

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

CONFIDENTIAL

Strengthening Climate-Resilient Livelihoods in Menganti, Cilacap through Sustainable Fisheries and Livelihood Diversification	Project number/ cost centre: G-011982-004 Tender number: 10025081
--	--

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	3
3.	Concept.....	5
	Technical-methodological concept	5
	Project management of the contractor (1.6)	6
	Further requirements (1.7).....	6
4.	Personnel concept.....	6
	Team leader – Project Manager	6
	Key expert 1: Technical Officer for Sustainable Fisheries Specialist.....	7
	Key expert 2: Technical Officer for Community Empowerment Specialist.....	7
	Key expert 3: Technical Officer for Market Development Specialist.....	8
	Key expert 4: Project Officer – Administration	9
	Short-term Expert pool 1: Community Facilitator (1 Person).....	9
5.	Costing requirements	10
	Assignment of personnel and travel expenses	10
	Sustainability aspects for travel	10
	Workshops, events and trainings.....	13
6.	Inputs of GIZ or other actors.....	13
7.	Requirements on the format of the tender	13

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.

Coastal communities in Cilacap Regency rely heavily on marine and coastal resources, particularly capture fisheries, as their primary source of livelihood. In villages such as Menganti – Kesugihan subdistrict, as well as other villages located in the downstream area of the Serayu watershed. Fishing activities play a central role in household income and local economic stability. However, increasing climate variability, declining fish stocks, unsustainable fishing practices, and limited market access pose significant challenges to the long-term sustainability of coastal livelihoods.

At the same time, the coastal waters of Cilacap host important marine biodiversity, including critical habitats for sea turtles, which are protected under National conservation policies. The establishment of Marine Protected Areas (MPAs) in the region aims to safeguard these habitats and support ecosystem recovery. Nevertheless, pressures from fishing activities, limited awareness of MPA zoning regulations, and economic dependency on marine resources continue to threaten the effectiveness of conservation efforts.

To address these interconnected challenges, a blue economy approach is needed to promote sustainable resource use while strengthening community resilience. Improving the value chain of fisheries commodities can increase income for fishers and fish processors, while livelihood diversification, such as climate-adaptive vegetable cultivation, can reduce dependency on fishing and enhance food security especially during low season.

This initiative aims to empower the coastal community in Menganti Village through capacity building, sustainable fisheries practices, and alternative livelihood development that supports both economic resilience and marine conservation outcomes.

2. Tasks to be performed by the contractor

The overall objective of the project is to strengthen climate-resilient livelihoods of coastal communities in Menganti Village through sustainable fisheries value chain development, livelihood diversification, and enhanced community engagement in marine conservation. To achieve this objective, the contractor will be responsible for providing the following services:

- 1. Strengthen the value chain of key fisheries commodities to improve income opportunities for coastal households.**
 - Support the improvement of key fisheries commodity value chains by enhancing post-harvest handling, processing, and market access, in order to increase income opportunities for coastal households.
- 2. Promote sustainable and responsible capture fisheries practices in Downstream area of Serayu Watershed**
 - Facilitate the adoption of sustainable and responsible fishing practices, particularly among fishers operating within Serayu Watershed and around Marine Protected Area (MPA) zones, to ensure long-term resource sustainability.
- 3. Diversify household livelihoods to reduce dependency on marine resources**
 - Promote alternative livelihood options such as climate-adaptive vegetable cultivation, including training and technical support, to reduce community dependency on marine resources in at least 30 household.
- 4. Strengthening financial literacy for coastal communities that link with the financial sources in Cilacap**
 - Strengthening financial management capacity among coastal communities through training on basic household financial literacy and cooperative financial literacy to improve access to public financing such as Government Program and philanthropy including private sector with CSR

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

- Document of **Value chain commodities assessment in Menganti Village, Cilacap**
- Document of **MPA profile in Cilacap**

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 Cilacap district 	30 July 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"> • Community level agreements or action plans supporting sustainable practices • Capacity development plan for Climate Resilience Livelihood (CRL) 	20 November 2026	<ul style="list-style-type: none"> • Action plans to support sustainable fisheries practices and livelihood diversification are agreed in the Community • Modul and capacity development tracking tools provided to improve sustainable practices 	Interim payment 2, after approved of output 2
<u>OUTPUT 3</u> <ul style="list-style-type: none"> • Progress report on Implementation of improved post-harvest, handling and/or processing practices 	20 June 2027	<ul style="list-style-type: none"> • Evidence of improved product quality or value-added products developed with market access 	Interim payment 3, after

<ul style="list-style-type: none"> Progress report on the strengthening market access and institutional linkages 		<ul style="list-style-type: none"> At least 2 partnerships engage with buyers, cooperatives, or financial institutions 	approved of output3
<p>OUTPUT 4</p> <ul style="list-style-type: none"> Final report on Strengthening Climate Resilient Livelihoods in Menganti village, Cilacap Report on exit strategy, including sustainability measures, stakeholder handover, and project closing activities 	20 October 2027	<ul style="list-style-type: none"> Final report submitted and approved Clear sustainability plan developed Lesson learn on CRL are provided 	Final payment, after approved of final report.

Period of assignment: from **15 July 2026 until 30 November 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

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 tender 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 – Project Manager

Tasks of the team leader

- Lead and coordinate the technical team internally and ensure timely delivery of outputs
- 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 with ensure quality of deliverable

Qualifications of the team leader

- Education/training (2.1.1): master's degree in marine science/fisheries, natural resources management, social studies or other relevant fields
- Language (2.1.2): C1 - level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience on the coastal community empowerment
- Specific professional experience (2.1.4): 5 years in formulation coastal community livelihood strategy
- 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

Key expert 1: Technical Officer for Sustainable Fisheries Specialist

Tasks of Sustainable Fisheries Specialist

- Develop and implement practical strategies to improve fisheries product quality, including handling, processing, packaging, and storage
- Provide technical guidance on sustainable fishing practices
- Provide hands-on mentoring and training on fisheries processing techniques and value addition
- Facilitate awareness activities on the sustainable fisheries practices
- Support community engagement in marine conservation, particularly within MPA areas

Qualifications of key expert 1

- Education/training (2.2.1): bachelor's degree in the field of fisheries, marine science, Natural Resources Management or other relevant fields
- Language (2.2.2): C1 - level language proficiency in English
- General professional experience (2.2.3): 8 years in fisheries business and value chain development
- Specific professional experience (2.2.4): 5 years in post-harvest handling, processing, and market systems
- Leadership/management experience (2.2.5): *not applicable*
- Regional experience (2.2.6): *not applicable*
- Development Cooperation (DC) experience (2.2.7): *not applicable*

Key expert 2: Technical Officer for Community Empowerment Specialist

Tasks of Community empowerment specialist

- Facilitate community engagement and mobilization at the village level to promote active and inclusive participation in project activities, integrating Gender Equality, Disability, and Social Inclusion (GEDSI) principles

- Support the formation and strengthening of community business groups, including improving group organization and collaboration.
- Raise awareness and promote understanding of sustainable fisheries practices among community members.
- Design and implement alternative, climate-resilient livelihood options beyond capture fisheries, such as small-scale agriculture or other income-generating activities, to reduce dependency on marine resources and enhance household resilience.

Qualifications of key expert 2

- Education/training (2.3.1): bachelor's degree in the field of social science, anthropology, rural development, fisheries, Marine Sciences, Environment, Natural Resources Management or other relevant fields
- Language (2.3.2): C1 - level language proficiency in English
- General professional experience (2.3.3): 5 years of field experience in community empowerment or coastal livelihood programs
- Specific professional experience (2.3.4): 5 years of experience in strengthening community-based enterprises in fisheries and/or agriculture
- Leadership/management experience (2.3.5): *not applicable*
- Regional experience (2.3.6): *not applicable*
- Development Cooperation (DC) experience (2.3.7): *not applicable*

Key expert 3: Technical Officer for Market Development Specialist

Tasks of market development specialist

- Identify and facilitate access to market opportunities, including local buyers, aggregators, and potential partnerships
- Integrate financial literacy aspects into business development activities, including basic and cooperative bookkeeping, pricing, and profit calculation
- Facilitate linkages between community groups to public financing such as Government program and philanthropy including private sector with CSR.
- Support the establishment or strengthening of community-based business groups or cooperatives to enhance collective marketing and bargaining power
- Document good practices, lessons learned, and success stories related to fisheries business development and market access

Qualifications of key expert 3

- Education/training (2.4.1): bachelor's degree in finance, economic, agribusiness, marketing or other relevant fields
- Language (2.4.2): C1 - level language proficiency in English
- General professional experience (2.4.3): 8 years of professional experience in coastal livelihood development, value chain development, or market systems development with financial institution.
- Specific professional experience (2.4.4): 5 years of experience in integrating financial literacy and business development into community-based economic programs
- Leadership/management experience (2.4.5): *not applicable*
- Regional experience (2.4.6): *not applicable*
- Development Cooperation (DC) experience (2.4.7): *not applicable*

Key expert 4: Project Officer – Administration

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 (2.5.1): bachelor's degree in the field of environment, administration, or other relevant fields
- Language (2.5.2): B1 - level language proficiency in English
- General professional experience (2.5.3): 2 years in the development sector
- Specific professional experience (2.5.4): 2 years' 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*

Short-term Expert pool 1: Community Facilitator (1 Person)

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. Requirements on the format of the bid for the assessment.

Tasks of the short-term expert pool: Community Facilitator

- Mobilize inclusive community participation through outreach, trust-building, and engagement of key groups (women, youth, vulnerable communities).
- Facilitate linkages between communities and market actors to support sustainable livelihood opportunities.
- Serve as a liaison between communities and district government to align activities with local plans and policies.
- Deliver capacity-building activities (training, mentoring, knowledge sharing) to strengthen community skills and organization.
- Organize and facilitate FGDs and participatory meetings to gather inputs and support community decision-making.

Qualifications

- Education/training (2.6.1.): diploma qualification in any related fields
- Language (2.6.2): *not applicable*
- General professional experience (2.6.3): 2 years of professional experience in the community development sector, 2 years of professional experience in the government facilitator sector

- Specific professional experience (2.6.4): 2 years of professional experience in FGDs in the village facilitation
- Regional experience (2.6.5): 2 years of experience in Cilacap
- Development cooperation (DC) experience (2.6.6): *not applicable*
- Other (2.6.7): *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. 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 Team Leader	1	48	48	Lumpsum
Designation of Expert 1: Technical Officer for Sustainable Fisheries Specialist	1	80	80	Lumpsum
Designation of Expert 2: Technical Officer for Community Empowerment Specialist	1	80	80	Lumpsum
Designation of Expert 3: Technical Officer for Market Development Specialist	1	80	80	Lumpsum
Designation of Expert 4: Project Officer – Administration	1	48	48	Lumpsum
Community Facilitator	1	160	160	Lumpsum
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				
Travel days (8-24hrs)	2	10	20	Cilacap, Lumpsum (5 trips, 2 days), Team Leader and Project Admin (2 persons), 2 Full days 8-24 hrs/trip
Full days (24hrs)	2	15	30	Cilacap, Lumpsum (5 trips, 3 days), Team Leader and Project Admin (2 persons), 3 Full days (24 hrs)/trip
Travel days (8-24hrs)	3	16	48	Cilacap, Lumpsum (8 trips, 2 days), Expert (3 persons), 2 Full days 8-24 hrs/trip
Full days (24hrs)	3	32	96	Cilacap, Lumpsum (8 trips, 4 days), Expert (3 persons), 4 Full days (24 hrs)/trip
Overnight allowance in country of assignment				Lumpsum

In Cilacap	2	20	40	5 trips @5 days, 4 nights, Team Leader and Project Admin (2 persons)
In Cilacap	3	40	120	8 trips @6 days, 5 nights, Experts (3 persons)
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car)				
Train Ticket	10	2	20	Home Based/Jakarta -Cilacap (Team Lead - Admin), 5 trips 2 ways
Car rental for Consultant team	15	1	15	1 unit car for 5 event trips@3 days, 2 Persons
Train Ticket	16	3	48	Home Based/Jakarta -Cilacap Experts: 8 trips (2 ways) Team Lead: 13 trips (2 ways) Project Admin: 13 trips
Car rental for consultant team	32	1	32	1 unit car for 8 event trips@4 days, 3 Persons
Other costs	Quantity	Number per expert	Total	Comments
Flexible remuneration	1	1	1	A budget of IDR30.000.000,00 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.
Subcontracts				The budget contains the following costs see description
Resource person Fee	1	15	15	<i>Lump sum Based on attendances/deliverables (5 persons, 3 events)</i>
Per diem, Travel days	1	10	10	Lump sum against performance

Per diem, 24hours	1	5	5	Lump sum against performance
Transportation (Homebased/Semarang - Cilacap) for Resources persons	2	5	10	Lump sum
Overnight accommodation allowance in Cilacap	6	5	30	Lump sum
Focus Group Discussion / Training FGD/Training with local community, government organisation and other stakeholder - Meeting pax In Cilacap	30	10	300	The budget contains the following costs: 10 x FGD/Training in Cilacap @30 participants Lump sum against proof of performance
Technical Meetings In Semarang	3	25	75	3 x coordination meetings in Semarang @25 participants. Lump sum against performance
Procurement of materials and equipment Meeting tools and printing document	10	16	160	The budget contains the following costs: Design layout and Printing event material for 10 consultation/training event. Lump sum against performance

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.