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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

International Development Cooperation (IDC) Expert for SSTC on Decentralised Renewable Energy – ENTRI	Project number/ cost centre: PN 2021.2170.5-001.00

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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

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. GIZ has been working in Indonesia since 1975.

In Indonesia, GIZ has been implementing various energy projects under the umbrella of **the Energy Transition Cluster Indonesia/ASEAN.** These projects are commissioned by mainly the German government, represented by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the German Federal Ministry for Economic Affairs and Climate Action (BMWK).

As part of the Energy Programme, the project "Renewable Energies Mini-Grids Triangular cooperations in Indonesia (ENTRI), PN 2021.2170.5" has been commissioned by BMZ with an implementation period until December 2025. The Directorate General of New, Renewable Energy and Energy Conservation (DG NREEC) of the Indonesian Ministry of Energy and Mineral Resources (MEMR) is the strategic partner for ENTRI, in its implementation ENTRI coordinates with National Coordination Team of Indonesia's South-South Cooperation and other relevant system on Indonesian international development cooperation as well as relevant stakeholders implementing triangular cooperation in Indonesia and in SSTC beneficiary countries.

The objective of the project is "to promote the implementation of Renewable Energy Mini Grid including decentralised mini grid solutions for improving renewable energy access that will reduce climate damaging emission and contribute to Indonesia's economic and social development through a sustainable, reliable, and nationwide supply of electricity or other forms of clean and sustainable energy to the country".

The project includes several outcomes among others implementation of a series knowledge of exchanges within at least three (3) south-south and triangular cooperation with focus on decentralised renewable (DRE) and inclusive gender approaches as well as promoting non-state actors engagement.

Project approaches include expanding the range of topics dealt with in the triangular cooperations from island power grids to grid-connected, decentralised renewable energy systems, which is envisioned to contribute to diversifying the approaches of rural electrification in Indonesia and to better secure the effects achieved in the area of electricity access in the long term. The focus is on testing innovative, long-term exchange formats within the framework of joint DRE triangular cooperations and the institutionalization of resulting learning processes in the involved countries.

Guided by the 1st Steering Committee Meeting which was held in August 2023, ENTRI shall conduct debriefings as well as document relevant business process, reflective lessons learnt generated from the implementing SSTC on decentralized renewable energy within the project framework and in coordination with ENTRI key stakeholders. The documentation aims to anchors the technical and methodological learning resulting from the South-South triangular cooperation in both the MEMR and NCT SSC for future reference of SSTC on DRE in Indonesia as well as contributing to triangular cooperation practices. The debriefings shall be implemented towards the establishment of a format for reflection and the transfer from individual to institutional learning and the associated anchoring in the MEMR. Further to move forward the programme, a consultancy service with refer to this Terms of Reference is published. The conduct of debriefing and documentation of reflective lessons learnt from SSTC

on decentralized renewable energy implemented within ENTRI, its process, including coordination aspects, approaches, monitoring evaluation and other relevant information are described in the following sections.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- To perform as the focal point to succeed the implementation of debriefings and documenting lessons learnt from SSTC implemented within ENTRI which contributes to Output 3 of the project
- To develop a work plan, implement, coordinate and monitor the progress and process of reflecting lessons learnt from SSTC in coordination with key stakeholders of ENTRI including MEMR and ENTRI-GIZ Indonesia
- To conduct, present and lead the conduct of 4 debriefings, FGDs on technical and methodological learning outcomes from SSTC implemented within the project
- To develop comprehensive reports (at least 3) from each SSTC implemented within ENTRI, which includes the business process, gaps, lessons learnt and recommendation fitting with analysis from country perspectives from SSTC involved countries and current global trend on international development cooperation (GPI, OEDC tools etc) in closed coordination with ENTRI stakeholders
- To document the stories/ testimonies form SSTCs' participants as a part of programme monitoring and evaluation
- To file and analyse relevant data during the process of documenting lessons learnt from SSTCs implemented within ENTRI
- To attend any relevant coordination/ exchanges with the key stakeholders of ENTRI, such as MEMR, NCT SSC Indonesia, SSTC DRE participants, delegates and any relevant agencies involved and GIZ
- Any other relevant tasks as required.

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

Milestones/ Deliverables	**Deadline**
Timeline, Approaches and Concept in Anchoring Lessons Learnt SSTCs on Decentralised Renewable Energy	February 2024
1st Debriefing - attended by ENTRI key stakeholders in Indonesia	June 2024
2nd Debrifing	December 2024
3rd Debrifing	February 2025
4th Debrifing	December 2025
Documentation of SSTCs Business Process and Lessons Learnt implemented within ENTRI	October 2025
Final presentation during SSTC gala - The Lessons Learnt - Documentation of Business Process	Q4 2025

Milestones/ Deliverables	Deadline

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**.

The tenderer is required to attend all coordination meetings or FGD during the preparation and implementation of the service as guided by ENTRI counterparts and GIZ, including in presenting steps and approaches to complete the services (1.6.) **under project management of the contractor**

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the position described, on the basis of the CV, 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.

The Tenderer (Expert on International Development Cooperation – IDC)

Tasks of The Tenderer

- Overall responsibility for the advisory packages of the contractor (quality and deadlines) as described *in bullet point 2*
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

Qualifications and Professional experience:

- Education/training (2.1.1): Master's degree in international relations, political science, social science or other related domain
- Language (2.1.2): Fluency in English (written and oral communication)
- General professional experience (2.1.3) 7 years of experience with proven documents/record in research and data analysis, report/publication writing and results presentation
- Specific professional experience (2.1.4): 6 years of experience in research documentation and or study with large government, international organizations, multilateral or bilateral donor funded initiatives
- Management experience (2.1.5): at least 2 years of management experience in managing/leading coordination of diverse stakeholders across nationalities and/or countries
- Regional experience (2.1.6): 5 years of professional experience in Southeast Asian countries, Southern countries in the Asia and/or Africa region

- Development cooperation (DC) experience (2.1.7): 8 years of experiences in international development cooperation with multifaceted stakeholders
- Others (2.1.8.)
    - Have experience in developing strategic engagement with government and non-state actors
    - Familiar with the working nature in garnering partnership will be an advantage
    - Strong interpersonal and negotiation skills and ability to liaise and to communicate effectively in the government context

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**
Designation of TL/key expert/short-term expert pool	**1**	**115**	**115**	
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment	**n/a**			
Overnight allowance in country of assignment	**15**	**85**	**1275 EUR**	
Transport	**Quantity**	**Price**	**Total**	**Comments**
International flights	**4**	**1350 EUR**	**5400 EUR**	Travel to the place of service delivery in Indonesia, Madagascar, Nepal, one SSTC beneficiary country as agreed by ENTRI
Domestic flights	**6**	**400 EUR**	**2400 EUR**	Flights within the country of assignment during service delivery
Travel expenses (train, car)	**12**	**35 EUR**	**420 EUR**	Travel within the country of assignment, transfer to/from airport etc.

Other travel expenses	**3**	**50 EUR**	**150 EUR**	visa costs Madagascar, Nepal, Kenya (as agreed by ENTRI stakeholders)
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	**1**	**600 EUR**	**600 EUR**	A budget of EUR 600 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.

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 (language).

The complete tender must not exceed 7 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.