Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Finalization of RPPEG Aceh Province and Development of RPPEG Districts Aceh Barat and Nagan Raya

Project number/ cost centre:

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0. List of abbreviations

ASEC	the ASEAN Secretariat
APMS	the ASEAN Peatland Management Strategy
BMUV	Federal Ministry for Environment, Nature Conservation, Nuclear Safety and Consumer Protection
DPKG	Directorate Peat Degradation Control, Ministry of Environment and Forestry
KLHK	Ministry of Environment and Forestry
GIZ	*Deutsche Gesellschaft für Internationale Zusammenarbeit*
NAPPs	National Action Plan on Peatlands
PHU	Peatland Hydrological Unit
RPPEG	Peatland Ecosystem Protection and Management Plan
SUPA/REPEAT	Sustainable Use of Peatland and Haze Mitigation in ASEAN/Strengthening Regional Experiences on Sustainable Peatland Management in ASEAN
ToRs	Terms of reference

1. Context

Sustainable Use of Peatland and Haze Mitigation in ASEAN/Strengthening Regional Experiences on Sustainable Peatland Management in ASEAN (SUPA/REPEAT) is a regional programme implemented by the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH to strengthen the ASEAN Secretariat (ASEC) and AMS to implement the ASEAN Peatland Management Strategy (APMS) and National Action Plan on Peatlands (NAPPs). The goal of SUPA/REPEAT is to strengthen the capacity and knowledge of AMS state agencies on peatland governance both at institutional and individual level, informed upon demonstration action on the ground. SUPA/REPEAT is financed by the Federal Ministry for Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV). The programme is implemented using a multi-level approach, from regional, national, and local levels and is structured into three work areas:

(1) Strengthening regional cooperation by strengthening ASEAN,
(2) Specific support to AMS for the implementation of ASEAN Peatland Management Strategy (APMS) and National Action Plan (NAPPs), and
(3) Generating pilot experiences from Indonesia and Malaysia.

At local level, work area 3 “Generating pilot experiences from Indonesia and Malaysia” will demonstrate how a certain area within one landscape or peatland hydrological unit (PHU) can be rehabilitated through the implementation of sustainable peatland management practices. In 2020, Directorate Peat Degradation Control (DPKG) Ministry of Environment and Forestry Indonesia in coordination with Environment Agency of Aceh Province selected three (3) PHUs, two (2) Districts: Nagan Raya District and Aceh Barat Districts for the implementation of SUPA/REPEAT pilot site.

Article 16 Republic of Indonesia Government Regulation Number 57 Year 2016 concerning Peatland Protection and Management gives the mandate to the Minister, Governor, and Regent/Mayor to prepare as Peatland Ecosystem Protection and Management Plan (RPPEG). RPPEG is a legal reference for peatland ecosystems protection and management implementation in a systematic and integrated manner. RPPEG has complete contents, ranging from the utilization of peatland ecosystems, peatland ecosystem control (prevention, mitigation, recovery), maintenance of peatland ecosystems (conservation and reserve), as well as adaptation and mitigation to climate change from peatland ecosystems. RPPEG can also integrate various parties, such as government, regional government, community and private sector in peatland ecosystems protection and management implementation. The Ministry of Environment and Forestry has issued Ministerial Regulation No.P.60 / MENLHK / SETJEN / KUM / 10/2019 concerning Procedures for the Development, Determination and Amendment of RPPEG. This document is a guideline for the government, provincial government and regencies/cities in developing RPPEG.

For the SUPA pilot site in Aceh the RPPEG for Provincial level is in its last stages. The document is ready and under review by KLHK-DPKG. Few adjustments may be needed after the final review. Following the finalisation of the document, the RPPEG Province needs to be submitted and undergo the legal recognition process. Preferred avenue for its legalization is via the Governor of Aceh.

For the districts: Aceh Barat District, where peatland ecosystem covers 4 PHUs, and Nagan Raya district, where peatland ecosystem covers 6 PHUs (please see table 1 for detail information), a first draft of RPPEG is available, further improvement of the current draft into a final version is needed.

Table 1. List of PHUs in Aceh Barat and Nagan Raya District

No	PHU Name	District	Total Area (ha)
1	Krueng Gubon - Krueng Meureubo	Aceh Barat	12.505
2	KHG Krueng Pneunom – Krueng Lambalik	Aceh Barat, Aceh Jaya	8.315
3	KHG Krueng Wonki-Krueng Gubon	Aceh Barat	10.395
4	Krueng Matee - Krueng Teumiyee	Nagan Raya	4.259
5	*Krueng Meureubo - Krueng Matee*	Aceh Barat, Nagan Raya	5.044
6	KHG Krueng Surin – Krueng Muling	Nagan Raya	22.239
7	KHG Krueng Tadu – Krueng Tripa	Nagan Raya	14.026
8	KHG Krueng Teumiyee – Krueng Tadu	Nagan Raya	11.977
9	KHG Krueng Tripa – Krueng Seuneuam	Nagan Raya	16.172
Total Area			**104.932**

Source:
1) Indonesian Minister of Environment and Forestry Decree number SK.129/MENLHK/SETJEN/PKL.0/2/2017 concerning determination of national peat hydrological units;
2) Indonesian Minister of Environment and Forestry Decree number NOMOR SK.130/MENLHK/SETJEN/PKL.0/2/2017 concerning determination of national peat hydrological units

Legal Basis

i. Law (Undang-Undang) No. 5, 1990 regarding Nature and its Ecosystem Conservation ofIndonesia.
ii. Law (Undang-Undang) No. 41, 1999 regarding Forestry of Indonesia.
iii. Law (Undang-Undang) No. 32, 2009 regarding Protection and Management of Environment.
iv. Government Regulation Number 71 of 2014, in conjunction with Government Regulation Number 57 of 2016 concerning on Protection and Management of Peat Ecosystems;
v. The Minister of Environment and Forestry Regulation Number 14 of 2017 concerning on Procedure for Inventory and Determination of Peat Ecosystem Functions;
vi. The Minister of Environment and Forestry Regulation Number 15 of 2017 concerning on Procedures for Measuring Water Level at the Compliance Point of Peat Ecosystem;
vii. The Minister of Environment and Forestry Regulation Number 16 of 2017 concerning on Technical Guidelines for the Restoration of Peat Ecosystem Functions.
viii. The Minister of Environment and Forestry Regulation Number 60 of 2019 concerning on Procedure of Development, Determination and Revision of Plan for Protection and Management of Peat Ecosystem.
ix. The Minister of Environment and Forestry Decision Number: SK.246/MENLHK/SETJEN/KUM.1/6/2020 concerning National Peatland Ecosystem Protection and Management Plan (RPPEG)

Considering the legal basis listed above, during 2023 ASEAN-REPEAT-SUPA supported the development of RPPEG development for the province level and the priority districts: Aceh Barat and Nagan Raya however the process could not be finalized. For the province level the RPPEG document is very close to its final version, needs only minor revision and adjustments to initiate the legal approval process. For the priority districts, there is a first draft for RPPEG which needs further improvement and finalization. Therefore, ASEAN-REPEAT/SUPA is looking for one institution **to finalize the RPPEG Aceh Province and develop RPPEG Aceh Barat & Nagan Raya districts.**

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services/ results:

- Final RPPEG policy document for Aceh Province, in accordance with the Minister of Environment and Forestry Regulation Number 60 of 2019 concerning on Procedure of Development, Determination and Revision of Plan for Protection and Management of Peat Ecosystem.
- Final RPPEG policy document for Aceh Barat and Nagan Raya Districts in Aceh in accordance with Ministerial Regulation No.P.60 / MENLHK / SETJEN / KUM / 10/2019 concerning Procedures for the Development, Determination and Amendment of RPPEG. The district RPPEG must be in line with the Aceh provincial RPPEG.
- Meeting Reports conducted in order to achieve the above.

Specific tasks of the contractor to obtain the above-mentioned results, include but are not restricted to the following:

RPPEG Province

- review RPPEG document and discuss with DLHK Aceh any further adjustments needed.
- finalize the document in close coordination with DLHK Aceh, DPKG-KLHK and GIZ-SUPA team, in accordance with the Minister of Environment and Forestry Regulation Number 60 of 2019 concerning on Procedure of Development, Determination and Revision of Plan for Protection and Management of Peat Ecosystem.
- support DLHK Aceh in the process of legalization of RPPEG.

RPPEG Districts: Aceh Barat & Nagan Raya

- review the first draft of RPPEG Aceh Barat & Nagan Raya and improve the documents in close coordination with District government and GIZ team. DLH Aceh Barat/DLH Nagan Raya, DLHK Aceh, DPKG-KLHK and GIZ-SUPA team. The consultant must organize regular meetings and hold discussions with District government Working Group to develop the final the RPPEG document.
- increase the understanding and readiness of Aceh Barat and Nagan Raya District governments in the preparation of RPPEG as a legal reference for the systematic and integrated implementation of peatland ecosystem protection and management which must in line with provincial RPPEG and National RPPEG.
- The final report is submitted to GIZ and District Working Group which will then be discussed and approved by several related technical units.

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

Milestones/partial services	Deadline
1.Review of RPPEG Province Document	30 April 2024
2.Support DLHK Aceh legalization process of RPPEG Province	20 June 2024
3.Review the first draft of RPPEG Aceh Barat & Nagan Raya and prepare introductory Meeting. Introductory meeting, agree workplan with DLH districts and Meeting Report available.	15 April 2024
4. The 2nd draft of RPPEG of for each district, based on the inputs from first meeting, is available.	25 April 2024
5.2nd Stakeholder consultation for each district& Meeting Report The 3rd draft of RPPEG for each district is available.	25 May 2024
6.Organize and deliver training to increase understanding of DLH Aceh Barat and Nagan Raya on peatland ecosystems protection and management policies in general. Training Material and Training Reports are available.	25 May 2024
7.Final RPPEG for both Districts is approved Exposure Event at district level is conducted.	30 June 2024

Period of assignment: from 1 April until 30 June 2024.

3. Concept

In the bid, 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).

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.

Further requirements (1.7)

The tenderer is required to present the proposed concept at interview session (only selected candidates).

This activity is open for the national experts since the nature of the work is intensive survey, facilitation, and coordination in district level in Aceh, Indonesia.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Regular reporting in accordance with deadlines
- Lead the contractor team in developing RPPEG Aceh Barat and Nagan Raya District as well as support DLHK Aceh legalization process of RPPEG Province.

Qualifications of team leader

- Education/training (2.1.1): university qualification (master's) in forestry, environmental management and or policy
- Language (2.1.2): B2 -level language proficiency in English
- General professional experience (2.1.3): 8 -10 years' experience in forestry, peatland management, environmental policy
- Specific professional experience (2.1.4): previous experience developing RPPEG policy in Indonesia.

Soft skills

In addition to the specialist qualifications, the following qualifications are also required:

- Initiative

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

Short-term expert pool with minimum 2, maximum 4 members

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
- Support on development process of RPPEG District including collecting information/data and edit the draft of District RPPEG
- Facilitate the discussion with District working group.
- Support the team leader to organize public consultation on the district RPPEG draft document.

Qualifications of the short-term expert pool
- Education/training (2.6.1): 1-2 experts with university qualification (Bachelor/Master) in hydrology, geography; 1-2 experts with university qualification in environmental policy or development study
- Language (2.6.2): 4 experts with B2-level language proficiency in English
- General professional experience (2.6.3): 2-4 experts with 5 years of professional experience in the environmental policy sector or forest policy
- Specific professional experience (2.6.4):2-4 experts with 2 years of professional experience in environmental policy development

5. Costing requirements

The following basic calculations for the contract are a reference value based on the acceptance criteria for each partial work/milestone as specified in Chapter 2 (Tasks to be performed by the Contractor).

Since the contract to be concluded is a contract lump sum base (deliverable based), the contractor is asked to offer a service fee as a **lump sum price**. In the contractor's proposal the lump sum price should be divided per milestone described below. The estimated expert days serves as a guidance only.

The price per milestone must **contain all associated costs** (fee, accommodation, flights, local transport, etc). The logistic costs associated with any workshops/meetings required for each milestone must be **excluded** from the offer. Please refer to next section on *Workshops and Trainings* for further details.

Milestone	Deliverables	Estimated expert days (for orientation)	Deadline	Payment (%)
1	a) Final Version of RPPEG Province Aceh is available.	5 days		

	b) The 2nd draft of RPPEG for Aceh Barat district, based on the inputs from first meeting, is available.	10 days	**30th March**	**40%**
	c) The 2nd draft of RPPEG for Nagan Raya district, based on the inputs from first meeting, is available.	10 days		
2	a) Training to increase understanding of DLH Aceh Barat & Nagan Raya on peatland ecosystems protection and management policies in general has been conducted.	10 days	**25th April**	**20%**
	b) Training Material is available	5 days		
	c) Training Report is available	5 days		
3	a) Minutes of Meetings to support DLH Aceh legalization process of RPPEG Province are available	5 days	**30th June**	**40%**
	b) Final Version of RPPEG Aceh Barat is available	10 days		
	c) Final Version of RPPEG Nagan Raya is available	10 days		
	d) Exposure Event at district level has been conducted.	5 days		

Workshops and training

The logistics for the workshops and meetings must be excluded in the offer as GIZ will be responsible for the organization of any events. The Contractor must inform and coordinate with GIZ for the logistics of any meetings/workshops required for the assignment.

GIZ SUPA will arrange all logistics and organization aspects of Workshops and Meetings with partners in Aceh at provincial and district level. Hence, the must tenderer must liaise closely and coordinate the logistical and organizational details of any workshops/meetings/training, activities, etc. with SUPA/REPEAT Aceh team. All logistic and organizational aspects*:* venue, material requested, daily allowance, transport, catering expenses for the planned events and the participants will be in accordance with GIZ regulation.

The tenderer is responsible for the **preparation and delivering the technical content**.

6. Inputs of GIZ or other actors

GIZ to make the following available:

Logistics for workshops: venue, material requested, daily allowance, transport, catering expenses for the planned events and the participants, according to GIZ regulation.

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 CV). The bid must be legible (font size 11 or larger) and clearly formulated. It 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. 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.

As the contract to be concluded is a contract lump sum base, please offer a lump sum price that covers all relevant costs for the service (expert fee, accommodation, flights, local transport, etc). The price bid will be evaluated on the basis of the specified lump sum price which must be realistic for the services to be rendered. The specifications for pricing are defined in the Price Schedule.