 Women Farmer Groups with approx. 300-350 members.

The contractor will be guided and supervised by the GIZ Advisor (henceforth called Advisor).

The contractor is responsible for providing the following services:

1) Preparatory phase/Field Action Plan & Data Collection:

- a) Kick off session with GIZ to agree approach and common understanding of the assignment/
- b) Gather information and documentation on related project and supply chain actors along the Tanggamus coffee supply chain
- c) Analyze the existing training curricula of RegenTa and Farmer Business School - FBS, and others
- d) Identify existing community/project structures operating in the project area like the youth service, farmer groups, woman farmer groups and assess their potential
- e) Identify level of capabilities in management/organizational area (business plan, internal functioning/organizational, legality, business development, advocacy) and subsequent needs for follow up the capacity building, level of capabilities and opportunities in “agriprenurship”/ production value chains/on farm value addition activities, and the resulting needs for capacity building
- f) Identify existing business plan model in targeted farmer group and woman farmer group
- g) Develop action plan based on the existing result from project activity and data collection
- h) Prepare Inception Report with Assignment Work Plan and Methodology to be discussed and signed off by GIZ

2) Implementation of follow-up coaching/training and mentoring for 15 farmer organizations ensure the action plan and business model running on operational level:

- a) Conduct follows up coaching for the target farmers on cooperative/ group governance and internal control systems, enabling groups to operate transparently and independently

- b) Implementing capacity-building program on cooperative/group accounting, financial reporting, and internal audit procedure based on standardized bookkeeping template developed or digital tool to smallholder groups to ensure consistency and data accuracy across all groups
- c) Conduct intensive mentoring and conduct Training of trainers (ToT) and peer learning exchanges among successful groups such as promoting replication and cross-learning
- d) Roll out training to the farmer groups and women farmer groups based on topic/curricula proposal from farmer group or woman farmer group
- e) Follow-up facilitation to transform initial linkages with market actors' agreements with into formal partnerships or supply contracts in example
- f) Continuing the coaching focusing on practical business skills, leadership development, and inclusive financial management
- g) Conduct scales up to expand group businesses through technical assistance on quality improvement, post-harvest processing, and simple value addition technologies. Linking these groups with microfinance institutions, private off-takers, and cooperative federations to accelerate their business maturity and financial sustainability
- h) Develop and promote the local facilitation system to ensure continued support for group development, business management, and compliance with cooperative/group principles as part of exit strategy
- i) Strengthening group self-reliance and leadership to ensure sustaining the project's impact and strengthen partnership development with local government, cooperatives, and private actors to ensure long-term business sustainability

3) Implementation of monitoring and evaluation for 15 farmer organizations:

- a) Conduct monitoring and evaluation for the farmer organizations to follow-up the implementation of the training content in line with the capacity development strategy and to ensure that progress towards SASCI+ project indicator and ensure in business group in operational level
- b) Collect feedback for any improvement of the training curricula and Action Plan with each of the 15 farmer groups (for total 30)
- c) Support the development and organization of quality assurance measures and suggest necessary changes, improvements and initiatives coming up from the field

4) Reporting:

- a) Prepare a final report and a presentation summarizing the key insights and outputs from assignment.

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

OUTPUT	Deadline	Criteria for acceptance	Payment term
Output 1: Preparation/Field Action Plan & Data Collection and Inception	17.06.2026	<ul style="list-style-type: none"> • Kick-off session with GIZ to agree approach and common understanding of the assignment was held 	

	24.06.2026	<ul style="list-style-type: none"> • Desk study, field action plan and data collection was held 	
	30.06.2026	<ul style="list-style-type: none"> • Inception Report outlining the Assignment Work Plan and Methodology was delivered 	
Output 2: Implementation of follow-up coaching/training & mentoring for 15 farmer organizations	01.08.2026	<ul style="list-style-type: none"> • 30 training sessions and approx. 350 farmers trained/ GIZ Tool C 1.3 was delivered 	
	01.09. 2026	<ul style="list-style-type: none"> • Follow up coaching and intensive mentoring held • Business operation in farmer organization is running 	
	01.10.2026	<ul style="list-style-type: none"> • Local facilitation system developed • Structure, SOP, Rules and record keeping in group are documented 	1 st payment
Output 3: Monitoring and evaluation for 15 farmer organizations	01.11.2026	<ul style="list-style-type: none"> • 2x15 sessions held and documented • Status of 15 Action Plans updated once • Feedback from farmers is documented 	
Output 4: Final Report	10.11.2026	<ul style="list-style-type: none"> • Draft final report available and presented to project team 	
	15.11.2026	<ul style="list-style-type: none"> • Final Report and Presentations available and signed off by GIZ 	2 nd payment (final Payment)

Payment term: 2x

Period of assignment: From 12.06.2026 until 15.12.2026.

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 contractor is responsible for selecting, preparing, training, and steering the experts (short and long term) assigned to perform the advisory and facilitation tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Further requirements (1.7)

- The contractor is familiar with regenerative agriculture and record keeping module concept.
- The contractor manages the value chain in agricultural commodities provided some development program.

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 team leader

- Overall responsibility for the deliverables of the contractor (quality and deadlines)

- Project planning and management to ensure that targets are agreed within set timeframes and resources are available
- Coordinating and ensuring communication with GIZ, 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 local short-term experts
- Ensure quality control of all deliverable outputs
- Act as one of the experts to conduct the follow up coaching and develop programs
- Regular reporting in accordance with deadlines

Qualifications of team leader

- Education/training (2.1.1): Bachelor's degree in agriculture, economics, business-administration, or related field
- Language (2.1.2): B2-level language proficiency in English and excellent for Indonesian
- General professional experience (2.1.3): 7 years of professional experience in the agricultural sector, at least 3 years in the coffee supply chain
- Specific professional experience (2.1.4): 3 years with sustainability in agricultural supply chains in Lampung project, familiar with regenerative business development modules on coffee farming
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in Lampung Project
- Regional experience (2.1.6): 3 years of experience in projects in Lampung
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC

Short-term expert pool (2 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

- Conduct data collection, field research and analysis in the project area
- Develop and design follow up training sessions
- Conduct follow-up, intensive mentoring sessions
- Conduct training sessions based on farmers' needs and existing report
- Conduct monitoring and evaluation, collect feedback and action plans in farmer organizations
- Conduct and implement gender transformative initiatives
- Support tasks under the responsibility of the Team Leader

Qualifications of the short-term expert pool (1st person)

- Education/training (2.6.1): bachelor's degree qualification in Agriculture, Economics, Business-Administration, or related field.
- Language (2.6.2): C2 -level language proficiency in Indonesian, local languages, good language skills in B2 -level language in English.
- General professional experience (2.6.3): 3 years of experience in the agriculture sector and 3 years' experience with sustainability in agricultural supply chains
- Specific professional experience (2.6.4): 5 years of experience in capacity development, training schemes for farmer groups and 3 years' experience in either agribusiness, business development services, managerial and organizational development.

- Regional experience (2.6.5): 3 years of experience in projects in Lampung or equivalent coffee growing regions in Indonesia.
- Development Cooperation (DC) experience (2.6.6): 3 years of experience in DC
- Other (2.6.7): experience in coffee supply chains

Qualifications of the short-term expert pool (2nd person)

- Education/training (2.7.1): Bachelor's degree qualification in Social Studies, or related field
- Language (2.7.2): C2 -level language proficiency in Indonesian, local languages, good language skills in B2 -level language in English.
- General professional experience (2.7.3): 5 years of experience in the agriculture sector and 3 years' experience with sustainability in agricultural supply chains.
- Specific professional experience (2.7.4): 5 years of experience in capacity development, training schemes for farmer groups and 3 years' experience in either agribusiness, business development services, managerial and organizational development
- Regional experience (2.7.5): 3 years of experience in projects in Lampung or equivalent coffee growing regions in Indonesia.
- Development Cooperation (DC) experience (2.7.6): 3 years of experience in DC
- Other (2.7.7): 1 expert with experience in gender approach/focus in rural communities/ farmer organizations.

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

5. Costing requirements

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 work (based on output), we would ask you to offer your services at a lump sum price that should be divided per output described below. The price per output must contain all relevant costs (experts fee, travel expenses, trainings, etc.). The estimated expert days serve as guidance in this respect.

Outputs/partial works	Estimated expert days for orientation	Deadline
Output 1: Preparation and Inception Report	Team leader: 4 days Short-term expert pool: 8 days	30.06.2026
Output 2: Implementation of follow-up coaching/training and mentoring for 350 farmers of 15 farmer organizations	Team leader: 10 days Short-term expert pool: 40 days	01.10.2026
Output 3: Monitoring and evaluation for 15 farmer organizations	Team leader: 4 days Short-term expert pool: 36 days	01.11.2026
Output 4: Final Report and Presentation	Team leader: 2 days Short-term expert pool: 4 days	15.11.2026

Assignment of personnel and travel expenses

Sustainability aspects for travel

GIZ would like 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 (e.g., from Jakarta to the project area), travel by train (second class) should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

Travel expenses	Quantity	Number of experts	Total	Comments
Per-diem allowance in Lampung	32	3	96 days	Lumpsum
Overnight allowance in Lampung	32	3	96 nights	Lumpsum
Transport	Quantity	Number of experts	Total	Comments
Domestic flights (round trip)	4	3	12 flights	Travel to the work location: from Jakarta/other cities to Lampung (Tanggamus)
CO ₂ compensation for air travel	4	3	12 flights	A fixed budget of IDR 2.175.000 is earmarked for settling carbon offsets against evidence. A recommendation on offset providers will be shared with the contractor in the kick-off meeting.
Airport transportation(home-airport-home)	4	3	12 trips	Transfer to/from airport, etc.
Local transportation		3	40 days	Rental car/ motorcycle during field work in Tanggamus
Other costs	Quantity	Price	Total	Comments
Flexible remuneration		IDR 30.000.000	IDR 30.000.000	Use of the flexible remuneration item requires prior written approval from GIZ.
Coaching/meeting/training		IDR 49.000.000	IDR 49.000.000	The budget contains the following costs:

				<ul style="list-style-type: none"> - Meeting meals training 2x @IDR 25.000 for 350 farmers, ICS staff, KUB staff, PPL government extension, etc. - Meeting meals 2x season monitoring and evaluation @25.000 for 350 farmers, ICS staff, KUB staff, PPL government extension, etc. - Training kit; stationery, printing material, etc. for up to IDR 14.000.000
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Workshops, events, training and stationery

The contractor implements the following workshops/training/meeting courses/ assessment/follow-up coaching and feedback sessions with occurring costs to be integrated in the respective output fee

- 30 Training sessions for approximately 350 farmers from 15 farmer organizations (2 days training)
- 2 sessions monitoring and evaluation to collect feedback for any improvement of the follow-up training and Action Plan with each of the 15 farmer groups (30 total (1 day)

6. Inputs of GIZ or other actors

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

- A supervisor who will coordinate and direct activities on the ground
- Contacts to local stakeholders
- Information on the global program, SASCI+ the iDPP for coffee robusta Lampung and relevant training materials (GAP and GHP manual, Farmer Business School Regenerative module)

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 organized 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.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the standard format for application. The CVs 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 Indonesian or English.

As the contract to be concluded is a contract for work, please offer a fixed lump sum price that covers all relevant costs (experts' fees, travel expenses, trainings, etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. 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, 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 regional and local laws. 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. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. GIZ is NOT in any way responsible for such processing and, apart from non-personal data (statistics), GIZ does not expect to receive any personal data from the contractor.
