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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Land Use, Land Use Change and Forestry in ASEAN Region	**Project number/ cost centre:** **20.2023.8-003.00**

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0. List of abbreviations

AFOLU	Agriculture, Forestry and Other Land Use
AG	Commissioning party
AMS	ASEAN Member States
AN	Contractor
ASEAN	Association of Southeast Asian Nations
ASEC	ASEAN Secretariat - Environment Division
AVB	General Terms and Conditions of Contract for supplying services and work
AWGCC	ASEAN Working Group on Climate Change
CAP	Climate Action Programme
FK	Expert
FKT	Expert days
GIS	Geographical Information System
KZFK	Short-term expert
LDN	Land Degradation Neutrality
LULUCF	Land Use, Land-Use Change and Forestry
NDC	Nationally Determined Contributions
ToR	Terms of Reference
SQL	Structured Query Language
SWOT	Strength, Weaknesses, Opportunities, and Threats

1. Context

The Land Use, Land-Use Change, and Forestry (LULUCF) sector is important for climate change mitigation as it has the potential to reduce greenhouse gas (GHG) emissions and sequester carbon. Land use and forestry as intricately linked to how and where people live and sustain, and LULUCF measures can also provide global environmental benefits, including in Southeast Asia region.

In ASEAN region, significant amount of land transformation caused by human activities, exacerbates the impact of climate change. These impacts are also compounded by natural disasters such as extreme weather, drought, and flood. The Intergovernmental Panel on Climate Change (IPCC) 6th assessment report presented that the Agriculture, Forestry and Other Land Use (AFOLU) sector accounted for 13-21% of global total anthropogenic GHG emission in the period 2000-2019. Meanwhile, Land use change drives net AFOLU CO_2 emission fluxes, with deforestation being responsible for 45% of total AFOLU emission. Data from Houghton (2008) showed carbon flux from deforestation and other land-use change activities attributed to CO_2 emission to the atmosphere (Figure 1).

Figure 1. Annual Net Flux of Carbon from Land Use Changes, 1850-2000.
**: teragram carbon; 1 teragram = 10^{12} gram)*

To make ASEAN more resilient to the consequences of climate change, there is a strong need to address the region's disproportionate exposure and vulnerability to climate change, and to utilise the use of best practices that have been developed to reduce climate risks. On the other hands, regional cooperation has potential to encourage the AMS reaching their ambitious climate goals, taking into account different national framework conditions.

Addressing climate change requires urgent policy actions to drive unprecedented global infrastructure and technological transformation. More countries are implementing core climate policies to minimise severe and irreversible climate change impacts. Yet, global greenhouse gas emissions have risen continuously and remained too high. Beyond facilitating climate action programmes, aligning policies with a low-carbon economy can contribute to a broader reform agenda for greener, more resilient, and inclusive growth.

The ASEAN - EU German Climate Action Programme (CAP) is implemented by the Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ), cooperating closely with the ASEAN Secretariat and the ASEAN Working Group on Climate Change (AWGCC) decided to conduct a project with focuses on strengthening ASEAN structures and processes to make climate policy more effective and contributes to anchoring climate policy issues more systematically in ASEAN policy documents, in particular with regard to the NDCs implementation in the priority sector of land use, land use change and forestry (LULUCF).

Recognising the involvement of experts in order to provide substantial supports to the project's outputs, hence, collaborating with selected consultant is essential. The consultant(s) are being hired for different aspect of the project development. Through this call, GIZ intends to hire a consultant who will work in close consultation with GIZ and related stakeholders, including but not limited to ASEAN Working Group of Climate Change (AWGCC), ASEAN Member States (AMS), and ASEAN Secretariat. The objective of the consultant work is to analyse LULUCF, develop LULUCF database, and provide best practices/ recommendations as well as strategy to manage land more sustainable in the ASEAN region. The study contributes to Output 1 and 3.

2. Tasks to be performed by the contractor

The tasks that need to be carried out in the development of the documents of Land Use, Land Use Change and Forestry (LULUCF) in ASEAN Region are the following:

Task 1: Identification and assessment of land use, land use change and forestry (LULUCF) in ASEAN region

This task is including but not limited to:

1) Defining existing land use in detail (including its size, topography, existing vegetations/crops, and relevant information), aligned with available open-source database from UN organisations, multilateral banks, and national statistics offices.
2) Identifying land use categories terrestrial (Urban areas – agriculture, industry, open/ public space, residential, trade and services, etc.; rural areas - agriculture, industry, open/ public space, residential, trade and services, etc.), water bodies, and forestry based on various approaches, together with the partners and related stakeholders.
3) Harmonising definition between the existing databases and the broad land use categories
4) Assessing existing land use in ASEAN countries with a timeframe from year 2000 up to date.
5) Assessing the estimation of existing land values and their changes in ASEAN countries based on national land use data with a timeframe from year 2000 up to date.
6) Verifying collected land use data using open-source applications such as google earth applications, satellite images, Geographical Information System (GIS), and/ or other relevant tools.
7) Identification of selected areas for detailed analysis (including the size, details of existing vegetations/crops, topographical boundary conditions) in following provinces: Thailand (Chiang Rai province and Ubon Province), Indonesia (Riau Province), and Cambodia (Kompong Cham province) as case studies.

This task is directed to deliver: A written report and summarised results in presentation decks on the review of LULUCF data and information in ASEAN region.

Task 2: Analysis of existing LULUCF, and its development in ASEAN region from year 2000 up to date

This task is including but not limited to:

1) Interpreting and analysing collected land use and its development from year 2000 up to date, aligning with current NDCs and national land use plans.
2) selected areas for detailed analysis three provinces.
3) Analysing land use changes (including its land transformation, land degradation, ecosystem, and water body changes) of the identified land use (refer to Task 1 point 2) from year 2000 up to date.
4) Conducting in-depth analysis of selected case studies in aforementioned provinces (refer to Task 1 point 6).
5) Assessing and analysing best practices of LULUCF management in ASEAN region at least three cases and conducting SWOT analysis.
6) Developing database and information inventory development based on identified data and information.

This task is directed to deliver: A written progress report and summarised results in presentation decks on assessment and analysis of (i) land use change of identified data and case studies; and (ii) database and information inventory interface.

Task 3: Facilitation of consultative process

This task is to collect inputs and validate collected data and information from relevant stakeholders for developing sustainable LULUCF management in ASEAN region. The following topics will be covered through workshops or other consultative methods.

Topic 1. Discussions on existing LULUCF and its changes, and progress of national development plans towards NDCs implementation on LULUCF sector.
Topic 2. Discussions on selected three provinces as case studies, its challenges, and opportunities to enhance future sustainable land management.
Topic 3. Discussion on LULUCF best practices and intervention to upscale the strategy to be implemented in other countries in ASEAN region.
Topic 4. Discussion on development of monitoring and evaluation measures

This task is directed to deliver: a written report and summarised results in presentation decks on the workshop(s) that incorporates workshops' activities, and integrated comments tracking matrix.

Task 4: Development of upscaling strategy and policy actions of sustainable LULUCF management in ASEAN region

This task is including but not limited to:

1) Developing a comprehensive upscaling strategy and scenarios to improve land management, ecosystem, and biodiversity of identified land use and selected case studies (based on results of Task 1, workshop results of Task 3, and other relevant resources) in which can be incorporated into NDCs and national action plans.
2) Developing policy recommendations for future sustainable LULUCF management.
3) Delivering a draft and final report based on the inputs from related stakeholders, GIZ and Environmental Division of ASEAN Secretariat (ASEC).

This task is directed to deliver:

- A written progress report and summarised results in presentation decks on assessment and analysis of upscaling strategy and policy recommendations of future LULUCF management.
- A final report contains 1) Compilation of identified LULUCF and case studies, 2) Criteria of best practices, 3) Upscaling strategy and policy recommendations for future sustainable LULUCF management, and 4) Dataset and Information Inventory of collected information.

The timeline of achieving milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	**Timeline**
Task 1. Identification and assessment of land use, land use change and forestry (LULUCF) in ASEAN region	October - December 2023
Task 2. Analysis of existing LULUCF, and its development in ASEAN region from year 2000 up to date	December 2023 – February 2024
Task 3. Facilitation of consultative process	February – August 2024
Task 4. Development of upscaling strategy and policy actions of sustainable LULUCF management in ASEAN region	December 2023 – September 2024

Period of assignment: from 30 October 2023 until 30 September 2024. It includes revising inputs based on the feedback from all the national focal points of ASEAN Working Group of Climate Change.

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**.

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.

Lead Consultant: Sustainable Land and Forest Management Expert

<u>Tasks of the lead consultant</u>

- Overall responsibility for the advisory packages of the contractor
- Staff management; coordinating and allocating activities to each expert and supporting staffs, preparing work plans, and other necessary preparations.
- Leading the team's internal discussions and help solve all team problems/problems, both technical and non-technical.
- Collecting and compiling data and information of LULUCF in ASEAN region
- Led the preparation of databases and information inventory of all stock-tacking data from all team experts in tabular form and stored in a spreadsheet format or other editable formats.
- Analysing all collected data and information, both quantitative and qualitative, that are relevant to NDCs implementation and the development of sustainable land and forest management in ASEAN region.
- Providing analysis on strategic recommendation actions on developing sustainable land management including regulatory, public/ private investment strategy, and relevant components, aligning with the implementation of climate adaptation plans and NDCs, as part to promote sustainable land and forest management to be adopted to the region.
- Preparing presentation decks and presenting them in agreed meetings and avenues.
- Responsibility for regular correspondence and reporting in accordance with agreed timelines.
- Responsible for all forms of reports requested by the assignor in accordance with the scope of activities listed in the Terms of Reference.

Qualifications of the lead consultant

- Education/training (2.1.1): University degree (Master's or above) in Climate Change, Sustainable Land Management, Forestry, Public Policy, International Development, or another relevant field of study
- Education/training (2.1.2): English (equal with C1-level in the Common European framework of reference for language)
- General professional experience (2.1.3): 10 years of professional experience in the climate change/ LULUCF sector, including in land use and forestry management, climate change policy, climate adaptation planning, strategy, and programme development.
- Specific professional experience (2.1.4): 10 years in sustainable land management, project management, Geographic Information System (GIS), Satellite Images, Spatial analysis, climate change policies and strategic plans, track-records with implementation of operational models/ database, strategic development of sustainable land management and climate adaptation plans.
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader or manager in a company or research institution.
- Regional experience (2.1.6): 7 years of experience in projects in Southeast Asia (region).
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1: Land use/ Spatial Planning Expert

Tasks of the key expert 1

- Collecting spatial information based on ASEAN governments' data and information, Geographic Information System (GIS), satellite images data, and other relevant LULUCF data and information in ASEAN.
- Providing analysis for data compilation, handling and reporting of collected data and information including information of the best practices of LULUCF management in ASEAN.
- Providing analysis to advise on sustainable land and forestry management and upscaling strategy as part of the strategic and action plans.
- Assisting the Team Leader in developing strategic and action plans based on result analysis of land use/ spatial planning information for the developing of sustainable land management aligning with climate adaptation plans in ASEAN.
- Assisting the Team Leader in preparing and completing the presentation decks and final report.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Master's or above) in Land Use/ Spatial Planning, Urban and Regional Planning, Forestry, Public Policy, or another relevant field of study
- Education/training (2.1.2): English (equal with C1-level in the Common European framework of reference for language)
- General professional experience (2.2.3): years of professional experience in the land use/ spatial planning, land use and forestry management, land use data analysis, and related fields.
- Specific professional experience (2.2.4): years of experience in spatial analysis including GIS, satellite images and relevant spatial data, sustainable land management strategy development.
- Regional experience (2.2.6): 5 years of experience in projects in Southeast Asia (region) with ability to work within multicultural and multidisciplinary environment.

Short-term expert pool/ Data Inventory Analyst

Tasks of the short-term expert pool

- Creating a concept of database or information inventory for all relevant collected data/ information on spatial data, GIS, satellite images data and information.
- Conceptualise a scheme of data collection and information categorisation to synchronize all collected data and information.
- Developing database and information platform as information pool from all collected information in the form of digital platform.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification (Bachelor/Master (preferrable)) in IT, Data Science, Information Systems, Data Management, or similar relevant subjects
- Education/training (2.1.2): English (equal with C1-level in the Common European framework of reference for language)
- General professional experience (2.6.3): 1 expert with 3 years of professional experience in the IT, Data Science, and/or Data Management sector
- Specific professional experience (2.6.4): 1 expert with 3 years of professional experience in Data analysis, Data solution and architecture, SQL database, User Experiences (UX) and other relevant subjects.
- Regional experience (2.6.5): 1 expert with 2 years of experience in ASEAN (region) with ability to work within multicultural and multidisciplinary environment.

Please note that good business language skill in English (equal with C1-level in the Common European framework of reference for language) is a minimum requirement for being eligible candidates for all team leader and members to participate in the tender.

The tenderer must provide a clear overview of all proposed experts, 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

Soft skills are not evaluated.

5. Costing requirements

Assignment of personnel and travel expenses

Assignment of personnel and travel expenses in consideration of personnel and travel expenses, total of expert days is 210 days. Within the expert days, there are travel costs that are covered by GIZ, as follows:

- International return flights: Economy class; two times of in-person workshops with each workshop only two experts (TL and 1 Key Experts) allowed to travel; Potential locations of the workshop are Chiang Rai, Thailand; Riau, Indonesia; – final designated countries will also follow ASEAN decision)
- Overnight accommodations: 16 nights for two experts (TL and 1 Key Experts) for two times workshops
- Numbers of per-diem: 20 days for two experts (TL and 1 Key Experts) for two times workshops

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**
Designation of TL/key expert/short-term expert pool	**3**	**80, 70 & 60**		Team Leader: 80 expert days Key Expert 1: 70 expert days Short-term expert pool: 60 expert days
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Overnight allowance in country of assignment	**16**			@4 nights stay for 2 experts for 2 workshops
Transport	**Quantity**	**Price**	**Total**	**Comments**

International flights	**4**			Travel to the place of service delivery
Domestic flights	**4**			Flights within the country of assignment during service delivery
Travel expenses (train, car) • Airport transfer	**16**			Airport transfer: Home to Airport; Airport to Hotel; Hotel to Airport; Airport to Home 2 times travels for 2 experts

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 4) 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 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.