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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Training Designer and Implementer of the IKI Communication and Digital Training in November 2024

Project number/ cost centre:

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0. List of abbreviations 2

1. Context..... 3

2. Tasks to be performed by the contractor 3

3. Concept..... 4
   Technical-methodological concept 4
   Project management of the contractor (1.6) 5
   Additional supporting document 5

4. Personnel concept..... 5
   Team leader..... 5
   Training Project Support Staff 6

5. Costing requirements 7

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

7. Requirements on the format of the tender 7

0. List of abbreviations

AA	The German Foreign Office
CV	Curriculum Vitae
BMUV	The German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection
BMWK	The German Federal Ministry for Economic Affairs and Climate Action
IKI	International Climate Initiative
QnA	Question and Answer
ToRs	Terms of reference

1. Context

GIZ Indonesia and ASEAN through the Climate and Biodiversity Hub Indonesia (ClimB) performs the interface project function to connect all IKI implementing partners and create an opportunity to exchange lesson learned, experience, and knowledge through series of activities and product knowledge e.g., IKI networking workshop, special/thematic topic discussion, and IKI newsletter.

International Climate Initiative (IKI) is a long-standing bilateral cooperations between The Governments of Germany through Federal Ministry for Economic Affairs and Climate Action (BMWK) in close cooperation with the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) and the Federal Foreign Office (AA) together with the national and sub-national government of Indonesia.

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Following the newsletter transformation, the IKI Hub will also develop the IKI Hub Indonesia website in 2024 that aims to build brand presence of IKI in Indonesia, showcase expertise and portfolio of IKI projects, and connect the website with IKI Indonesia newsletter.

With that background, the IKI Hub is planning to organize a Communication and Digital Training for IKI implementing projects and consortium partners in November 2024. The training will focus on data, visualisation, and youth engagement.

This training aims to provide a theoretical and practical set of knowledge and skill in communicating the impacts in digital era for IKI projects in Indonesia. This is also expected to improve the project communication competencies to meet diverse need of digital channel and result better branding presence in Indonesia.

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

A. The Communication and Digital Training on data, visualization, and youth (to be held in November 2024)

   Duration: 2 days of full day workshop in Jakarta (hybrid)

   Main topic: data and visualization for youth movement and campaign

   - Designing the training curriculum, learning material, and other supporting activities e.g., exercise, ice breaking, and/or discussion.
   - Deciding the case study or best practice (if required) and learning method for each session of training and discuss it with each speaker and IKI Hub team.
   - Identifying the candidates of training speaker and managing the coordination and administration of respective speakers.

- Providing technical advice on event implementation, venue, and type of learning documentation.
- Organize the 2 full days of training including moderating discussion, facilitating QnA, participants learning feedback, and etc.
- Other relevant tasks under the scope of training designer and implementer as requested.

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Milestone 1	Output: The proposal and curriculum for the IKI Communication and Digital Training Deadline: Week 4 of March	The consultant submits the proposal of event and training curriculum by analysis the needs of IKI implementing partners and to in line with purpose of training (goal). The choice of trainer/facillitator is curated based on the competencies and relevant portfolio with the environmental works. 1st payment (20%)
Milestone 2	The implementation and after event report of the IKI Communication and Digital Training Deadline: Week 1 of December 2024	The consultant organizes the training in collaboration with the GIZ, Climate and Biodiversity Hub team. 2nd payment (80%)

Payment Policy:

- The payment made to the consultant will be based on above milestones. The consultant is required to submit the outputs above and perform required deliverables.
- The consultant is responsible for sending out the original printed invoice to GIZ, Climate and Biodiversity Hub Indonesia and follow required document requested by GIZ.
- GIZ, Climate and Biodiversity Hub Indonesia will review the invoice, report, and all supporting documentations to justify the work done by consultant prior to the payment.

3. Concept

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 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 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).

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 months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Additional supporting document

The tenderer is also required to submit a concept note on the training curriculum indicating the objective of training, potential trainers, evaluation/assessment of learning, etc.

Other documents that are essential is company profile and relevant portfolio.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, 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 (1 person)

<u>Qualification</u>

- Bachelor/master degree in relevant field of work e.g., education, public policy, management, communication, or other relevant fields

<u>Language</u>

- Fluent in English and Bahasa Indonesia for professional correspondence.

<u>General professional experience</u>

- Has min. 5 years of professional experience working with sub-national, national, and international settings/organization.

  Specific professional experience
- Has min. 3 years of experience in training, community development, and relevant areas with diverse group of people.

  Leadership/management experience
- Has min. 3 years of experience in team leader (manager) position and/or lead a group of team member/lead on project/event/assignment on behalf of the organisation/company.

  Regional experience
- Has relevant experiences related to the training/social work with diverse group of people coming from Indonesia and other countries (more desirable) OR implemented in Indonesia and other countries.

  Development cooperation experience
- Has some extensive experiences in working with Government of Indonesia and international development partners/NGOs.

Training Project Support Staff (1 person)

  Qualification
- Bachelor degree in relevant field of work e.g., education, public policy, management, communication, or other relevant fields

  Has the communications, collaboration, goal-oriented skills to support the team leader and overall training implementation.

  Language
- Fluent in English and Bahasa Indonesia for professional correspondence.

  General professional experience
- Has min. 2 years of professional experience working with sub-national, national, and international settings/organization.

  Specific professional experience
- Has min. 2 years of experience in training, community development, and relevant areas with diverse groups of people.

  Regional experience
- Has relevant experiences related to the training/social work with diverse group of people coming from Indonesia and other countries (more desirable) OR implemented in Indonesia and other countries.

  Development cooperation experience
- Has some extensive experiences in working with Government of Indonesia and international development partners/NGOs.

5. Costing requirements

The trainings will be in Jakarta, Indonesia. No budget allocated for per diem, transport. And accommodation for the tenderer/contractor during the training implementation.

The tenderer/contractor should refer to this 'specification of inputs' below to see which allocated line budget that needs to be prepared for the tender.

Specification of inputs based on costing requirements:

No	Deliverables	Payment
1	Development of Curriculum, Module, Teaching Materials, and all learning equipment for training held in November 2024	Lumpsum after curriculum and teaching material submitted to GIZ 1st payment (20%)
2	Trainer, facilitator, and mentor during the initial discussion, material development, training implementation until evaluation and reporting	Lumpsum after event/training report submitted to GIZ 2nd payment (80%)
3	Training Team Leader during the project preparation, implementation, and evaluation	
4	Training Support Staff/Officer the project preparation, implementation, and evaluation	
5	Monitoring and evaluation including final reporting	

6. Inputs of GIZ or other actors

- Workstation: Tenderer/contractor's office and/or GIZ, Climate and Biodiversity Hub Indonesia's office.
- Logistic for workshop (venue and catering): managed by GIZ
- Overall event supports e.g. Zoom, documentation, decoration, etc: managed by GIZ in collaboration with the separated/different Event Organizer (EO)
- Transportation: the contractor is responsible for managing their own transportation.

7. 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 (language).

The complete tender must not exceed max. 15 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. You may share the external link for additional reference like company profile and portfolio is allowed.

The CVs of the personnel proposed in accordance with Chapter 4 (see the qualification until regional experience) of the ToRs. Other essential information like relevant experience and portfolio can be added to the CV. 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 (costing and specification of inputs). The specifications for pricing are defined in the price schedule.

This tender opportunity is open only for organization/institution who has extensive experience and professional portfolio in conducting a training/workshop with diverse group of people preferably with non-governmental organization (NGO). The topic of policy, climate, and environment are key issues that this organisation should comprehend to provide the training material and prominent speakers.