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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Event Organiser and Facilitator for Annual Work Plan 2024 and Team Consolidation	**Project number/ cost centre:** **12.9097.2-135.00**

0. List of abbreviations 2

1. Context 3

2. Tasks to be performed by the contractor 4

3. Concept 5
   Technical-methodological concept 5
   Project management of the contractor (1.6) 5

4. Personnel concept 6
   Team leader 6
   Key expert 1 – Event Manager 6
   Key expert 2 – Facilitator 7
   Short-term expert pool 1 – Event Staff with minimum 2, maximum 2 members 7

5. Costing requirements 8
   Assignment of personnel and travel expenses 8
   Sustainability aspects for travel 8
   Workshops and training 10

6. Requirements on the format of the tender 11

7. Organisational matters 12

0. List of abbreviations

AG	:	Commissioning party
AN	:	Contractor
AVB	:	General terms and condition of contract for supplying services and work
AWP	:	Annual Work Plan
BRT	:	Bus Rapid Transit
FGD	:	Focus Group Discussion
FK	:	Expert
FKT	:	Expert days
FS	:	Feasibility Study
GIZ	:	Deutsche Gesellschaft für Internationale Zusammenarbeit
GoI	:	Government of Indonesia
INDOBUS	:	Indonesia Bus Rapid Transit Corridor Development Project
FK	:	Expert
FKT	:	Expert days
INDOBUS	:	Indonesia Bus Rapid Transit Corridor Development Project
KZFK	:	Short term expert
MoT	:	Ministry of Transport
MoU	:	Memorandum of Understanding
NAMA	:	Nationally Appropriate Mitigation Action
ToRs	:	Terms of Reference
UNFCCC	:	United Nations Climate Change Conference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

The Sustainable Urban Transport Programme Indonesia (SUTRI), a Nationally Appropriate Mitigation Action (NAMA) registered with the UNFCCC, aims to tackle the challenges of growing urban traffic congestion and increasing urban transport-related greenhouse gas emissions by transforming urban transport in Indonesia with a mix of technical advisory services, capacity-building and investment provided through a national sustainable urban transport program. A technical assistance component funded by the State Secretariat of Economic Affairs of Switzerland (SECO), the Indonesia Bus Rapid Transit Corridor Development Project (INDOBUS), is designed to particularly support the Bus Rapid Transit (BRT)-corridors in selected pilot cities of Indonesia and improve national framework conditions for BRT. It addresses sub-national and national levels through planning, project management, operations management, funding plans, and reform of the private minibus sector. The SUTRI NAMA and INDOBUS programme's donors have appointed GIZ as the implementing agency in close partnership with the Ministry of Transportation (MoT) as the appointed counterpart by the Government of Indonesia (GoI). The programme was officiated through the signing of the Implementation Agreement in December 2017. The programme works on six pilot cities: Bandung, Makassar, Semarang, Pekanbaru, Batam and Surabaya.

The SUTRI NAMA & INDOBUS have successfully made advancements since the beginning of its implementation. The advancements include the Memorandum of Understanding (MoU) on the synergy of planning and implementation of the programme with five pilot cities, the establishment of the Technical Support Unit (TSU), the completion of Feasibility Study (FS) in 5 pilot cities, support for Blue Book and Green Book process, organised Capacity Development Programme, etc. Moreover, this year SUTRI NAMA & INDOBUS is developing FS in Surabaya Metropolitan Area. After the finalisation of the FS on November 2023, SUTRI NAMA and INDOBUS will conduct the Focus Group Discussion (FGD) to discuss and gather the input from MoT and local stakeholder in Surabaya Metropolitan Area and East Java Province.

Additionally, the main accomplishments of the SUTRI NAMA & INDOBUS at the city level are the support for the Bandung Basin Metropolitan Area's BRT development in various aspects including the development of formula and criteria on intermodal integration; development of legal framework and regulation; a thorough survey and analysis on *angkot* industry structure and reform; the impact of the proposed BRT system on the industry and the mitigation of this impact; and the identification of options on the most suitable business model.

Recognising the need to assess and build upon the substantial progress made, it is essential to create a dedicated platform for collaboration between SUTRI NAMA & INDOBUS, the Ministry of Transportation (MoT), and local stakeholders in BBMA. Therefore, in a strategic move to strengthen this collaboration in 2024, SUTRI NAMA & INDOBUS propose conducting the Annual Work Plan (AWP) 2024 meeting, site visit and discussions regarding the studies, and team consolidation workshop in Bandung, West Java.

The events will be held from 11-15 December 2023 in Bandung, West Java.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

a. Event Organiser:

- Event organiser for 5 (five) days of event (FGD, AWP 2024 meeting, site visit, and team consolidation workshop) on 11-15 December 2023 Northern Bandung Area (Setiabudi, Dago, or Ciumbuleuit)
- Provide the venue and meeting package for FGD, AWP 2024 meeting, site visit, and team consolidation workshop.
- Provide the production for FGD, AWP 2024 meeting, site visit, and team consolidation workshop
- Coordinate with vendors to prepare all logistic needs.
- Support in the technical preparation of FGD, AWP 2024, site visit, and team consolidation, including:
  - Venue booking and setting at finest and full-service hotel in Northern Bandung Area (Setiabudi, Dago, Ciumbuleuit):
    i. 1 (one) day meeting package, indoor, u-shape table, for up to 30 pax
    ii. 2 (two) days meeting package, indoor, u-shape table for up to 25 pax
- Provide transport arrangement for site visit
- Provide lunch for site visit
- Responsible for coordinating all event staff

b. Facilitator:

- Prepare the activity agenda for AWP 2024 meeting and team consolidation workshop
- Facilitate the team consolidation workshop
- Ensure that the AWP 2024 meeting and team consolidation workshop will be conducive and in accordance with the objectives and goals of the project.

c. Other services, including:

- 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

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick off meeting	01 December 2023
Inception Report: Finalisation Event Strategy and Agenda	4 December 2023
FGD, AWP 2024, site visit, and team consolidation	11-15 December 2023
Final Report	31 December 2023

Period of assignment: from 01 December until 31 December 2023.

Location of assignment: Jakarta, Bandung.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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 0 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 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 0 (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).

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 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 3.3.1 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 requirement (1.7)

The bidder needs to have the following experience:
<u>Requirement of Event Organiser</u>
The event organiser will provide support starting from the event preparation to completion of the events. These work qualifications are meant for vendors who provide the service of offline Event Organiser:

- The event organizer has proven experiences in arranging/handling at least 5 (five) national scope seminars with minimal 100 participants within 3 (three) years

- Experience in organising event related to transport sector
- Experience in organising internal company meeting and team consolidation workshop
- Experiences in working with government/international organisation/non-government organisation, development organisation is highly preferred

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 6), 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

Qualifications of the team leader
- Education/training (2.1.1): university degree (undergraduate) in event management, public relations, communications, or other relevant fields
- Language (2.1.2): Native speaker in Bahasa Indonesia and B1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the event management sector
- Specific professional experience (2.1.4): 3 years in handling internal company meeting and team consolidation meeting
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

Key expert 1 – Event Manager

Tasks of key expert 1
- Support Team Leader in the brainstorming and implementing event plans and concepts
- Liaising and negotiating with vendors. Handling budgeting and invoicing for venue, production, and logistics
- Handling logistics
- Supervise all event staff
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Coordinate with GIZ, partners and others involved in the project
- Support Team Leader in analysing the event's success and final report development

Qualifications of key expert 1

- Education/training (2.2.1): University degree (undergraduate) in event management, hospitality, leisure and tourism, hotel management, or marketing
- Language (2.2.2): Native speaker in Bahasa Indonesia and B1-level language proficiency in English
- General professional experience (2.2.3): 8 years of professional experience in the event management sector
- Specific professional experience (2.2.4): 3 years in handling internal company meeting and team consolidation workshop
- Leadership/management experience (2.2.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.2.6): 2 years of experience in projects in South East Asia (region), of which 1 years in projects in Indonesia
- Development cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Key expert 2 – Facilitator

Tasks of key expert 2

- Support Team Leader in the brainstorming and implementing event plans and concepts.
- Coordinate with GIZ, partners and others involved in the project.
- Moderate the activities of team consolidation workshop.
- Support Team Leader in analysing the event's success and final report development.

Qualifications of key expert 2

- Education/training (2.3.1): University degree (undergraduate) in psychology, communication, or education
- Language (2.3.2): Native speaker in Bahasa Indonesia and B2-level language proficiency in English
- General professional experience (2.3.3): 7 years of professional experience in education or human resource management sector
- Specific professional experience (2.3.4): 3 years of experience in facilitating and moderating meeting and team consolidation workshop
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in DC projects and/or Government bodies/agencies in Indonesia.

Short-term expert pool 1 – Event Staff with minimum 2, maximum 2 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 6 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool 1

- Support Event Manager in the implementing of the event, including the development of designs for the event.
- Support Event Manager in coordinating with vendors regarding venue, production, and logistics.
- Arrange accommodation and transport for participants.
- Coordinate with GIZ, partners and others involved in the project when needed.

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): 2 experts with university qualification (Undergraduate) in event management, hotel management, leisure and tourism, hospitality, marketing or business
- Language (2.6.2): 2 experts with Native speaker in Bahasa Indonesia
- General professional experience (2.6.3): 2 experts with 5 years of professional experience in the event management sector
- Specific professional experience (2.6.4): 2 experts with 3 years of professional experience in arranging internal company meeting and team consolidation workshop

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

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation 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 at https://www.bundesfinanzministerium.de).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport 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 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.

If they cannot be avoided, CO_2 emissions caused by air travel should 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	1	10	10	Timesheets need to be provided

Expert 1	1	10	10	Timesheets need to be provided
Expert 2	1	4	4	Timesheets need to be provided
Pool of Expert 1	2	8	16	Timesheets need to be provided
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment for travel day	10	290,000	2,900,000	Based on GIZ regulation (5 people, 2 travel days)
Per-diem allowance in country of assignment	15	430,000	6,450,000	Based on GIZ regulation (5 people, 3 days)
Overnight allowance in country of assignment	N/A	N/A	N/A	
• Accommodation in Bandung	20	1,700,000	34,000,000	For contractor. Maximum cost, reimbursement against evidence (5 people 5 nights)
• Accommodation in Bandung	3	1,700,000	5,100,000	For counterpart. Maximum cost, reimbursement against evidence (3 room, 1 nights)
Transport Expenses	**Quantity**	**Price**	**Total**	**Comments**
International flights	N/A	N/A	N/A	N/A
Train (Jakarta – Bandung) return	5	700,000	3,500,000	For contractor. Maximum cost, reimbursement against evidence.
Travel expenses (train, car)				
• Transport (by car)	3	1,500,000	4,500,000	For contractor. Travel within the country of assignment, transfer to/from station etc. Maximum cost, reimbursement against evidence.
• Transport (by bus)	2	5,000,000	10,000,000	For GIZ, for dinner meeting and site visit. Maximum cost, reimbursement against evidence.
Other travel expenses	**N/A**	**N/A**	**N/A**	N/A
Other costs	**Number**	**Price**	**Total**	**Comments**

Flexible remuneration	**1**	**30,000,000**	**30,000,000**	A budget of IDR 30,000,000 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**	**140,000,000**	**140,000,000**	The budget contains the costs for: • Full day meeting package (up to 30 pax) for 11 December 2023 • Full day meeting package (up to 25 pax) for 12-13 December 2023 • Dinner meeting for 13 December 2023 (up to 25 pax) • Lunch package (up to 25 pax) for 14 December 2023 • Snack (up to 25 pax) for 14 December 2023 Maximum cost, reimbursement based on actual cost, against proof of evidence.
Subcontracts	**N/A**	**N/A**	**N/A**	N/A
Procurement of materials and equipment	**N/A**	**N/A**	**N/A**	N/A
Local subsidies	**N/A**	**N/A**	**N/A**	N/A
Other costs	**N/A**	**N/A**	**N/A**	N/A

Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

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

Date	Activity	Items to be covered by EO
Day 1	• Participants travel to Bandung • Focus Group Discussion / meeting with counterpart	• Full day meeting package for up to 30 pax

Monday, 11 December 2023		
Day 2 Tuesday, 12 December 2023	Annual Work Plan 2024 Meeting	• Full day meeting package for up to 25 pax
Day 3 Wednesday, 13 December 2023	• Activity Planning 2024 Meeting • Team consolidation workshop • Team dinner	• Full day meeting package for up to 25 pax • Dinner meeting for up to 25 pax • Bus
Day 4 Thursday, 14 December 2023	• Team consolidation workshop • Site Visit	• Lunch for up to 25 pax • Snack for up to 25 pax • Bus
Day 5 Friday, 15 December 2023	Participants back to Jakarta	

6. Requirements on the format of the tender

The structure of the tender 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 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 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.

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.

7. Organisational matters

Payment modalities: Payment of the assignment will be made in 2 terms. The final payment will be made after the completion of the assignment, considering a satisfactory result, evidence and timesheet provided by the contractor.

Failure to complete work: GIZ reserves the right to cancel the remainder of the contract if the deliverable output does not meet ToR requirements and standards of quality e.g., if Task 1 is completed unsatisfactorily, GIZ is only liable to pay for Task 1 and can cancel the contract for the remaining Tasks.