Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Capacity Development of Pusat Daur Ulang (PDU) – Recycling Centres

Project number/ cost centre:

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0. List of abbreviations

3RproMar	Reduce, Reuse, Recycle to Protect the Marine Environment and Coral Reefs
AMS	ASEAN Member States
DLH	Environment Office (*Dinas Lingkungan Hidup*)
PDU	Recycling Centres (*Pusat Daur Ulang*)
ToRs	Terms of reference

1. Context

Globally, a large share of plastics produced are easily disposed as single-use plastic, such as in packaging. It was estimated that between 4.8 to 12.7 million tonnes of plastic entered the ocean from 192 coastal countries in 2010 (Jambek et al, 2015). Further analysis has estimated that plastics comprise approximately 74% of marine litter, in which 80% plastics originated from land-based sources. Developing and emerging countries often have inadequate waste management systems, which contributing significantly to plastic leakage.

The project Reduce, Reuse, Recycle to Protect the Marine Environment and Coral Reefs (3RproMar) aims to support the ASEAN Member States (AMS) in the improvement of implementation capacities for reducing land-based waste leakage to protect the marine environment. Indonesia is one of the four focal countries in this project. The project would also like to support the development of national measures for waste leakage reduction as well as related strategies concerning waste reduction.

In Indonesia, the project cooperates with Ministry of Environment and Forestry (MoEF) that has built several Recycling Centres (*Pusat Daur Ulang/*PDU) in numbers of municipalities in the recent years. The ministry also plans to build more PDUs in other municipalities using similar design. The PDUs were built to process sorted waste (organic and inorganic waste) and required machineries were given to the facilities. Nowadays, these PDUs are already handed over to the local governments with the municipalities' *Dinas Lingkungan Hidup* (DLH/Environment Office) as the recipients and operators. Some of these PDUs are running well, however, there are also other PDUs that still require further supports to optimize their function.

Challenges faced by these PDUs include majority of waste received is unsorted, operators' lack of technical know-how on operation and maintenance (O&M) of the machineries, O&M cost now is only allocated from local government budget/APBD in DLH, off takers of compost and recycled materials are not well established, data management, etc. Thus, MoEF would like to assist these PDUs to strengthen their capacities (e.g., increasing their efficiency, recycling rates) as well as ensuring the operations of PDUs are running well and sustainable.

The project would like to support MoEF in this regard by providing capacity development to the selected PDUs. It is expected that selected PDUs can improve their operation as well as have better planning and procedure to ensure its operation sustainability. Best practices and lessons learned gained shall be documented and further used by MoEF in other PDUs. In general, this work would like to build the capacity of selected PDUs within MoEF, with the broader goal of improving the overall functioning of these units and using their experiences to benefit other units within the ministry.

2. Tasks to be performed by the contractor

This work aims to improve the capacity of PDUs operated in selected municipalities (Kudus in Central Java and Palangkaraya in Central Kalimantan). The current operation of PDUs faced challenges that require further technical assistance towards PDUs operators as well as communities in the surrounding of PDUs. The contractor is expected to provide expertise on technical matters related to optimizing the operation of machineries used in the PDUs as well as to build capacity of communities in sorting and collecting waste before delivery to PDUs. The contractor is also expected to conduct relevant data collection in the PDUs and surrounding communities. Important milestones include draft of guideline (Standard Operating Procedure/SOP) for each of PDUs.

Thus, the contractor is responsible to deliver following results:

- Provision of business model options suitable for the selected PDUs
- Provision of guideline (Standard Operating Procedure/SOP) for the selected PDUs and possible to be used as PDU's national level guideline.
- Provision of recommendation on continuation activities for communities located in the surrounding of PDUs

Specific tasks of the contractor to obtain the results described above:

- Conduct data collection and profiling of the PDUs and surrounding communities
- Conduct analysis of waste types processed in the selected PDUs
- Analyse suitable process flow of waste handling and processing in the PDUs
- Assist the PDUs operators in processing waste using existing machineries in the PDUs
- Identify possible off-takers of waste products (compost, recycled materials, etc.)
- Engage with related stakeholders of the PDUs (local governments, local community leaders and forums, possible off-takers, etc).
- Conduct awareness raising and necessary workshops or sharing best practices through study visit with the surrounding communities
- Discuss the findings from the activities regularly with Ministry of Environment and Forestry and GIZ
- Develop recommendations of business model that have potential to be implemented in the selected PDUs
- Develop draft of guideline (Standard Operational Procedure/SOP) for each PDUs and seek possibilities to enhance it as national guideline
- Develop recommendations on activities to be conducted by local governments and local community leaders to ensure sustainability of the facilities
- Certain milestones, as laid out in the table below, are to be achieved during the contract term:

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

Milestones/partial works	**Deadline**	**Criteria for acceptance**
1) An inception report: Plan of activities	1 weeks after the contract started	Chart of activities planned
2) Results of data collection and profiling	8 weeks after previous deliverable	Tabulation of data collected
3) Draft of business model	6 weeks after previous deliverable	First draft report is available
4) Draft of guideline (SOP) for each PDUs	4 weeks after previous deliverable	Draft of guideline (SOP)
5) Draft of recommendations on further activities	4 weeks after previous deliverable	Interim report is available
6) Final report	14 weeks after previous deliverable	Final report is available

Period of assignment: from 29 May 2024 until 20 March 2025.

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**.

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.

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, Ministry of Environment and Forestry and others involved
- Regular reporting in accordance with deadlines
- Participating in coordination meetings with GIZ, Ministry of Environment and Forestry and others involved
- Coordinating key experts and experts from short-term pool
- Lead the development of business model and guideline (SOP)

Qualifications of the team leader
- Education/training (2.1.1): university degree (Master) in Environmental Engineering, Environmental Science
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 15 years of professional experience in the environmental sector
- Specific professional experience (2.1.4): 8 years in waste management
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC projects
- Other (2.1.8): have experiences working with governments (line ministries, agencies)

Key expert 1: Waste Management

Tasks of key expert 1
- Provide technical expertise to assist PDUs in operating the machineries
- Design suitable business model for the PDUs
- Develop guidelines for the PDUs
- Assist team leader in communicating findings and analysis conducted
- Participate – in coordination with the Team Leader – in relevant meetings with GIZ, Ministry of Environment and Forestry, and others involved
- Support in developing, updating and reporting the results of activities

Qualifications of key expert 1
- Education/training (2.2.1): university degree (Master) in Environmental Engineering, Environmental Science
- Language (2.2.2): B2 -level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the environmental sector
- Specific professional experience (2.2.4): 7 years in waste management
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects
- Other (2.2.8): have experiences working with governments (line ministries, agencies)

Key expert 2: Community Engagement

Tasks of key expert 2
- Engage with related stakeholders in the selected PDUs
- Design suitable community engagement activities
- Conduct the activities with communities

- Assist team leader in communicating with community and PDUs
- Participate – in coordination with the Team Leader – in relevant meetings with GIZ, Ministry of Environment and Forestry, and others involved
- Support in developing, updating and reporting the results of activities

Qualifications of key expert 2
- Education/training (2.3.1): university degree (Master) in Environmental Engineering, Environmental Science, Public Relations, Communication and related subject
- Language (2.3.2): B2 -level language proficiency in English
- General professional experience (2.3.3): 10 years of professional experience in the environmental sector
- Specific professional experience (2.3.4): 7 years in communication and community participation
- Development Cooperation (DC) experience (2.3.7): 5 years of experience in DC projects
- Other (2.3.8): have experiences working with governments (line ministries, agencies)

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

Short-term expert pool with minimum 1, 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
- Conduct data collection in the selected PDUs
- Gathering existing data from database of Ministry of Environment and Forestry and related agencies
- Prepare questionnaire for survey and data collection
- Support in conducting survey and data collection
- Conduct validation, verification and analysis of data collected
- Support in developing, updating and reporting the results of survey and analysis
- Support in preparing and implementing stakeholder consultations
- Support the PDU and community engagement activities
- Assist team leader and key experts in communicating with community and PDUs
- Assist team leader and key experts in the operationalizing the business models and machineries of PDU

Qualifications of the short-term expert pool
- Education/training (2.6.1): 4 experts with bachelor’s degree in environmental engineering, social science, other relevant subjects
- Language (2.6.2): 6 experts with B1-level language proficiency in English

- General professional experience (2.6.3): 6 experts with 2 years of professional experience in the environment sector
- Specific professional experience (2.6.4): 6 experts with 1 years of professional experience in waste management, community engagement
- Development cooperation (DC) experience (2.6.6): 6 experts with 1 years of experience in DC
- Other (2.6.7): have experience working with government (line ministries, agencies)

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

5. Costing requirements

The following basic calculations for the services fee are a reference value based on the acceptance criteria for each milestone specified in Chapter 2 (Tasks to be performed by the contractor). Therefore, we would ask you to offer your services fee at **a lump sum price** that should be **divided per milestones/deliverables** described below. The price per deliverables must contain the **experts fee**. The estimated expert days serves as guidance only.

Milestones/Deliverables	**Estimated expert days (for orientation)**	**Deadline**
1) An inception report: Plan of activities	• Team leader up to 30 expert days • Key Expert 1 up to 40 expert days • Key Expert 2 up to 40 expert days • Expert pools (up to 4 person) each 40 expert days in total up to 160 expert days	1 weeks after the contract started *(1st payment 40%)*
2) Results of data collection and profiling		8 weeks after previous deliverable
3) Draft of business model		6 weeks after previous deliverable
4) Draft of guideline (SOP) for each PDUs		4 weeks after previous deliverable *(2nd payment 30%)*
5) Draft of recommendations on further activities		4 weeks after previous deliverable
6) Final report		14 weeks after previous deliverable *(3rd payment 30%)*

Assignment of personnel and travel expenses

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible by GIZ. 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. For short distances, travel by train (second class) should be the preferred option.

Specification of inputs:

Travel expenses	**Quantity**	**Price IDR**	**Total IDR**	**Comments**
Per-diem allowance	72	430.000	30.690.000	Lump sum. Maximum cost. GIZ travel regulation is applied
Accommodation allowance	72	800.000	57.600.000	Against evidence. Maximum cost. GIZ travel regulation is applied.
Transport	**Quantity**	**Price IDR**	**Total IDR**	**Comments**
Domestic flights (round-trip)	12	3.500.000	42.000.000	Against evidence. Travel to Palangkaraya (Central Kalimantan)
Local transport (train, car)	15	1.000.000	15.000.000	Against evidence. Travel within the location of assignment; Kudus (Central Java)
Airport transfer	12	500.000	6.000.000	transfer to/from airport etc.
Other costs	**Number**	**Price**	**Total**	**Comments**
Workshops	12	3.000.000	36.000.000	Against evidence. Workshop conducted in the community area/facilities. Budget for meals up to 10–15-person, module material, stationary, etc.
Procurement of materials and equipment	2	IDR 10.000.000	IDR 20.000.000	Against evidence. The budget contains the following costs: to procure materials/small equipment to support PDU operations e.g. scale, whiteboard, poster, etc.

Workshops and training

The contractor implements workshops in the location of PDU facilities or community area in Palangkaraya City or Kudus Regency. The contractor can provide meals according to GIZ regulations with up to 12 workshops conducted on-site.

Contractor shall inform and coordinate with GIZ for the workshops/trainings.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Logistics for workshops: If workshops shall involve broader stakeholders, the contractor shall notify GIZ for arrangements of workshops in other locations.

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 CVs). 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 each. 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.

Please calculate your financial bid based exactly on the parameters specified in Chapter 5. The contractor is not contractually entitled to use up the travel expenses in full. The number of days, trips, workshops and the budgets will be contractually agreed as **maximum limits**.

For the services fee, please offer a lump sum price **(base on deliverables)** that covers the experts fee. 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. For bid review, please also provide the daily rate which the prices are based on. The specifications for pricing are defined in the Price Schedule.