

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Development of Educational Multimedia and Immersive Learning Content on Peatland and Mangrove Ecosystems for the Knowledge Hub in North Kalimantan	Project number/ cost centre: 22.2140.6-001
WBS: G-012102-001 IO: 12102030000	Tender number 10046213

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	9
	Technical-methodological concept	9
	Project management of the contractor (1.6)	9
	Further requirements (1.7).....	10
4.	Personnel concept.....	10
	Team leader - Creative Director	10
	Key expert 1. Videographer and Editor.....	11
	Key expert 2. Production Field Coordinator	12
	Key expert 3. Animation and Immersive Media Designer	13
	Short-term expert pool with 1 member – Peat and Mangrove Ecosystem Specialist....	14
5.	Costing requirements	15
	Assignment of personnel and travel expenses	15
	Sustainability aspects for travel	15
6.	Inputs of GIZ or other actors.....	19
7.	Requirements on the format of the tender	19
8.	Outsourced processing of personal data	19
9.	Annexes	20

0. List of abbreviations

3D	Three Dimensional
AG	Commissioning Party
AN	Contractor
AR	Augment Reality
AVB	General Terms and Conditions of Contract for supplying services and work
CO ₂	Carbon dioxide
CV	Curriculum Vitae
DC	Development Cooperation
FK	Expert
FKT	Expert days
GEDSI	Gender Equality, Disability, and Social Inclusion
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
KHG	Kawasan Hidrologis Gambut
KZFK	Short-term expert
PHU	Peatland Hydrological Unit
ToR	Term of reference
VR	Virtual Reality

1. Context

Integrated Peatland Protection and Management Project (ProMangrovePeat) is a bilateral collaborative project between the Government of Indonesia and the German Federal Government through the German Federal Ministry for Economic Cooperation and Development (BMZ). It is implemented by the Directorate of Peat Degradation Control under the Ministry of Environment and the German Agency for International Cooperation (GIZ). It builds upon the achievements of the first phase of PROPEAT. During Phase 1, the primary objective was the development of an integrated management plan of the Peatland ecosystem supported by a detailed PHU map. There were 7 RPPEG documents acknowledged by the local government – 2 documents of provincial level and 5 of district level.

ProMangrovePeat operates in 13 Peatland Hydrological Units (KHGs) covering an area of 349,000 hectares in North Kalimantan, and 16 KHGs with a total area of 347,000 hectares in East Kalimantan. Some peatlands in North Kalimantan are situated in the Kayan-Sembakung Delta region adjacent to mangrove ecosystems. KHG areas in the provincial span are the districts of Tana Tidung, Nunukan and Malinau. In East Kalimantan, the largest peatland areas are found mainly in the Central Mahakam region, which covers the districts of Kutai Kartanegara, East Kutai and West Kutai, with smaller peat-land areas in Berau and Paser districts. Together with its main partners and stakeholders, ProMangrovePeat supports various activities relating to the development of baseline information; policymaking and integrated planning processes; implementing sustainable land use management; strengthening livelihood and economic development; implementing action research; and supporting the dissemination of knowledge, lessons learned and best management practices.

In the second phase, the project will emphasize the implementation of management and restoration efforts based on the PHU. Selected PHU in each province will be used as demonstration pilots to develop peat management and protection practices in the two provinces. In addition, innovative educational approaches are crucial to raise awareness and engage local communities in Peatland Protection. Development of a knowledge hub is a key component in 2nd phase; it aims to disseminate information and knowledge on peatland management. This hub is being established both physically and virtually in East and North Kalimantan, with the potential to be replicated in other regions of Indonesia. The hub integrates digital tools, local wisdom, and multi-stakeholder participation to promote informed, inclusive, and adaptive decision-making

Throughout its implementation, the programme has generated a wide range of field experiences, technical knowledge, practical lessons, and community-based initiatives related to peatland and mangrove ecosystem protection and management. These include experiences in peat hydrological management, ecosystem monitoring systems, village-level peatland management approaches, fire prevention efforts, biodiversity protection, and sustainable land-use practices.

While substantial knowledge and learning materials have been developed under the programme, much of the information remains in technical or project-oriented formats that are not easily accessible to broader audiences. There is therefore a need to transform these experiences and knowledge products into more engaging and audience-oriented communication media that can support education, awareness-raising, and dissemination of knowledge to communities, local governments, practitioners, youth, and the wider public.

Video-based communication products provide an effective medium to communicate complex environmental and development issues in a more accessible, relatable, and impactful manner. In addition to documentary-style approaches, creative storytelling formats such as character-

driven narratives, community stories, and hybrid educational storytelling are considered important to strengthen public understanding and engagement on peatland and mangrove ecosystem issues. The products are expected to reflect real field experiences, local knowledge, community practices, and key environmental messages aligned with programme objectives. In addition to conventional documentary-style video products, the programme aims to utilise innovative digital communication approaches, including Virtual Reality (VR) and Augmented Reality (AR) content, to create more immersive, interactive, and engaging learning experiences for diverse audiences.

In this context, the programme intends to develop a series of educational and awareness-raising videos focusing on peatland and mangrove ecosystem management and protection in East Kalimantan or North Kalimantan. The videos are expected to reflect real field experiences, local knowledge, community practices, and key environmental messages aligned with the programme objectives.

To support this objective, GIZ seeks to engage a qualified Contractor to undertake the end-to-end development and production of the video products, including creative concept development, script preparation, field production, post-production, and final delivery of high-quality video outputs in accordance with GIZ communication standards and programme objectives.

2. Tasks to be performed by the contractor

The objective of this assignment is to develop educational and awareness-raising communication products on peatland and mangrove ecosystem management and protection through the production of documentary videos, Virtual Reality (VR) content, and Augmented Reality (AR) experiences that support learning, public outreach, and knowledge dissemination under the ProMangrovePeat programme.

Specifically, the assignment aims to:

- Translate project experiences, technical knowledge, and field-based practices generated under the ProMangrovePeat programme into engaging educational communication products, including video, Virtual Reality (VR), and Augmented Reality (AR) content.
- Create VR and AR products to increase public awareness and understanding of peatland and mangrove ecosystem functions, protection, restoration, sustainable management, and monitoring approaches through accessible and audience-oriented communication formats.
- Document and disseminate lessons learned, local initiatives, community-based practices, and ecosystem management experiences to support knowledge sharing and broader outreach efforts.
- Develop immersive and interactive learning experiences that enhance audience engagement and improve understanding of complex environmental processes, ecosystem functions, hydrological systems, biodiversity values, and landscape-level management approaches.
- Provide high-quality communication products that support environmental education, knowledge dissemination, public outreach, and awareness-raising activities among government institutions, local communities, practitioners, youth, and the wider public.

The video concepts and productions shall be developed based on, but not limited to, the following indicative thematic areas:

1. Peatland hydrological management and ecosystem protection
2. Mangrove ecosystem conservation and coastal resilience
3. Community-based peatland and mangrove management practices

4. Forest (Peat and Mangrove) land fire prevention, monitoring, and ecosystem resilience
5. Local champions, youth, and community stories in ecosystem protection

The Contractor shall further translate the selected themes into creative, audience-oriented video concepts and storytelling approaches in close consultation with GIZ. Under this assignment, a minimum of four (4) educational video products incorporating Virtual Reality (VR) and Augmented Reality (AR) content shall be developed. The indicative thematic composition is expected to include two (2) products focusing on peatland ecosystems and two (2) products focusing on mangrove ecosystems, subject to final agreement with GIZ.

The communication products shall be designed to address different target audiences through appropriate storytelling approaches and learning experiences. For each ecosystem theme, one product is expected to be tailored primarily for children and young learners using simple, engaging, and interactive narratives, while the other should target a broader audience including government institutions, practitioners, local communities, students, and the general public through more comprehensive educational content presented in an accessible and engaging manner.

The video products are not intended to be strictly academic or highly technical in format. Creative storytelling approaches are strongly encouraged, including character-driven narratives, community-based stories, short narrative films inspired by real field experiences, hybrid documentary-storytelling formats, immersive learning experiences, and other innovative audio-visual approaches suitable for educational, public communication, and knowledge dissemination purposes.

All communication products shall be developed for both online and offline dissemination to ensure broad accessibility. Final output should therefore be suitable for multiple delivery platforms, including digital knowledge hubs, websites, social media, educational events, exhibitions, and other public awareness activities, while also allowing offline use in areas with limited internet connectivity.

The example above (see chapter 8. annexes) is provided for illustrative purposes only. The Contractor is encouraged to propose alternative concepts, storytelling approaches, interaction designs, and technical solutions that achieve the intended communication and learning objectives.

To strengthen audience engagement and learning outcomes, the video products are expected to combine field-based footage, documentary, storytelling, motion graphics, animation, and selected 3D and 360-degree, VR, and AR communication products environmental visualization elements, as well as immersive learning components where appropriate. These visual approaches should support the communication of complex ecosystem processes and improve audience understanding of peatland and mangrove ecosystem management, protection, restoration, monitoring, and community-based practices. The contractor is responsible for providing the following services:

OUTPUT 1. CREATIVE DEVELOPMENT AND PRE-PRODUCTION

Tasks

- Conduct inception meetings and coordination with GIZ to confirm objectives, scope of work, target audiences, thematic priorities, communication objectives, expected outputs, dissemination purposes, and implementation arrangements.

- Review relevant programmed documents, field reports, learning materials, and knowledge products related to peatland and mangrove ecosystem management and protection in East Kalimantan and North Kalimantan.
- Identify and formulate priority themes, video topics, key messages, storytelling approaches, and communication directions for the proposed video products.
- Develop creative concepts, scripts, storyboards, visual directions, user experience flows, and indicative storylines for video, VR, and AR communication products, incorporating live-action footage, animation, motion graphics, 3D/360-degree environmental visualization, immersive learning elements, and hybrid storytelling approaches tailored to the intended audiences and communication objectives.
- Prepare detailed pre-production arrangements, including production schedules, shooting plans, logistical requirements, interview planning, location coordination, and production workflow.
- Present and refine the proposed concepts and scripts based on feedback and approval from GIZ.

Deliverables

Approved Inception Report, Creative Concept Package, Scripts, Visual Treatment and 3D/360° Immersive Visualisation Approach, and Pre-Production Plan.

OUTPUT 2. PRODUCTION AND CONTENT CREATION

Task

- Conduct filming, field documentation, aerial footage collection (where required), and audio recording activities in selected project locations in North Kalimantan to capture field experiences, local practices, stakeholder perspectives, and ecosystem management activities relevant to the program objectives.
- Develop and produce all multimedia assets required for the communication products, including graphics, illustrations, maps, motion graphics, animation, narration recordings, 3D and 360-degree environmental visualizations, Virtual Reality (VR) and Augmented Reality (AR) assets, interactive visual elements, virtual environments, and other immersive learning components as appropriate.
- Develop environmental visualization and immersive learning content that effectively communicates ecosystem processes, hydrological functions, biodiversity values, landscape dynamics, restoration approaches, and community-based management practices.
- Coordinate and manage all production activities, including personnel mobilization, equipment management, scheduling, field logistics, permits, stakeholder engagement, and operational arrangements necessary for implementation.
- Ensure that all production activities and outputs comply with agreed technical standards, ethical considerations, consent requirements, and GIZ communication standards.

Deliverables

Raw Production Materials, animation and immersive visualization components, Draft video of Virtual Reality (VR) and Augmented Reality (AR).

OUTPUT 3. POST-PRODUCTION AND FINAL DELIVERY

Tasks

- Conduct post-production processes, including video editing, motion graphics integration, subtitle preparation, sound design, voice-over integration, animation integration, VR/AR -

3D/360° environmental visualization integration, immersive visual component integration, color correction, visual compositing, and final rendering.

- Prepare draft versions of the video products and submit them for review by GIZ.
- Revise and finalize the video products based on comments and feedback provided by GIZ.
- Ensure that all final outputs are technically accurate, visually engaging, culturally appropriate, and suitable for educational, awareness-raising, and knowledge dissemination purposes.
- Deliver final video products in agreed formats, resolutions, and technical specifications suitable for digital dissemination and programme communication purposes.
- Prepare and submit a final completion report summarizing the implementation process and outputs produced under the assignment.

Deliverables

Final Video Package of Virtual Reality (VR) and Augmented Reality (AR), including all associated animation, graphic, and immersive visualization outputs, and Final Completion Report.

In addition to the technical services described above, the Contractor shall be responsible for the overall management, coordination, administration, and operational implementation of the assignment, including the following:

- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

For each product delivered and approved by GIZ, the contractor shall also provide a short report or process record (1–5 pages) in the form of an executive summary in English, outlining the chronological sequence of activities, challenges encountered, and lessons learned throughout the implementation of the assignment.

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	Payment Term
Output 1. Creative Development and Pre-Production Deliverables: Approved Inception Report, Creative Concept Package, Scripts, Visual Treatment and 3D/360 Immersive Visualisation Approach, and Pre-Production Plan			Interim payment 1 after approval of deliverable/Output 1
Contract kick-off meeting and inception phase completed, including submission of detailed workplan and implementation schedule	Two (1) weeks after contract commencement	Inception meeting conducted and workplan submitted to GIZ	
Review of programme materials and development of creative concepts, thematic	Five (3) weeks after contract commencement	Creative concept package, scripts, and pre-production plan	

approaches, scripts, and pre-production plan completed.		submitted and reviewed by GIZ	
Finalization and approval of creative concepts, scripts, and production plan following review and feedback.	Four (4) weeks after contract commencement	Revised and finalised Creative Concept Package, Preliminary Report , and Production Plan approved by GIZ.	
Output 2. Production and Content Creation Deliverables: Raw Production Materials, animation and immersive visualization components, Draft video of Virtual Reality (VR) and Augmented Reality (AR)			Final Payment after approval of deliverable/Output 2 and 3
Completion of pre-production arrangements, including field coordination, shooting schedules, logistics preparation, and production planning	Five (5) weeks after contract commencement	Production arrangements completed and readiness for field production confirmed by GIZ	
Completion of filming, field documentation, audio recording, and collection of required production materials	Eight (8) weeks after contract commencement	Raw footage and production materials submitted and verified by GIZ	
Submission of draft video products, including animation, graphics, narration, and supporting multimedia elements	Eleven (11) weeks after contract commencement	Draft video (VRAR) products submitted and technically reviewable by GIZ Progress Activities Report Report are submitted and approved to GIZ	
Output 3. Post-Production and Final Delivery Deliverables: Final Video Package of Virtual Reality (VR) and Augmented Reality (AR), including all associated animation, graphic, and immersive visualization outputs, and Final Completion Report.			
Review and feedback process with GIZ completed, including incorporation of revisions into the draft video products	Thirteen (13) weeks after contract commencement	Revised video products submitted reflecting comments and feedback from GIZ	

Submission of finalized video products and final completion report in agreed formats and technical specifications	Fifteen (15) weeks after contract commencement	Final video products and completion report submitted and formally approved by GIZ	
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Period of assignment: from 15 September until 15 January 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 Contractor should consider also the incorporation of cross-cutting themes, including Gender Equality, Disability and Social Inclusion (GEDSI) strategies.

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 - Creative Director

Tasks of the team leader

- Overall responsibility for the implementation of the assignment, including quality assurance, coordination of deliverables, and timely completion of all agreed outputs.
- Serve as the main focal point for communication and coordination with GIZ, relevant partners, stakeholders, and all parties involved in the assignment.
- Lead the overall planning and management of the assignment, including work scheduling, task coordination, workflow supervision, and monitoring of implementation progress.
- Review relevant program (GIZ ProMangrovePeat) study, field activities report, documents, communication materials, and knowledge products to ensure alignment between the video products and programmed objectives.
- Lead the development of creative concepts, key messages, storytelling approaches, scripts, visualization approaches, and overall communication direction for the video VR, and AR products, including the integration of immersive and interactive visual storytelling elements where relevant.
- Design and oversee the conceptual development of immersive learning experiences, including the integration of documentary storytelling, 3D visualization, 360-degree content, VR environments, AR features, and interactive educational elements.
- Provide creative and technical directions through pre-production, production, VR/AR development, post-production, and final delivery.
- Coordinate and manage assignment personnel and team collaboration, including planning and steering team assignments within the agreed budget and timeline.
- Facilitate review, consultation, presentation, and revision processes with GIZ and ensure comments and feedback are properly incorporated into the outputs.

- Ensure regular reporting, documentation, and submission of deliverables in accordance with agreed reporting requirements and deadlines.

Qualifications of the team leader

- Education/training (2.1.1): university degree (Bachelor) in communication, film and media studies, visual communication design, social, forestry, environmental studies, or other relevant disciplines related to communication and environmental storytelling
- Language (2.1.2): B1-level language proficiency in English
- General professional experience (2.1.3): 5 years of professional experience in communication projects, audio-visual production, documentary development, creative media production, or environmental communication initiatives.
- Specific professional experience (2.1.4): 3 years in leading or, developing educational videos, documentary films, environmental storytelling, or audio-visual communication products related to environment, forestry, climate, conservation, community development, or natural resource management sectors.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 1 years of experience in projects in Kalimantan (region), of which 2 years in projects in Indonesia (country)
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): Experience in managing field production logistics, stakeholder coordination, and multidisciplinary creative teams.

Key expert 1. Videographer and Editor

Tasks of key expert 1

- Conduct all filming and audio-visual documentation activities required for the assignment in accordance with the approved creative direction and production plan.
- Operate and manage video production equipment, including cameras, lighting, audio recording equipment, drones' video, and other supporting production tools required for field production activities.
- Capture high-quality visual footage, interviews, environmental scenes, community activities, and supporting documentation relevant to peatland and mangrove ecosystem management and protection themes.
- Ensure that all filming activities are implemented professionally, safely, ethically, and in compliance with agreed technical standards and consent requirements.
- Organize, manage, and archive raw footage and production materials throughout the production process.
- Video editing and post-production processes include rough cuts, sequence development, sound synchronization, subtitle integration, color correction, visual enhancement, and final rendering.
- Integrate motion graphics, animation outputs, VR/AR visual assets, narration, music, and other multimedia components into final communication products in coordination with the creative direction provided by the Team Leader / Creative Director.
- Revise and refine draft videos based on feedback from GIZ and the internal production team.
- Ensure that all final video outputs meet agreed technical specifications, quality standards, and dissemination requirements.

Qualifications of key expert 1

- Education/training (2.2.1): university degree (Bachelor) in multimedia, communication, visual communication, and digital media
- Language (2.2.2): B1 -level language proficiency in Bahasa Indonesia
- General professional experience (2.2.3): 3 years professional experience in videography, cinematography, video editing, multimedia production, or documentary production
- Specific professional experience (2.2.4): 2 years' experience in filming and editing documentary films, educational videos, environmental communication products, or storytelling-based audio-visual productions
- Leadership/management experience (2.2.5): 2 years' experience coordinating or leading filming and post-production activities as videographer, editor, or production lead within multimedia or film production assignments.
- Regional experience (2.2.6): 2 years of experience working in field-based production assignments in Indonesia, preferably in remote or environmentally sensitive locations such as forest, peatland, coastal, or community-based settings
- Other (2.2.8): Experience in producing visual 3D/360° materials intended for integration with animation, VR/AR environmental visualization, immersive learning products, interactive communication outputs, drone operation, documentary storytelling, and production in natural or outdoor environments. *(It is hoped that Key Expert 1 can provide examples of publicly accessible video links or recordings, which have been created in this proposal submission).*

Key expert 2. Production Field Coordinator

Tasks of key expert 2

- Coordinate and manage day-to-day operational, logistical, and administrative aspects of the assignment to ensure smooth implementation of all production activities.
- Coordinate field activities, including scheduling, travel arrangements, accommodation, transportation, permits, stakeholder communication, and interview arrangements in relevant project locations.
- Serve as liaison with local stakeholders, communities, authorities, and relevant partners during field production activities.
- Provide on-site production support during filming, VR/AR content capture, and field documentation activities, including supporting the videographer in equipment preparation and mobilization, field setup, coordination, location readiness, and operational support required during shooting sessions.
- Assist the videographer and production team in managing filming logistics and ensuring smooth execution of field production activities.
- Assist in organizing production schedules, shooting plans, and implementation timelines in coordination with the Team Leader / Creative Director.
- Ensure that field activities are implemented efficiently, safely, and in accordance with agreed operational procedures and local context considerations.
- Support documentation and organization of field information, attendance records, consent forms, permits, and other administrative documents required during implementation.
- Coordinate meetings, consultations, and review sessions related to the assignment as required.
- Support internal communication and coordination among team members throughout the implementation process.

- Contribute to the preparation of implementation documentation, logistical records, and supporting information for reporting purposes.

Qualifications of key expert 2

- Education/training (2.3.1): University degree (Bachelor) in communication, management, social science, development studies or other relevant disciplines
- Language (2.3.2): B1 -level language proficiency in Indonesia
- General professional experience (2.3.3): 1-year professional experience on video and multimedia production support.
- Specific professional experience (2.3.4): 1 year of experience supporting field-based production activities or assignments of coordination for logistics, stakeholders and implementations arrangements.
- Regional experience (2.3.6): 1 years of experience working in field-based production assignments in Indonesia, preferably in remote or environmentally sensitive locations such as forest, peatland, coastal, or community-based settings

Key expert 3. Animation and Immersive Media Designer

Tasks of key expert 3

- Develop and produce motion graphics, animation sequences, visual illustrations, animated maps, infographics, subtitles, and other visual assets required for the communication products.
- Develop 3D environmental visualizations, virtual environments, interactive visual elements, and VR/AR content components, including animated ecosystem representations, spatial visualizations, and immersive learning assets that support educational and communication objectives.
- Translate technical and educational information related to peatland and mangrove ecosystems into visually engaging, accessible, and audience-oriented animation, visualization, VR, and AR formats.
- Develop visual and immersive media components in accordance with approved creative concepts, scripts, storyboards, user experience flows, and communication objectives under the direction of the Team Leader / Creative Director.
- Collaborate closely with the Videographer and Editor to ensure effective integration of animation, visualization, VR/AR components, graphics, visual effects, and other multimedia elements into the final communication products.
- Support the development of visual identities, graphic layouts, transitions, immersive learning experiences, and overall visual consistency across all communication products.
- Ensure that all animation, visualization, VR/AR, and immersive media outputs are technically accurate, visually engaging, culturally appropriate, and aligned with GIZ communication standards.
- Revise, refine, and prepare final outputs based on feedback from GIZ and the production team, ensuring that all assets meet agreed technical specifications and are suitable for dissemination, educational use, and future adaptation.

Qualifications of key expert 3

- Education/training (2.4.1): University degree (Bachelor) or professional training in animation, multimedia design, graphic design, visual communication design, digital media, film production, or other relevant disciplines

- Language (2.4.2): B1 -level language proficiency in Indonesia
- General professional experience (2.4.3): 2 years professional experience on video and multimedia production support.
- Specific professional experience (2.4.4): 3 years of experience in developing animation, motion graphics, infographic videos, 3D/360° visualizations, VR/AR environmental visualization products, visual effects, or multimedia content for documentary productions, educational media, environmental communication, or public awareness campaigns. *(It is hoped that key experts can provide examples of VR and AR video products that they have made via a link that can be generally accessed).*
- Regional experience (2.4.6): 2 years of professional experience working on projects in Indonesia, preferably involving communication, education, environmental, or community-related themes.

Short-term expert pool with 1 member – Peat and Mangrove Ecosystem Specialist

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Provide thematic and technical input related to peatland and mangrove ecosystem management, protection, monitoring, restoration, hydrological management, and community-based approaches relevant to the video (VR/AR) products.
- Support the production team in understanding scientific, environmental, governance, and community-related aspects relevant to the selected video themes.
- Review and provide technical feedback on creative concepts, storylines, scripts, directions, narration texts, subtitles, and educational messages to ensure technical accuracy and contextual relevance.
- Advise the production team on the appropriate presentation of environmental and community-related issues within the video VR/AR products.
- Review draft VR/AR products and provide recommendations to ensure that visual content, terminology, and educational information are technically sound, culturally appropriate, and aligned with relevant environmental principles and program context.
- Participate in consultations, review meetings, or technical discussions with the Contractor and GIZ as required during the assignment implementation.
- Provide input on risks related to misinformation, inappropriate representation, or technical inaccuracies in the VR/AR content.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification bachelor's in forestry, environmental science, ecology, peatland management, mangrove management, natural resource management, geography, environmental policy and climate studies
- Language (2.6.2): 1 expert with B1-level language proficiency in Bahasa Indonesia
- General professional experience (2.6.3): 1 expert with 3 years of professional experience in forestry, environmental management, conservation, climate change and natural resource management.
- Specific professional experience (2.6.4): 1 expert with 2 years of professional experience in projects related to peatland and/or mangrove ecosystem management.

- Regional experience (2.6.5): 1 expert with 2 years of experience in Kalimantan (region), with 3 years of experience in Indonesia (country)
- Other (2.6.7): Experience contributing to educational materials, knowledge dissemination products, or documentary/media-related environmental initiatives

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

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

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

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

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

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 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
Output 1: Creative Development and Pre-Production				
Team Leader (Creative Director)	1	10	10	- Involved in whole process - Lumpsum & output based
Key Expert 1 (Videographer & Editor)	1	7	7	- Involved in whole process - Lumpsum & output based
Key Expert 2 (Production Field Coordinator)	1	2	2	- Involved in whole process - Lumpsum & output based
Key Expert 3 (Animation and Immersive Media Designer)	1	5	5	- Involved in whole process - Lumpsum & output based
Short Term Expert Pool	1	4	4	- Involved in whole process - Lumpsum & output based
Output 2. Production and Content Creation				
Team Leader (Creative Director)	1	28	28	- Involved in whole process - Lumpsum & output based
Key Expert 1 (Videographer & Editor)	1	28	28	- Involved in whole process - Lumpsum & output based
Key Expert 2 (Production Field Coordinator)	1	23	23	- Involved in whole process - Lumpsum & output based
Key Expert 3 (Animation and Immersive Media Designer)	1	20	20	- Involved in whole process - Lumpsum & output based
Short Term Expert Pool	1	7	7	- Involved in whole process - Lumpsum & output based
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				
• Team Leader (Creative Director)	1	15	25	Perdiem for shooting production process in the field - Kaltara (Lumpsum & Output Based)
• Key Expert 1 (Videographer & Editor)	1	25	25	Perdiem for shooting production process in the field - Kaltara (Lumpsum & Output Based)

Key Expert 2 (Production Field Coordinator)	1	25	25	Perdiem for shooting production process in the field - Kaltara (Lumpsum & Output Based)
Key Expert 3 (Animation and Immersive Media Designer)	0	0	0	Animator only Deskwork (Output Based)
Short Term Expert Pool	0	0	0	Content Review only Deskwork (Output Based)
Overnight allowance in country of assignment - Team Leader (Creative Director) - Key Expert 1 (Videographer & Editor) - Key Expert 2 (Production Field Coordinator) - Key Expert 3 (Animation and Immersive Media Designer) - Short Term Expert Pool	1 1 1 0 0	25 25 25 0 0	25 25 25 0 0	Overnight for shooting production process in the field - Kaltara (Lumpsum & Output Based) Overnight for shooting production process in the field - Kaltara (Lumpsum & Output Based) Overnight for shooting production process in the field - Kaltara (Lumpsum & Output Based) Animator only Deskwork (Output Based) Content Review only Deskwork (Output Based)
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	1	3	3	Flights to Kaltara during service delivery For Team Leader, Videographer, and Production Field Coordinator
CO₂ compensation for air travel Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing	1	3	3	A fixed budget of IDR 1.421.583,10 is earmarked for settling carbon offsets against evidence.

and offsetting GHG emissions on setting the budget.				For Team Leader, Video Grapher & Field Production Coordinator. 1 return flight for 3 experts. Offset your flight - atmosfair
Travel expenses (train, car)				Travel within the country of assignment, transfer to/from airport etc.
• Transportation in Tarakan City	6	1	6	1 unit, 6 times for all field team members
• Boat Transportation in Mangrove Tarakan	1	3	3	for 3 experts
• Boat Transportation Tarakan-Bulungan districts capital	1	3	3	for 3 experts
• Boat Transportation within Peat mangrove ecosystem (in Bulungan)	1	3	3	for 3 experts
• Car Transportation within peat ecosystem (in Tanah Tidung, Nunukan)	10	1	10	1 unit 10 times car transportation for all field team members
• Boat Transportation Nunukan - Tarakan	1	3	3	Boat Transportation for 3 experts
Output 3. Output 3. Post-Production and Final Delivery				
Team Leader (Creative Director)	1	15	15	- Involved in whole process - Lumpsum & output based
Key Expert 1 (Videographer & Editor)	1	15	15	- Involved in whole process - Lumpsum & output based
Key Expert 2 (Production Field Coordinator)	1	5	5	- Involved in whole process - Lumpsum & output based
Key Expert 3 (Animation and Immersive Media Designer)	1	15	15	- Involved in whole process - Lumpsum & output based
Short Term Expert Pool	1	5	5	- Involved in whole process - Lumpsum & output based
Other costs	Number	Price	Total	Comments
Postproduction tools (storage video files)	1	IDR 6.000.000,-	IDR. 6.000.000,-	The budget covers the following costs: Storage Disk, 3D visualization test tools, etc.

6. Inputs of GIZ or other actors

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

- Provide access to relevant programme documents, communication materials, reports, knowledge products, and reference materials related to peatland and mangrove ecosystem management.
- Review and provide feedback on key deliverables within a reasonable timeframe to support the implementation schedule.
- Facilitate coordination with Village Governments, local communities, and other relevant stakeholders in the selected project locations to support field visits, filming activities, interviews, and other production-related activities required under the assignment.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (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.

8. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller. In such cases, the contractor shall comply with the laws and standards applicable to the partner.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered."

9. Annexes

The flow diagram is intended as an illustrative example only and shall not be considered the final production concept.

