

# Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

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**Project title:**

Forest and Climate Protection in Indonesia (FORCLIME)

**Processing number:**

G-011844-001

**Country:**

Indonesia

**Transaction number:**

10024519

**Subject of the tender procedure:**

Capacity building and support for National Forest Inventory in Indonesia

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**List of abbreviations**

|          |                                                                                                                                                              |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BPKH     | <i>Balai Pemantapan Kawasan Hutan</i><br>Forest Area Consolidation Center                                                                                    |
| FORCLIME | GIZ Project “Forest and Climate Protection in Indonesia”                                                                                                     |
| FMU      | Forest Management Unit                                                                                                                                       |
| GIS      | Geographic Information System                                                                                                                                |
| GTC      | General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH |
| FOLU     | Forest and other Land Use                                                                                                                                    |
| FREL/FRL | Forest Reference Emission Level / Forest Reference Level                                                                                                     |
| GHG      | Greenhouse Gases                                                                                                                                             |
| IPSDH    | Directorate of Forest Resources Inventory and Monitoring                                                                                                     |
| KOMP     | Cost per output monitoring and forecast                                                                                                                      |
| KPH      | <i>Kesatuan Pengelolaan Hutan</i><br>Forest Management Unit (FMU)                                                                                            |
| LoI      | Letter of intent                                                                                                                                             |
| MoU      | Memorandum of Understanding                                                                                                                                  |
| MRV      | Monitoring, Reporting and Verification                                                                                                                       |
| NFI      | National Forest Inventory                                                                                                                                    |
| SRM      | Security Risk Management                                                                                                                                     |
| ToR      | Terms of reference                                                                                                                                           |
| UPT      | <i>Unit Pelaksana Teknis</i><br>Technical Implementation Unit                                                                                                |

## **0. Context**

The overall objective of the project is to reduce greenhouse gas emissions from the forestry sector while improving the living conditions of Indonesia's poor rural communities. To achieve this goal, the project supports the Indonesian government in the development and implementation of legal, policy, and institutional reforms for the conservation and sustainable management of forests at the local, provincial, and national levels.

The FORCLIME project works with the Indonesian Ministry of Forestry on national policy and sector strategies, as well as on the subnational implementation of activities to support local forest management in order to align these strategies with the requirements of emission reduction. In its intervention areas (provinces Central Sulawesi, Papua, South West Papua, South Papua), FORCLIME supports subnational forest authorities and Forest Management Units (FMUs) in strengthening forest governance and sustainable forest management. Effective local stakeholder participation is a critical success factor in all planning and strategy development processes.

In the recent years, the Indonesian Ministry of Forestry, through the Directorate of Forest Resources Inventory and Monitoring (IPSDH), has updated the methodology for the National Forest Inventory (NFI; see Annex "Petunjuk Teknis IHN 2.0 - Guidelines for inventory of forest standings and non-timber plants in the framework of national forest inventory 2.0 (IHN 2.0)"), which shall be implemented between 2025-2030. The NFI aims to record and assess the extent and quality of forest resources in Indonesia, especially at the national level in an accurate, timely, and reproducible manner. The new methodology, developed by the Ministry of Forestry in collaboration with FAO, uses a refined sampling design and the application of digital sampling tools.

The implementation of the NFI is embedded in the national forest planning framework. Based on the Regulation of the Minister of Environment and Forestry No. 7 of 2021 concerning Forestry Planning, Changes in Forest Area Designation and Changes in Forest Area Functions, and Use of Forest Areas, the scope of the NFI is:

- NFI is part of national forest planning, which aims to obtain information at least related to: types and potential of forest stands, types, potential and distribution of non-timber plants.
- NFI is carried out in state forest areas, customary forests, and private forests at the national level.
- NFI is carried out by work units within the scope of the ministry or other agencies that have the competence and/or through the principle of data sharing.
- NFI is carried out at least once every 5 years.

Following the formal adoption of the revised NFI methodology, changes in government priorities and subsequent budget efficiency measures have resulted in a reduced implementation of the NFI, including in the FORCLIME intervention areas. At the same time, while the NFI is primarily designed for national-level assessment, the potential use, interpretation, and limitations of NFI data for subnational forest management have not yet been explored in depth. This is particularly relevant for FORCLIME, given its focus on strengthening forest governance and management at the subnational and FMU levels.

Against this background, FORCLIME support is needed to bridge the gap between the national design of the NFI and its practical application in subnational forest management. The support will focus on strengthening field implementation capacity and generating an initial

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understanding of how NFI data can be appropriately interpreted and used by subnational forest authorities.

## **1. Tasks to be performed by the contractor**

### **2.1 Term**

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

### **2.2 Objectives, indicators, work packages, milestones**

#### Objective:

The objective of the contract is to support the implementation of the National Forest Inventory (NFI) through capacity development and the analysis of the NFI data, and to generate a preliminary understanding of how NFI data can be appropriately interpreted and used for subnational forest management.

It aims to support the Directorate of Forest Resources Inventory and Monitoring (IPSDH) of the Indonesian Ministry of Forestry in conducting trainings of technical field staff on the practical application of the NFI methodology by involving the Forest Area Consolidation Center (BPKH), Provincial Forest Service (Dinas Kehutanan), Forest Management Units (FMU), and other units of the forest governance apparatus, as required by IPSDH. The NFI data collection in the FORCLIME project area will be carried out by IPSDH with support of a separate Grant Agreement between FORCLIME and a third party. Both contracts (this service contract and the grant agreement) are closely linked and dependent on each other. Following the NFI data collection, the contractor will support IPSDH in conducting a preliminary analysis of the collected NFI data, with particular attention to its potential use, appropriate interpretation, and limitations for subnational forest authorities and FMUs.

This service contributes to the achievement of the following project result(s) of the FORCLIME project:

#### Module objective:

The sustainable management of forests, wetlands and mangroves in the provinces of Papua, South, Southwest Papua, North, East and Central Kalimantan, Central Sulawesi and Riau in Indonesia has been strengthened.

- **Project Indicator 1:** 15 Forest Management Units (FMUs) have improved their service quality according to the state performance evaluation ("KPH efektif")<sup>1</sup>
- **Output Indicator 3.2:** 300 participants (40% of whom were women) successfully took part in the training courses offered by the national or provincial forestry training centers in the 3 selected intervention provinces of Papua.

**Coordination with partner institutions:** The training, NFI data collection interface, and subsequent NFI data analysis need to be closely coordinated with the Directorate of Forest Resources Inventory and Monitoring (IPSDH), the partner for this activity in the Indonesian Ministry of Forestry. Other directorates of the ministry of forestry and subnational forest authorities such as the provincial forest service (*Dinas Kehutanan*), the Forest Management Units (FMUs), and technical implementation offices (UPTs) of the Ministry of Forestry also need to be involved as required by IPSDH. The contractor will coordinate with the recipient of the separate Grant Agreement to ensure continuity between the training, field data collection, quality assurance, and subsequent analysis of the NFI data.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

**Work package 1: NFI Capacity Development and Training Workshops**

Two training workshops, one in Palu, Central Sulawesi (40 participants + 13 trainers from IPSDH) and one in Sorong, Southwest Papua (60 participants + 13 trainers from IPSDH) will be organised. The participants are staff of relevant forest offices like IPSDH, who will participate as trainers for both events, BPKH (UPT under DG Planologi), the provincial forest administration Dinas Kehutanan and specialized FMU staff working on forest inventory. The training is intended to prepare the technical government staff who will subsequently participate in NFI field data collection under the separate Grant Agreement and to ensure a common understanding and application of IPSDH-approved NFI methodologies and procedures.

The participants will travel from different locations to the workshops. IPSDH will select participants and venues and will provide participant lists and details of the venues as well as travel routes to the contractor. The contractor, in collaboration with IPSDH, will deliver trainings on the practical application of the new NFI methodology in a classroom setting at the hotel venue for 3 days, followed by 1 day dedicated to reviewing and reconfirming the indicative NFI cluster allocation provided by IPSDH and agreeing on the field data collection schedule and team deployment, and 2 days of field demonstrations to ensure that participants can consistently apply the approved methodology and data collection procedures under field conditions.

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<sup>1</sup> KPH efektif is a scoring system used by the Ministry of Forestry to evaluate and assess the institutional development of FMUs

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Considering the accessibility and travel options available in Sorong, the expert team and IPSDH, as the lead executing entity, are expected to arrive at the training venue two days before the training workshop and depart two days after the workshop concludes. Meanwhile, all remaining participants are expected to arrive one day before the training workshop and depart one day after the workshop concludes. For the training workshop in Palu, the expert team and IPSDH are expected to arrive two days before the workshop to support preparation and coordination and depart one day after the workshop concludes. Other participants are expected to arrive one day before the workshop and depart one day after the workshop concludes.

Accommodation arrangements for both Palu and Sorong will be based at the respective training venues, with no overnight stay at the field demonstration areas. The contractor shall arrange appropriate daily transportation between the training venue and the field demonstration sites for the expert team, participants, and IPSDH representatives, taking into account travel time, accessibility, and field conditions. After completion of each field demonstration day, all participants shall return to their designated hotel accommodation.

In addition to the travel arrangements above, separate IPSDH travel will be organized to support preparation, coordination, and activity monitoring. Prior to each workshop, two IPSDH staff will travel to the respective workshop location for approximately three days to conduct a preparatory survey and coordinate with local forestry government officers on workshop planning, including arrangements for the field demonstration. During the workshop period, two high-level IPSDH staff will also travel to support activity monitoring and to officially open and/or close the workshops. This monitoring visit is expected to require two days in Palu and three days in Sorong to accommodate available travel time.

The training materials (official training curricula as well as official methodologies by the Ministry of Forestry and related institutions) will be provided by IPSDH and the agricultural University in Bogor, IPB. See also chapter 3.3.1. The training shall follow the curriculum and materials approved by IPSDH to ensure consistency of competencies and NFI implementation with other provinces. A pre-test and post-test will be applied using materials and assessment criteria determined by IPSDH. Participants will receive certificates of participation; no competency examination will be required at the end of the training.

**Activities of the contractor:**

- Organize travel of 2 IPSDH technical staff at each location for two days, in advance of the training workshops, to conduct preparatory survey and coordinate with local forestry government officers on workshop planning, including field demonstration.
- Organize two training workshops (Palu, Central Sulawesi (53 participants), and Sorong, Southwest Papua (73 participants) to train forest inventory field staff including venues and travel logistics for all participants throughout the workshop duration (4 days in hotel meeting setting plus 2 days field demonstration). 13 staff from IPSDH will participate as trainers.
- Organize travel of 2 high-level IPSDH staff to each workshop location for 2 days to monitor the training workshop activity and officially open/close the workshop.
- Deliver the classroom component of the NFI training for 3 days at each location in collaboration with IPSDH and in accordance with the approved NFI methodology,

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curriculum, and training materials (Expert 1 – 5, Expert 5 is only expected to attend for 1 day only).

- Facilitate a one-day cluster review and fieldwork planning session at each training location to reconfirm the indicative NFI clusters provided by IPSDH, identify potential accessibility or operational constraints, and agree on the indicative sequencing and timeline for field data collection with the participating field teams (Expert 1-4).
- Organize and support implementation of the 2-day field demonstration at each location to provide practical experience in applying NFI field procedures (Expert 1-4).

**Work package 1 milestone:** 110 technical staff trained (excluding IPSDH) in the practical application of the NFI methodology in two batches and prepared to carry out NFI field data collection.

| Milestones for work package 1 | Delivery period                          |
|-------------------------------|------------------------------------------|
| 2 training workshops held     | 6 months after the start of the contract |

**Work package 2: Preliminary Analysis and Subnational Use of NFI Data**

Throughout the NFI data collection phase implemented under the separate Grant Agreement, the Grant Agreement recipient and the contractor shall maintain continuous coordination with IPSDH on the progress of field implementation, including the status of cluster measurement, field adjustments, accessibility constraints, and other issues that may affect the realised NFI sample.

Prior to the commencement of data analysis, the contractor shall facilitate a final joint review of the realised NFI sample through two 3-day data validation meeting in Greater Jakarta area, held in a hybrid format. Approximately 25 participants from IPSDH, other relevant units of the Ministry of Forestry and the Grant Agreement recipient will attend on site, together with the contractor's experts, including the NFI Analyst (Expert 6) in person. The field data collection teams and relevant subnational forestry authorities will join online. No air travel is foreseen for the participants of this meeting. The purpose of the workshops is to jointly validate the NFI dataset delivered under the Grant Agreement (completeness, consistency and plausibility of the measurements), reconfirm the relationship between the indicative NFI cluster allocation and the clusters actually measured in the field, review the resulting spatial and stratum distribution of the realised sample, and obtain final contextual inputs from the field teams and subnational authorities before the analysis is undertaken.

Based on this review, the contractor shall conduct a preliminary analysis of the NFI data collected in the FORCLIME intervention areas. The analysis shall assess how NFI data can be appropriately interpreted and used for subnational forest management, while explicitly considering sample representation, appropriate levels of aggregation, uncertainty, and limitations arising from the realised sample distribution. The statistical analysis will be carried out by the NFI Analyst (Expert 6) and validated by the Team Leader (Key Expert 1) in close consultation with IPSDH. In addition, the MRV expert (Key Expert 2) will assess the relevance of the results for national and subnational MRV, for the achievement of Indonesia's NDC targets and for the provincial Forestry and Other Land Use (FOLU) Net Sink 2030

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operational plans, including potential uses, limitations, gaps and room for future improvement.

The analysis may include, subject to the variables available in the NFI dataset, forest stand structure and composition, timber and non-timber forest resources, regeneration, biomass and carbon, and other relevant forest attributes. Where relevant, the results may be contextualised with FMU boundaries, forest functions, land cover, and management units to demonstrate potential applications for subnational forest planning and management.

The contractor shall prepare an analytical report presenting the results of the preliminary NFI analysis, the appropriate scale and limitations of interpretation, practical examples of potential use by subnational forest authorities and FMUs, and recommendations for future application of NFI information at subnational level.

Upon completion of the analytical package, the contractor shall organise a high-level dissemination event to present the main analytical results, interpretation, limitations, and recommendations to IPSDH, relevant Ministry of Forestry units, and other relevant stakeholders. The dissemination shall focus on communicating what the NFI data can and cannot support at subnational level, rather than presenting the results as a stand-alone subnational inventory. The event shall also provide an opportunity to obtain final strategic feedback on the practical application of the findings and recommendations. Interpretation service and event organizers are foreseen to be procured for this meeting.

**Activities of the contractor:**

- Maintain regular coordination with the Grant Agreement recipient and IPSDH during the NFI data collection phase on issues relevant to the realised sample and subsequent analysis.
- Organise and facilitate a 3-day hybrid data validation meeting in Greater Jakarta area prior to analysis to jointly validate the NFI dataset received from the Grant Agreement recipient with IPSDH, with the field data collection teams joining online.
- Reconfirm the spatial and stratum distribution of the realised sample and document relevant field implementation issues affecting interpretation.
- Conduct preliminary analysis of the NFI dataset using statistically appropriate analytical units and levels of aggregation.
- Assess sample representation, uncertainty, and limitations for subnational interpretation.
- Validate the analytical results through the Team Leader (Key Expert 1) together with IPSDH, including the appropriateness of the interpretation for subnational use.
- Assess the relevance of the NFI results for national and subnational MRV, the achievement of NDC targets and the provincial FOLU Net Sink 2030 operational plans, including potential uses, limitations, gaps and room for future improvement.
- Develop practical examples of how NFI information may support subnational forest planning and management.
- Prepare and present an analytical report to IPSDH and relevant subnational authorities.

Work package 2 indicator: A preliminary NFI analytical package for the FORCLIME intervention areas is completed and submitted to IPSDH. The package shall include:

- (i) summary tables of key NFI variables and indicators at statistically appropriate levels of aggregation

- (ii) maps showing the realised sample distribution and relevant spatial context for interpretation
- (iii) an analytical report presenting the results, methods, assumptions, uncertainty, representativeness, and limitations of the analysis
- (iv) practical recommendations on how NFI information can be appropriately interpreted and used by subnational forest authorities and FMUs for forest planning and management.
- (v) an assessment of the potential uses, limitations, gaps and room for improvement of NFI data for national and subnational MRV, NDC target achievement and the provincial FOLU Net Sink 2030 operational plans.

| <b>Milestones for work package 2</b>                                                                                                                                  | <b>Delivery period</b>                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Data validation meeting held in Greater Jakarta area and minutes, including the agreed validation decisions on the realised sample and NFI dataset, shared with IPSDH | 14 months after the start of the contract                                                                                   |
| Preliminary NFI analytical package, including dataset, tables, maps, analytical report, and recommendations, submitted and accepted by IPSDH.                         | 21 months after the start of the contract; latest until 30.11.2028                                                          |
| High-level dissemination event conducted, with stakeholder feedback documented and shared with GIZ and IPSDH.                                                         | Within 1 month after acceptance of the preliminary NFI analytical package, and no later than the end of the contract period |

### **Work package 3: Documentation, Feedback and Evaluation**

The training concept, materials and activities as well as the monitoring activities will be documented for internal use and evaluated for lessons learnt to improve and refine forest inventory trainings and NFI implementation and the use of NFI data at subnational level.

- Design, development and application of a simple and practical participant evaluation approach, building on the pre-test and post-test results determined by IPSDH.
- Collection of feedback regarding the inventory from training participants, field data collection teams and other stakeholders to refine and improve training programmes and field procedures.
- Preparation of a report to GIZ and IPSDH about the conducted activities (NFI trainings), including pre-test/post-test results, participant feedback and photo documentation. This report shall also provide highlights and challenges as well as lessons learnt during the implementation of the activities and shall also serve to improve and refine forest inventory trainings and NFI implementation in the future.
- Documentation of the data validation meeting in Greater Jakarta area (agenda, participants on site and online, agreed validation decisions on the realised sample and dataset) as an input to the analytical report under Work Package 2.
- Preparation of a consolidated lessons-learnt report at the end of the contract covering Work Packages 1 and 2, including lessons on the interface between training, field

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data collection under the Grant Agreement, data validation and analysis, and recommendations for future NFI cycles and the subnational use of NFI data.

**Work package 3 indicator:** training evaluation data / feedback from participants of the training is provided; photo documentation of workshop and field activities is provided.

| Milestones for work package 3                                                                                             | Delivery period                                                    |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Training evaluation report (including pre-test/post-test results, participant feedback and photo documentation) submitted | 7 months after the start of the contract                           |
| Consolidated documentation and lessons-learned report covering Work Packages 1 and 2 submitted                            | 21 months after the start of the contract; latest until 30.11.2028 |

### 2.3 Project and knowledge management requirements

#### Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

#### Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

#### Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.
- A dedicated administrative professional (Expert 3) is hired for the coordination, booking, and financial administration of transports, workshops, food, and accommodation. This will be a large part of this consultancy.

The whole contract will be accounted for under Output 1 (30%) Output 2 (40%) Output 3 (30%) of the GIZ-project.

#### Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities (quarterly) must cover at least the following areas:
  - Degree to which activities are implemented
  - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
  - Results that have occurred in the contractor's sphere of responsibility

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- Results that have occurred outside the contractor's direct sphere of responsibility (e.g. results achieved by the partner institutions, which are relevant for this consultancy)
- Risks and conflicts in the inventory region
- The monitoring results should be conveyed to the commissioning unit (GIZ / FORCLIME) during quarterly online meetings.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language:

English

- Inception report: approx. 5 pages; due 2 months after the start of the contract
- Interim report: approx. 20 pages; due 12 months after the start of the contract
- Final report: approx. 30 pages; due 21 months after the start of the contract / latest 30.11.2028

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Requirements for company-wide learning, knowledge and innovation:

- The contractor provides support in implementing a project evaluation (see WP 3) with special emphasis on ensuring the effectiveness of the knowledge management process.
- Virtual debriefing with the commissioning unit (GIZ / FORCLIME).

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Ensuring the flow of information between the contractor's field staff and the partner (IPSDH);
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team and the partner (IPSDH).

## **2.4 Data protection and information security**

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

## **2.5 Other requirements**

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality:  
The participants will be appointed by the partner IPSHD. The trainings should assure inclusive framework conditions.
- Environmental protection and climate action (climate change mitigation/adaptation):  
The resulting greenhouse gas emissions from flights need to be compensated with carbon offsets.
- Conflict and context sensitivity:  
Special safety measures need to be applied in the provinces of Papua, following the instructions of **Security Risk Management (SRM) GIZ Indonesia and ASEAN**, and general principles like Do-No-Harm and respecting local customs.
- Human rights:  
During the implementation of the forest inventory, FPIC procedures should be followed, especially in customary territories.

- Security precautions:

Any project activities in Papua province need to follow the instructions of the SRM office and fulfil other governmental requirements (e.g. surat jalan - permit letter), if necessary.

The contractor's staffing profile should be balanced in terms of gender and age.

### **3. Technical-methodological concept**

In the following sub-sections, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

#### **3.1 Interpretation of objectives (section 1.1 of the assessment grid)**

Section 1.1.1 of the assessment grid is not applicable for this tender.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept

#### **3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)**

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

Process descriptions (section 1.2.1 of the assessment grid) is not applicable for this tender.

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

Section 1.2.3 of the assessment grid is not applicable for this tender.

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### **3.3 Strategy (section 1.3 of the assessment grid)**

The strategy for delivering the services in the tender is the core element of the technical-methodological concept.

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

For the sake of this tender, the only applicable sub-sections are 3.3.1 Strategic Approach and 3.3.4 Consideration of environmental and social compatibility requirements.

#### **3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs** (section 1.3.1 of the assessment grid)

The tenderer needs to consider the official technical documents about the National Forest Inventory, especially:

- [National Forest Inventory for Indonesia: Design and planning of a new national scale forest inventory for multiples purposes](#) (online and attachment)
- [NFI Design Plan for Indonesian Forests](#) (online and attachment)<sup>2</sup>
- Petunjuk Teknis IHN 2.0 - Guidelines for inventory of forest standings and non-timber plants in the framework of national forest inventory 2.0 (IHN 2.0) (see attachment)
- Ministry of Forestry/National Forestry Training Centre (PUSDIKLAT) Regulation 67/2024 about training curriculum for national forest inventory implementers (see attachment)<sup>3</sup>
- Technical guidelines for inventory of forest stands and non-timber plants in the framework of national forest inventory (attachment)
- Technical Guidelines for forest stands and non-timber plant inventory in mangrove forest types (attachment)

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<sup>2</sup>

[https://simontana.kehutan.go.id/admin/files/download/2025/03/NFI\\_Design\\_Plan\\_for\\_Indonesian\\_Forests\\_v1c.pdf](https://simontana.kehutan.go.id/admin/files/download/2025/03/NFI_Design_Plan_for_Indonesian_Forests_v1c.pdf)

<sup>3</sup>

[https://simontana.kehutan.go.id/admin/files/download/2025/03/National\\_Forest\\_Inventory\\_for\\_Indonesia.pdf](https://simontana.kehutan.go.id/admin/files/download/2025/03/National_Forest_Inventory_for_Indonesia.pdf)

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The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible. He is also required to explain and, as far as possible, provide specific evidence of how it will make use of national resources (for example national institutions, network partners etc.) in the context of service delivery. The tenderer is also required to develop and describe a strategy for developing the cooperation with the actors in the partner system (i.e. involved forest authorities at national, provincial, and local level) who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

### **3.3.2 Building partnerships with the relevant actors**

(section 1.3.2 of the assessment grid)

Not applicable

### **3.3.3 Approaches for leverage effects and measures for scaling-up**

(section 1.3.3 of the assessment grid)

Not applicable

### **3.3.4 Consideration of environmental and social compatibility requirements**

(section 1.3.4 of the assessment grid)

#### **Gender equality**

Not applicable, because partner (IPSDH) will provide participants lists of forestry staff that needs to be trained / forestry staff that will implement the inventory. Hence it will not be possible for the contractor to influence gender balance among participants.

#### **Environmental protection and climate action (climate change mitigation/adaptation)**

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

#### **Conflict and context sensitivity**

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

|                                                                                                    |                              |
|----------------------------------------------------------------------------------------------------|------------------------------|
| Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)': | 2 points out of 10 (maximum) |
| Requirement: 'Conflict and context sensitivity':                                                   | 8 points out of 10 (maximum) |

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### **3.4 Project management**

(section 1.4 of the assessment grid)

In the following sub-sections, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

#### **3.4.1 Operational plan**

(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

#### **3.4.2 Coordination with GIZ or the commissioning project**

(section 1.4.2 of the assessment grid)

Not applicable

#### **3.4.3 Steering or coordination of measures with the relevant implementing partner**

(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services (i.e. IPSDH, involved forest authorities at national, provincial, and local level) and to describe and explain the procedure for steering or coordinating the measures with them.

#### **3.4.4 Monitoring**

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

### **3.5 Further requirements (section 1.5 of the assessment grid)**

– Not applicable –

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#### **4. Personnel**

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 20 expert days per month, provided no diverging definition is specified for individual qualifications.

**Language skills** are described below in accordance with the Common European Framework of Reference for Languages (for example, C1).

**Key-Expert 1: NFI Expert and Team Leader with National Expertise** (section 2.1 of the assessment grid)

This position is a key expert.

##### Tasks of key-expert 1

- Overall responsibility for the advisory packages and their results of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Close coordination with GIZ and the partner IPSDH for the planning, preparation, and implementation of the activities.
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in forest inventory
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Implement NFI trainings for technical partner staff
- Act as the technical link between the NFI Analyst (Expert 6) and IPSDH, including the communication of analytical approaches and results in Bahasa Indonesia
- Quality assurance and validation of the statistical analysis carried out by the NFI Analyst (Expert 6), in particular with regard to the appropriate interpretation and use of NFI data for subnational forest management
- Lead the data validation meeting in Greater Jakarta area and the presentation of the analytical results to IPSDH and subnational authorities.
- Representation of the contractor team towards partners and GIZ

##### Qualifications of key-expert 1:

|                                                            |                                                                                               |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Education/training (section 2.1.1 of the assessment grid): | University degree (e.g. 'master's or German Diplom') in forestry, natural resource management |
| Language (section 2.1.2 of the assessment grid):           | Knowledge of English B2 (5 out of 10 points) and Bahasa Indonesia C2 (5 out of 10 points)     |

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|                                                                                                                        |                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| General professional experience (section 2.1.3 of the assessment grid):                                                | 10 years of professional experience in the forest sector in the last 15 years                                                                     |
| Specific professional experience (section 2.1.4 of the assessment grid):                                               | 5 years of professional experience in national forest inventories (5 out of 10 points), of which 3 years in the past 5 years (5 out of 10 points) |
| Leadership/management experience (section 2.1.5 of the assessment grid):                                               | 5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 10 people          |
| International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid): | – Not applicable –                                                                                                                                |
| Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):                           | 10 years of professional experience in Indonesia                                                                                                  |
| Experience in the field of development cooperation (section 2.1.8 of the assessment grid):                             | 2 years of experience in development cooperation projects                                                                                         |
| Other (section 2.1.9 of the assessment grid):                                                                          | 2 years of professional experience with the Indonesian National Forest Inventory                                                                  |

**Key-Expert 2: MRV (Monitoring, Reporting and Verification) expert with National Expertise** (section 2.2 of the assessment grid)

This position is a key expert.

**Tasks of key-expert 2**

- Responsible for providing technical advice regarding MRV related matters in relation to the NFI
- Contribute to the classroom and cluster review sessions of the trainings to provide insights and potential improvements on existing NFI methodology and its linkages with national MRV systems
- Analyse the linkages of the NFI data with national and subnational MRV systems (e.g. Forest Reference Emissions Level (FREL/FRL) and the national Greenhouse Gas (GHG) inventory for the forestry and other land use (FOLU) sector), the achievement of Indonesia's NDC targets and the provincial FOLU Net Sink 2030 operational plans
- Assess the potential uses, limitations and gaps of the NFI data for these purposes and identify room for improvement in future NFI cycles
- Prepare the MRV-related chapter and recommendations of the analytical report (Work Package 2)

**Qualifications of key-expert 2.**

|                                                            |                                                                                       |
|------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Education/training (section 2.2.1 of the assessment grid): | University degree (e.g. 'master's or German Diplom') in forestry, GIS, remote sensing |
|------------------------------------------------------------|---------------------------------------------------------------------------------------|

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|                                                                                                                        |                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Language (section 2.2.2 of the assessment grid):                                                                       | Knowledge of English B2 (5 out of 10 points) and Bahasa Indonesia C2 (5 out of 10 points)                                                                                          |
| General professional experience (section 2.2.3 of the assessment grid):                                                | 10 years of professional experience in the forest sector                                                                                                                           |
| Specific professional experience (section 2.2.4 of the assessment grid):                                               | 5 years of professional experience in forest monitoring or MRV or GHG accounting in the FOLU sector (5 out of 10 points) of which 2 years in the past 5 years (5 out of 10 points) |
| Leadership/management experience (section 2.2.5 of the assessment grid):                                               | – Not applicable –                                                                                                                                                                 |
| International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid): | – Not applicable –                                                                                                                                                                 |
| Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):                           | 10 years of professional experience in Indonesia                                                                                                                                   |
| Experience in the field of development cooperation (section 2.2.8 of the assessment grid):                             | 5 years of professional experience in working with international development cooperation agencies                                                                                  |
| Other (section 2.2.9 of the assessment grid):                                                                          | 2 years professional experience with the Indonesian National Forest Inventory                                                                                                      |

**Expert 3: Admin staff with National Expertise** (section 2.3 of the assessment grid)**Tasks of expert 3**

- Close coordination of activities with partner (IPSDH)
- Organise trainings
- Reservation and payment of required flights, other transport, hotels, and catering
- Financial administration of all expenses, including the collection of required invoices
- Preparation and purchase of materials for NFI training and field demonstration during workshops
- Assist and review budget and invoices for NFI data collection from field team to GIZ finance team
- Responsible for organising and preparing the training workshops
- Organise the data validation meeting in Greater Jakarta area (venue and meeting package, hybrid set-up, local transport) and the international travel of the NFI Analyst (Expert 6)

**Qualifications of expert 3**

|                                                            |                                                                                               |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Education/training (section 2.3.1 of the assessment grid): | University degree (e.g. 'master's or German Diplom') in finance, administration, or economics |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

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|                                                                                                                        |                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Language (section 2.3.2 of the assessment grid):                                                                       | Knowledge of English B2 (5 out of 10 points) and Bahasa Indonesia C2 (5 out of 10 points)                      |
| General professional experience (section 2.3.3 of the assessment grid):                                                | 5 years of professional experience in administration or finance or logistics                                   |
| Specific professional experience (section 2.3.4 of the assessment grid):                                               | – Not applicable –                                                                                             |
| Leadership/management experience (section 2.3.5 of the assessment grid):                                               | – Not applicable –                                                                                             |
| International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid): | – Not applicable –                                                                                             |
| Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):                           | 5 years of professional experience in Indonesia                                                                |
| Experience in the field of development cooperation (section 2.3.8 of the assessment grid):                             | 3 years of professional experience in administration, finance or logistics in development cooperation projects |
| Other (section 2.3.9 of the assessment grid):                                                                          | – Not applicable –                                                                                             |

**Expert 4: NFI coordinator and GIS expert with National Expertise** (section 2.4 of the assessment grid)Tasks of expert 4

- Close coordination of activities with partner (IPSDH) and the expert team
- Monitoring of progress and deliverables
- Communication with GIZ
- Backstopping of the training workshops
- Staff management, planning and managing the assignments and supporting experts
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Management of the interface between this contract and the separate Grant Agreement for NFI data collection, including tracking of the cluster measurement status and field adjustments
- Technical advice on Geographic Information Systems (GIS) and GIS support for IPSDH and for the implementation of the activities
- Determine the suitability of NFI data collection clusters (geospatial analysis) and prepare cluster maps for the cluster review sessions during the trainings
- Compile and map the realised sample (indicative vs. measured clusters) and its spatial and stratum distribution for the data validation meeting

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- GIS analysis for Work Package 2, including maps contextualising the results with FMU boundaries, forest functions and land cover, and provision of spatial inputs (e.g. stratum areas) to the NFI Analyst

**Qualifications of expert 4**

|                                                                                                                        |                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Education/training (section 2.4.1 of the assessment grid):                                                             | University degree (e.g. 'master's or German Diplom') in forestry, geography, or natural resource management, GIS or remote sensing      |
| Language (section 2.4.2 of the assessment grid):                                                                       | Knowledge of English B2 (5 out of 10 points) and Bahasa Indonesia C2 (5 out of 10 points)                                               |
| General professional experience (section 2.4.3 of the assessment grid):                                                | 5 years of professional experience in the sector forestry                                                                               |
| Specific professional experience (section 2.4.4 of the assessment grid):                                               | 3 years of professional experience in GIS                                                                                               |
| Leadership/management experience (section 2.4.5 of the assessment grid):                                               | 2 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 3 people |
| International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid): | – Not applicable –                                                                                                                      |
| Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):                           | 5 years of professional experience in Indonesia                                                                                         |
| Experience in the field of development cooperation (section 2.4.8 of the assessment grid):                             | 3 years of professional experience in development cooperation projects                                                                  |
| Other (section 2.4.9 of the assessment grid):                                                                          | 2 years of working experience with the Indonesian National Forest Inventory                                                             |

**Key-Expert 5: NFI trainer (soil sampling) (section 2.5 of the assessment grid)**

This position is a key expert.

**Tasks of key-expert 5**

- Implementation of trainings in soil sampling for the NFI during the classroom component of the training workshops (one 1-day session per workshop, presenting the soil sampling method)

**Qualifications of key-expert 5**

|                                                            |                                                                                                         |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Education/training (section 2.5.1 of the assessment grid): | University degree (e.g. 'master's or German Diplom') in forestry, agriculture, biology or related field |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

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|                                                                                                                        |                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Language (section 2.5.2 of the assessment grid):                                                                       | Knowledge of Bahasa Indonesia, C2                                                                                                                             |
| General professional experience (section 2.5.3 of the assessment grid):                                                | 5 years of professional experience in forestry or natural resources management (5 out of 10 points) of which 2 years in the past 5 years (5 out of 10 points) |
| Specific professional experience (section 2.5.4 of the assessment grid):                                               | 2 years of professional experience in soil sciences                                                                                                           |
| Leadership/management experience (section 2.5.5 of the assessment grid):                                               | – Not applicable –                                                                                                                                            |
| International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid): | – Not applicable –                                                                                                                                            |
| Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):                           | 5 years of professional experience in Indonesia                                                                                                               |
| Experience in the field of development cooperation (section 2.5.8 of the assessment grid):                             | – Not applicable –                                                                                                                                            |
| Other (section 2.5.9 of the assessment grid):                                                                          | – Not applicable –                                                                                                                                            |

**Key-Expert 6: NFI Analyst with International Expertise** (section 2.6 of the assessment grid)

This position is a key expert.

**Tasks of expert 6**

- Responsible for providing technical advice regarding National Forest Inventory (NFI) to IPSDH and the consultant team
- Analyse the quality of NFI data collected during the NFI implementation phase (via separate grant agreement; see also Work Package 2)
- Providing NFI support for IPSDH and for the implementation of the activities
- Participate in person in the 3-day data validation meeting in Greater Jakarta area (one mission to Indonesia; all other inputs are provided remotely)
- Conduct the statistical analysis of the NFI data for Work Package 2 (data cleaning and compilation, design-based estimation of key variables at statistically appropriate levels of aggregation, assessment of uncertainty and representativeness) and prepare the corresponding methods and results sections of the analytical report
- Work in close cooperation with the Team Leader (Key Expert 1), who validates the analysis results and acts as the link to IPSDH as the working language of Key Expert 6 is English.

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Qualifications of expert 6

|                                                                                                                        |                                                                                 |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Education/training (section 2.6.1 of the assessment grid):                                                             | University degree (e.g. 'master's or German Diplom') in forestry                |
| Language (section 2.6.2 of the assessment grid):                                                                       | Knowledge of English C2                                                         |
| General professional experience (section 2.6.3 of the assessment grid):                                                | 12 years of professional experience in forestry or natural resources management |
| Specific professional experience (section 2.6.4 of the assessment grid):                                               | 10 years of professional experience in National Forest Inventories              |
| Leadership/management experience (section 2.6.5 of the assessment grid):                                               | – Not applicable –                                                              |
| International professional experience outside the country/region of assignment (section 2.6.6 of the assessment grid): | – Not applicable –                                                              |
| Professional experience in the country/ region of assignment (2.6.7 of the assessment grid):                           | 5 years of professional experience in Indonesia                                 |
| Experience in the field of development cooperation (section 2.6.8 of the assessment grid):                             | – Not applicable –                                                              |
| Other (section 2.6.9 of the assessment grid):                                                                          | 2 years of working experience with the Indonesian National Forest Inventory     |

**The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs.**

The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

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Soft skills are not evaluated.

## **5. Costing requirements**

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

### **5.1 Assignment of experts**

The number of expert days corresponds to full working days.

| <b>Expert</b>                                      | Expert days in the country of residence /remote | Availability of expert in the country of assignment* in expert days | Expert days in total | Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2) | Number of international flights | Number of national flights |
|----------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------|---------------------------------|----------------------------|
| <b>Key-Expert 1: Team Leader</b>                   | 0                                               | 50                                                                  | <b>50</b>            | No                                                                            | 0                               | 2                          |
| <b>Key-Expert 2: MRV expert</b>                    | 0                                               | 30                                                                  | <b>30</b>            | No                                                                            | 0                               | 2                          |
| <b>Expert 3: Admin Staff</b>                       | 0                                               | 30                                                                  | <b>30</b>            | No                                                                            | 0                               | 2                          |
| <b>Expert 4: NFI coordinator</b>                   | 0                                               | 50                                                                  | <b>50</b>            | No                                                                            | 0                               | 2                          |
| <b>Key-Expert 5: NFI Trainer for soil sampling</b> | 0                                               | 6                                                                   | <b>6</b>             | No                                                                            | 0                               | 2                          |
| <b>Key-Expert 6: NFI Analyst</b>                   | 23                                              | 7                                                                   | <b>30</b>            | No                                                                            | 1                               | 0                          |

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## **5.2 National administrative staff**

– Not applicable –

## **5.3 Travel expenses**

### **5.3.1 Travel – sustainability considerations**

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO<sub>2</sub>-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

### **5.3.2 Travel expense requirements**

The travel expenses must be costed as follows by the contractor:

| <b>Travel expenses item</b>                                                                                                                                                                                                                                                                                                                                             | <b>Quantity/budget</b>                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Total national return flights: for the Experts (Experts 1, 2, 3, 4 and 5; all based in Jakarta and nearby cities) from Jakarta to Palu and Sorong to attend the training workshops (one return flight per expert and location).<br><br>No domestic flights are foreseen for the data validation meeting in Greater Jakarta area, which the Experts attend from Jakarta. | 10 national flights                                                                                               |
| International return flight for the NFI Analyst (Expert 6) to attend the data validation meeting in Greater Jakarta area.                                                                                                                                                                                                                                               | 1 international flight                                                                                            |
| CO <sub>2</sub> offsets for flights                                                                                                                                                                                                                                                                                                                                     | EUR 550.00<br><br>An unalterable budget for CO <sub>2</sub> offsets for settlement against evidence is specified. |
| Transfer costs                                                                                                                                                                                                                                                                                                                                                          | 11 trips                                                                                                          |
| Per-diem allowances                                                                                                                                                                                                                                                                                                                                                     | 96 days                                                                                                           |

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|                                                                                                                                                                                                     |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Training in Palu 36 days (E1/E3/E4 9 d each, E2 6 d, E5 3 d) +<br>Training in Sorong (E1/E3/E4 10 d each, E2 6 d, E5 3 d) +<br>Meeting in Greater Jakarta 21days (E1/E2/E3/E4 3 d, E6 9 d)          |           |
| Accommodation allowances<br><br>Palu 31 nights (E1/E3/E4 8 n, E2 5 n, E5 2 n) + Sorong 34 nights<br>(E1/E3/E4 9 n each, E2 5 n, E5 2 n) + Greater Jakarta area 16<br>days (E1/E2/E3/E4 2 n, E6 8 n) | 81 nights |

Tenders may include per-diem allowances 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 the reimbursement of travel expenses (download at <https://www.bundesfinanzministerium.de>). They will be reimbursed as a **lump sum** at the contractually agreed level.

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs

Notes on the settlement of accommodation allowances:

For the country Indonesia, tenderers may offer accommodation allowances **up to** EUR 134.25. This is 75% of the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement. The expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

#### **5.4 Procurement of services and works**

– Not applicable –

#### **5.5 Procurement of materials and equipment**

– Not applicable –

#### **5.6 Operating costs in the country of assignment**

– Not applicable –

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## **5.7 Workshops, education and training**

The contractor runs the following workshops/study trips/training courses:

- NFI Training Workshop in Palu, Central Sulawesi
- NFI Training Workshop in Sorong, South West Papua
- Data validation meeting (hybrid) in Greater Jakarta area
- Dissemination workshop in Jakarta

Workshop budget: EUR 119,000.00

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Catering and room rent (fullboard meeting package for 126 participants for 4 days in 2 batches)
- Arranging 2 days of field demonstration as a part of training workshop in 2 batches
- Technical systems
- Interpretation services secured for data validation meeting and dissemination workshops
- Event organizer service secured for the dissemination workshop, suitable for a high-level meeting
- Workshop materials
- Supporting supplies like stationary kits; facilitation materials; markers; tape etc.
- Other costs relating to the workshops
- First aid kits
- Printing costs for report / agenda / handouts etc.

These workshops will be organised and supervised by the contractor's experts, especially Expert 3.

The budget does not include the fees and travel expenses for the contractor's experts nor for the participants of the local forest units incurred in connection with the planning and running of the workshops. These are covered by the corresponding travel expenses (see sections 5.1 and 5.3 above).

## **5.8 Local contributions**

– Not applicable –

## **5.9 Other costs**

In connection with the organisation of the workshops, the contractor is required – via Expert 3 whose activities are listed in Section 4 of these Terms of Reference – to arrange travel for the participants to those workshops. To this end, the following fixed and unalterable budgets are made available to the contractor. Payment shall be made against evidence.

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| Items                                                                   | Fixed budget         | Notes                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flights for participants to workshops in Palu and Sorong                | <b>EUR 25,000.00</b> | To be reimbursed against evidence<br><br>35 of 53 participants fly to Palu + 2 IPSDH staff do survey before actual training + 2 IPSDH staff do monitoring during event (not attending all workshop days)<br><br>73 participants fly to Sorong + 2 IPSDH staff do survey before actual training + 2 IPSDH staff do monitoring during event (not attending all workshop days) |
| Carbon offsets for flights for workshops participants                   | <b>EUR 4,000.00</b>  | To be reimbursed against evidence                                                                                                                                                                                                                                                                                                                                           |
| In-land transportation of participants for workshops in Palu and Sorong | <b>EUR 15,000.00</b> | To be reimbursed against evidence<br><br>Palu: Airport transfer and other inland transfers to venue (53 workshop participants+ 2 survey + 2 monitoring)<br><br>Sorong: Airport transfer and other inland transfers to venue (73 workshop participants+ 2 survey + 2 monitoring)                                                                                             |

#### **5.10 Flexible remuneration item**

Budget for flexible remuneration: **EUR 25,000.00**

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

**Subject of the tender procedure:**

**Transaction number: 10024519**

## **6. Requirements on the format of the tender**

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in **English**.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed **10 pages** (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section of the ToRs must be in the EU format and not more than **four pages** in length.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months) (if relevant)

**In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.**

## **7. Options or follow-on contract**

### **7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)**

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

**Subject of the tender procedure:**

**Transaction number: 10024519**

**Nature and scope:**

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind.

**Precondition:**

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project or an agreement is concluded to provide cofinancing for the measure.

**7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)**

– Not applicable –

**7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)**

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

**Scope of possible services:**

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

**Condition:** The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

**A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.**

**8. Annexes**

- a) [National Forest Inventory for Indonesia: Design and planning of a new national scale forest inventory for multiples purposes](#) (online and attachment)

**Subject of the tender procedure:**

**Transaction number: 10024519**

- b) [NFI Design Plan for Indonesian Forests](#) (online and attachment)<sup>4</sup>
- c) Petunjuk Teknis IHN 2.0 - Guidelines for inventory of forest standings and non-timber plants in the framework of national forest inventory 2.0 (IHN 2.0) (see attachment)
- d) Ministry of Forestry/National Forestry Training Centre (PUSDIKLAT) Regulation 67/2024 about training curriculum for national forest inventory implementers (see attachment)<sup>5</sup>
- e) Technical guidelines for inventory of forest stands and non-timber plants in the framework of national forest inventory (attachment)
- f) Technical Guidelines for forest stands and non-timber plant inventory in mangrove forest types (attachment)

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[https://simontana.kehutan.go.id/admin/files/download/2025/03/NFI\\_Design\\_Plan\\_for\\_Indonesian\\_Forests\\_v1c.pdf](https://simontana.kehutan.go.id/admin/files/download/2025/03/NFI_Design_Plan_for_Indonesian_Forests_v1c.pdf)

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[https://simontana.kehutan.go.id/admin/files/download/2025/03/National\\_Forest\\_Inventory\\_for\\_Indonesia.pdf](https://simontana.kehutan.go.id/admin/files/download/2025/03/National_Forest_Inventory_for_Indonesia.pdf)