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General information

a. Brief information on the project

South-East Asia is particularly vulnerable to climate impacts, and, at the same time, some ASEAN Member States (AMS) are now also significant emitters of greenhouse gases (GHGs). All AMS have signed the Paris Agreement and formulated their Nationally Determined Contributions (NDCs) accordingly, which they are now implementing and regularly updating. At the regional level, the AMS has created a comprehensive policy framework which also covers the thematic issue of climate change. Regional climate issues lie with the ASEAN Working Group on Climate Change (AWGCC), supported by the Environment Division of the ASEAN Secretariat (ASEC).

Even so, some nations depend on international support to implement them ambitiously. This can have an undesirable impact on achieving the Sustainable Development Goals (SDGs) in the AMS and on the international climate targets. Additionally, the post-COVID-19 recovery pandemic provides challenges in the achievement of climate policy across the region.

ASEAN has the appropriate foundation to serve as a dialogue and cooperation platform: the institutional structures and political framework are already in place to be an effective partner in regional climate policy. Yet, it is not fully harnessing the available potential and is not visible enough nationally or internationally in this field. In particular, the systematic mainstreaming of climate change is lacking in ASEAN's various work areas.

In addition, ASEAN's climate and environment policy is generally not binding, and the implementation of the strategies and plans it has adopted needs to be better monitored and encouraged. Beyond joint statements issued by the AMS in the context of the international climate negotiations, there are also only a few regionally coordinated climate policies, strategies, and actions.

ASEAN - German Climate Action Programme (CAP) is a project that aims to have an improved cooperation within ASEAN for implementing ambitious climate policies. It implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH with close coordination with ASEAN Secretariat to promote political dialogue and capacity development for climate change mitigation (GHG reduction) and adaptation within ASEAN, thereby strengthening the organization as a climate policy player as well as cooperation among AMS. The project is supported by the German Federal Ministry for Economic Cooperation and Development (BMZ). The outputs of this project are:

1. Strengthened institutional and individual capacity of ASEAN bodies for climate policies
2. Enhanced visibility of ASEAN in international climate dialogues
3. Improved interlinkage of climate policies and actions between ASEAN and the member states

b. Context

To achieve this, one of the activities the project must do is not only enhancing the skill of the individuals involved in policymaking, but also the knowledge and the way it is disseminated. The project will help to strengthen the “brain” of environmental sector in ASEAN by enhancing the capacity of its knowledge management system. To do so, the project will establish a strategy that will help ASEAN to better store and disseminate information. Once the strategy is implemented, the project envision that ASEAN will experience better way of communicating and finding information which will help them to make better decisions in climate policymaking.

c. GIZ shall hire the contractor for the anticipated contract term, from 20 September 2023 to 19 February 2024.

d. The contractor shall provide the following work/service: Providing a strategy that will help to enhance the knowledge management system and communications of ASEAN through existing platform. The details are as follows:

Scope of Work	Details
Knowledge Management Strategy	Providing a strategy that will help to enhance the knowledge management system and its communications of ASEAN through existing platform(s). Essentially, the strategy should be able to explain how to enhance the utilization of web-based Climate Change page of ASEAN Knowledge Management Hub (https://environment.asean.org/climate-change/about) The strategy should be comprehensive and includes all the elements that is provided by the information given by the project and the tenderer is expected to propose necessary details, such as timeline, milestones/phases, and other matters pertaining to the implementation.

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
1st draft of strategy	September 2023	1st draft of strategy
Final strategy	November 2023	Final/Final draft strategy

giz

Tender requirements

1. Qualifications of proposed staff

1.1. Expert 1:

1.1.1. General qualifications

Education:	university degree in science major related to climate change/environment topics. A university degree in knowledge management is also welcome
Professional experience:	at least 7 years' experience of professional experience in climate change/environment sector and/or with professional experience in knowledge management

1.1.2. Experience in the region/knowledge of the country

Experience in projects in	Indonesia. Experience of professional work in South-East Asia region is a plus point
Development cooperation (DC) experience (2.1.7):	Minimum 3 years of experience in DC projects

1.1.3. Language skills

business fluency in English, professional level

2. Appropriateness of proposed concept

The bidder will be scored based on their proposed strategy. The assessment will be based on comprehensiveness of the strategy that is based on the points as follow:

- **Elaboration of the strategy**: In overall, the proposed strategy should clearly envisage how the ASEAN Environment Hub should work as the knowledge management platform of ASEAN Environment Division, noting that it is a web-based platform that may require the bidder/chosen consultant to understand and incorporate certain extent of knowledge on web-based/digital platform operations.

- **Incorporation of recommendation**: The final strategy is envisaged to be implemented by the respective partner. Therefore, the bidder is expected to propose details and recommendations pertaining to the strategy. Details such as phases, processes of the platform enhancement, recommendations on the implementation (such as recommendation on operationalisation of the platform, rough financial plan (if necessary), etc) are expected to be provided by the bidder.

3. Specification of inputs

4. Fixed lump sum price – contract for work

Since the contract to be concluded is a contract for work, the specification of inputs serves as guidance only. We request that you provide us with a fixed lump sum price for your services that includes an itemised breakdown of all the relevant costs (fees, travel costs, etc.). We

require this information for our internal calculations. The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered.

5. Requirements on the format of the tender

The structure of the tender must correspond to the ToRs. The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

To assess the suitability for the task, the complete tender must consist of a proposed strategy based on the information given by the project as mentioned in Chapter 2 and separate document (see Annex) and not exceed 30 pages (excluding CVs). External content (e.g. links to websites) for relevant portfolio is welcome.

6. Option

After the requested tasks have been completed, there is the option of continuing or extending the essential elements of the tasks within the framework of a follow-on assignment. The details are listed below:

The option is exercised on the basis of the individual approaches already offered within the scope of a contract extension.

Rights: Contractor assigns all economic rights to his/her work and/or intangible asset to the commissioning party, which In this case is GIZ. The assignment shall cover all territories world-wide and relates to the maximum term of protection of the work and/or intangible asset. Contractor shall hold GIZ and any co-owners unscathed for any claim relating to the work and/or intangible assets