

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

CONFIDENTIAL

Design and facilitation of the Sundarbans Knowledge Forum (SKF): a sustainable learning and knowledge exchange platform.	Project number: G-012380-003
	Tender number 10014685

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development.
CSO	Civil Society Organisation
CSR	Corporate Social Responsibility
FK	Expert
FKT	Expert days
KZFK	Short-term expert
MoEFCC	Ministry of Environment, Forest and Climate Change
NGO	Non-Governmental Organisation
SKF	Sundarbans Knowledge Forum
ToRs	Terms of reference
UNESCO	United Nations Educational, Scientific and Cultural Organisation

1. Context

Brief information on the project

In cooperation with the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India and the Ministry of Environment, Forest and Climate Change (MoEFCC) of Bangladesh, the German Federal Ministry for Economic Cooperation and Development (BMZ) commissioned the project titled **“Strengthening regional cooperation and financing for sustainable management of the Sundarbans and restoration of coastal ecosystems in the Bay of Bengal (SUNDAR-BAY) in Bangladesh and India”**.

The project, implemented by GIZ, aims to improve the coordination among various stakeholders to support the conservation of the Sundarbans and the provision of ecosystem services to local communities, especially women and marginalised groups. The implementation approach of the project focuses on jointly agreed management measures, enhanced gender-responsive capacities of concerned authorities, livelihood enhancement of local communities especially women, young people and marginalised groups along with exploring gender-smart financing and risk transfer mechanisms.

About the site and context of the assignment

The Sundarbans, shared between Bangladesh and India, is the world’s largest contiguous mangrove ecosystem and is recognised as a UNESCO World Heritage Site and a Ramsar Site (Wetland of International Importance). It encompasses hundreds of islands and a maze of rivers, rivulets and creeks, supporting exceptional biodiversity, livelihoods for millions of people, and a critical buffer against climate change impacts. The Sundarbans are the only mangrove habitat which supports a significant population of tigers (the Royal Bengal Tiger), and they have unique aquatic hunting skills.

Despite its ecological and socio-economic importance, the Sundarbans faces threats from overexploitation of resources, habitat degradation, invasive species, extreme weather events, pollution, and poaching, which are all dynamic in nature and threaten the biodiversity and sustainability of the ecosystem. The region faces multiple transboundary challenges including climate change impacts, biodiversity loss, livelihood vulnerabilities, and governance complexities that necessitate coordinated, knowledge-driven, and inclusive responses across borders. Moreover, the area also faces gender inequalities, with women being underrepresented in decision-making processes related to conservation and often excluded from economic benefits associated with the management of natural resources.

While significant research and management initiatives exist, knowledge on the Sundarbans remains scattered across institutions, organisations, sectors, and countries. This limits opportunities for joint learning and evidence-based decision-making.

The overarching goal of this assignment is to **conceptualise, design, and operationally define the Sundarbans Knowledge Forum (SKF)**, envisioned as an inclusive and sustainable **learning and knowledge exchange platform**, to curate and share knowledge outputs and facilitate thematic dialogue and collaboration among relevant stakeholders supporting the conservation and sustainable management of the Sundarbans. It aims to support adaptive management and promote a common understanding for the long-term sustainable conservation of the Sundarbans. It will prioritise the exchange of insights, methodological approaches, and lessons learned.

The intent of this assignment is to develop a robust, implementation-ready concept, governance model, and operational framework for the SKF, including clear options for where and how a digital knowledge platform could be sustainably hosted (embedded or linked) within an existing global or regional knowledge system.

The project seeks to engage an organisation or consortium (herein referred to as “Contractor”) experienced in designing, establishing, and operationalising similar knowledge forums (for example the Meghna Knowledge Forum), to achieve the following specific objectives:

- a. **Address priority knowledge gaps and emerging conservation challenges** relevant to the Sundarbans, considering ecological risks, socio-economic dynamics, and current management needs.
- b. **Develop a detailed and implementable concept for an inclusive knowledge sharing platform and associated mechanisms for the Sundarbans**, including feasible options for sustainable hosting within an existing institutional or global knowledge system (for instance the Global Mangrove Alliance or an equivalent platform). The proposed concept shall enable diverse stakeholders to access and exchange information related to the Sundarbans, as appropriate and facilitate the sharing of experiences, best practices, and learning on sustainable livelihood options, conservation approaches, and inclusive engagement of youth, women, and the private sector.
- c. **Organise structured thematic knowledge exchange workshops and exposure visit** supporting the conservation and sustainable management of the Sundarbans.

All activities shall be implemented in accordance with institutional mandates, data ownership requirements, and applicable national protocols, with adaptive participation modalities as appropriate. The SKF shall prioritise learning, technical exchange, and knowledge curation, and shall not be positioned as a formal negotiation or decision-making mechanism.

Under this assignment, the Contractor shall not be required to build, procure, or finance a digital platform. Where the Contractor is willing and able to propose a hosting arrangement using an existing system under its management, such an option may be presented as a non-binding value-add and shall be considered upon discussion and agreement with the GIZ project team.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Conceptualisation and Design of the Sundarbans Knowledge Forum

- 1.1. Develop a detailed **concept note and operational framework** for the Sundarbans Knowledge Forum, including:
 - Vision, objectives, and guiding principles
 - Thematic focus areas and/or stakeholder-based forums (e.g., climate resilience, biodiversity conservation, livelihoods, gender & youth, private sector engagement, governance)
 - Target stakeholders and an engagement strategy
 - Knowledge exchange mechanisms, including modalities that may enable participation across institutions and geographies, where feasible and as appropriate

- Institutional anchoring and sustainability approach, outlining how the SKF will be hosted, governed, and sustained long term.
- 1.2. Design the **governance and operational model** of the SKF (steering mechanism, coordination, knowledge management).
- 1.3. Identify and assess **three feasible options for sustainably hosting the SKF** within existing global or regional knowledge systems and provide:
 - Brief description of the host/anchor system and relevance
 - Hosting feasibility and any known prerequisites/Light-institutional due-diligence
 - Advantages and limitations
 - Indicative long-term governance and operational implications
 - How to institutionalise in the internal work plan of anchor institute

2. Organisation of three Knowledge Exchange Workshops

- 2.1. Design, plan, and organise **three (3) one-day knowledge exchange workshops**. Each of these workshops should target distinct themes and/or stakeholder groups. Suggested (but not limited to) workshops include:
- **Mangrove Breakthrough:** Focus on exploring global initiatives such as the Mangrove Breakthrough and their relevance to mangrove conservation and financing in the Sundarbans region.
 - **Women and Youth:** Focus on leadership, livelihoods, traditional knowledge, innovation, and climate resilience
 - **Researchers and Academicians:** Focus on identifying priority research themes, exchanging scientific perspectives and methodological approaches, promoting comparative analyses, and strengthening science–policy interfaces
 - **NGOs, CSOs and/or Private Sector:** Focus on partnerships, sustainable finance, CSR, community-based conservation, and social enterprises

The above thematic knowledge exchange workshops are indicative and provided for reference only. The contractor may organise these as standalone workshops or combine stakeholder groups, as deemed appropriate to the proposed design and objectives; however, three (3) thematic knowledge workshops shall be organised under this assignment.

- 2.2. For each workshop, the following shall be undertaken:
- Develop a detailed concept note, one-day agenda and background materials
 - Identify and coordinate speakers, facilitators, and participants (identification in coordination with GIZ project team)
 - Facilitate sessions and documentation
 - Produce workshop proceedings, key messages, news articles, social media contents, and actionable recommendations
- 2.3. Organise all three workshops in **in-person mode as the preferred format**, with physical participation of stakeholders from the relevant thematic groups. The location for all three workshops shall be **Kolkata, West Bengal (India)**, and suitable venues and associated arrangements for in-person delivery shall be identified and secured as part of this assignment. **Hybrid modes** may be adopted **only where entirely in-person organisation is not feasible** and only with prior discussion and written agreement with the GIZ project team. In such cases, **a minimum of 60% of the total participants** for the workshop shall be required to attend **in-person**, with virtual participation limited accordingly.

- 2.4. Ensure that all workshop-related logistical arrangements are in place, including identification and booking of suitable venues (conference room/hall with capacity for 40-50 participants for each workshop), provision of catering and refreshments (AM and PM tea/coffee with light snacks and lunch), audio-visual and technical equipment (including digital screens), and other requirements necessary for effective conduct of the workshops. **Costs related to participants travel and accommodation will be borne by GIZ.** Coordination support (e.g., collection of travel details, liaison with participants, and logistical scheduling) shall be provided by the Contractor as required, in consultation with GIZ.

3. Exposure Visit to World Mangrove Center Bali Grand Forest Park (WMC BG), Indonesia

- 3.1. Design, coordinate, and organise a five-day international exposure visit (excluding travel days) to the [World Mangrove Center Bali Grand Forest Park \(WMC BG\)](#), Bali, Indonesia. The exposure visit shall be organised for an indicative group of **10 – 12 government officials** associated with the conservation and management of the Sundarbans.

The number of participating officials is indicative and subject to official nomination and approvals. Where the final number differs from this indicative range, the programme and logistical arrangements shall be adjusted accordingly in consultation with GIZ.

- 3.2. Develop a detailed **five-day exposure visit programme** (excluding travel days), with technical sessions, field-based learning, and institutional interactions, focusing on:
- Mangrove restoration and management practices
 - Community-based conservation and livelihood models
 - Governance, financing, monitoring, and capacity development approaches
- 3.3. Coordinate with the host center and GIZ project team to structure technical sessions, site visits, and institutional interactions.
- 3.4. Coordinate closely with the host center to facilitate all preparatory arrangements for the visit, including securing dates, venue (halls/conference rooms in the centre), finalising the schedule, confirming technical sessions, and identifying relevant field sites.
- Where the proposed host center is unable to confirm dates or programme elements within the contract duration, an alternative equivalent mangrove center in the same country may be proposed by the Contractor and agreed with GIZ.*
- 3.5. Manage all logistical and coordination aspects of the exposure visit (excluding international travel, visa costs, and accommodation costs for participating government officials, which shall be borne by GIZ).
- 3.6. Manage local coordination and in-country logistics of participants (e.g., local transport for airport transfer and site visits, scheduling, liaison with the host center, and session arrangements).
- 3.7. Prepare an exposure visit report summarising the programme, key learnings, and relevant practices of potential relevance to the Sundarbans context.

4. Knowledge Products and Dissemination

- 4.1. Develop a consolidated **Sundarbans Knowledge Forum Report (assignment report)** capturing:
 - SKF concept, design, and methodology
 - Key insights across all three knowledge exchange workshops, exposure visit, and cross-cutting recommendations
 - Policy and practice recommendations
- 4.2. Prepare communication-ready outputs including:
 - News articles and social media contents
 - Policy briefs (2-3), topics and content to be discussed and agreed in coordination with GIZ

All communication outputs shall be produced in draft and final form, with the draft and final versions subject to GIZ project team review and approval prior to dissemination.

- 4.3. Support dissemination through workshops/webinars or digital platforms, as agreed in coordination with GIZ.

Deliverables:

1. Inception report with detailed approach and timelines for the assignment
2. Concept Note, Operational Framework, and Governance Model for the Sundarbans Knowledge Forum
3. Assessment report of hosting options of the SKF (with details of three feasible hosting options)
4. Sustainability and transition plan for SKF
5. Detailed concept notes, agendas, and documentation for three knowledge exchange workshops, including:
 - Workshop objectives and expected outcomes
 - Session designs, formats, facilitation plans, and participant lists
6. Organisation and delivery of three one-day workshops, including:
 - End-to-end planning and logistical coordination for each workshop
 - Identification and engagement of speakers, facilitators, and participants
 - Facilitation of structured technical discussions and interactive sessions
 - Ensuring balanced representation, including gender and youth participation, on a best-effort basis
 - On-site coordination and documentation
7. Proceedings and outcome reports for each of the three workshops
8. Exposure visit programme, coordination documentation, and exposure visit report
9. Policy briefs (2-3), presentation materials, communication-ready outputs
10. Final consolidated Sundarbans Knowledge Forum Report

Note:

- Each of the deliverables may require multiple rounds of discussion with GIZ and partners, and quality checks at different levels.
- The GIZ digital data guidelines will have to be adhered to across the course of this assignment.
- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.

- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

Milestones	Deadline/week from starting of the contract (approximately)
Inception meeting for clarification of tasks outlined in the ToR and submission of Inception Report	1 week
Submission of draft Concept Note, Operational Framework, and Governance Model for the SKF	6 weeks
Submission of draft Assessment Report for hosting options of SKF (details of three feasible hosting options)	10 weeks
Final submission of SKF Concept, Assessment Report for hosting, and Sustainability and Transition Plan	15 weeks
Workshop 1: Preparation and delivery (concept, agenda, participants outreach, venue/logistics, facilitation, documentation, and reporting)	20 weeks
Workshop 2: Preparation and delivery (concept, agenda, participants outreach, venue/logistics, facilitation, documentation, and reporting)	23 weeks
Workshop 3: Preparation and delivery (concept, agenda, participants outreach, venue/logistics, facilitation, documentation, and reporting)	27 weeks
Exposure visit: Preparation and delivery (host coordination, schedule confirmation, agenda, participants outreach, venue and in-country logistics management, facilitation, documentation, and reporting)	33 weeks
Submission of draft Knowledge Products (consolidated assignment report, policy briefs, and other communication-ready outputs)	40 weeks
Final submission of all Knowledge Products.	46 weeks

Period of assignment: from **01.09.2026 until 31.08.2027**

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

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

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

Further requirements (1.7)

Safeguards and gender considerations with specific reference to services:

The contractor is required to take the following key measures to avoid or reduce possible unintended negative results and to support gender equality in its area of responsibility:

- The contractor should ensure that activities and deliverables (workshops, events, reports etc.) as a part of this assignment should be environmental and climate friendly. (5 out of max. 10 points)
- The contractor while conducting the activities of this assignment should consider gender equality in its team composition and the composition of participants of workshops and events. (5 out of max. 10 points)

Maximum points will be awarded during technical assessment who provide a brief description (maximum half a page) outlining a clear, relevant, and practical approach to environmental and climate friendly implementation, as well as gender-responsive delivery of the assignment.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team Leader

Tasks of the Team Leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Responsible for defining the scope of the assignment for each personnel, execution of the assignment and oversee the conceptualisation and design of the inclusive and sustainable learning and knowledge exchange platform

Qualifications of the Team Leader

- Education/training (2.1.1): University degree (Master's) in the field of Natural Resource Management/Environmental Science/Climate Change/Social Sciences/Public Policy or any other related field
- Language (2.1.2): C2-level language proficiency in English as per the Common European Framework of Reference for Languages (CEFR)
- General professional experience (2.1.3): 10 years of professional experience in implementation of projects in the environment sector
- Specific professional experience (2.1.4): 5 years in designing and implementation of multi-stakeholder forums/events
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Asia (7/10), of which 1 year in India or Bangladesh (3/10)
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): 2 years of experience in designing/operationalizing learning and knowledge exchange platform

Key Expert 1: Conservation Knowledge Manager

Tasks of Key Expert 1

- Support the Team Leader in the overall conceptualisation and designing of the SKF and provide subject matter expertise
- Lead the identification and assessment of feasible SKF hosting options
- Support Key Expert 2 in the preparation and delivery of the three thematic knowledge exchange workshops

- Lead the development of knowledge products
- Support in organising the exposure visit

Qualifications of Key Expert 1

- Education/training (2.2.1): University degree (Master's) in the field of Natural Resource Management/Environmental Management/Communications or any other related field
- Language (2.2.2): C1-level language proficiency in English as per the Common European Framework of Reference for Languages (CEFR)
- General professional experience (2.2.3): 8 years of professional experience in implementation of projects in the environment sector
- Specific professional experience (2.2.4): 5 years in knowledge management or communications in environmental or development sector
- Regional experience (2.2.6): 2 years of experience in projects in South Asia
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Key Expert 2: Forum Design Specialist

Tasks of Key Expert 2

- Support the Team Leader in the overall conceptualisation and designing of the SKF
- Support Key Expert 1 in the assessment of feasible SKF hosting options
- Lead stakeholder mapping and engagement strategy
- Lead the preparation and delivery of the three thematic knowledge exchange workshops
- Ensure women and youth mainstreaming across all workshops and outputs
- Support in organising the exposure visit

Qualifications of Key Expert 2

- Education/training (2.3.1): University degree (Master's) in the field of Social Science/Natural Resource Management or any other related field
- Language (2.3.2): C1- level language proficiency in English as per the Common European Framework of Reference for Languages (6/10) and C1 proficiency in Hindi (4/10)
- General professional experience (2.3.3): 6 years of professional experience in implementation of projects in the environment sector
- Specific professional experience (2.3.4): 5 years of experience in managing stakeholder processes/engagement
- Regional experience (2.3.6): 2 years of experience in projects in India
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in DC projects

Key Expert 3: Documentation Officer

Tasks of Key Expert 3

- Produce proceedings and outcome reports for all three knowledge exchange workshops
- Support Team Leader and Key Expert 1 in drafting the consolidated SKF
- Draft exposure visit report with inputs from other key experts
- Ensure consistency, formatting, editorial quality, and actionable recommendations
- Support policy briefs drafting and other communication-ready outputs

Qualifications of Key Expert 3

- Education/training (2.4.1): University degree (Master's) in the field of Environmental Studies/Communications/Journalism or any other related field
- Language (2.4.2): C1-level language proficiency in English as per the Common European Framework of Reference for Languages (6/10) and C1 proficiency in Hindi (4/10)
- General professional experience (2.4.3): 6 years of professional experience in implementation of projects in the environment sector
- Specific professional experience (2.4.4): 5 years of experience in writing technical reports/workshop proceedings/policy documents
- Regional experience (2.4.6): 2 years of experience in projects in India
- Development Cooperation (DC) experience (2.4.7): 2 years of experience in DC projects

Short-term expert pool with minimum 2, maximum 3 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Support the team leader and key experts in implementation of overall assignment.
- Support the team leader and key experts in implementing the knowledge exchange workshops.
- Manage workshops/visit logistics
- Regular reporting to Team Leader

Qualifications of the short-term expert pool

- Education/training (2.6.1): all experts with University degree (Master's) in the field of Environmental Sciences/Natural Resource Management or any other related field, 1 expert with university degree (Master's) in the field of Social Science/Communications or any other related field
- Language (2.6.2): all experts with C1-level language proficiency in English as per the Common European Framework of Reference for Languages (6/10) and C1 proficiency in Hindi (4/10)
- General professional experience (2.6.3): all experts with 3 years of professional experience in the environment, social work or related sector
- Specific professional experience (2.6.4): all experts with 2 years of professional experience in writing technical reports or workshop proceedings or organising multi-stakeholder events
- Regional experience (2.6.5): all experts with 2 years of experience in India

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative

- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 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 (CO₂ 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 CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ 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
Team Leader	1	20	20	Thereoff 12 days in home country and 8 days in country of assignment
Key Expert 1	1	35	35	Thereoff 23 in home country and 12 in country of assignment

Key Expert 2	1	35	35	Thereoff 30 in country of assignment and 5 in third country (Indonesia) for exposure visit.
Key Expert 3	1	30	30	Thereoff 25 in country of assignment and 5 in third country (Indonesia) for exposure visit.
Expert pool (2-3)	2-3	tbd	75	All of these in country of assignment
Travel expenses	Quantity	Price in EUR	Total in EUR	Comments
Fixed travel budget (inclusive of all the itemized list below)	1	39.000,00	39.000,00	A budget is earmarked for travel to the following countries: • Place of service delivery, India (New Delhi and Kolkata) • Exposure visit, Indonesia (Bali) A fixed budget of EUR 39.000,00 is earmarked for settling travel expenses against evidence as per the itemized list below. - Per diems (New Delhi 8; Kolkata 54; Bali 28) - Overnight allowance (New Delhi 8; Kolkata 54; Bali 28) - Flights (International 8, National 21) - Transportation (60) - Visa Costs (6)
- CO ₂ compensation for air travel (international)	16	70	1.120,00	A fixed budget of EUR 1.120,00 is earmarked for settling carbon offsets against evidence
- CO ₂ compensation for air travel (national)	42	40	1.680,00	A fixed budget of EUR 1.680,00 is earmarked for settling carbon offsets against evidence

Other costs	Number	Price in EUR	Total in EUR	Comments
Workshops	1	12.000 €	12.000 €	A fixed budget of EUR 12.000 is earmarked for the three workshops. This includes: venues (conference room/hall with capacity for 40-50 participants for each workshop), provision of catering and refreshments (AM and PM tea/coffee with light snacks and lunch), audio-visual and technical equipment (including digital screens), and other requirements necessary for effective conduct of the workshops (also outlined under Chapter 2 (2.1 to 2.4)).
Exposure Visit	1	15.000 €	15.000 €	A fixed budget of EUR 15.000 is earmarked for the exposure visit. This includes: five-days exposure visit to World Mangrove Center Bali Grand Forest Park (WMC BG), Indonesia, taking into account the particulars or requirements such as venue for five days (conference room/hall at the center with capacity for 15-20 participants during the exposure visit), provision of catering and refreshments (AM and PM tea/coffee with light snacks and lunch for all five days), audio-visual and technical equipment (including digital screens if required), and other requirements necessary for effective organisation of the exposure visit (as outlined under Chapter 2 (3.1 to 3.7)).
Flexible Remuneration	1	10.000 €	10.000 €	A budget of EUR 10,000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

Please note that this is a procedure below the EU threshold. The applicable thresholds apply.

Workshops, events and trainings

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

- Three (3) one-day knowledge exchange workshops in Kolkata, West Bengal (India)
 - To be implemented as per the particulars or requirements of the workshops as outlined under Chapter 2 (2.1 to 2.4).
- A five-day exposure visit to World Mangrove Center Bali Grand Forest Park (WMC BG), Indonesia
 - To be implemented as per the particulars or requirements of the exposure visit as outlined under Chapter 2 (3.1 to 3.7).

6. Inputs of GIZ or other actors

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

- Support for necessary communication to government departments to facilitate the tasks outlined in the project.
- Conceptual inputs as and when needed

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 organized 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 25 pages including reference projects (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 ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 2 pages each. They must clearly show the position and job of 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. It is possible to apply as a consortium.

8. Data protection

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.10 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. 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.