Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Consultancy Service for the development and implementation of a training program in waste management and sustainable tourism	Project number/ cost centre: 20.2022.0-001.00

0. List of abbreviations 2

1. Context..... 3

2. Tasks to be performed by the contractor 4

3. Concept..... 5
   Technical-methodological concept 6

4. Personnel concept..... 6
   Key expert 1: Solid Waste Management Expert 6
   Key expert 2: Sustainable and Circular Economy in Tourism 7

5. Costing requirements 7
   Assignment of personnel and travel expenses 7

6. Inputs of GIZ or other actors..... 8

7. Requirements on the format of the tender 8

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

Project background

The ASEAN region is one of the fastest growing regions in the world with high population growth and rapid urbanization. Cities and municipalities lack the resources and capacity to ensure clean air and land, as well as basic supplies in the water, waste and energy sectors, although these areas are the key to a good quality urban environment and services of general interest. In 2016, the volume of waste generated in Southeast Asia reached around 150 million tonnes and it is estimated that waste generation will increase by 150% in 2025 compared to 1995 levels.

Tourism plays a vital role in the ASEAN member states, contributing significantly to their economies and fostering regional integration. However, the rapid growth of tourism also poses challenges, particularly in waste management. The increasing number of visitors puts a strain on urban infrastructure, leading to a surge in waste generation and environmental pollution. On the other hand, the tourism sector is dependent on the attractiveness of clean cities, and the demand for sustainable tourism is constantly increasing.

To support ASEAN to tackle the above challenges, the Federal Government of Germany through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close cooperation with the ASEAN Secretariat (ASEC) has initiated the project ASEAN Municipal Solid Waste Management Enhancement (AMUSE). AMUSE aims to improve municipal waste management in medium-sized touristic cities in the ASEAN region through strengthening the competences for optimizing waste disposal and recycling. In particular, the project will: (a) advise AMS through the relevant working groups on the establishment and further development of opportunities and platforms for the exchange of experiences and knowledge transfer as well as develop capacity development measures; (b) promote greater integration and participation of the private sector, especially the tourism sector, in joint approaches to solutions at national and local level; (c) develop and implement approaches to a circular economy (e.g., separate collection, recycling) in up to four pilot cities with the participation of the private sector.

The project duration is July 2022 - June 2025 and applies a holistic, multi-level and multi-stakeholder approach. The project also cooperates with tourism stakeholders concerning prevention, disposal and recycling of waste in their environment of action.
At the regional level, AMUSE project aims to develop an ASEAN digital knowledge platform which provides sustainable knowledge, training, dialogue formats, and to develop standards for optimizing municipal waste management and recycling for public and private stakeholders at national and local levels in ASEAN countries. At the national and local level, the pilot project will be implemented in four countries (Cambodia, Lao PDR, Vietnam, and Thailand) involving national and local tourism association and local tourism operators. By extension, other relevant public, private, and civil society actors in AMS will be involved in the project's activities wherever possible and meaningful. As a result, the population in the AMS will profit from improved environmental conditions.

Objective of the assignment

AMUSE intends to develop the capacities of its partners and implement a Training program for participants from partner organisations across all levels of AMUSE project, including the private sector.

AMUSE is seeking a qualified consultant/ knowledge institute to develop a training program focusing on waste management and circular economy at municipal level and in the tourism sector and for delivering the online teaching respectively.
The training program is envisioned to be modular, with each module addressing a specific topic within the broader field of waste management, circular economy and sustainable tourism.

The target groups are from following partner institutions:

- *ASEAN Working Group on Environmentally Sustainable Cities*
- *ASEAN Sustainable and Inclusive Tourism Committee*
- *Representatives from Ministries of Environment/ Tourism*
- *Representatives from municipalities*
- *Private sector*

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Develop an overall training concept**: The contractor shall review the needs assessment conducted by AMUSE to develop a modular training concept, including the structure, content, and objectives of each module, the logical sequence in which they are to be delivered to address the needs of the participants. The concept shall also include recommendations on internships and study tours for further in-depth training (not part of this contract).
- **Create curricula and training materials for each module, including presentations, handouts, and practical exercises**: The contractor shall develop 9 training modules addressing the topics listed in the following. Training materials, e.g. PPT, shall be designed in a way that they are easily editable.
    - **Introduction to Circular Economy and Sustainability**: overview of circular economy principles and their significance in the context of sustainable tourism.
    - **Waste Generation and Composition Analysis**: parameters of waste generation, types and sources of waste generated in tourist destinations, methodologies for conducting waste composition studies.
    - **Waste Collection and Segregation**: strategies for efficient waste collection, segregation, and source separation in tourism areas, waste management on islands, gender aspects and the particular role of women, including best practices for community involvement.
    - **Sustainable Packaging and Plastics Reduction**: Strategies for reducing single-use plastics and adopting sustainable packaging in tourism sector with best practises from the ASEAN region, including alternative materials, e.g. biobased packaging.
    - **Food Waste Management**: Strategies for prevention of food waste in tourism sector, treatment, including composting and organic waste management practices, small scale waste-to-energy solutions, e.g. anaerobic treatment
    - **Community Engagement, Awareness and Behavioural Change**: best practise for engaging local communities in waste management and circular economy initiatives, public awareness campaigns, education, and behavioural change.
    - **Certifications and Standards**: The contractor shall provide an overview of internationally acknowledged certifications and standards relevant for sustainable tourism as reference for best practises for comparison with respective ASEAN standards and guidelines and provide guidance in improving and implementing those guidelines.

- **Private Sector involvement and Circular Economy Business Models**: The contractor shall showcase circular economy business models and how they can be applied in the tourism sector, involving private sector.
- **Monitoring and Evaluation of Waste Management Programs**: The contractor shall introduce participants to key performance indicators (KPIs) and monitoring tools to assess the effectiveness of waste management and circular economy activities in tourism destinations and municipalities.

The listing of topics is **tentative** and subject to revision by the contractor upon the review of the needs assessments and in agreement with AMUSE team.

Where appropriate, the contractor should address cross-cutting issues relevant to AMUSE in the modules, e.g., gender aspects, digitalization, and clearly indicate the relevance of the respective topic to climate change mitigation, marine litter prevention, and biodiversity conservation. The teaching time for each module shall be 1-3 sessions, depending on the complexity of the topic.

Further, the contractor shall perform the following tasks:

- **Assessments and evaluations**: The contractor shall use appropriate methods to measure the effectiveness of the training program, e.g. pre- and post-test survey, and actively work with the AMUSE team to ensure that it remains closely aligned with the overall goals of the project.
- **Final report**: Upon completion of the training program, the contractor will compile and deliver a final report, including developed training materials, curricula, presentations and gender share and the pre-post training survey.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Training concept	2 weeks after conclusion of the contract (3 working days)
Preparation of training materials and conduct of the online trainings	The entire training shall be completed 6 months after the conclusion of the contract, under the condition that target groups are available to participate and trainings can be arranged accordingly. Trainings can be conducted in parallel with the elaboration of training materials once the material for a module is ready (up to 50 working days) In person training are optional to be agreed with GIZ and the partners.
Final report	2 weeks after completion of the online training program (2 working days)

Period of assignment: from 1 February 2024 until 31 October 2024.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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 0 Tasks to be performed) (1.1.2).

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 0 (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 below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment. The contractor ensures that in-depth knowledge on the topic of gender (mainstreaming) is provided by the proposed experts, if necessary by another expert without scoring.

Key expert 1: Solid Waste Management Expert

<u>Tasks of key expert 1</u>
- Elaborate the training program, with focus on waste management topics
- Provide the training

<u>Qualifications of key expert 1</u>
- Education/training (2.2.1): MSc. Or equivalent in waste management, environmental engineering, civil engineer or similar
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the Environmental, circular economy and/or waste management
- Specific professional experience (2.2.4): 5 years of professional experience as consultant and trainer in the Environmental, circular economy and/or waste management
- Leadership/management experience (2.2.5): 5 years experience in management of capacity development programs/ projects
- Regional experience (2.2.6): 5 years of experience in projects in ASEAN (region)
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects

Key expert 2: Sustainable and Circular Economy in Tourism

Tasks of key expert 2:
- Elaborate the training program, with focus on sustainable tourism/ circular economy in tourism
- Provide the training

Qualifications of key expert 2
- Education/training (2.3.1): MSc. or equivalent in waste management, environmental engineering, circular economy
- Language (2.3.2): C2 -level language proficiency in English
- General professional experience (2.3.3): 5 years of professional experience in the environmental protection, circular economy and similar with focus on tourism
- Specific professional experience (2.3.4): 3 years of professional experience as consultant and trainer in the tourism industry
- Leadership/management experience (2.3.5): 5 years experience in management of capacity development programs/ projects
- Regional experience (2.3.6): 5 years of experience in projects in ASEAN (region)
- Development Cooperation (DC) experience (2.3.7): 5 years of experience in DC projects

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 and gender mainstreaming
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

GIZ Travel Regulation shall be applied for travel expenses.

All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs:

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of Key expert 1	1	30	30	The contractor may propose an alternative split of working days btw. the key experts upon the concept/ strategy
Designation of Key expert 2	1	25	25	
Travel Expenses	**Quantity**	**Price**	**Total**	**Comments**
Fixed travel budget	2	IDR 50.850.000	IDR 101.700.000	Maximum cost is earmarked for travel to ASEAN countries.

6. Inputs of GIZ or other actors

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

- Logistics for workshops: GIZ will organize the trainings (online, in-person)

7. 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 complete concept 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 tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the standard format 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.

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, or budgets in full. The number of days, trips and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.