Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Consultancy Service:
Waste Management and Sustainable Tourism

Project number/ cost centre:

2020.2022.0-001

0. List of abbreviations 2

1. Context..... 3

2. Tasks to be performed by the contractor 4

3. Concept..... 5
   Technical-methodological concept 5

4. Personnel concept..... 5
   Key expert 1: Solid Waste Management Expert 5
   Key expert 2: Sustainable and Circular Economy in Tourism 6
   Key expert 3: Economist/ Private Sector Engagement 6

5. Costing requirements 7
   Assignment of personnel and travel expenses 7

6. Inputs of GIZ or other actors..... 7

7. Requirements on the format of the bid..... 7

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

Project background:

The ASEAN region is one of the fastest growing regions in the world with high population growth and rapid urbanization. Cities and municipalities lack the resources and capacity to ensure clean air and land, as well as basic supplies in the water, waste and energy sectors, although these areas are the key to a good quality urban environment and services of general interest. In 2016, the volume of waste generated in Southeast Asia reached around 150 million tonnes and it is estimated that waste generation will increase by 150% in 2025 compared to 1995 levels.

Tourism plays a vital role in the ASEAN member states, contributing significantly to their economies and fostering regional integration. However, the rapid growth of tourism also poses challenges, particularly in waste management. The increasing number of visitors puts a strain on urban infrastructure, leading to a surge in waste generation and environmental pollution. On the other hand, the tourism sector is dependent on the attractiveness of clean cities, and the demand for sustainable tourism is constantly increasing.

To support ASEAN to tackle the above challenges, the Federal Government of Germany through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close cooperation with the ASEAN Secretariat (ASEC) has initiated the project ASEAN Municipal Solid Waste Management Enhancement (AMUSE). AMUSE aims to improve municipal waste management in medium-sized touristic cities in the ASEAN region through strengthening the competences for optimizing waste disposal and recycling. In particular, the project will: (a) advise AMS through the relevant working groups on the establishment and further development of opportunities and platforms for the exchange of experiences and knowledge transfer as well as develop capacity development measures; (b) promote greater integration and participation of the private sector, especially the tourism sector, in joint approaches to solutions at national and local level; (c) develop and implement approaches to a circular economy (e.g., separate collection, recycling) in up to four pilot cities with the participation of the private sector.

The project duration is July 2022 - June 2025 and applies a holistic, multi-level and multi-stakeholder approach. The project also cooperates with tourism stakeholders concerning prevention, disposal and recycling of waste in their environment of action.

At the regional level, AMUSE project aims to develop an ASEAN digital knowledge platform which provides sustainable knowledge, training, dialogue formats, and to develop standards for optimizing municipal waste management and recycling for public and private stakeholders at national and local levels in ASEAN countries. At the national and local level, the pilot project will be implemented in four countries (Cambodia, Lao PDR, Vietnam, and Thailand) involving national and local tourism association and local tourism operators. By extension, other relevant public, private, and civil society actors in AMS will be involved in the project's activities wherever possible and meaningful. As a result, the population in the AMS will profit from improved environmental conditions.

Objective of the assignment:

AMUSE intends to provide consulting service and to develop knowledge products to strengthen the capacities of its partners across all levels of AMUSE project, including the private sector.

For this purpose, the project is seeking a qualified consultant team which can cover various topics in the context waste management and circular economy at municipal level and in the tourism sector.

The target groups are from following partner institutions:

- *ASEAN Working Group on Environmentally Sustainable Cities*
- *ASEAN Sustainable and Inclusive Tourism Development Committee*
- *Other representatives from Ministries of Environment and/or Tourism*
- *Representatives from municipalities*
- *Private sector*

2. Tasks to be performed by the contractor

To be able to respond to specific requests (listed below) in a comprehensive and flexible way, the contractor shall form a pool of experts with a diverse set of skills related municipal waste management and sustainable tourism (with focus on circular economy) to support in the preparation of various deliverables as requested by GIZ and ASEAN such as, but not limited to:

- **Evaluation of knowledge needs**: The Contractor will assist AMUSE in assessing the needs of its partners regarding knowledge resources and capacity development. They will identify the key topics that the project should focus on. Based on this assessment, the contractor will develop a brief Knowledge management strategy and learning conceptt outlining how the outlining the knowledge generation/creation, knowledge sharing & utilization, and dissemination
- **Knowledge products**: This may include studies, concept notes, policy briefs, handbooks, toolkits etc. in the thematic area of AMUSE. Most likely, this will include amongst others:
    - **Food Waste**, e.g. review of good practises in the region and practical guide for enhancing food waste management, e.g. to implement the ASEAN Framework on Sustainable Tourism Development in the post Covid-19 era
    - **Private Sector Engagement**: AMUSE has conducted a first survey to assess the private sector cooperation in waste management and tourism sector in the four focal countries of the project. This will be repeated for the final evaluation of the project's impact. The contractor shall revise the questionnaire to gain more qualitative information from the questionnaire results. Building on those results, the contractor shall prepare an ASEAN (regional) policy brief with recommendations to improve public-private and cross-sectoral cooperation.
    - **Behaviour change**: Development of strategies/ toolkit to foster behaviour change, also addressing policy measures including financial mechanism/ fiscal.
    - **Municipal waste management strategies/ guidelines**, e.g. for touristic (overcrowded) destinations.
    - **Recommendations on updating of ASEAN Standards and streamlining standards with current frameworks pertaining to CE and waste management**.
    - **Other:**
- **Consulting services**: Upon request from AMUSE, the contractor shall offer specialized expertise to support AMUSE and its partners in the aforementioned areas. This includes e.g. providing guidance, capacity-building support, and facilitating dialogues and knowledge exchange on various aspects of CE and waste management, and creating knowledge materials for publication and dissemination.

- **Preparation of, engagement in workshops and events**: The contractor will assist AMUSE in reviewing agendas and objectives, preparing customized presentation materials and delivering engaging and informative presentations, and facilitating knowledge sharing and learning.
- **Identify potential partnerships and networks for collaboration in the creation and exchange of knowledge products.**

Period of assignment: from 16 April 2024 until 30 June 2025.

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 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**.

4. Personnel concept

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Key expert 1: Solid Waste Management Expert

<u>Tasks of key expert 1</u>
- Elaborate deliverables (studies, policy briefs, action plans etc), with focus on waste management topics
- Provide the consulting services, facilitate dialogues and knowledge exchange

<u>Qualifications of key expert 1</u>
- Education/training (2.2.1): MSc. Or equivalent in waste management, environmental engineering, civil engineer or similar
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the Environmental, circular economy and/or waste management

- Specific professional experience (2.2.4): 5 years of professional experience as consultant and trainer in the Environmental, circular economy and/or waste management
- Regional experience (2.2.6): 5 years of experience in projects in ASEAN (region)
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects

Key expert 2: Sustainable and Circular Economy in Tourism

Tasks of key expert 2:
- Elaborate deliverables (studies, policy briefs, action plans etc), with focus on waste management and circular economy in tourism
- Provide the consulting services, facilitate dialogues and knowledge exchange

Qualifications of key expert 2
- Education/training (2.3.1): MSc. or equivalent in waste management, environmental engineering, circular economy
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): 5 years of professional experience in the environmental protection, circular economy and similar with focus on tourism
- Specific professional experience (2.3.4): 3 years of professional experience as consultant and trainer in the tourism industry
- Regional experience (2.3.6): 5 years of experience in projects in ASEAN (region)
- Development Cooperation (DC) experience (2.3.7): 5 years of experience in DC projects

Key expert 3: Economist/ Private Sector Engagement

Tasks of key expert 3:
- Elaborate deliverables (studies, policy briefs, action plans etc), with focus on private sector engagement in tourism and/or waste management
- Provide the consulting services, facilitate cross-sectoral dialogues and knowledge exchange

Qualifications of key expert 3
- Education/training (2.4.1): MSc. or equivalent in business administration, economy, circular economy
- Language (2.4.2): C2 -level language proficiency in English
- General professional experience (2.4.3): 5 years of professional experience in private-public partnerships, private sector engagement in circular economy or tourism
- Specific professional experience (2.4.4): 3 years of professional experience as consultant or researcher in the tourism industry
- Regional experience (2.4.6): 5 years of experience in projects in ASEAN (region)
- Development Cooperation (DC) experience (2.4.7): 5 years of experience in DC projects

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

GIZ travel regulation shall be applied for travel expenses.

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

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Key expert 1	1	25	25	The contractor may propose an alternative split of working days btw. the key experts upon the concept/ strategy
Key expert 2	1	25	25	
Key expert 3	1	25	25	
Travel Expenses	**Quantity**	**Price**	**Total**	**Comments**
Fixed travel budget	3	IDR 34.000.000	IDR 102.000.000	A budget is earmarked for travel to ASEAN countries. Reimbursement against evidence

6. Inputs of GIZ or other actors

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

- Logistics for workshops: GIZ will organize the trainings (online, in-person)

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. 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 complete concept 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. It must be legible (font size 11 or larger), clearly formulated and must be drawn up in English. 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 standard 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 bid based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, or budgets in full. The number of days, trips and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.