

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

CONFIDENTIAL

Biodiversity Master Plan of Bangka Belitung Province	Project number/ cost centre: G-011982-004
	Tender number 10026721

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0. List of abbreviations

ASN	Aparatur Sipil Negara (Civil Servants)
Bappeda	Badan Perencanaan Pembangunan Daerah (Regional Development Planning Agency)
Bappenas	Badan Perencanaan Pembangunan Nasional (National Development Planning Agency)
CBD	Convention on Biological Diversity
DLHK	Dinas Lingkungan Hidup dan Kehutanan (Environmental and Forestry Agency)
FGD	Focus Group Discussion
GEDSI	Gender Equality, Disability, and Social Inclusion
IBSAP	Indonesian Biodiversity Strategy and Action Plan
LaS	Land and Seascape
NGOs	Non-Government Organizations
OPD	Organisasi Perangkat Daerah (Local Government Agency)
PPCP	Public Private Community Partnership
SOLUSI	Solutions for Integrated Land and Seascape Management in Indonesia
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.

One of the project outputs is support for the establishment of a Land- and Seascape (LaS) Planning Laboratory at the subnational level, integrating climate resilience, biodiversity, and development objectives. In this context, SOLUSI foresees activities related to the inventory and mapping of plantations and the strengthening of farmer institutions at the field level.

The current long-term technocratic national development planning mandates a specific indicator for biodiversity management as a measure of the efforts in halting biodiversity loss and ensuring sustainable use. As the indicator is set at national level, the subnational governments are encouraged to mainstream the same indicator in their long-term development planning. In line with the program to halt biodiversity loss, Bangka Belitung government has updated the latest biodiversity profile in 2023. According to the Regulation of the Minister of Environment No. 29/2009 on Guidelines for Biodiversity Conservation at the Subnational Level, the next step after developing a biodiversity profile is to create a biodiversity master plan. The updated profile will outline the current state of biodiversity, serving as a foundation for effective conservation planning through the master plan. Therefore, these Terms of Reference (ToR) have been prepared to enable the procurement of consultancy services on the Biodiversity Master Plan of Bangka Belitung Province.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Formulate a document of Biodiversity Master Plan of Bangka Belitung Province
 - Develop outline aligns with the guideline of biodiversity master plan in the 2nd Annex of Regulation of the Minister of Environment No. 29/2009 which reflects the background, biodiversity status, management plan, monitoring and evaluation, and closing.
 - Analyse, review, and synthesize data and information from biodiversity profile and concisely formulate it for the master plan document.
 - Map out key challenges and gaps through a coordination with relevant local bureaucracy (Organisasi Perangkat Daerah/OPD), Technical Implementation Unit (Unit Pelaksana Teknis/UPT), experts, NGOs, and local people.

- Collect inputs/recommendations and analyse the results of FGDs/workshops and public consultations.
 - Formulate the management plan of biodiversity management, including vision, mission, goals, targets, and program/action plan. The formulation should align with IBSAP 2025-2045, Kunming-Montreal Global Biodiversity Framework (KM-GBF) and CBD Gender Plan of Action.
2. Develop monitoring and evaluation framework of the master plan, including the connection with Subnational Biodiversity Management Index/Indeks Pengelolaan Keanekaragaman Hayati Daerah (IPKD).
 3. Review the degree of success of the action plan's contribution in achieving the goals and identify any gaps between the planned actions and their implementation.
 4. Consult with relevant stakeholders and collect inputs/recommendation in formulating the management plan and overall chapters.
 5. Identify gender-differentiated roles, knowledge, and access to biodiversity resources and reflect them in the management plan, monitoring framework, and stakeholder engagement process
 6. Integrate gender equality and social inclusion principles in line with Gender Plan of Action of the Convention on Biological Diversity.
 7. Ensure the Biodiversity Master Plan aligns with the targets and monitoring framework of the Kunming-Montreal Global Biodiversity Frameworks (KM-GBF), including relevant national commitments under IBSAP 2025-2045.
 8. The development of the Biodiversity Masterplan will be carried out through a series of consultations and technical discussions involving relevant stakeholders at provincial and regional levels. The process needs to include the following activities:
 - a. **Kick-off Meeting and First FGD (Provincial Level)**
Introduction of the masterplan development process and initial identification of biodiversity status, key issues, and challenges in Bangka Belitung Province.
 - b. **Second FGD (Regional/District Level – Bangka and Belitung Island)**
In-depth discussions to identify biodiversity issues, challenges, and opportunities at the regional/district level.
 - c. **Third FGD (Provincial Level)**
Presentation and validation of regional findings, followed by the identification of priority interventions, vision, and indicative management objectives.
 - d. **Fourth FGD (Provincial Level)**
Development of the monitoring and evaluation framework, including agreement on indicators and targets.
 - e. **First Technical review Meeting (Provincial Level)**
Technical discussion of the draft Biodiversity Masterplan and development of the implementation roadmap.
 - f. **Second Technical review Meeting (Provincial Level)**
Finalization of the Biodiversity Masterplan document and the supporting legal draft for formal adoption.
 9. Produce a structured provincial biodiversity data compiled in Excel format, providing an inventory of ecosystems, flora, and fauna, including their conservation status, population or distribution data (where available), and verified data sources (e.g., scientific publication, IUCN Red List, or relevant national databases). The data shall serve as a reference for planning, monitoring, and decision-making related to biodiversity conservation at the provincial level.

10. Develop communication materials for social media developed throughout the process of preparing biodiversity master plan and highlights of selected species or ecosystems. The materials aim to raise awareness and promote stakeholder engagement, particularly state actors/non-state actors/communities.

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

- Document of Biodiversity Profile of Bangka Belitung Province 2023

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 acceptance for	Estimated Payment
<u>OUTPUT 1:</u> - Methodology and work plan - Review and analyse the gap of Biodiversity Profile of Bangka Belitung Province 2023 - Bi-weekly progress update to consortium in PPT or Word/Excel format	2 weeks after contract signing – 29 July 2026	Approved by GIZ	Interim payment 1, after approved of output 1
<u>OUTPUT 2:</u> Draft 1 of Biodiversity Master Plan - Chapter on background - Chapter on biodiversity status - Communication materials - Bi-weekly progress update to consortium in PPT or Word/Excel format	11 September 2026	Presented to Bappeda and DLHK	Interim payment 2, after approved of output 2
<u>OUTPUT 3:</u> Draft 2 of Biodiversity Master Plan - Chapter on background - Chapter on biodiversity status - Chapter on management plan - Chapter on monitoring and evaluation	07 November 2026	Presented and approved by Bappeda and DLHK	Interim payment 3, after approved of output 3

• Brief on gender and social inclusion • Communication materials • Bi-weekly final progress update to consortium in PPT or Word/Excel format			
OUTPUT 4: • Final of Biodiversity Master Plan • Structured biodiversity data • Communication materials • Bi-weekly final progress update to consortium in PPT or Word/Excel format	13 March 2027	Presented and approved by Bappeda and DLHK	Final payment, after approved of final report.

Period of assignment: from **20 July 2026 – 13 March 2027**

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

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 – Senior analyst (1 person)

Tasks of the team leader

- Lead and coordinate the technical team internally
- Supervise the overall writing process and streamline the master plan into a concise and readable document
- Develop methodologies for formulating the master plan
- Conduct the analysis based on collected data, including program/activities from relevant institutions and ensuring the alignment with IBSAP 2020-2045
- Analyse related regulatory requirements on biodiversity programs and action plan both for government and nongovernment organisations
- Formulate the management plan according to the guideline in Permen LH 29/2009
- 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 forestry/marine/ biology/natural resources or other relevant fields
- Language (2.1.2): business fluency in Indonesian and English (Level B1/B2)
- General professional experience (2.1.3): 10 years of professional experience on biodiversity management in terrestrial and coastal/marine area
- Specific professional experience (2.1.4): 5 years in formulation of biodiversity-related 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 in projects in Bangka Belitung Province
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Expert 1: Technical Officer – Terrestrial Specialist (1 person)

Tasks of Terrestrial Specialist

- Analyse the previous biodiversity master plan and identify its challenges and gaps in the implementation.
- Support the formulation of management plan, which includes the vision, mission, goals, program/action plan and provide recommendations on terrestrial aspects
- Support the development of framework and degree of success for monitoring and evaluation of the master plan
- Collect inputs from stakeholders through focus group discussions and technical meetings.

Qualifications of Key Expert 1

- Education/training (2.2.1): master's degree in in the field of forestry, biology, environment management or other relevant fields
- Language (2.2.2): business fluency in Indonesian and English (Level B1/B2)
- General professional experience (2.2.3): 5 years in terrestrial biodiversity
- Specific professional experience (2.2.4): 5 years in formulation of biodiversity-related documents for local government
- Leadership/management experience (2.2.5): *not applicable*
- Regional experience (2.2.6): 5 years of experience in projects in Bangka Belitung Province.
- Development Cooperation (DC) experience (2.2.7): *not applicable*
- Other (2.2.8): *not applicable*

Expert 2: Technical Officer – Marine Specialist (1 person)

Tasks of Marine Specialist

- Analyse the previous biodiversity master plan and identify its challenges and gaps in the implementation.
- Support the formulation of management plan, which include the vision, mission, goals, program/action plan and provide recommendations on marine aspects
- Support the development of framework and degree of success for monitoring and evaluation of the master plan
- Collect inputs from stakeholders through focus group discussions and technical meetings.

Qualifications of Key Expert 2

- Education/training (2.3.1): master's degree in in the field of marine biology, marine science, natural resources management or other relevant fields
- Language (2.3.2): business fluency in Indonesian and English (Level B1/B2)
- General professional experience (2.3.3): 5 years in coastal/marine biodiversity
- Specific professional experience (2.3.4): 5 years in formulation of biodiversity-related documents for local government
- Leadership/management experience (2.3.5): *not applicable*
- Regional experience (2.3.6): 5 years of experience in projects in Bangka Belitung Province
- Development Cooperation (DC) experience (2.3.7): *not applicable*
- Other (2.3.8): *not applicable*

Expert 3: Technical Officer – GEDSI Specialist (1 person)

Tasks of GEDSI Specialist

- Conduct gender and social inclusion analysis related to biodiversity management in Bangka Belitung
- Ensure the Biodiversity Master Plan integrates gender-responsive approach align with the CBD Gender Plan of Action
- Integrate gender-responsive indicators in the monitoring and evaluation framework.
- Provide recommendations for inclusive participation of women, indigenous peoples, and local communities.

Qualifications of Key expert 3

- Education/training (2.4.1): bachelor's degree in in the field of anthropology, social science, gender studies or other relevant fields
- Language (2.4.2): business fluency in Indonesian and English (Level B1/B2)
- General professional experience (2.4.3): 5 years experience in social development, gender equality, disability inclusion, or community engagement within development, environmental, or governance programs.
- Specific professional experience (2.4.4): 5 years in conducting social or gender analysis and developing GEDSI strategies or action plans. Demonstrated experience in gender analysis in natural resource management, biodiversity conservation, or climate/environmental programmes
- Leadership/management experience (2.4.5): *not applicable*

- Regional experience (2.4.6): 5 years of experience in projects in Bangka Belitung Province
- Development Cooperation (DC) experience (2.4.7): *not applicable*
- Other (2.4.8): *not applicable*

Expert 4: Project Officer – Administration (1 person)

Tasks of Project Administration

- 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 Key Expert 4

- Education/training (2.5.1): bachelor's degree in in the field of environment, administration, or other relevant fields
- Language (2.5.2): business fluency in Indonesian and English (Level B1/B2)
- General professional experience (2.5.3): minimum 2 years in the development sector
- Specific professional experience (2.5.4): experience in supporting project management
- 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*

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 as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

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

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Consultancy costs will cover only expert personnel (including the research/assessment materials/support and communication). For FGDs and technical meetings, the costs may include the transportation costs for participants. Transportation for civil servants and non-civil servants can be provided for participants coming from outside the city where the FGDs or technical meetings are held. Transportation and accommodation costs for workshops and data collections can be provided for a limited number of persons from Provincial Biodiversity Masterplan Working Group.

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

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Output 1	19	29 July 2026
Output 2	69	11 September 2026
Output 3	64	07 November 2026
Output 4	38	13 March 2027

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				
Full Days	Up to 21 days	5	105 days	7 trips to Pangkal Pinang/Tanjung Pandan (each trip: 3 full days) Only for Consultant whose homebase is outside of Pangkal Pinang/Tanjung Pandan
Travel Days	Up to 14 days	5	70 days	7 trips to Pangkal Pinang/Tanjung Pandan (each trip: 2 travel days) Only for Consultant whose homebase is outside of Pangkal Pinang/Tanjung Pandan
Overnight allowance in country of assignment	Up to 28 nights	5	140 days	Bangka Belitung
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	14	5	70	7 round-trips economy flight to and from Pangkal Pinang/Tanjung Pandan to Jakarta , 5 persons, if applicable Only for Consultant whose homebase is outside of Pangkal Pinang/Tanjung Pandan
Domestic flights	1	5	5	1 way trip from Pangkal Pinang to Tanjung Pandan . 5 persons, if applicable Only for Consultant whose homebase is outside of Pangkal Pinang/Tanjung Pandan
Transport home-airport-home	14	5	70	7 round-trips transportation from home-airport-home, 5 persons
Car rental	1 unit	Up to 35 days	35 days	1 unit for up to 7 trips @ 5 days; for trips to meeting venues and field trips/data collections;
Other costs	Number	Price (IDR)	Total (IDR)	Comments
Workshops and field trips Focus group discussions (FGDs)	1 package	361.990.000	361.990.000	The budget contains the following cost items:

Technical Meetings Biodiversity masterplan working group – Partner field trips (Data collection)			-Meeting package and venue for 3 (three) focus group discussions (FGDs) at Province level up to 100 participants for each workshop -Meeting package and venue for 1 focus group discussion (FGD) at district level in Bangka Island up to 75 participants -Meeting package and venue for 1 focus group discussion (FGD) at district level in Belitung Island up to 40 participants -Meeting package and venue for 2 (two) technical meetings at province level up to 30 participants -Resource persons (university lecture and Non ASN) at FGD and Technical Meetings up to 5 persons for each workshop -Meeting tools, stationeries, hybrid meeting arrangement (Zoom meeting) and printing document -Transportation to Airport (Biodiversity masterplan working group - Partner) 1 round trip from Bangka to Belitung up 5 persons (4 persons from DLHK and Bappeda, and 1 person from university) -Flight ticket (Biodiversity masterplan working group - Partner) from Bangka to Belitung up to 5 persons (4 persons from DLHK and Bappeda, and 1 person from university) -CO2 compensation for air travel for Biodiversity masterplan working group – Partner -Transportation allowance for Provincial Biodiversity Masterplan working group - Partner field trips/data collection in Bangka for up to 5 persons up to 10 days (4 persons from DLHK and Bappeda, and 1 person from university) -Per-diem for Provincial Biodiversity Masterplan working group - Partner field trips/data collection in Bangka for up to 5 persons up to 10 days (4 persons from DLHK and Bappeda, and 1 person from university) -Transportation for participants at FGD and Technical Meetings in Bangka Island for total up to 240 persons -Transportation for participants at FGD in Belitung Island for total up to 20 persons
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				-Provincial Biodiversity Masterplan Working group and Partner accomodation in Belitung up to 5 persons (4 persons from DLHK and Bappeda, and 1 person from university) -Per-diem for Working group and Partner in Belitung up to 5 persons (4 persons from DLHK and Bappeda, and 1 person from university) -1 unit rent car for Biodiversity Masterplan Working group and Partner in Belitung up to 5 days; for trips to meeting venues and field trips/data collections; (4 persons from DLHK and Bappeda, and 1 person from university)
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Workshops, events and trainings

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

- Focus group discussions (FGDs)
- Technical Meetings Biodiversity masterplan working group – Partner field trips (Data collection)

6. 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 to be submitted in English (language).

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses 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. A breakdown of days is not required.