

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

CONFIDENTIAL

Refuse-Derived Fuel (RDF) Scale-Up Strategy for Indonesia	Project number/ cost centre: G-012534-001
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0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
CE	Circular Economy
D4R	Design for Recycling
EPR	Extended Producer Responsibility
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
M&E	Monitoring & Evaluation
MNC	Multi-National Company
MoE / KLH	Ministry of Environment (Kementerian Lingkungan Hidup)
MoI / Kemenperin	Ministry of Industry
MSME	Micro, Small and Medium Enterprise
PRO	Producer Responsibility Organization
SME	Small and Medium Enterprise
ToR	Terms of Reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. GIZ has been working in Indonesia since 1975 on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Circular Economy (CE) with a focus on solid waste management is one of the key priorities of the Indonesian German development cooperation. The project InCircular: Promoting a Circular Economy in Indonesia, commissioned by BMZ, supports the Indonesian Ministry for National Development Planning (Bappenas) and further relevant ministries, agencies, and the private sector to implement the national Circular Economy Roadmap and Action Plan 2025-2045. Three material streams are of particular focus: packaging waste (plastics, aluminium, paper, and others), electronic waste, and residual waste.

Indonesia is confronting a growing waste crisis that requires proven, scalable solutions. Waste handling rates remain insufficient, and pollution from mismanaged solid waste is a critical public health and environmental concern. Refuse-Derived Fuel (RDF) has emerged as a technically viable option for residual waste processing, positioned alongside sanitary landfill, material recycling, and waste-to-energy incineration.

Extensive analytical work has been carried out on the Indonesian RDF sector. Taken together, these studies establish a clear picture of what is known and what remains unanswered.

What previous studies have established:

- MSW availability dwarfs current RDF utilization across 16 provinces; West Java and East Java are the top-ranked clusters; cement is the only regulated, reliable offtaker category (Dornier Study, 2024)
- Cement industry is at 75% co-firing readiness; fertiliser cautious; smelters interested but technically constrained; iron casting not ready (ERiC-DKTI Offtaker Analysis, 2023)
- The actor landscape exists at province and city level; financial benchmarks from operational facilities are available including Cilacap RDF plant (ERiC-DKTI Technology Comparison Study, 2023)
- The standards problem is identified and partially addressed: SNI 8966:2021 for power plants; cement SNI in consensus as of late 2024 (Kemenperin Guidelines, 2017)

What has not been answered:

- No study has systematically mapped who the RDF producers are (as a distinct actor class, not just the MSW suppliers), what it costs them to produce different variants, and whether they can be commercially viable without subsidy
- Studies identify that specifications differ by offtaker sector, but none have tested whether, at a given specification, supply price and willingness-to-pay actually converge, or how far apart they are
- Logistics as a cost variable is completely absent from prior literature. The density and calorific value of RDF variants (fluff vs. pellet vs. briquette) create dramatically different transport economics that could determine feasibility regardless of spec and price alignment
- The distinction between a large integrated facility producing pellets at scale versus a small municipal TPS 3R producing loose shredded material has not been operationalised, all MSW is treated as equivalent supply potential
- All studies observe that RDF utilization is low despite apparent demand; none have traced through actual negotiation failures between a specific producer and a specific offtaker to understand the proximate cause

This assignment directly addresses these unanswered questions. Focused on East Java Province, the geography with the richest combination of operating facilities and diverse offtaker types, this study aims to produce the ground-level economic analysis needed to determine where and why RDF supply chains fail to close, and what interventions would make RDF a mainstream residual waste management pathway. This will be done systematically through (1) identification of RDF actors in East Java; (2)

financial analysis of RDF production and co-processing from identified actors; and finally (3) formulating intervention strategies for RDF to scale up.

2. Tasks to be performed by the contractor

The geographic scope of this assignment is East Java Province. Duration is 6 months. East Java is selected for its concentration of diverse offtaker industry, cement (Semen Indonesia Tuban, SBI Tuban, Semen Imasco Asiatic), pulp and paper (PT Tjiwi Kimia Sidoarjo), textile, fertiliser, and others, alongside significant MSW generation and an established landfill network. Findings from East Java are designed to be extrapolatable to national scale-up strategy.

The contractor shall carry out a structured analytical and advisory assignment covering the following tasks:

2.1 East Java RDF Actor Identification

The first task establishes who the actors are on both sides of the RDF value chain in East Java. The result is a structured map of actors that forms the sampling frame for the financial analysis in task 2.

On the offtaker side, the contractor shall:

- Identify the RDF offtakers and group the offtakers by different industries. Facilities within the same industry sector share similar kiln or boiler technology and therefore have similar RDF specification requirements, making industry type the primary grouping variable. In addition, determine the position within the entity that would provide the insights.
- For each industry group, document facility location, installed co-processing capacity, co-processing status, and the industry's current or potential use of alternative fuels. Understanding where certain industry is clustered could be crucial to the scale up strategy later on.

On the producer side, the contractor shall:

- Identify the RDF producers and group them by type and production capacity scale. Scale determines the range of RDF variants a facility can realistically produce and the logistics cost structure it can sustain.
- For each producer, document facility location, processing technology in use, operational status, feedstock source arrangements, and current output volumes.

The result would be a map of actors to explore in task 2 with a stratified selection of producer-offtaker proposed by the contractor for detailed financial analysis.

2.2 RDF Financial Analysis

Building on the actor identification from task 1, the contractor shall conduct structured financial analysis of both producers to produce RDF and offtakers to substitute their fuel with RDF as alternative across five analytical dimensions. The goal is to determine, for each combination of RDF producer, RDF variant, and offtaker, whether a commercially viable transaction is possible and if not, precisely why not.

The five analytical dimensions are:

- RDF specification variant: For each offtaker industry group, document the RDF specifications required. This would be calorific value (NCV, kcal/kg), moisture content, chlorine content, ash content, particle size, and physical form (fluff, pellet, briquette). For each producer, document the specifications they currently produce or can feasibly produce, what MSW inputs, investments and processing steps each variant requires. Identify specification matches and mismatches.
- RDF volume supply and demand capacity of the different spec. variants: For each producer, estimate current and potential production volume per variant (tpd and tpa), distinguishing actual from design capacity. For each offtaker, estimate absorption capacity per variant and projected growth. Identify whether the constraint is insufficient production, insufficient absorption, or both.
- RDF production cost of the different spec. variant: For each producer, estimate the production cost per kg or tonne for each variant they can produce, covering raw material handling,

processing (shredding, drying, sorting, densification), labour, energy, and residue disposal. Identify how production cost varies with variant complexity and producer scale.

- RDF willingness to pay of the different spec. variant: For each offtaker, elicit or estimate the maximum price they would pay per kg or tonne for each specification variant. Where direct willingness-to-pay is difficult to elicit, triangulate using coal displacement value (coal price, calorific value ratio, handling cost differential) as reference.
- RDF logistic cost of different spec. variant: For each variant, estimate the logistics cost per kg or tonne and distance (km). RDF form factor and bulk density (which determines vehicle payload), and calorific value per unit weight (which determines energy-equivalent cost per km). Pellets have higher bulk density and lower transport cost per tonne but higher production cost; fluff has the inverse. The analysis shall make this trade-off explicit and identify break-even distances per variant.

The output of task 2 shall be a structured matrix table for both producers and offtakers across all five dimensions. An illustrative example of the expected output format is as follows:

For each RDF variant, a matrix table showing the average production costs from current producers (IDR/kg), average logistics cost (IDR/kg.km), average willingness to pay from current potential offtakers (IDR/kg). Combined with the geographic location identified in task 1, producer-offtaker pairs can be identified and feasibility can be determined.

2.3 Scale-Up Intervention Strategy

Drawing directly on the findings of tasks 1 and 2, the contractor shall develop a structured intervention strategy for scaling RDF co-processing in East Java, using a diagnostic-to-prescription logic. The type of intervention required depends on the type of bottleneck identified in the actor analysis:

- If it is a volume gap, insufficient RDF production relative to offtaker demand, or insufficient offtaker absorption relative to available supply, then intervention might lead to infrastructure development on either side of the supply and demand chain. This may include investment in new or expanded RDF processing capacity, or investment in kiln modifications to increase thermal substitution rates at offtaker facilities.
- If it is specifications variant incompatibility, for example RDF produced does not meet the specifications required by available offtakers, possible interventions could be infrastructure modification on either side of the supply and demand chain. This may include upgrading sorting, drying, or densification equipment at the producer, or pre-processing capabilities at the offtaker facility.
- If it is price viability issues, as in production cost plus logistics cost exceeds offtaker willingness to pay, then it might need operational subsidy or tax breaks. This may include a structured tipping fee funded by the municipal government as waste service payment, tax allowances for RDF producers or co-processing offtakers, or carbon credit mechanisms linked to coal displacement.
- If it is logistic issues, for example transport cost makes otherwise viable pairings uneconomical, then it might need operational subsidy, co-location strategies, hub-and-spoke RDF processing, or variant shifts (e.g. from fluff to pellet) to improve transport economics per unit of energy delivered.
- If it is more than one bottleneck, then it needs an innovative policy combining the above interventions or, where no feasible combination exists, an honest admittance that RDF is not feasible in the specific cluster, with a recommendation for alternative waste management pathways.

The strategy shall specify for each priority cluster: the bottleneck type identified, the recommended intervention, the responsible actor (government, industry, or development finance), and a realistic implementation pathway. Findings shall be validated through a multi-stakeholder workshop involving representatives from government, industry, and civil society before finalisation of the report (est. 50 pax workshop).

2.4 Milestones

The following milestones govern this assignment. Payments are structured in two tranches as indicated. The contractor must notify GIZ immediately of any risk to timely delivery.

Milestone	Description	Deliverable	Deadline
Project start	Kick-off meeting with GIZ InCircular to clarify expectations, agree communication protocols, and confirm work plan.	Milestone 1: Confirmed kick-off minutes	Within 2 weeks of contracting
Initial Report	Kick-off meeting with GIZ InCircular. Preliminary desk research on East Java RDF actor landscape. Confirmation of actor sampling approach, interview schedule, and methodology for the five-dimension financial analysis. suitable methodological approach.	Milestone 2: Inception report with confirmed methodology, validated actor sampling strategy for East Java, preliminary actor inventory, fieldwork schedule, and workplan. Report (±10 pp.) + Presentation Deck	Within 4 weeks of contracting
Interim Report	Field data collection: site visits and structured interviews with RDF producers (grouped by capacity scale) and industrial offtakers (grouped by industry type) across East Java. Compilation of five-dimension financial data for producer and offtaker.	Milestone 3: Validated East Java actor map (Task 1). Draft actor analysis matrix covering RDF specification variants, volume capacity, production costs, willingness-to-pay, and logistics costs for all priority producer-offtaker pairs (Task 2). Interview summaries as annex. Report (±50 pp. + annex)	Within 3 months of contracting Interim payment triggered upon GIZ approval of Milestone 1-3. Up to 85 days
Final Report	Multi-stakeholder validation workshop with government, industry, and civil society. Finalisation of intervention strategy and recommendations. Professional layout and design.	Milestone 4: Finalised actor map and five-dimension economic matrix (Tasks 1 and 2). Bottleneck diagnosis and scale-up intervention strategy with actor-specific recommendations, validated through workshop (Task 3). East Java findings with national extrapolation pathway. Report (±60 pp. + annex) + Presentation Deck	Within 7 months of contracting Final payment triggered upon GIZ approval of Milestone 4. Up to 110 days

Period of assignment: 7 months from the contracting date.

3. Concept

The assignment shall be conducted through a combination of the following methods:

- Desk study: Systematic review of existing literature and data relevant to East Java's RDF sector, including the prior body of Indonesian RDF studies (Dornier, ERiC-DKTI Technology Comparison,

ERIC-DKTI Offtaker Analysis, RIA, Kemenperin Guidelines) as primary references. Additional sources include SIPSN landfill data, East Java provincial waste statistics, and industry association data.

- Actor identification and mapping: Desk-based compilation of RDF producers and industrial offtakers in East Java, followed by field verification. Producers grouped by capacity scale; offtakers grouped by industry type.
- Structured interviews and site visits: Primary data collection through structured interviews with RDF producers, industrial offtakers, and relevant government counterparts (East Java Dinas Lingkungan Hidup, relevant ministries). Site visits to operational facilities to verify production capacity, processing technology, and cost structures.
- Economic analysis: Quantitative modelling of the five-dimension matrix (specification variants, volume capacity, production costs, willingness-to-pay, logistics costs) for each selected producer-offtaker pair. Logistics costs modelled as a function of distance, bulk density, and calorific value per unit weight.
- Multi-stakeholder validation workshop: At least one FGD or structured workshop with representatives from government, industry, and civil society to validate findings, stress-test the bottleneck diagnosis, and co-develop the intervention strategy.

The methodology shall ensure a balance between desk-based efficiency and field-validated insights, with all primary fieldwork conducted within East Java Province.

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): how the three tasks are sequenced from actor identification (Task 1) to financial analysis (Task 2) to intervention strategy (Task 3); and how the five-dimension actor analysis matrix in Task 2, covering specifications, volumes, production costs, willingness-to-pay, and logistics costs, constitutes the central analytical innovation that determines precisely where and why RDF supply chains fail to close. 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).

Cooperation (1.2): The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation with relevant actors (1.2)** with them and deliver presentation and interaction between the relevant actors in the contractor's area of responsibility (1.2.1). In particular, the tenderer shall explain how they will build the rapport to collect relevant sensitive financial data from key actors, and how they will navigate situations where the informant withholds information/data relevant to the research objectives (1.2.2).

Steering (1.3): The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

Processes and operational plan (1.4): 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).

Learning and innovation (1.5): 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 (1.6.1). 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 (1.6.2) as well as backstopping strategy (1.6.3); 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.

Further requirements (1.7)

The tenderer is required to describe its experience with previous assignments related to waste management, RDF or alternative fuels, industrial co-processing, supply chain economics, or commercial feasibility analysis in Indonesia. Experience working directly with industrial companies in the cement, fertiliser, smelter, or pulp-and-paper sectors in East Java is an advantage. Experience conducting economic studies requiring primary cost and pricing data from private sector actors is particularly valued. Familiarity with the prior body of Indonesian RDF studies (Dornier/KfW/MoE, ERiC-DKTI, Kemenperin guidelines, RIA) is also an advantage.

4. Personnel concept

The tenderer is required to provide personnel suited to filling the positions described below, based on their CVs and the tasks involved. The qualifications specified represent the requirements for achieving the maximum number of points in the technical assessment.

4.1 Team Leader (national)

4.1.1 Tasks of the team leader

- Overall responsibility for the quality and timely delivery of all three tasks and all contractual deliverables, including the final actor analysis matrix and scale-up intervention strategy.
- Lead Task 1 (East Java RDF Actor Identification): design and execute the producer and offtaker identification process, coordinate field visits and interviews, produce the validated actor map with sampling frame for Task 2
- Lead Task 2 (RDF Financial Analysis): design the five-dimension economic analysis framework, lead primary data collection on production costs, willingness-to-pay, and logistics costs, manage data triangulation, and produce the complete producer-offtaker pairing matrix supply" paradox.
- Lead Task 3 (Scale-Up Intervention Strategy): develop the diagnostic-to-prescription framework, translate bottleneck findings into interventions by type, facilitate the multi-stakeholder validation workshop, and produce the final strategy with actor-specific recommendations
- Planning and steering the assignments of the Research Assistant and the Short-term Expert Pool.
- Financial planning, regular reporting, and responsible use of the contract budget in consultation with GIZ.

4.1.2 Qualifications of the team leader

- Education/training (2.1.1): University degree (Master's) in Environmental Engineering, Process Engineering, Waste Management, or a related technical field.
- Language (2.1.2): C1-level proficiency in English; fluent in Bahasa Indonesia.
- General professional experience (2.1.3): 7 years of professional experience in waste management, renewable energy, or industrial ecology.

- Specific professional experience (2.1.4): 5 years of experience in RDF (Refuse Derived Fuel) systems, Waste-to-Energy (WtE) projects, or thermal processing of waste.
- Leadership/management experience (2.1.5): 3 years of management or team leadership experience in a consultancy or international development context.
- Regional experience (2.1.6): 5 years of professional experience in Indonesia, specifically dealing with Indonesian industrial or environmental regulations.
- Development cooperation experience (2.1.7): 1 year of experience working with international organizations (e.g., GIZ, World Bank, ADB).
- Other (2.1.8): Deep technical understanding of RDF calorific values and chemical parameters (Chlorine, Ash content) required by the cement and power industries.

4.2 Key Expert 1 – Solid Waste Management Specialist (national)

4.2.1 Tasks of key expert 1

- Compile and verify the East Java actor database from desk research; coordinate logistics for producer site visits; document actor profiles by type and capacity scale
- Conduct structured interviews with producers and offtakers; collect and collate primary data on production costs, logistics costs; maintain and update the five-dimension matrix throughout fieldwork
- Contribute to logistics cost modelling (distance, bulk density, calorific value per km), assist in multi-stakeholder workshop preparation and documentation, draft relevant sections of Interim and Final Reports
- Consolidating raw data, drafting tables, and preparing visualizations for the milestone reports.
- Coordinating meeting schedules and workshop logistics with industry actors and government officials.

4.2.2 Qualifications of key expert 1

- Education/training (2.2.1): University degree in Environmental Science, Engineering, Social Sciences, or a related field.
- Language (2.2.2): B2-level proficiency in English; native Bahasa Indonesia.
- General professional experience (2.2.3): 4 years of professional experience in research, data analysis, or environmental consultancy.
- Specific professional experience (2.2.4): 3 years of experience in waste management data collection or industrial stakeholder engagement in Indonesia.
- Development cooperation experience (2.2.7): 2 years of experience in development cooperation projects or government-funded studies.
- Other (2.2.8): Strong proficiency in data visualization and reporting; experience conducting professional interviews with industrial technical staff.

4.3 Key Expert 2 – Industrial Energy Specialist

4.3.1 Tasks of key expert 2

- Compile and verify the East Java actor database from desk research; coordinate logistics for offtaker site visits; document actor profiles by industry groups
- Conduct structured interviews with producers and offtakers; collect and collate primary data on conventional fuel costs, willingness-to-pay for alternative fuel; maintain and update the five-dimension matrix throughout fieldwork
- Contribute to logistics cost modelling (distance, bulk density, calorific value per km), assist in multi-stakeholder workshop preparation and documentation, draft relevant sections of Interim and Final Reports
- Consolidating raw data, drafting tables, and preparing visualizations for the milestone reports.
- Coordinating meeting schedules and workshop logistics with industry actors and government officials.

4.3.2 Qualifications of key expert 2

- Education/training (2.3.1): University degree in Industrial Engineering, Mechanical Engineering, or a related field.
- Language (2.3.2): B2-level proficiency in English; native Bahasa Indonesia.
- General professional experience (2.3.3): 4 years of professional experience in research, data analysis, or environmental consultancy.
- Specific professional experience (2.3.4): 3 years of experience in industrial data collection or industrial stakeholder engagement in Indonesia.
- Development cooperation experience (2.3.7): 2 years of experience in development cooperation projects or government-funded studies.
- Other (2.3.8): Strong proficiency in data visualization and reporting; experience conducting professional interviews with industrial technical staff.

4.4 Short term Expert Pool with maximum 4 members (national)

The expert pool provides specialized niche knowledge to support the Team Leader in addressing specific bottlenecks identified during the study.

4.4.1 Tasks of the Expert Pool

- Provide subject-matter expertise on specific areas such as RDF logistics optimization, financial modelling for WtE, or carbon credit potential.
- Reviewing specific sub-regulations (e.g., MoEF or Ministry of Industry decrees) that impact the trade or transport of RDF.
- Supporting the Team Leader in validating the technical accuracy of the proposed RDF typology and industrial matching.

4.4.2 Qualifications of pool experts

- Education/training (2.6.1): University degree (Bachelor's minimum) in a relevant field
- Language (2.6.2): B2-level proficiency in English
- General professional experience (2.6.3): 7 years of professional experience in a relevant indicative field, which includes but are not limited to:
 - Logistics & supply chain for optimization of bulky material transport in the Indonesian context.
 - Environmental law specifically related to hazardous/non-hazardous waste categorization (B3 vs. non-B3) and industrial co-processing permits.
 - Project finance to indicate financial feasibility on waste-to-energy or industrial infrastructure.
 - Knowledge of the Indonesian Carbon Exchange (IDXCarbon) and how RDF projects can generate credits.

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 2024/2025 \(GERMAN ONLY\)](#)).

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.

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
Team leader (national)	1	35 days	35	Based on timesheet and report. The study will be conducted following output based as mentioned in the milestones 2.4. The estimation of activity can be projected from the expert days.
Key Expert 1 – Solid Waste Management Specialist (national)	1	70 days	70	
Key Expert 1 – Industrial Energy Specialist (national)	1	70 days	70	
Short term Expert Pool (national)	4		20 days (for all the experts)	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in city of assignment	15	-	15	Lumpsum and based on performance
Accommodation	15	-	15	Against evidence
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	9	-	9	(return flight) Based on evidence

CO₂ compensation for air travel	9	-	9	A fixed budget of IDR 5,400,000 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)				
Transportation (rent car or taxi)	15	-	15	Airport transfer based on evidence (e.g. home-airport). Car rental (if needed) based on the evidence.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	50,000,000	50,000,000	A budget of IDR. 50,000,000 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.
Workshops	1	50,000,000	50,000,000	Against evidence. Budget is foreseen for workshop includes taking the following cost items into account: venue and catering. Procurement of meeting package based on GIZ regulation.
Lay outing and printing document	1	10,000,000	10,000,000	Against evidence. Expenses for lay outing and printing the final documents and strategy recommendations.

6. Inputs of GIZ or other actors

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

- Establish contact with and introduce the contractor to key RDF private sector associations and relevant government counterparts; support and channel communication as needed.
- Dornier's RDF study
- Provide timely review and written approval of all tasks 2 deliverables (within 10 working days of submission); communicate any revision requirements clearly.
- Rooms for meetings and workshops at the GIZ Office Jakarta, subject to availability.

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.

The complete tender must not exceed 15 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 must be submitted in English.

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.

8. Annexes

- InCircular Project Factsheet
- Minimum standards for sustainable event management at GIZ