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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Capacity Works (CW) Workshop	**Project number/ cost centre: B200000** **Tender number 10063054**

0. List of abbreviations 2

1. Context 3

2. Tasks to be performed by the contractor 3

3. Concept 4
   Technical-methodological concept 5

4. Personnel concept 5
   Key expert 1 5

5. Costing requirements 6
   Assignment of personnel and travel expenses 6
   Sustainability aspects for travel 6
   Workshops, events and trainings 8

6. Inputs of GIZ or other actors 8

7. Requirements on the format of the tender 9

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The GIZ Portfolio Indonesia and ASEAN comprises many national staffs as well as international staffs who shall be introduced to the management tool Capacity WORKS.

The management tool Capacity WORKS which has been developed by former GTZ in 2006 has proven to be a suitable tool in regard to deploy an efficient cooperation management in the field of international cooperation and sustainable development.

Today Capacity WORKS is integrated in all of GIZ's main processes, from the program design to the execution up to internal evaluation and reporting and Capacity WORKS deployment is in a large part obligatory:

The training shall deliver the basics, the methodology and the practical application of Capacity WORKS in the daily project routine. The training focuses, beside the tool's fundamentals, on the practical application that will be exemplary applied by the participants on problems resulting from day- to-day project work as well as from the Indonesian/ ASEAN-Portfolio.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- prepare and conduct anonymous pre-surveys to obtain the level of understanding of participants on 'Capacity WORKS'
- Design and implement 'Capacity WORKS' Training for 5 days /batch in offline method for 4 (four) batches in Indonesia in 2027. Each batch consist of maximum 20 participants. Engage in discussions with all the participants.
- Adjustment of the workshop program to current needs (e.g., working with participant's project- specific examples/problems).
- Preparation of all the materials necessary for conducting the training.
- Formulate report consisting of summary, recommendation, photo documentation and *follow-through plan for reference of the participants in 'applying' the Capacity WORKS obtained during the Training into practice in their day-to-day work life. The report shall be sent to the GIZ contact person in Jakarta/Indonesia digitally.
- Ensure and include Gender-sensitive aspects during the formulation process and the content of the Capacity WORKS training
- Carrying out of the workshops in English language
- Any other required tasks relevant with conducting the Training

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

Milestones/process steps/partial services	Deadline/place/person responsible
Pre-Workshop: Prepare and conduct anonymous pre-surveys to obtain the level of understanding of participants on 'Capacity WORKS'	Report for the pre-workshop Delivery must reach 100% of registered participants at least one weeks before the workshop. 2 days / by email / 1 expert

Moderation: Design and implement 'Capacity WORKS' Training for 5 days /batch by offline method for 4 (four) batches in Indonesia. There will be max. 20 participants per batch.	Location: GIZ Office Indonesia / 1 expert 5 moderation days per batch In 2027, estimated schedule: conduct 4 batches Moderation 1 • Batch 1, period on 1 – 5 February 2027 • Batch 2, period on 8 – 12 February 2027 Moderation 2 • Batch 3, period on 19 – 23 April 2027 • Batch 4, period on 26 – 30 April 2027 Report of every 2 (two) batches Course materials explicitly incorporate core 'Capacity WORKS' elements, including the five success factors (Steering, Cooperation, Processes, Learning & Innovation, Strategy) Exactly 4 batches are fully executed via the offline (in-person) method.
Post-Workshop: Formulate report consisting of summary, recommendation, photo documentation and *follow-through plan for reference of the participants in 'applying' the Capacity WORKS obtained during the Training into practice in their day-to-day work life. The report shall be sent to the GIZ contact person in Jakarta/Indonesia digitally.	2 days / by email / 1 expert

Period of assignment: from 01.01.2027 until 31.12.2027.

The work is divided into multiple partial works, specific criteria for achieving the partial objectives must be defined. Only once the partial objectives are achieved will the partial work be accepted and the payment made.

The advance payment of approximately **EUR 7,500** shall be disbursed upon receipt of a written request. This amount will cover flight tickets, local transportation, per-diem allowance, overnight accommodation, visa fees, and CO2 compensation incurred prior to arriving at the venue.

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.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

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.

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

4. Personnel concept

The 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.

Key expert 1

Tasks of key expert 1

- prepare and conduct anonymous pre-surveys to obtain the level of understanding of participants on ‘Capacity WORKS’
- design and implement ‘Capacity WORKS’ Training for 5 days /batch in offline method for 4 (four) batches in Indonesia
- Adjustment of the workshop program to current needs (e.g. working with participant's project- specific examples/problems).
- Preparation of all the materials necessary for conducting the training.
- formulate report consisting of summary, recommendation, photo documentation and *follow-through plan for reference of the participants in ‘applying’ the Capacity WORKS obtained during the Training into practice in their day-to-day work life. The report shall be sent to the GIZ contact person in Jakarta/Indonesia digitally.
- Ensure and include Gender-sensitive aspects during the formulation process and the content of the Capacity WORKS training
- Carrying out of the workshops in English language
- Any other required tasks relevant with conducting the Training

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in development studies, Political Sciences, Social Sciences, Education Studies, or a related field
- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 7 years' experience in facilitating and moderating Capacity WORKS training with international and multi-cultural participants. Proven experience with GIZ
- Specific professional experience (2.2.4): -
- Leadership/management experience (2.2.5): 7 years of Leadership/management experience
- Regional experience (2.2.6): Indonesia and Germany
- Development Cooperation (DC) experience (2.2.7): 7 years of Development Cooperation (DC) experience

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 2026 (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

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 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
Designation of key expert	1	28	28	**Pre workshop**: For 4 batches **Moderation 1:** For 2 batches (batch 1 & 2), 5 moderation days per batch at GIZ office Indonesia **Moderation 2:** For 2 batches (batch 3 & 4), 5 moderation days per batch at GIZ office Indonesia **Post workshop:** For 4 batches
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	28	1	28	2 traveling days (arrival & departure), 20 expert days, and 6 days on the weekends Against evidence, based on GIZ travel regulation.
Overnight allowance in country of assignment	26	1	26	Against evidence, based on GIZ travel regulation. **Overnight stays abroad:** **Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis.**

Transport	Quantity	Number per expert	Total	Comments
International flights Indonesia	2	1	2	round trip flights Travel to the place of service delivery Jakarta – Indonesia, economy class Against evidence, based on GIZ travel regulation.
CO_2 compensation for air	4	1	360,00 €	A fixed budget of EUR **360,00 €** is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Car/taxi	4	1	4	Against evidence, based on GIZ travel regulation. Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	2	1	2	visa costs
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	2,800.00 €	2,800.00 €	A budget of EUR 2,800.00 € 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.

Workshops, events and trainings

The contractor implements the following workshops:

- Capacity Works in 2027
- Deliver the topic to maximum 80 participants, will be divided to 4 (four) batches

6. Inputs of GIZ or other actors

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

- workstations on GIZ premises (Menara BCA 46th floor, Jakarta - Indonesia)
- Logistics for workshops: prepared by GIZ Office Indonesia

7. 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 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The 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.