Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

MCP Back stopper for Papua Land	Project number: 19.2118.8-001.00

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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
KPK	Corruption Eradication Commission
CPFS	Corruption Prevention in the Forestry Sector

1. Context

The German Government has supported the Indonesian Government in the field of corruption prevention since 2007. Corruption Prevention in the Forestry Sector (CPFS) is a technical collaboration implemented by the Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ GmbH) and the Corruption Eradication Commission (KPK) from January 2022 to December 2025, which aims to increase the effectiveness of preventing corruption in the forestry sector in Indonesia. By strengthening the capacity of relevant parties at the national, provincial, district/city and private sector levels to simplify planning and licensing in accordance with applicable laws, this program also contributes to coherent national and regional policies and regulations in the forestry sector. Therefore, the three main work areas of this project are (1) Regulation and integrity standards in the forestry sector through analysis, legal expertise, research and advocacy; (2) Strengthening the institutional capacity of the Corruption Eradication Commission, regional governments and related OPDs (Regional Apparatus Organizations), (3) Increasing participation of local communities and companies in preventing corruption in the forestry sector, and (4) Preventing corruption through climate change mitigation networks at the national level as well as regional.

The objective of this assignment is to assist the GIZ advisors and local facilitators in Papua Land, selected local governments in Papua Land (Prov Papua, Prov West Papua, Jayapura City, Jayapura Regency, Merauke Regency, Raja Ampat Regency, South Sorong Regency, Tambrauw Regency, Manokwari Regency, and Sorong City) and other stakeholders in Papua Land in implementing corruption prevention programs, including in the forestry sector.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Strengthen the capacity of the selected Local Governments in efforts to increase corruption prevention scores (MCP, Monitoring Center for Prevention), especially on planning and budgeting, procurement of goods and services, licensing, optimizing regional income, and monitoring APIP in coordination with the Corruption Eradication Commission and other CPFS Advisors and local facilitators.
- Strengthening the capacity of the selected local governments in Papua Land in efforts to increase Integrity Assessment Survey (SPI) scores in coordination with the Corruption Eradication Commission, other CPFS Advisors and local facilitators.
- Strengthen the capacity of local facilitators in assisting the selected local governments in Papua Land in improving the MCP and SPI.
- Assess the quality of the implementation of the local government's action plan related to certain topics in MCP and SPI and provide input for improvement.
- Conduct up to 5 times field visits to Tambrauw or SorSel or other regions requested by GIZ and support the GIZ and local facilitators in assisting the local governments.
- Provide technical input to the KPK, GIZ advisors and local facilitators on the challenges faced in the implementation of MCP and SPI

Period of assignment: from May 01 2024 until 30 November 2024.

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.

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.

Expert 1

Tasks of Expert 1:

- Strengthen the capacity of the selected Local Governments in efforts to increase corruption prevention scores (MCP, Monitoring Center for Prevention), especially on planning and budgeting, procurement of goods and services, licensing, optimizing regional income, and monitoring APIP in coordination with the Corruption Eradication Commission and other CPFS Advisors and local facilitators.
- Strengthening the capacity of the selected local governments in Papua Land in efforts to increase Integrity Assessment Survey (SPI) scores in coordination with the Corruption Eradication Commission, other CPFS Advisors and local facilitators.
- Strengthen the capacity of local facilitators in assisting the selected local governments in Papua Land in improving the MCP and SPI.
- Assess the quality of the implementation of the local government's action plan related to certain topics in MCP and SPI and provide input for improvement.
- Conduct up to 5 times field visits to Tambrauw or SorSel or other regions requested by GIZ and support the GIZ and local facilitators in assisting the local governments.
- Provide technical input to the KPK, GIZ advisors and local facilitators on the challenges faced in the implementation of MCP and SPI

Qualifications of Expert 1:

- Education/training (2.2.1): Bachelor's/master's degree in public administration/State Finance/Law/Forestry or similar;
- General professional experience (2.2.3): Has experience in the field of good governance and Has collaborated with the Corruption Eradication Commission;
- Specific professional experience (2.2.4): Has experience collaborating with Local Governments, minimum 3 years; and Has experience in the field of good governance

Soft skills of expert 1:

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

5. Costing requirements

Assignment of personnel and travel expenses

Travel expenses are reimbursed as against provision of evidence up to the maximum amounts in accordance with the GIZ travel regulation. All travel activities need to be discussed and authorised in the written form beforehand by the GIZ.

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.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of expert	1	84 days	84 working days	Lump sum against time sheet Output: progress of the action plan, analysis of the MCP and SPI implementation by each local governments, activity report of strategic event
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in Tambrauw/Sorsel/other regions	25	IDR 530,000	IDR 13,250,000	Lump sum (follow GIZ travel regulation)
Overnight allowance in Tambrauw/Sorsel/other regions	25	IDR 1,000,000	IDR 25,000,000	Against evidence
Domestic flights (roundtrip)	5	IDR 6,000,000	IDR 30,000,000	Against evidence

Transportation (taxi, car rental,online transport, etc.)	25	IDR 1,000,000	IDR 25,000,000	Transport within the location of assignment, transfer to/from airport etc.
Other costs	**Quantity**	**Price**	**Total**	**Comments**
Communication Cost	7 month	IDR200,000	1,400,000	lumpsum

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 5 pages (excluding CV). 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 CV in accordance with Chapter 4 of the ToRs must be submitted using the format standard for application. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV must 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.