

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

CONFIDENTIAL

<b>Support to the conceptualisation, planning and organisation of up to three study visits of Indonesian delegations to Germany</b>	<b>PN / WBS:</b> <b>Lot 1: G-012102-001 /</b> <b>Internal Order:</b> <b>121020300000</b>  <b>Lot 2: G-011844-003 /</b> <b>Internal Order:</b> <b>118440400000</b>  <b>Lot 3: G-012533-001 /</b> <b>Internal Order:</b> <b>125330100000</b>  <b>Tender number</b> <b>10021377a</b>
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## **0. List of abbreviations**

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

## 1. Context

### Brief information on the project

The “Land-based Mitigation and Adaptation through a Jurisdictional Approach in West Kalimantan” (MAJU Kalbar) project, funded by the Green Climate Fund (GCF) and co-financiers, is jointly implemented by GIZ, the Ministry of Forestry of Indonesia (post-restructuring of MoEF), the West Kalimantan Provincial Environmental and Forestry Service (DLHK Kalbar), the Indonesia Environment Fund (BPD LH), and Solidaridad. Over its seven-year implementation period, the project supports West Kalimantan’s transition to climate-resilient and low-emission development through three components: (i) institutional and regulatory frameworks, (ii) sustainable agricultural supply chains production and social forestry, and (iii) management, protection, and rehabilitation of forest and peatland ecosystems. Field activities focus on five priority regencies namely Kapuas Hulu, Ketapang, Kubu Raya, Sanggau, and Sintang, covering most of the province’s forests and deforestation hotspots.

### Specific Context

Various German Development Cooperation projects active in the natural resource sectors in Indonesia engage towards capacity development of the partner system, among implementation of manifold project activities. Among these projects are the Forest and Climate Protection Programme (FORCLIME) project, the *Sustainable Landscape Management* (also referred to as GCF-MAJU) project, and the *Peatland Management and Rehabilitation* (PROPEAT) project. All of the three named projects foresee study visits/policy dialogues of partner delegations to Germany, where different aspects of forest sector challenges and approaches, climate change, and natural resource management shall be addressed. Further, selected individuals shall be supported through GIZ to join the *Forest Expert Program*. For this purpose, professional support is needed regarding both the conceptual design as well as the preparation and organisational implementation of these study visits.

As of early agenda drafts (see attachments), the study tours are likely to be organised in the areas around Berlin and Frankfurt. While this is subject to confirmation and final agenda development jointly with the contracted partner, these assumptions are to be taken into consideration for the financial bids (see chapter 6).

## 2. Division into Lots

**It is possible to submit a tender for Lot 1, Lot 2, Lot 3 or any combination of lots. In this case, a separate tender containing a complete set of documents (with all required documents) must be submitted in each lot for each procedure. For each individual lot, the awarding process is conducted independently of the allocation process for the other lots.**

**Lot 1: Support for a Study Tour on Peatland and Protection Areas**

**Lot 2: Support for a Study Tour on Geospatial Exploration & Mining System – GEMS**

**Lot 3: Support for a Study Tour on German Development Cooperation with focus on climate change adaptation and the forest sector**

### 3. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

#### Lot 1: Support for a Study Tour on Peatland and Protection Areas

The study tour is foreseen with ca. 10 to 12 participants and a duration of ca. 5 days (plus potential travel days). The Indonesian delegation is expected to visit German institutions in September to October 2026 with a likely focus on Berlin and Frankfurt (see *specific context* above).

- Assessment and clarification of the project settings, needs and expectations towards the study visit
- Development of agenda proposals considering the timelines, objectives, participants' constellations, and thematic foci of the visit
- Coordinating iterative agenda development in close collaboration with the project counterparts, assuming the leading role in communication with potential meeting hosts, institutions to be visited, and for clarification of logistical considerations
- Ensuring alignment of expectations with host institutions, including the relevance of topics, level of speakers, and overall learning value of the visit
- Identification of logistics options including transportation, accommodation, and meals for the project management to decide in accordance with the final agenda acceptance<sup>1</sup>
  - Meals shall be arranged considering the participants' dietary requirements (e.g., Halal food, food preferences)
- Travel management including arrangement, booking, payment, and booking adjustments (if needed) of all trip-related logistics
- Preparation and delivery of pre-departure briefings for participants, including agenda overview, objectives, logistical information, cultural considerations, and code of conduct
- Arranging on-site translation (bi-directional English-Indonesian and/or German-Indonesian depending on the language capabilities of the visited parties) covering all items of the official agenda (including official joint meals)
- Development and implementation of risk management and contingency plans, including identification of potential risks and provision of alternative arrangements where necessary
- Help-desk services related to the delegation's travels and potential support needs (including but not limited to adjustment of agendas, accommodation and logistics arrangements, medical support needs, etc.)
- Documentation according to GIZ's event management stipulations: following-up on the list of participants, compiling provided materials, provision of a brief summary report
- Individual development, preparation and organisation of up to two selected individuals' participation in specialised expert exchange/learning/excursion programmes (*Forest Expert Programme*)
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

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<sup>1</sup> The contractor is NOT expected to organise event venues or catering services. Rather, the contractor shall facilitate meals within the agenda under close collaboration (where possible) with the hosts of agenda sessions or otherwise arrange meals in nearby restaurants.

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

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Kick-off call with the project	Within 2 weeks after commencement of the contract
Final agenda accepted by the GIZ project's focal point - ProMangrovePeat (topic: Peatland and Protection Areas)	Timeline to be agreed individually with the project. Preliminary planning: - 08/2026 (visit foreseen for 10/2026)
Study visit implemented along the agreed agenda	10/2026
Summary report ready for distribution among participants	Maximum 6 weeks after the end of the visit

**Period of assignment: from 08 July 2026 until 30 November 2026.**

## **Lot 2: Support for a Study Tour on Geospatial Exploration & Mining System – GEMS**

The study tour is foreseen with ca. 10 to 12 participants and a duration of ca. 5 days (plus potential travel days). The Indonesian delegation is expected to visit German institutions in September to October 2026 with a likely focus on Berlin and Frankfurt (see *specific context* above).

- Assessment and clarification of the project settings, needs and expectations towards the study visit
- Development of agenda proposals considering the timelines, objectives, participants' constellations, and thematic foci of the visit
- Coordinating iterative agenda development in close collaboration with the project counterparts, assuming the leading role in communication with potential meeting hosts, institutions to be visited, and for clarification of logistical considerations
- Ensuring alignment of expectations with host institutions, including the relevance of topics, level of speakers, and overall learning value of the visit
- Identification of logistics options including transportation, accommodation, and meals for the project management to decide in accordance with the final agenda acceptance<sup>2</sup>
  - Meals shall be arranged considering the participants' dietary requirements (e.g., Halal food, food preferences)
- Travel management including arrangement, booking, payment, and booking adjustments (if needed) of all trip-related logistics

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<sup>2</sup> The contractor is NOT expected to organise event venues or catering services. Rather, the contractor shall facility meals within the agenda under close collaboration (where possible) with the hosts of agenda sessions or otherwise arrange meals in nearby restaurants.

- Preparation and delivery of pre-departure briefings for participants, including agenda overview, objectives, logistical information, cultural considerations, and code of conduct
- Arranging on-site translation (bi-directional English-Indonesian and/or German-Indonesian depending on the language capabilities of the visited parties) covering all items of the official agenda (including official joint meals)
- Development and implementation of risk management and contingency plans, including identification of potential risks and provision of alternative arrangements where necessary
- Help-desk services related to the delegation's travels and potential support needs (including but not limited to adjustment of agendas, accommodation and logistics arrangements, medical support needs, etc.)
- Documentation according to GIZ's event management stipulations: following-up on the list of participants, compiling provided materials, provision of a brief summary report
- Individual development, preparation and organisation of up to two selected individuals' participation in specialised expert exchange/learning/excursion programmes (*Forest Expert Programme*)
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

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
Kick-off call with the project	Within 2 weeks after commencement of the contract
Final agenda accepted by the GIZ project's focal point - FORCLIME (topic: Geospatial Exploration & Mining System – GEMS)	Timeline to be agreed individually with the project. Preliminary planning: - 07/2026 (visit foreseen for 09/2026)
Study visit implemented along the agreed agenda	10/2026
Summary report ready for distribution among participants	Maximum 6 weeks after the end of the visit

**Period of assignment: from 08 July 2026 until 30 September 2027.**

### **Lot 3: Support for a Study Tour on German development cooperation with focus on climate change adaptation and the forest sector**

The study tour is foreseen with ca. 10 to 12 participants and a duration of ca. 5 days (plus potential travel days). The Indonesian delegation is expected to visit German institutions in September to October 2026 with a likely focus on Berlin and Frankfurt (see *specific context* above).

- Assessment and clarification of the project settings, needs and expectations towards the study visit
- Development of agenda proposals considering the timelines, objectives, participants' constellations, and thematic foci of the visit

- Coordinating iterative agenda development in close collaboration with the project counterparts, assuming the leading role in communication with potential meeting hosts, institutions to be visited, and for clarification of logistical considerations
- Ensuring alignment of expectations with host institutions, including the relevance of topics, level of speakers, and overall learning value of the visit
- Identification of logistics options including transportation, accommodation, and meals for the project management to decide in accordance with the final agenda acceptance<sup>3</sup>
  - Meals shall be arranged considering the participants' dietary requirements (e.g., Halal food, food preferences)
- Travel management including arrangement, booking, payment, and booking adjustments (if needed) of all trip-related logistics
- Preparation and delivery of pre-departure briefings for participants, including agenda overview, objectives, logistical information, cultural considerations, and code of conduct
- Arranging on-site translation (bi-directional English-Indonesian and/or German-Indonesian depending on the language capabilities of the visited parties) covering all items of the official agenda (including official joint meals)
- Development and implementation of risk management and contingency plans, including identification of potential risks and provision of alternative arrangements where necessary
- Help-desk services related to the delegation's travels and potential support needs (including but not limited to adjustment of agendas, accommodation and logistics arrangements, medical support needs, etc.)
- Documentation according to GIZ's event management stipulations: following-up on the list of participants, compiling provided materials, provision of a brief summary report
- Individual development, preparation and organisation of up to two selected individuals' participation in specialised expert exchange/learning/excursion programmes (*Forest Expert Programme*)
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

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
Kick-off call with the project	Within 2 weeks after commencement of the contract
Final agenda accepted by the GIZ project's focal point <ul style="list-style-type: none"> <li>- GCF-MAJU (topic: German development cooperation with focus on climate change adaptation and the forest sector)</li> </ul>	Timeline to be agreed individually with the project. Preliminary planning: <ul style="list-style-type: none"> <li>- 07/2026 (visit foreseen for 09/2026)</li> </ul>

<sup>3</sup> The contractor is NOT expected to organise event venues or catering services. Rather, the contractor shall facility meals within the agenda under close collaboration (where possible) with the hosts of agenda sessions or otherwise arrange meals in nearby restaurants.



Study visit implemented along the agreed agenda	10/2026
Summary report ready for distribution among participants	Maximum 6 weeks after the end of the visit

**Period of assignment: from 08 July until 30 September 2027.**

#### **4. Concept**

##### **LOT 1, LOT 2, and LOT 3**

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 3 (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 3 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.

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**.

#### **5. 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.

## **Lot 1: Support for a Study Tour on Peatland and Protection Areas**

### **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
- Regular reporting in accordance with deadlines

#### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Natural Resource Management, Environmental Studies, Climate and Meteorology, or comparable
- Language (2.1.2): C1-level language proficiency in English and German
- General professional experience (2.1.3): 7 years of professional experience in the environmental sector
- Specific professional experience (2.1.4): 3 years in education/teaching/study programme development
- 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): 7 years of experience in projects in Germany (region), of which 2 years in projects related to South-East Asia
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): evidence of experience in developing and implementing study tours, delegation visits, exchange programmes, or similar; demonstrable evidence of previous collaborations with or a strong network of relevant sectoral institutions (responsible agencies, research institutes, private sector actors)

### **Key expert 1**

#### Tasks of key expert 1 (can be assumed by the Team Lead or separately)

- Developing draft study programme of the foreseen study tour, including
  - Institutions, venues, focus topics, and objectives for each agenda item
  - Logistical arrangements (accommodation, transportation, meals) for the whole programme
- Content-wise coordination with the topic owners of individual agenda items, ensuring their availability and well-aligned contribution to the study programme
- Revising and finalising the study programme jointly with the project (GIZ + partners) and in close coordination with the foreseen hosts/contributors of the programme
- Compiling and providing relevant contents as supportive information before/during the programme as well as a summary report of the conducted study visit afterwards.
- Designing, preparing, and implementing the selected individuals' programmes for their participation in the *Forest Experts Programme*

### Qualifications of key expert 1

- Education/training (2.2.1): professional background in natural sciences, political science, or related fields
- Language (2.2.2): C1 -level language proficiency in German and English
- General professional experience (2.2.3): 5 years in climate change, mangrove and peat lands
- Specific professional experience (2.2.4): 2 years in event management, study programme development, or similar

### **Key expert 2**

#### Tasks of key expert 2

- Administrative and financial arrangements of all items covered by the agreed agenda (study visit) and programmes (forest experts programme), including but not limited to
  - Booking and payment of accommodation, logistics, and (where applicable) contributor's remunerations or entrance fees
  - Organisation and financial management of meals during the study visits
  - Arranging and sub-contracting translation (bi-directional English-Indonesian and/or German-Indonesian depending on the language capabilities of the visited parties) covering all items of the official agenda
- Ensuring documentation in line with GIZ's requirements for invoicing against evidence (i.e., invoices according to GIZ rules and regulations; list of participants)
- Availability as a helpdesk for logistical challenges, needs for re-arrangements, urgent support needs

### Qualifications of key expert 2

- Education/training (2.3.1): professional background in finance management, financial administration, event management, or similar
- Language (2.3.2): C1 -level language proficiency in German; B2-level language proficiency in English
- General professional experience (2.3.3): 3 years in the field of finances and administration
- Other (2.2.8): evidence of experience in financial and administrative handling of study tours, delegation visits, exchange programmes, or similar

### 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

## **Lot 2: Support for a Study Tour on Geospatial Exploration & Mining System – GEMS**

### **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
- Regular reporting in accordance with deadlines

#### Qualifications of the team leader

- Education/training (2.1.1): university degree (German ‘Diplom’/Master) in Natural Resource Management, Environmental Studies, Climate and Meteorology, or comparable
- Language (2.1.2): C1-level language proficiency in English and German
- General professional experience (2.1.3): 7 years of professional experience in the environmental sector
- Specific professional experience (2.1.4): 3 years in education/teaching/study programme development
- 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): 7 years of experience in projects in Germany (region), of which 2 years in projects related to South-East Asia
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): evidence of experience in developing and implementing study tours, delegation visits, exchange programmes, or similar; demonstrable evidence of previous collaborations with or a strong network of relevant sectoral institutions (responsible agencies, research institutes, private sector actors)

### **Key expert 1**

#### Tasks of key expert 1 (can be assumed by the Team Lead or separately)

- Developing draft study programme of the foreseen study tour, including
  - Institutions, venues, focus topics, and objectives for each agenda item
  - Logistical arrangements (accommodation, transportation, meals) for the whole programme
- Content-wise coordination with the topic owners of individual agenda items, ensuring their availability and well-aligned contribution to the study programme
- Revising and finalising the study programme jointly with the project (GIZ + partners) and in close coordination with the foreseen hosts/contributors of the programme
- Compiling and providing relevant contents as supportive information before/during the programme as well as a summary report of the conducted study visit afterwards.
- Designing, preparing, and implementing the selected individuals’ programmes for their participation in the *Forest Experts Programme*

### Qualifications of key expert 1

- Education/training (2.2.1): professional background in natural sciences, political science, or related fields
- Language (2.2.2): C1 -level language proficiency in German and English
- General professional experience (2.2.3): 5 years in geospatial exploration & mining systems
- Specific professional experience (2.2.4): 2 years in event management, study programme development, or similar

### **Key expert 2**

#### Tasks of key expert 2

- Administrative and financial arrangements of all items covered by the agreed agenda (study visit) and programmes (forest experts programme), including but not limited to
  - Booking and payment of accommodation, logistics, and (where applicable) contributor's remunerations or entrance fees
  - Organisation and financial management of meals during the study visits
  - Arranging and sub-contracting translation (bi-directional English-Indonesian and/or German-Indonesian depending on the language capabilities of the visited parties) covering all items of the official agenda
- Ensuring documentation in line with GIZ's requirements for invoicing against evidence (i.e., invoices according to GIZ rules and regulations; list of participants)
- Availability as a helpdesk for logistical challenges, needs for re-arrangements, urgent support needs

### Qualifications of key expert 2

- Education/training (2.3.1): professional background in finance management, financial administration, event management, or similar
- Language (2.3.2): C1 -level language proficiency in German; B2-level language proficiency in English
- General professional experience (2.3.3): 3 years in the field of finances and administration
- Other (2.2.8): evidence of experience in financial and administrative handling of study tours, delegation visits, exchange programmes, or similar

### 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

### **Lot 3: Support for a Study Tour on German development cooperation with focus on climate change adaptation and the forest sector**

#### **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
- Regular reporting in accordance with deadlines

##### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Natural Resource Management, Environmental Studies, Climate and Meteorology, or comparable
- Language (2.1.2): C1-level language proficiency in English and German
- General professional experience (2.1.3): 7 years of professional experience in the environmental sector
- Specific professional experience (2.1.4): 3 years in education/teaching/study programme development
- 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): 7 years of experience in projects in Germany (region), of which 2 years in projects related to South-East Asia
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): evidence of experience in developing and implementing study tours, delegation visits, exchange programmes, or similar; demonstrable evidence of previous collaborations with or a strong network of relevant sectoral institutions (responsible agencies, research institutes, private sector actors)

#### **Key expert 1**

##### Tasks of key expert 1 (can be assumed by the Team Lead or separately)

- Developing draft study programme of the foreseen study tour, including
  - Institutions, venues, focus topics, and objectives for each agenda item
  - Logistical arrangements (accommodation, transportation, meals) for the whole programme
- Content-wise coordination with the topic owners of individual agenda items, ensuring their availability and well-aligned contribution to the study programme
- Revising and finalising the study programme jointly with the project (GIZ + partners) and in close coordination with the foreseen hosts/contributors of the programme
- Compiling and providing relevant contents as supportive information before/during the programme as well as a summary report of the conducted study visit afterwards.
- Designing, preparing, and implementing the selected individuals' programmes for their participation in the *Forest Experts Programme*

### Qualifications of key expert 1

- Education/training (2.2.1): professional background in natural sciences, political science, or related fields
- Language (2.2.2): C1 -level language proficiency in German and English
- General professional experience (2.2.3): 5 years in climate change adaptation, sustainable forest management and international forest policy
- Specific professional experience (2.2.4): 2 years in event management, study programme development, or similar

### **Key expert 2**

#### Tasks of key expert 2

- Administrative and financial arrangements of all items covered by the agreed agenda (study visit) and programmes (forest experts programme), including but not limited to
  - Booking and payment of accommodation, logistics, and (where applicable) contributor's remunerations or entrance fees
  - Organisation and financial management of meals during the study visits
  - Arranging and sub-contracting translation (bi-directional English-Indonesian and/or German-Indonesian depending on the language capabilities of the visited parties) covering all items of the official agenda
- Ensuring documentation in line with GIZ's requirements for invoicing against evidence (i.e., invoices according to GIZ rules and regulations; list of participants)
- Availability as a helpdesk for logistical challenges, needs for re-arrangements, urgent support needs

#### Qualifications of key expert 2

- Education/training (2.3.1): professional background in finance management, financial administration, event management, or similar
- Language (2.3.2): C1 -level language proficiency in German; B2-level language proficiency in English
- General professional experience (2.3.3): 3 years in the field of finances and administration
- Other (2.2.8): evidence of experience in financial and administrative handling of study tours, delegation visits, exchange programmes, or similar

#### 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

## 6. 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<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

#### Lot 1: Support for a Study Tour on Peatland and Protection Areas

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	5	5	
Designation of key expert 1	1	10	10	
Designation of key expert 2	1	10	10	
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	5.000 €	5.000 €	A budget of EUR 5.000 is foreseen for flexible remuneration. Please



				<p>incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>
<b>Study Tour Arrangements</b>	1	25.000 €	25.000 €	<p>The budget contains the following costs against evidence:</p> <ul style="list-style-type: none"> <li>-Accommodation for up to <b>7 nights and up to 13 persons</b>, minimum 4 stars according to DEHOGA, including breakfast</li> <li>-Local transportation between airports, accommodation, and all agenda items, (e.g., bus rental and/or train tickets for moving between locations)</li> <li>-Full board for all participants aligned with the agreed agenda (considering requirements for Halal food or food preferences)</li> <li>-Pocket money to be provided to the participants</li> <li>-Honoraria of hosts/speakers (where relevant)</li> <li>-Meals for invited guests (e.g. government counterparts, agenda item hosts, etc.)</li> <li>-Coverage of unforeseen costs (only after clarification with and approval of GIZ)</li> </ul>
<b>Forest Experts Programme Arrangements</b>	2	6.000 €	12.000 €	<p>The budget contains the following costs (per participant) against evidence:</p> <ul style="list-style-type: none"> <li>-Accommodation for up to 30 nights, including breakfast</li> <li>-Local transportation between airports, accommodation, and all programme stations, (e.g., "Deutschland-Ticket" or long distance bus tickets for moving between locations)</li> <li>-Lumpsum allowance (28€ per day) for meals</li> <li>-Honoraria of hosts (where relevant)</li> </ul>

				-Coverage of unforeseen costs (only after clarification with and approval of GIZ)
<b>Subcontract</b>	1	4.250 €	4.250 €	The budget contains the following costs against evidence:  -On-site translation for the full duration of the visit's (maximum 5 days)  -Meals and accommodation (where necessary) for the interpreter(s)
<b>Other costs</b>	1	1.000 €	1.000 €	The budget contains the following costs against evidence:  -Provision of moderation/communication equipment for up to 15 persons.

## Lot 2: Support for a Study Tour on Geospatial Exploration & Mining System – GEMS

Fee days	Number of experts	Number of days per expert	Total	Comments
<b>Designation of TL</b>	1	5	5	
<b>Designation of key expert 1</b>	1	10	10	
<b>Designation of key expert 2</b>	1	10	10	
Other costs	Number	Price	Total	Comments
<b>Flexible remuneration</b>	1	5.000 €	5.000 €	A budget of EUR 5.000 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.
<b>Study Tour Arrangements</b>	1	25.000 €	25.000 €	The budget contains the following costs against evidence:  -Accommodation for up to <b>7 nights and up to 13 persons</b> ,

				<p>minimum 4 stars according to DEHOGA, including breakfast</p> <p>-Local transportation between airports, accommodation, and all agenda items, (e.g., bus rental and/or train tickets for moving between locations)</p> <p>-Full board for all participants aligned with the agreed agenda (considering requirements for Halal food or food preferences)</p> <p>-Pocket money to be provided to the participants</p> <p>-Honoraria of hosts/speakers (where relevant)</p> <p>-Meals for invited guests (e.g. government counterparts, agenda item hosts, etc.)</p> <p>-Coverage of unforeseen costs (only after clarification with and approval of GIZ)</p>
<b>Forest Experts Programme Arrangements</b>	2	6.000 €	12.000 €	<p>The budget contains the following costs (per participant) against evidence:</p> <p>-Accommodation for up to 30 nights, including breakfast</p> <p>-Local transportation between airports, accommodation, and all programme stations, (e.g., "Deutschland-Ticket" or long distance bus tickets for moving between locations)</p> <p>-Lumpsum allowance (28€ per day) for meals</p> <p>-Honoraria of hosts (where relevant)</p> <p>-Coverage of unforeseen costs (only after clarification with and approval of GIZ)</p>
<b>Subcontract</b>	1	4.250 €	4.250 €	<p>The budget contains the following costs against evidence:</p> <p>-On-site translation for the full duration of the visit's (maximum 5 days)</p> <p>-Meals and accommodation (where necessary) for the interpreter(s)</p>

<b>Other costs</b>	1	1.000 €	1.000 €	The budget contains the following costs against evidence:  Provision of moderation/communication equipment for up to 15 persons.
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**Lot 3: Support for a Study Tour on German development cooperation with focus on climate change adaptation and the forest sector**

<b>Fee days</b>	<b>Number of experts</b>	<b>Number of days per expert</b>	<b>Total</b>	<b>Comments</b>
<b>Designation of TL</b>	1	5	5	
<b>Designation of key expert 1</b>	1	10	10	
<b>Designation of key expert 2</b>	1	10	10	
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	5.000 €	5.000 €	A budget of EUR 5.000 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.
<b>Study Tour Arrangements</b>	1	25.000 €	25.000 €	The budget contains the following costs against evidence:  -Accommodation for up to <b>7 nights and up to 13 persons</b> , minimum 4 stars according to DEHOGA, including breakfast  -Local transportation between airports, accommodation, and all agenda items, (e.g., bus rental and/or train tickets for moving between locations)  -Full board for all participants aligned with the agreed agenda (considering requirements for Halal food or food preferences)

				<ul style="list-style-type: none"> <li>-Pocket money to be provided to the participants</li> <li>-Honoraria of hosts/speakers (where relevant)</li> <li>-Meals for invited guests (e.g. government counterparts, agenda item hosts, etc.)</li> <li>-Coverage of unforeseen costs (only after clarification with and approval of GIZ)</li> </ul>
<b>Forest Experts Programme Arrangements</b>	2	6.000 €	12.000 €	<p>The budget contains the following costs (per participant) against evidence:</p> <ul style="list-style-type: none"> <li>-Accommodation for up to 30 nights, including breakfast</li> <li>-Local transportation between airports, accommodation, and all programme stations, (e.g., "Deutschland-Ticket" or long distance bus tickets for moving between locations)</li> <li>-Lumpsum allowance (28€ per day) for meals</li> <li>-Honoraria of hosts (where relevant)</li> <li>-Coverage of unforeseen costs (only after clarification with and approval of GIZ)</li> </ul>
<b>Subcontract</b>	1	4.250 €	4.250 €	<p>The budget contains the following costs against evidence:</p> <ul style="list-style-type: none"> <li>-On-site translation for the full duration of the visit's (maximum 5 days)</li> <li>-Meals and accommodation (where necessary) for the interpreter(s)</li> </ul>
<b>Other costs</b>	1	1.000 €	1.000 €	<p>The budget contains the following costs against evidence:</p> <p>Provision of moderation/communication equipment for up to 15 persons.</p>

Please describe in your concept how you intend to implement the dimensions outlined in GIZ's sustainable event management guidelines.

## **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 shall also be submitted in English (language).

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.

## **8. Outsourced processing of personal data**

The data protection and information security provisions set out in the most recent GIZ AVB (sections 1.7. Confidentiality and 1.11 Data Protection) apply.

Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

## **9. Annexes**

- Early drafts (SLM/FORCLIME) of agenda ideas for the study visits to be supported under this contract