

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

CONFIDENTIAL

<b>GREEN BUILDING EXPERT</b>	<b>Project number/ cost centre: 21.9022.1-003.00</b>
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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
BGH	<i>Bangunan Gedung Hijau</i> – Green building
DC	Development Cooperation
DED	Detailed Engineering Drawings
DJ EBTKE	Direktorat Jenderal Energi Baru Terbarukan dan Konservasi Energi
EDGE	Excellence in Design for Greater Efficiencies
ESDM	Kementerian Energi dan Sumber Daya Mineral
FK	Expert
FKT	Expert days
GFA	Gross Floor Area
HVAC	Heating, Ventilation, and Air Conditioning
IKI	International Climate Initiative
KZFK	Short-term expert
M&E	Mechanical and Electrical
SETI	Sustainable Energy Transition in Indonesia
ToRs	Terms of reference

## 1. Context

In Indonesia, GIZ is implementing various energy projects under the umbrella of the Energy Programme Indonesia/ASEAN/Energy Transition Cluster. 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, GIZ Indonesia is currently implementing a project funded by the International Climate Initiative (IKI) of Federal Government of Germany, called “Sustainable Energy Transition in Indonesia (SETI)”, PN 21.9022.1-003.00.

The SETI project aims to support an effective institutional, regulatory, and financial ecosystem that demonstrates the Indonesian embarkment towards a sustainable energy transition. The project will promote pilots, demonstration, and innovation in industry and with local government unit level to accelerate energy transition at sub-national level. With a multi-level and multi-stakeholder approach, experiences and lessons learnt from different sectors will be brought to the national level informing integrated policies as well as innovative and attractive financing for sustainable energy investments.

The four Outputs of SETI are: (1) The institutional and regulatory framework towards an energy transition is strengthened; (2) Public and private financing instruments for renewable energy and energy efficiency transition project implementation are strengthened; (3) Capacities of Indonesian industries for an energy transition have increased; (4) Capacities in selected local government units to develop a local sustainable energy ecosystem are increased.

SETI is implemented jointly with the political partner, the Directorate General for New and Renewable Energies and Energy Conservation (*Direktorat Jenderal Energi Baru Terbarukan dan Konservasi Energi*, DJ EBTKE) under the Ministry of Energy and Mineral Resources (Kementerian Energi dan Sumber Daya Mineral, ESDM). It further works closely with other line ministries such as Ministry of Public Works, Ministry of Public Housing, Ministry of Home Affairs, and Ministry of Finance.

At sub-national level, SETI is working with local government units (cities) to enable the city transition towards sustainable energy. Following systematic selection process and in consultation with DJ EBTKE, Surabaya and Batam have been selected as pilot cities under Output 4.

The project also works with the private sector and state-owned enterprises to develop and apply innovative RE technology and business models, and support access to financial institutions.

Under Output 4, in the efforts to demonstrate decarbonization in buildings/facilities with energy efficiency measures and renewable energy uptake, SETI is working with the actors above to identify and select suitable pilot projects for support.

SETI is supporting the Ministry of Public Works in promoting green building development in Indonesia. The existing green building regulation (Government regulation 16/2021 and Ministerial Regulation 21/2021) has resulted in a nationally recognized green building (Bangunan Gedung Hijau - BGH) certification in Indonesia. Therefore, GIZ is actively supporting built environment projects which aim to acquire green building certification such as BGH.

Currently, the project has shortlisted four (4) projects as the pipeline for BGH certification support:

1. Building A: 5-storey Class C Hospital in Cilacap, Central Java with 100 beds. GFA: approximately 25.000 sqm
2. Building B: A wet training facility for airline and aviation experts/workforce in South Tangerang, Banten, GFA: approximately 540 sqm.
3. Building C: A 8-storey 4-star hotel in Surabaya, East Java, with 265 bedrooms, GFA: approximately 31.982 sqm, land area approximately 51.006 sqm.
4. Building D: A Government office in Batam, Kepulauan Riau, GFA: approximately 25.000 sqm, land area approximately 16.309 sqm

*(more details of each will be shared later)*

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following **services for each of the four (4) projects**:

- **Task 1.1:** Upon contract, set up inception meeting (kick-off) with each project stakeholders to determine the objectives of the **works, deadlines, and coordination**.

Deliverable 1.1: Inception report for each project

- **Task 1.2:** Review the existing design of the building(s) and propose technical recommendations of the existing design on how to enhance EE and RE in the development based on **EDGE, BGH, and Greenship**, as well as recommendations and concrete steps to achieve national green building (BGH) certification. The recommendations should first promote passive design and usage of high efficiency technologies. The recommendations should aim for BGH *Utama* certification with **full points on energy category**. However, depending on the consultation with project owner, the recommendation may be aimed to achieve *Madya* or *Pratama* certification level.

This task will require gathering and assessing existing documentation from each project, if available, i.e but not limited to:

- Architectural drawing (floor plans, roof plan, elevation, sections, and site plans)
- Mechanical, electrical, and plumbing drawings
- Specifications: detail on materials, finishes, and equipment (HVAC, lighting, etc.)
- Planned energy model
- Climate data (solar path, topography, etc.)
- Other required document, data, and information.

Deliverable 1.2: Green design concept

- **Task 1.3:** Pre-feasibility study on design improvement proposal as stated in point above, to be presented altogether with the technical recommendations.
  - Provide a matrix of existing design against the selected BGH rating system. For each element, identify easy and in-expensive measurement, medium investment with significant impact on rating, and challenging/expensive, innovative measures but will have very strong impact on rating.

- Lifecycle cost benefit analysis of the recommended intervention (for example, upfront cost vs. long term operational saving from existing design vs. recommended design).

#### Deliverable 1.3: Pre-feasibility study on design improvement proposals

- **Task 2.1:** Upon approval of technical recommendations from the respective project owner and GIZ, the consultant should produce, *where applicable/required*, Detailed Engineering drawings for the improvement (including recommended M&E drawings). The timeline of drawings production should be agreed with the project owner.

#### Deliverable 2.1: Detailed Engineering drawings (DED)

- **Task 2.2.:** Prepare concrete steps and the necessary documentation for each project to achieve specific level of BGH certification (planning/operational phase, upon approval).

#### Deliverable 2.2: green building proposal document

- **Task 3:** Report on the total potential energy savings and GHG emissions mitigation from the final result compared to the existing design. The mitigation calculation should be based on international standard. The report should also include mobilized finance potentially generated from the advisory provided. The contractor should also report on all the works done for the project and provide lessons learned from the projects. This includes providing recommendations on future enhancements of BGH regulation and training/skills recommendation for stakeholder groups engaged with during the assignment (architects, project owners, project developer, engineer)

#### Deliverable 3: Final Report (English)

##### Additional notes:

- Technical reports and BGH documents should be delivered in Bahasa, however for final report to GIZ (task 3), should be delivered in English.
- The service does not include the supervision of construction process.
- Meeting with project owners and/or managers as necessary are already included in the budget.
- The consultant is bound to non-disclosure agreement between GIZ and the project owners. The reports and/or data should not be publicised by the contractor without written consent from respective parties.

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Deliverable 1.1: Inception report for each project	March 2026/Indonesia/consultant <i>Estimated total mandays</i> <i>Team leader: 5</i> <i>Expert 1: 10</i> <i>Expert 2: 10</i> <i>Expert 3: 10</i> <i>no travel</i>	Approved by GIZ

Completion of tasks agreed by project owner and GIZ (Deliverables 1.2., 1.3., 2.1., 2.2.) for building D	July 2026/Indonesia/consultant <i>Estimated total mandays</i> <i>Team leader: 12</i> <i>Expert 1: 60</i> <i>Expert 2: 60</i> <i>Expert 3: 60</i> <i>With flight travel</i>	Approved by GIZ and project owner.
Completion of tasks agreed by project owner and GIZ (Deliverables 1.2., 1.3., 2.1., 2.2.) for building A.	December 2027/Indonesia/consultant <i>Estimated total mandays</i> <i>Team leader: 12</i> <i>Expert 1: 120</i> <i>Expert 2: 0</i> <i>Expert 3: 60</i> <i>With land travel</i>	Approved by GIZ and project owner.
Completion of tasks agreed by project owner and GIZ (Deliverables 1.2., 1.3., 2.1., 2.2.) for building B.	December 2027/Indonesia/consultant <i>Estimated total mandays</i> <i>Team leader: 4</i> <i>Expert 1: 20</i> <i>Expert 2: 20</i> <i>Expert 3: 20</i> <i>no travel</i>	Approved by GIZ and project owner.
Completion of tasks agreed by project owner and GIZ (Deliverables 1.2., 1.3., 2.1., 2.2.) for building C.	December 2027/Indonesia/consultant <i>Estimated total mandays</i> <i>Team leader: 12</i> <i>Expert 1: 0</i> <i>Expert 2: 120</i> <i>Expert 3: 60</i> <i>With flight travel</i>	Approved by GIZ and project owner.
Deliverables 3: Final report submitted to GIZ.	December 2027/Indonesia/consultant <i>Estimated total mandays</i> <i>Team leader: 5</i> <i>Expert 1: 10</i> <i>Expert 2: 10</i> <i>Expert 3: 10</i> <i>no travel</i>	Approved by GIZ.

Period of assignment: from **January 2026** until **31 December 2027**.

### 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. Presentation and interaction between the relevant actors in the contractor's area of responsibility. (1.2.1) Strategy for establishing cooperation and then cooperating with the relevant actors. (1.2.2).

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. (1.6.1)

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that list all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule. In case of two or more experts, the tenderer should explain division of tasking and responsibilities (1.6.2).

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB (General terms and conditions of contract): (1.6.3)

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission

- Securing the administrative conclusion of the project

#### **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, project owners and others involved in the project.
- Involved in inception meetings (task 1) for and develop individual timeline for each project.
- Personnel management to ensure the deadlines are met.
- Regular reporting in accordance with deadlines.
- Creating the final report to GIZ (task 3).

###### Qualifications of the team leader

- Education/training (2.1.1): Bachelor's degree in engineering, climate, sustainable development, engineering, architecture.
- Language (2.1.2): C2-level language proficiency in Bahasa and B2-level language in English.
- General professional experience (2.1.3): 10 years of professional experience in the building energy transition
- Specific professional experience (2.1.4): 7 years in green building projects.
- Leadership/management experience (2.1.5): 3 years of leadership experience as project team leader in a project.
- Regional experience (2.1.6): 5 years of experience in projects in Indonesia.
- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): Being professional in green building certification is a must. Non-compliance will result in removal from the tendering process.

##### **Key expert 1: Green Building Expert 1**

###### Tasks of key expert 1

- Provide technical expertise on EE, RE, and green building as layouter in task 1.2. and task 1.3., task 2.1., and task 2.2.
- In charge for the detailed drawings in coordination with the project owner and project designer.
- In coordination with team leader, providing expertise for task 3, including GHG calculations.
- Coordination with project owners and contractors as necessary.



### Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's degree in engineering, climate, sustainable development, architecture.
- Language (2.2.2): C2 -level language proficiency in Bahasa and B2-level language in English.
- General professional experience (2.2.3): In total 10 years' combined experience in energy consultancy, energy transition, green building, policy and regulations advisory. Experiences related to green building, M&E in building, financing of energy projects and energy efficiency.
- Specific professional experience (2.2.4): 5 years in green building projects.
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): 5 years working in Indonesia.
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): Being professional in green building certification is a must.

### **Key expert 2: Green Building Expert 2**

#### Tasks of key expert 2

- Provide technical expertise on EE, RE, and green building as layouted in task 1.2. and task 1.3., task 2.1., and task 2.2.
- In charge for the detailed drawings in coordination with the project owner and project designer.
- In coordination with team leader, providing expertise for task 3, including GHG calculations.
- Coordination with project owners and contractors as necessary.

#### Qualifications of key expert 2

- Education/training (2.3.1): Bachelor's degree in engineering, climate, sustainable development, architecture.
- Language (2.3.2): C2 -level language proficiency in Bahasa and B2-level language in English.
- General professional experience (2.3.3): In total 10 years' combined experience in energy consultancy, energy transition, green building, policy and regulations advisory. Experiences related to green building, M&E in building, financing of energy projects and energy efficiency.
- Specific professional experience (2.3.4): 5 years in green building projects.
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): 5 years working in Indonesia.
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): Being a professional in green building certification is a must.

### **Key expert 3: Finance Expert**

#### Tasks of key expert 3

- Provide technical expertise on financial modelling of project, including the life cycle cost analysis (LCCA) of the project, ROI, NPV, and other relevant financial indicators of a project based on technical recommendations provided.
- In coordination with team leader, providing expertise for task 3, including GHG calculations and mobilized finance for green buildings.
- Coordination with project owners and contractors as necessary.

#### Qualifications of key expert 3

- Education/training (2.4.1): Bachelor's degree in finance, economics, energy, climate, sustainable development, engineering, architecture.
- Language (2.4.2): C2 -level language in Bahasa and B2-level language in English.
- General professional experience (2.4.3): In total 10 years' combined experience in energy consultancy, energy transition, green building, policy and regulations advisory. Experiences related to green building, M&E in building, financing of energy projects and energy efficiency.
- Specific professional experience (2.4.4): 5 years in green building projects
- Leadership/management experience (2.4.5): N/A
- Regional experience (2.4.6): 5 years working in Indonesia.
- Development Cooperation (DC) experience (2.4.7): N/A
- Other (2.4.8): N/A

#### 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

### **5. Costing requirements**

#### **Assignment of personnel and travel expenses**

Per diem 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 from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

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

All expenses must be invoiced according to the task allocation and separated per project (mentioned under task 1 to 3).

### **Sustainability aspects for travel**

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO<sub>2</sub> 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<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> emissions caused by air travel must 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
<b>Designation of Team Leader</b>	1	50	50	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.
<b>Designation of Expert 1: Green Building Expert 1</b>	1	220	220	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.

<b>Designation of Expert 2: Green Building Expert 2</b>	1	220	220	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.
<b>Designation of Expert 3: Finance Expert</b>	1	220	220	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.
<b>Travel expenses</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>Per-diem allowance in country of assignment</b>	N/A	N/A	N/A	N/A
<b>Overnight allowance in country of assignment</b>	10	3	30	Only for key experts Lump sum, Against Proof of Performance. Timesheet required In building project's area within Indonesia only
<b>Transport</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>International flights</b>	N/A	N/A	N/A	N/A
<b>Domestic flights</b>	4	3	12	Only for key experts Lump sum, Against Proof of Performance. Timesheet required In building project's area within Indonesia only
<b>Carbon offsets for flights</b>	4	3	12	Budget @IDR175.000,- is

				earmarked for settling carbon offsets. Against Provision of Evidence
<b>Transportation: train</b>	4	3	12	Only for key experts Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Transportation: rental car</b>	3	1	3	Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Transportation: airport/station transfer</b>	4	3	12	Only for key experts Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Other travel expenses</b>	N/A	N/A	N/A	N/A
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	IDR 100.000.000	IDR 100.000.000	A budget of IDR 100.000.000 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 and can only be used for the cost items as stated in the contract.
<b>Workshops</b>				N/A
<b>Subcontracts</b>				N/A
<b>Procurement of materials and equipment</b>				N/A

<b>Local contributions</b>				N/A
<b>Other costs</b>				N/A

## 6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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 15 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.**

**Please list project references which have been certified as green buildings, including the energy saving and/or renewable energy generation.**

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.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

## 7. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

### Type and scope

The contractor is responsible for providing the following optional services:

- **Task 4:** for the building A, B, C, and D as mentioned in main tasks, prepare necessary documents for other national/international green buildings certification standard (e.g.: LEED, EDGE, Greenship).
- Perform task 1 and task 2 for additional projects as directed by GIZ with approximately GFA of 30.000 sqm in total.

## Requirements

Exercising the option will depend on direction and approval from GIZ. The decision on continuation is expected to be made before 31 July 2027. Even if the option is exercised, it is anticipated that the contract term will not be extended.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

## Quantitative requirements for the optional services

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	8	8	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.
Designation of expert 1	1	30	30	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.
Designation of expert 3	1	15	15	Lump sum, Against Proof of Timesheet required  The consultant should breakdown the mandays needed for each building projects and per task.
Travel expenses	Quantity	Number of days per expert	Total	Comments
Per-diem allowance in country of assignment	N/A	N/A	N/A	NA
Overnight allowance in country of assignment	5	2	10	Only for key experts  Lump sum, Against Proof of Performance, Timesheet required  In building project's area within Indonesia only
Transport	Quantity	Number of trip per expert	Total	Comments
International flights	N/A	N/A	N/A	

<b>Domestic flights</b>	4	2	8	Only for key experts Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Carbon offsets for flights</b>	4	2	8	Budget @IDR125.000,- is earmarked for settling carbon offsets. Against Provision of Evidence
<b>Transportation: train</b>	4	3	12	Only for key experts Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Transportation: rental car</b>	3	1	3	Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Transportation: airport/station transfer</b>	4	3	12	Only for key experts Lump sum, Against Proof of Performance, Timesheet required In building project's area within Indonesia only
<b>Other travel expenses</b>	N/A	N/A	N/A	e.g. visa costs
<b>Other costs</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	N/A	N/A	N/A	NA
<b>Workshops</b>	N/A	N/A	N/A	NA
<b>Subcontracts</b>	N/A	N/A	N/A	NA
<b>Procurement of materials and equipment</b>	N/A	N/A	N/A	NA
<b>Local contributions</b>	N/A	N/A	N/A	NA
<b>Other costs</b>	N/A	N/A	N/A	NA

#### Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.



