

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

CONFIDENTIAL

Consultant Trainers for Innovative Financing and Impact Investment Training and Workshop to Support Biodiversity in Sustainable Land and Seascape Integration	Project number/ cost centre: G-011982-004 Tender number 10045294
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
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.

Over the past decades, integrated management on terrestrial and coastal-marine areas has been gaining attention of the Government of Indonesia. However, on-the ground implementation is a complex and formidable task that still become an issue to be solved. The increasing development by the time decreasing the environmental quality. Sectoral and silo approach according to each jurisdiction may no longer applicable. Instead, collaborative, integrated, and transformative approaches are keys to achieve sustainable development at various scales. The current national agenda, for instance, highlighted the green economy transformation and observed the nexus between climate, biodiversity, and development. The integrated management of land- and seascape in Indonesia is therefore, one of the keys to support the sustainable development.

The project “Land- and Seascape Solutions for Indonesia (LASSO)” aims at developing and deploying an ecosystem approach for land and seascapes in at least three regions in Indonesia. As such, its main 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. LASSO/SOLUSI promotes enhanced climate-resilient livelihoods through PPCP, policies and investments and facilitates learning among partner provinces and scaling-up to others using an inter-provincial knowledge sharing platform. This project will be implemented by a consortium consist of GIZ, ICRAF, SNV and Yayasan KEHATI Indonesia.

LASSO/SOLUSI project will achieve its objectives through 4 main outputs:

Output 1: National policies and guidelines on LaS development incorporating the aspect of climate resilience and biodiversity are developed and provide support for innovative development models and planning processes at the national and sub-national levels.

Output 2: Innovative financing and investment mechanisms for integrated LaS management are designed for the national and sub-national levels.

Output 3: LaS planning laboratories which integrate the nexus on climate resilience, biodiversity and development, are implemented at national and sub-national levels.

Output 4: Key stakeholders have improved their capacity and knowledge on integrated LaS management are able to promote and share experiences.

To support implementation of Output 2 above, this Terms of Reference (ToR) therefore has been prepared to enable the procurement of **consultancy services** to support the facilitation of **Innovative Financing and Impact Investment Training, Workshops and Coaching** to Support Biodiversity in Sustainable Land and Seascape Management. The series of training and workshops will take place in **3 (three) pilot provinces**. Tasks to be performed by the contractor are detailed below.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Review & analyse the existing relevant project documents.
- Synthesize the analysis from existing project reports and documents to develop complete innovative financing and impact investment training & workshop instruments to be facilitated/implemented to **OPD (local government organizations), NGO, and local universities representatives**.
- Facilitate and implement innovative financing & impact investment trainings to 3 (three) SOLUSI pilot areas namely Central Java, Bangka Belitung, and Central Sulawesi.
- Facilitate a series of practical workshop in 3 pilot provinces through which participants develop and present financing proposals for the initiatives of their choice, applying concepts and tools introduced during the training. The workshop shall provide coaching and technical guidance on project design, financing strategies, impact articulation, and investment readiness.
- Provide post-workshop online coaching/technical assistance sessions to training participants to finalize their proposal for submission.

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

Milestones / partial works	Deadline	Criteria for acceptance	Estimated payment
Output 1: Inception Report	01.11.2026	Review & analyse the existing relevant project documents: • SOLUSI CDNA (Capacity Development Needs Assessment) report • National Innovative Financing Strategy • Sub-National Innovative Financing Strategy • PPCP Financing Assessment • Impact Investment Strategy	1 st interim payment after approval of Output 1
Output 2: • Preliminary Report • Complete training instrument pack: Curriculum, Syllabus, and Modules for training and workshop sessions • 1x training session is implemented	31.12.2026	- Synthesize & integrate the analysis from relevant reports to develop training and workshop instruments: curriculum, syllabus, and modules - Facilitate and implement innovative financing & impact investment trainings in 3 (three) SOLUSI pilot areas	2 nd interim payment after approval of Output 2
Output 3: • Remaining 2x training sessions and 3x	31.05.2027	- Facilitate and implement the innovative financing and impact	FINAL payment after approval of Output 3

workshops are implemented completely Min. one final financing proposal per workshop is submitted to financing authorities.		investment workshops in 3 SOLUSI pilot areas - Provide post-workshop online coaching/technical assistance sessions to training participants to finalize their proposal.	
3x workshop sessions @ 2 days each for Central Java (Purwokerto), Belitung (with hybrid platform), and Central Sulawesi (Palu) - Min. one financing proposal from each workshop session	01.02.2027 – 01.04.2027	Facilitate and implement the innovative financing and impact investment workshops in 3 SOLUSI pilot areas	

Period of assignment: from **01 October 2026 until 31 June 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 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.

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 the team leader

1. Lead overall assignment planning and coordination:
 - Provide strategic direction for the development and execution of the training program.
 - Develop and oversee the workplan, timeline, and deliverables.
 - Coordinate inputs from consortium members and prior published studies/analysis.
 - Ensure timely delivery of all outputs in accordance with the contract and client expectations.
2. Oversee curriculum and training module development:
 - Lead the design of the training framework, learning objectives and instruments.
 - Ensure training materials reflect international good practices and local context.
 - Integrate practical case studies, exercises, and real-world examples of innovative financing instruments and impact investing.
 - Review and quality-assure all training content.
3. Ensure technical quality and relevance:
 - Provide technical guidance on content of the training
 - Ensure consistency and accuracy across all training instruments and future alignment into e-learning platforms.
4. Lead stakeholder engagement:
 - Serve as the primary focal point for the client and key stakeholders.
 - Facilitate consultations, planning meetings, and other coordination.
 - Incorporate stakeholder feedback into training design and delivery.
5. Supervise training delivery:
 - Coordinate trainers and facilitators.
 - Lead selected training sessions, particularly strategic and high-level topics.
 - Ensure participatory and adult-learning approaches are applied.
 - Monitor participant engagement and learning outcomes.
 - Oversee and ensure smooth executions of all training sessions and workshops.
 - Document all training executions via video and photos.

6. Oversee monitoring, evaluation, and learning:
 - Develop pre- and post-training assessment tools.
 - Measure participant knowledge gains and satisfaction.
 - Capture lessons learned and recommendations for future capacity-building initiatives.
7. Manage quality assurance and reporting:
 - Review and approve all deliverables before submission.
 - Prepare inception, progress, and final reports.
 - Ensure reports clearly document methodology, results, and recommendations.
 - Maintain communication with the client on progress, risks, and mitigation measures.
8. Support sustainability and follow-up actions:
 - Facilitate and implement post-training mentoring, coaching, or knowledge-sharing mechanisms to assist participants in producing real financing proposals.
 - Identify opportunities for applying innovative financing and impact investment concepts in participants' institutions.

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in finance, Economics, Business Administration, Public Policy, Sustainable Development, or a related field.
- Language (2.1.2): C1-level language proficiency in Bahasa and English
- General professional experience (2.1.3): 15 years of professional experience in development finance, innovative financing, impact investment, sustainable finance, climate finance, or related fields.
- Specific professional experience (2.1.4): 10 years of experience in designing and delivering training programs for government, development partners, financial institutions, or private sector stakeholders.
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in multi-disciplinary consulting assignments and capacity development programs.
- Regional experience (2.1.6): 15 years of experience in managing capacity development in Indonesia, with prior experience working with local governments and development programs preferred.
- Development cooperation (DC) experience (2.1.7): 8 years of experience in DC projects, with GIZ preferred.
- Other (2.1.8): Strong stakeholder engagement, facilitation, project management, and communication skills.

Key expert 1: Climate/Sustainable/Biodiversity Finance Expert

Tasks of key expert 1

1. Support training design and development
 - Provide technical inputs to the development of training curricula, modules, case studies, exercises, and resource materials related to sustainable finance, climate finance, biodiversity finance, and nature-positive investments.
 - Ensure training materials reflect relevant global, regional, and national policies, frameworks, and financing trends.
 - Develop practical tools and templates to assist participants in integrating sustainability considerations into financing proposals.
2. Deliver training sessions on sustainable and climate finance
 - Facilitate training sessions on sustainable finance, climate finance, biodiversity finance, conservation finance, and other relevant financing approaches supporting sustainable development.
 - Introduce participants to financing mechanisms and funding sources for climate action, biodiversity conservation, ecosystem restoration, sustainable land and seascape management, and nature-based solutions, in line with SOLUSI sub-national innovative financing strategy
 - Present relevant case studies and lessons learned from national and international experiences.
 - Promote understanding of environmental, social, and climate considerations in project financing and investment decisions.
3. Facilitate workshop sessions on sustainable financing proposal development
 - Guide participants in identifying sustainability challenges, environmental priorities, and financing opportunities relevant to their proposed initiatives.
 - Support participants in incorporating climate resilience, biodiversity conservation, ecosystem services, and sustainability outcomes into project design and financing strategies.
 - Facilitate practical exercises that help participants align project objectives with potential sustainable finance instruments and funding opportunities.
 - Provide technical review and feedback on the environmental and sustainability dimensions of participant proposals.
4. Provide coaching and mentoring support
 - Coach participants in refining project concepts and financing proposals to ensure clear environmental and sustainability value propositions.
 - Assist participants in identifying suitable climate, biodiversity, and sustainable finance opportunities that align with project objectives.
 - Support participants in strengthening the technical rationale, sustainability outcomes, and long-term viability of proposed interventions.
 - Provide tailored recommendations to enhance the relevance and attractiveness of proposals to public, private, and development finance providers.
5. Support environmental and impact framework development
 - Guide participants in identifying measurable environmental, climate, biodiversity, and socio-economic outcomes associated with proposed investments.
 - Assist participants in developing sustainability indicators, monitoring frameworks, and results pathways.

- Support integration of environmental and social safeguards, risk considerations, and sustainability performance measures into financing proposals.
 - Promote alignment between financing strategies and broader sustainable development objectives.
6. Participate in proposal review and pitching sessions
- Review participant proposals from a sustainable development and environmental finance perspective.
 - Assess the credibility, feasibility, and potential impact of proposed environmental and sustainability outcomes.
 - Provide recommendations to strengthen proposal alignment with sustainable finance priorities and funding requirements.
 - Contribute to panel discussions, proposal evaluations, and feedback sessions during proposal presentations and pitch events.
7. Contribute to reporting and knowledge products
- Document lessons learned, good practices, and recommendations related to sustainable finance and proposal development.
 - Contribute technical inputs to training reports, workshop summaries, and knowledge products.
 - Support the preparation of guidance materials and reference resources for participants following completion of the training program.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in environmental economics, Sustainable Finance, Climate Policy, Natural Resource Management, Environmental Management, Conservation Finance, Sustainable Development, or a related field
- Language (2.2.2): C1-level language proficiency in Bahasa and English
- General professional experience (2.2.3): demonstrated experience in designing and delivering capacity-building programs on sustainable finance and environmental investment.
- Specific professional experience (2.2.4): 8 years of experience in climate finance, biodiversity finance, sustainable finance, conservation finance, ESG, or related fields.
- Leadership/management experience (2.2.5): demonstrated experience in delivering trainings, workshops, and coaching programs, preferably to OPD/government officials, NGO, and academicians.
- Regional experience (2.2.6): experience in Indonesia and/or Southeast Asia is highly desirable.
- Development Cooperation (DC) experience (2.2.7): demonstrated experience in delivering trainings within development cooperation, with GIZ preferred.
- Other (2.2.8): Experience working with governments, development partners, financial institutions, or impact investors. Familiarity with international frameworks such as the Task Force on Climate-related Financial Disclosures, Taskforce on Nature-related Financial Disclosures, Green Climate Fund, Global Environment Facility, and Indonesian/global sustainable finance taxonomies.

Key expert 2: Impact Investment Expert

Tasks of key expert 2

1. Contribute to training design and preparation:

- Provide technical inputs to the development of the training curriculum, modules, case studies, and learning materials related to impact investment and investment readiness.
 - Ensure training content reflects current practices and trends in impact investing, sustainable investing, blended finance, and outcome-based financing.
 - Develop practical tools, templates, and guidance materials to support proposal development and investment planning.
2. Deliver training sessions on impact investment
 - Facilitate training sessions covering key concepts, principles, and practices of impact investing.
 - Introduce participants to investor perspectives, investment decision-making processes, and impact measurement approaches.
 - Present relevant regional and international case studies demonstrating successful impact investment initiatives.
 - Explain investment readiness requirements, due diligence considerations, and factors influencing investor confidence.
 3. Facilitate workshop sessions on financing proposal development
 - Provide coaching and mentoring support:
 - Conduct coaching sessions to help participants refine project concepts and financing proposals.
 - Advise participants on strengthening investment readiness, value propositions, and financing strategies.
 - Support participants in identifying potential funding and investment sources aligned with their initiatives.
 - Provide tailored recommendations to improve proposal quality and investor appeal.
 4. Support impact measurement and management
 - Guide participants in defining measurable environmental, social, and economic outcomes.
 - Assist participants in identifying appropriate impact indicators and monitoring frameworks.
 - Promote the integration of impact measurement and management principles into financing proposals.
 - Support participants in demonstrating the potential impact and sustainability of proposed investments.
 5. Simulate investor review and pitching processes;
 - Facilitate proposal review sessions from an investor perspective.
 - Assess participant proposals against common investment criteria such as impact potential, financial sustainability, scalability, and risk profile.
 - Provide constructive feedback on proposal strengths, weaknesses, and improvement areas.
 - Support participants in preparing and delivering investment pitches.
 6. Contribute to evaluation and reporting:

- Assess participant progress and learning outcomes related to impact investment and proposal development.
- Document lessons learned, common challenges, and recommendations emerging from the training and coaching process.
- Contribute technical inputs to workshop reports and knowledge products.

Qualifications of key expert 2

- Education/training (2.3.1): Master's degree or higher in Finance, Economics, Business Administration, Investment Management, Sustainable Finance, Development Finance, or a related field.
- Language (2.3.2): C1-level language proficiency in Bahasa and English
- General professional experience (2.3.3): 10 years of professional experience in impact investing, sustainable finance, development finance, investment advisory, or related fields
- Specific professional experience (2.3.4): Demonstrated experience working with impact investors, investment funds, development finance institutions, or capital providers.
- Leadership/management experience (2.3.5): Extensive experience designing and delivering training, workshops, coaching, and mentoring programs related to impact investment and sustainable finance. Strong facilitation, communication, and stakeholder engagement skills
- Regional experience (2.3.6): experience in Indonesia and/or Southeast Asia is highly desirable.
- Development Cooperation (DC) experience (2.3.7): demonstrated experience in delivering trainings within development cooperation, with GIZ preferred.
- Other (2.3.8): Demonstrated experience supporting investment readiness and proposal development for projects seeking funding or investment. Proven expertise in investment readiness, impact measurement and management, project financing, and capital mobilization.

Key expert 3: Training and Capacity Building Specialist

Tasks of key expert 3

1. Lead training design and learning methodology
 - Lead the design of the overall learning approach, methodology, and participant engagement strategy for the training program.
 - Ensure training content and delivery methods are aligned with adult learning principles and experiential learning approaches.
 - Advise the consultant team on effective instructional design, learning sequencing, and participant-centered facilitation techniques.
 - Develop a coherent learning pathway linking training sessions, workshop activities, coaching sessions, and proposal development exercises.
2. Support development of training materials and learning tools
 - Review and provide inputs to training modules, presentations, exercises, case studies, templates, and resource materials developed by technical experts.
 - Ensure training materials are practical, accessible, interactive, and tailored to participant needs and experience levels.

- Develop facilitation guides, participant workbooks, reflection tools, and learning aids to support engagement and knowledge retention.
 - Ensure consistency in the structure and presentation of learning materials across all training components.
 - Ensure that all training instruments developed can be adapted to e-learning platforms for future sustainability and replicability.
3. Facilitate interactive training sessions
 - Facilitate selected sessions focusing on learning application, group engagement, and collaborative problem-solving.
 - Introduce participatory learning methods such as simulations, case studies, peer learning, group discussions, and practical exercises.
 - Promote active participation and knowledge exchange among participants.
 - Support technical experts in applying interactive facilitation techniques during training delivery.
 4. Design and facilitate workshop processes
 - Design workshop methodologies that enable participants to progressively develop financing proposals throughout the program.
 - Facilitate group work, collaborative learning activities, and proposal development exercises.
 - Ensure workshop activities support the practical application of concepts introduced during technical sessions.
 - Guide participants through structured problem-solving and proposal formulation processes.
 5. Support coaching and mentoring processes
 - Design and coordinate coaching and mentoring methodologies that support participant learning and proposal development.
 - Develop tools and processes for tracking participant progress throughout the coaching phase.
 - Facilitate peer learning and feedback mechanisms among participants.
 - Support technical experts in delivering effective coaching and mentoring sessions that encourage participant ownership and self-directed learning.
 6. Monitor learning progress and participant engagement
 - Develop and implement learning assessment tools, including pre-training assessments, post-training evaluations, and participant feedback mechanisms.
 - Monitor participant engagement, learning progress, and achievement of learning objectives throughout the program.
 - Identify learning challenges and recommend adjustments to training and coaching approaches as needed.
 - Support continuous improvement of training delivery based on participant feedback and observations.
 7. Support proposal presentation and learning reflection sessions
 - Design presentation formats, peer review processes, and feedback mechanisms for financing proposal presentations.
 - Facilitate reflection sessions to capture lessons learned and key insights from the training and proposal development process.
 - Support participants in communicating and presenting their financing proposals effectively.
 - Promote knowledge sharing and cross-learning among participant groups.

8. Contribute to reporting and knowledge management
 - Document lessons learned, participant feedback, and recommendations related to training effectiveness and capacity development outcomes.
 - Contribute to the preparation of training reports, workshop summaries, and knowledge products.
 - Provide recommendations for future capacity-building initiatives and post-training support mechanisms

Qualifications of key expert 3

- Education/training (2.4.1): Master's degree or higher in Education, Adult Learning, Capacity Development, Organizational Development, Human Resource Development, Management, Social Sciences, International Development, or a related field
- Language (2.4.2): C1-level language proficiency in Bahasa and English
- General professional experience (2.4.3): 10 years of professional experience in training design, capacity development, adult learning, facilitation, coaching, or related fields.
- Specific professional experience (2.4.4): Demonstrated expertise in adult learning principles, instructional design, experiential learning methodologies, e-learning platform adaptation, and participant-centered facilitation approaches
- Leadership/management experience (2.4.5): Strong facilitation, communication, stakeholder engagement, and learning evaluation skills.
- Regional experience (2.4.6): experience in Indonesia and/or Southeast Asia is highly desirable.
- Development Cooperation (DC) experience (2.4.7): Proven experience designing and delivering training programs, workshops, coaching, and mentoring processes for government, development partner, NGO, or private sector audiences.
- Other (2.4.8): Experience supporting proposal development, action planning, or practical application-focused learning programs is highly desirable.

Key expert 4: Administrative and Logistics Officer

Tasks of key expert 4

1. Provide administrative and operational support
 - Provide administrative support to the consultant team throughout the implementation of the assignment.
 - Assist in coordinating day-to-day operational activities and communication among team members and stakeholders.
 - Maintain project records, correspondence, and documentation related to the assignment.
 - Support scheduling and coordination of meetings, training sessions, workshops, coaching activities, and consultations.
2. Coordinate training and workshop logistics
 - Organize logistical arrangements for training sessions, workshops, coaching activities, and related events.
 - Coordinate venue arrangements, meeting facilities, equipment, catering, and other operational requirements.
 - Prepare and distribute participant information, training schedules, and logistical guidance.

- Ensure the availability of training materials, participant kits, attendance sheets, and workshop supplies.
- 3. Manage participant registration and coordination
 - Support participant registration, confirmation, and communication processes.
 - Maintain participant databases, attendance records, and contact information.
 - Coordinate participant inquiries and provide logistical assistance as required.
 - Assist in managing participant engagement and administrative support during training and workshop events.
- 4. Arrange travel, transportation, and accommodation
 - Coordinate travel arrangements for consultants, participants, resource persons, and other stakeholders, as required.
 - Arrange transportation, airport transfers, accommodation, and related logistical support.
 - Liaise with hotels, transportation providers, venues, and other service providers to ensure smooth implementation of activities.
 - Monitor and manage travel and accommodation records and supporting documentation.
- 5. Support financial administration and contract management
 - Assist in the preparation and processing of invoices, payment requests, reimbursement claims, and supporting documentation.
 - Maintain records of project expenditures and administrative transactions.
 - Support compliance with contractual, financial, and administrative requirements.
 - Assist the Team Leader in tracking deliverables, milestones, and reporting deadlines.
- 6. Support documentation and reporting
 - Compile attendance records, participant evaluations, photographs, meeting notes, and other supporting documentation.
 - Assist in organizing and maintaining project files and records.
 - Support preparation and formatting of reports, presentations, and training documentation.
 - Ensure that administrative records are complete and properly archived.
- 7. Support monitoring and evaluation activities
 - Assist in administering participant surveys, feedback forms, and evaluation tools.
 - Compile and organize participant feedback and event data.
 - Support data entry and basic analysis related to participation and training outcomes.
 - Contribute administrative inputs to progress and completion reports.
- 8. Facilitate communication and stakeholder coordination
 - Serve as an administrative focal point for routine communications with participants, venues, vendors, and service providers.
 - Support coordination between the consultant team and the Client regarding logistical and administrative matters.
 - Follow up on action items, schedules, and logistical requirements to ensure timely implementation of activities.

Qualifications of key expert 4

- Education/training (2.5.1): Bachelor's degree in Business Administration, Management, Public Administration, Communications, Event Management, or a related field

- Language (2.5.2): B1-level language proficiency in Bahasa and English
- General professional experience (2.5.3): 5 years of experience in administrative, logistical, or operational support for consulting assignments, training programs, workshops, conferences, or development projects
- Specific professional experience (2.5.4): Demonstrated experience coordinating travel, accommodation, transportation, venue arrangements, and participant logistics
- Leadership/management experience (2.5.5): Strong organizational, communication, and stakeholder coordination skills. Previous experience interacting with government officials, NGOs and academicians is preferred.
- Regional experience (2.5.6): experience in Indonesia
- Development Cooperation (DC) experience (2.5.7): Experience supporting donor-funded, government, or development partner projects is desirable
- Other (2.5.8): Proficiency in Microsoft Office applications and online collaboration platforms.

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

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 **(based on outputs)**, 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 fees, travel expenses, etc.). The estimated expert days serve as guidance only.

Milestones/partial works	Estimated expert days for orientation	Deadline
Output 1: Inception Phase Report	Team Leader: 16 days Key expert 1: 12 days Key expert 2: 12 days Key expert 3: 12 days Key expert 4: 16 days	01.11.2026
Output 2: • Preliminary Report • Complete training instrument pack: Curriculum, Syllabus, and	Team Leader: 12 days Key expert 1: 9 days Key expert 2: 9 days Key expert 3: 9 days Key expert 4: 12 days	31.12.2026

Modules for training and workshop sessions • 1x training session is implemented • 3x training session @ 2 days each for Central Java (Purwokerto), Belitung (with hybrid platform for Bangka participants), and Central Sulawesi (Palu) • 3x workshop sessions @ 2 days each for Central Java (Purwokerto), Belitung (with hybrid platform), and Central Sulawesi (Palu) • Min. one financing proposal from each workshop session		
Output 3: • Remaining 2x training sessions and 3x workshops are implemented completely • Min. one final financing proposal per workshop is submitted to financing authorities	Team Leader: 12 days Key expert 1: 9 days Key expert 2: 9 days Key expert 3: 9 days Key expert 4: 12 days	31.05.2027

Assignment of personnel and travel expenses

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.

Specification of inputs

Travel expenses	Quantity	Number per expert	Total	Comments
Per diem <i>travel days</i> (Purwokerto)	4	5	20	
Per diem 24 hours (Purwokerto)	4	5	20	
Per diem travel days (Belitung)	4	5	20	
Per diem 24 hours (Belitung)	4	5	20	
Per diem travel days (Palu)	4	5	20	

Per diem 24 hours (Palu)	4	5	20	
Overnight allowance in country of assignment				
Overnight allowance in Palu (days)	6	5	30	
Overnight allowance in Purwokerto (days)	6	5	30	
Overnight allowance in Belitung (days)	6	5	30	
Transport	Quantity	Number per expert	Total	Comments
Domestic flights				
Flight Ticket Jakarta-Palu-Jakarta (both ways/VV)	2	5	10	Quantity per trip is both ways (VV). One trip VV is for training session and another trip VV is for workshop session for the total of 2 (two) trips.
Flight Ticket Jakarta-Belitung-Jakarta (both ways/VV)	2	5	10	
CO₂ compensation for air travel				
Flight Jakarta-Palu-Jakarta VV (Consultant team 5 pax and resource persons 3 pax total)	2	8	16	A fixed budget of IDR10.751.553,00 is earmarked for settling carbon offsets against evidence
Flight Jakarta-Belitung-Jakarta VV	2	8	16	
Travel expenses (train, car)				
Train Ticket Jakarta-Purwokerto-Jakarta (VV)	2	5	10	Quantity for train is trip both ways (VV). One trip VV is for training session. Another trip VV is for workshop session. Total is counted as 2 (two) trips. Local transport is per trip (one way). For rental car, quantity is in days of rentals. Number of car unit is 1 (one) for Contractor team.
Local transport (hometown-airport for Palu-hometown)	4	5	20	
Local transport (hometown-airport for Belitung-hometown)	4	5	20	
Local transport (hometown-train station for Purwokerto-hometown)	4	5	20	
Rental car in training & workshop locations	24	1	24	
Other costs	Number	Participants	Total	Comments
Training & Workshops				
Palu training logistics	2	30	60	Lumpsum
Palu transportation and daily allowance	2	30	60	Lumpsum

Purwokerto training logistics	2	30	60	Lumpsum
Purwokerto transportation and daily allowance	2	30	60	Lumpsum
Belitung training logistics	2	30	60	Lumpsum
Belitung transportation and daily allowance	2	30	60	Lumpsum
Stationary & training printed materials	1	3	3	Lumpsum
Other costs				
Technical resource persons for training sessions (2 persons for 3 sessions/venues)	2	3	6	Lumpsum
Technical resource persons for workshop sessions (one person for 3 sessions/venues)	1	3	3	Lumpsum

Workshops, events and trainings

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

- 1x training @ 2 days in each: Purwokerto, Palu, and Belitung. Each training session accommodates 30 participants (OPD, NGO, academicians).
- 1x workshop @ 2 days in each: Purwokerto, Palu, and Belitung. Each workshop session accommodates 30 participants (OPD, NGO, academicians).
- All logistics (participants lodgings and meeting packages in venue) for training & workshop sessions shall be arranged by Contractor team.
- All transportation and allowances for out-of-town participants during training & workshop sessions shall be reimbursed and facilitated by Contractor team.
- Technical resource persons can be invited as real subject matter experts in training and workshop sessions. Two resource persons in each training session and 1 (one) resource person in each workshop session can be engaged.

P+R Rule 566 Ensuring standards for sustainable event management

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 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.