

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

CONFIDENTIAL

Project title:

Circular economy in Indonesia (InCircular)

Country:

Indonesia

Subject of the tender procedure:

Advancing Regional Circular Economy in Indonesia

Processing

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0. List of abbreviations

BAPPENAS	Indonesian Ministry for National Development Planning
BLUD	Badan Layanan Umum Daerah/ Local Public Services Body
CE	Circular Economy
EPR	Extended Producer Responsibility
G/SPP	Green/Sustainable Public Procurement
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MFA	Material Flow Analysis
MMS	Minimum Security Standards
MoE	Ministry of Environment
MoU	Memorandum of Understanding
PPP	Public-private partnership
PRO	Producer Responsibility Organizations
SIPSN	Sistem Informasi Pengelolaan Sampah Nasional/ National Waste Management Information System
SWM	Solid Waste Management
WM	Waste Management
ToRs	Terms of reference
UPTD	Unit Pelaksana Teknis Daerah/ Local Technical Implementation Unit

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975 on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Circular Economy (CE) with the focus on solid waste management (SWM) is one of the key priorities of the Indonesian German development cooperation. The technical cooperation project "InCircular: Promoting a Circular Economy in Indonesia" (01.04.2025 –31.03.2029) implemented by GIZ on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ) is supporting the Indonesian Ministry for National Development Planning (Bappenas) and further relevant ministries, local governments, agencies and the private sector to implement the national Circular Economy Roadmap and Action Plan. Three material streams are of particular focus, namely packaging waste (plastics, aluminium, paper, etc.), electronic waste and residual waste (to be potentially used as refuse-derived fuel (RDF)).

The project aims to address 5 outputs, namely

- 1) Support the steering of the implementation of the CE Roadmap and Action Plan;
- 2) Enhance regulatory frameworks for CE and Extended Producer Responsibility (EPR) for selected material streams;
- 3) Strengthen collaboration with industry for the implementation of CE and EPR for selected material streams;
- 4) Advance CE in waste management in selected provinces and municipalities; and
- 5) Advance Green/Sustainable Public Procurement (G/SPP) for selected goods.

Additional information on the module's set-up, including indicators are available in the results matrix provided in the annex of this document.

Programme Context: Indonesia faces enormous challenges in implementing a circular economy. The country generates approximately 70 million tonnes of waste annually, with only about 40% of municipal waste regularly collected in urban areas. Only 10-15% of plastic waste is recycled, with the remainder ending up in uncontrolled landfills or polluting the environment. An estimated 2-3 million tonnes of plastic waste enter the ocean annually.

Waste prevention and the introduction of CE approaches for valuable materials are still in their infancy. The management of packaging waste is particularly challenging. A legal framework for introducing EPR (analogous to the German dual system since 1991) has not yet been established, and there are no incentive systems developed jointly with manufacturers and retailers.

The Indonesian government has recognized these challenges and, under the leadership of Bappenas, has developed a CE Roadmap for the period 2025 to 2045. This roadmap formulates ambitious strategies with action plans and target indicators for five material

streams: organic waste, sales packaging, electrical and electronic equipment, construction materials, and textiles, to be implemented over the next 20 years.

Under the stewardship of the Ministry of Environment (MoE), the strategic objective on developing mandatory EPR for packaging has regained significant attention in 2025. The minister is determined to tackle key issues around waste pollution, a crucial one being on packaging and plastics. In light of the failed Global Plastics Treaty negotiation INC 5.2, MoE seeks to proceed with its own policies on addressing plastics pollution.

One stated priority is the development of a strong regulatory framework on EPR for packaging waste that holds producers of packaging responsible for the post-life collection and management of their products. The German development cooperation is strongly supporting this effort and deems it necessary to manage packaging waste sustainably and reduce pollution. In mid-2025, MoE has commenced drafting a new presidential regulation that intends to incorporate essential aspects of EPR, potentially determining the future set-up of Producer Responsibility Organizations (PRO) as 'system operators' of EPR. The new regulation would also build on – and address shortcomings of – existing regulations, namely MoE Regulation No. 75/2019 that requires producers to develop a roadmap to reduce packaging waste.

Against this background, InCircular aims to provide strategic support to MoE and relevant government stakeholders during this pivotal moment in strengthening capacities and knowledge regarding the development of legislation on mandatory EPR for packaging in Indonesia as well as conceptualizing steps towards implementation thereof. The support is envisioned through the provision of technical advisory services according to the needs of the partners. The assignment builds on existing work by GIZ on EPR, such as the PREVENT Waste Alliance EPR Toolbox as well as the policy brief developed by GIZ with the MoE in 2025 which entails 10 recommendations for the future implementation of EPR. This policy brief outlines key steps to consider in advancing EPR legislation in Indonesia according to the local conditions, regulatory environment, sanctions regime, enabling ecosystem, implementation, and monitoring. Considering a decentralized system for waste management in Indonesia to strengthen the capacity of Provincial Governments is also key focus under InCircular. How to roll-out an EPR system in Indonesia considering the regional discrepancies, capacities, administrations etc. will be the focus of this assignment.

The **impact hypothesis** of Output 4 and the tasks of this contract is that national approaches to circular economy and EPR must be implemented at the local level in order to achieve the objectives of the CE Roadmap. A study by the German Federal Environment Agency in 2021 on "International Urban Environmental Protection" demonstrates that strengthening local administrative capacities is critical to achieving national circular economy targets. Consequently, selected municipal administrations are key stakeholders that must be engaged. The underlying assumption is that improvements in waste and circular economy management can only be achieved through adequate municipal financing, such as through cross-subsidisation mechanisms via EPR systems.

Target group: The introduction of circular economy approaches will benefit Indonesia's entire population through national-level interventions, with urban populations (nearly 60%) benefiting primarily from improved waste collection and treatment, while East Java's population (42 million) and potentially Bali will benefit from localised implementation of Output 4. Public and private sector actors in waste and circular economy management serve as key intermediaries for achieving impact.

Project Alignment: The project directly supports the implementation of Indonesia's CE-Roadmap by strengthening the capacities of public and private actors and improving coordination between them. The module directly or indirectly contributes to the national implementation of Agenda 2030 with SDG indicators 11, 12, 13 and 14.

2. Tasks to be performed by the contractor

The contractor will be responsible for the implementation of Output 4: *'The technical capacities of provincial and municipal administrations to plan and report on measures in waste management and circular economy have been strengthened'*. For the preparation of the delivery of Output 4, GIZ has already started implementation in a preparatory phase, and will provide the contractor with the following analyses before this contract will start: Provincial stakeholder mapping and analysis, preliminary packaging waste and residual waste flow analysis and a cities selection in close coordination with national and provincial partners.

2.1 Term

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

2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for implementing Output 4 and achieving the Module Objective Indicator 3 and Output Indicators 4.1 and 4.2 by implementing the activities, producing the deliverables and fulfilling corresponding milestones as defined within these Terms of Reference.

During project preparation it was anticipated that activities for Output 4 will be conducted in two provinces: East Java and Bali. At time tendering activities are only confirmed for East Java, including the selection of project municipalities in the province. It might be possible that at a later project stage contractor's some resource should be allocated to support also activities in Bali.

Overall objective for the contractor

The overall objective of the tendered services is to provide high-quality technical advisory and capacity development support for the implementation of the project *'InCircular: Promoting a Circular Economy in Indonesia'*. The service provided by the contractor will support the implementation of circular economy principles through enhancing waste data collection and transfer, improving local governance and financing, EPR implementation, by conducting capacity building, material flow analysis, stakeholder engagement and dialogue, guiding the improvement of regional circular economy implementation, as well as the establishment of EPR pilots in pilot provinces. In addition, the contractor will provide ongoing technical support on waste management to project municipalities. By fostering multi-stakeholder collaboration and institutional engagement and capacity, the contractor will help establish the conditions necessary for a transition towards more circular and inclusive economy in Indonesia.

Expected Outcomes

Public and private sector stakeholders in selected pilot municipalities in project provinces will be better equipped to independently plan, implement, and report data on waste management, as well as respond to governance prerequisite requirements for implementing circular economy initiatives and EPR schemes. Main outcomes of the contract are aligned with the following project indicators and are the following:

1. Output indicator 4.1: 10 partner municipalities in the pilot provinces of East Java and Bali have shared digitalised data on recycling of packaging waste based on uniform standards with the national level (by 12/2028).
2. Output indicator 4.2: 12 project proposals are developed by partner municipalities on expanding existing waste treatment plants in East Java and Bali to enable them to produce RDF (by 12/2028).
3. Module objective indicator 3: 1 implemented approach by public and private actors to improve the collection and recycling of packaging in the East Java and Bali (by 06/2028).

Specific tasks of the contractor

The contractor is expected to deliver the following 3 work packages (WP), achieve the outcomes and deliver on specific tasks detailed below.

<u>WP</u>	<u>Title</u>	<u>Responsibility of indicators</u>
1	Data Systems and Material Flow Analysis	<u>Output indicator 4.1</u>
2	Local Governance and Financing	<u>Output indicator 4.2</u>
3	EPR Pilot Implementation	<u>Module objective indicator 3</u>

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

Work Package 1: Data Systems and Material Flow Analysis

Objective: Establish comprehensive data systems and material flow analysis for packaging waste management to support evidence-based decision-making and reporting to national level.

The contractor will be responsible for the following tasks:

- **Task 1.1 Refine Material Flow Analysis for Packaging Waste (in 5 municipalities)**
 - Refine and expand the preliminary material flow analysis (MFA) conducted during the preparatory phase

- Develop detailed analysis of packaging waste fractions (as per MoE Regulation 75/2019 on Waste Reduction Roadmap by Producer: Plastic (Polyethylene/PE, Polyethylene terephthalate/PET, Polyvinyl-chloride/PVC, Polypropylene/PP, Polystyrene/ PS), Aluminium Can, Paper, Glass)
 - Map representative value chains on packaging: with relevant identifiable players/stakeholder (converters, brand owners/producers, importers through to collection, sorting, processing to end markets, e.g. recycling, wild/controlled disposal, incineration or other). Focus on items that have identifiable value chains, mostly large multinational or local FMCG companies. This data will be relevant for determining fee systems in an EPR framework for packaging
 - MFA being developed for each pilot municipality and East Java province
 - MFA being updated twice a year using data collected from capacity building under activity 1.2
- Quantify waste generation, collection rates, and recycling performance by material type and geographic area, building up on the methodology of the [Waste Flow Diagram](#)
- **Task 1.2: Improve Digital Data Collection and Reporting Systems (in 10 municipalities)**
 - Conduct gap analysis and recommendations for waste management data collection and reporting system in the cities. (Recommendations might touch on regulation updates under activity 2.2)
 - Design and implement standardized data collection protocols aligned with national waste management information systems, this includes data quality assurance mechanisms and validation procedures
 - Design and implement a capacity building plan and strategy for municipal staff and waste operators on data collection and reporting procedures and digital tools aligned with national waste management information systems (SIPSN)
 - Facilitate regular data transmission protocols between municipalities and national level National Waste Management Information System (SIPSN) twice a year

Milestones for WP1 / Output 4.1	Deliverable	Delivery period
Refined material flow analyses for packaging waste completed	Refined material flow analysis reports for 5 (five) project municipalities, including market analysis for value chain improvement is submitted	6 months after start of contract, followed by 6 monthly updates
Digital data collection systems in pilot municipalities operational	Gap analysis and recommendation for waste data collection and reporting, including standardized data collection protocols (aligned with national systems) for 10 (ten) pilot municipalities, capacity building plan, strategy and materials for regional and city level is prepared	12 months after start of contract
Twice a year data transmission from municipalities to national level facilitated	Activity report on facilitating project municipalities deliver waste data to national level in 10 partner municipalities	12 months after start of contract, followed by ongoing reporting

Work Package 2: Local Governance and Financing

Objective: Strengthen technical and institutional capacities of provincial and municipal administrations to plan, implement, and manage circular economy initiatives in waste management.

- **Task 2.1: Waste Value Chain Improvement (in 5 municipalities)**
 - Based on the data collected, suggest improvements for source segregation, collection, transportation, and other logistics of waste, including the use of digital tools for tracking and efficiency.
 - Assess the feasibility of upgrading operational procedures of existing residual waste treatment facilities, particularly for RDF technology. Take into account the latest analyses on RDF in Indonesia, regulatory advisory.
 - Build upon value chain analysis conducted in the task 1.1, develop concept for value chain improvement in the cities and overall, in the region of Pilot Provinces which analyse how end markets and logistics systems for recovered packaging materials can be enhanced in the selected provinces
 - Design and implement a capacity building plan and strategy for municipal staff and stakeholder along the waste value chain to improve the waste value chain (e.g. source segregation, segregated collection, sorting, etc.)
- **Task 2.2: Institutional Transformation and Regulatory Advisory (in 5 municipalities)**
 - Based on the technical concept developed under Task 2.1, assess existing institutional arrangements for waste management in partner municipalities, e.g. operator vs. regulator, revenue collector functions and the ability for municipalities to handle fee collection via Local Public Services Body (*Badan Layanan Umum Daerah*, BLUD) or other means, reference to [GIZ Guidance Paper for Solid Waste Management Practitioners](#).
 - Design and implement a capacity building plan and strategy for municipal staff and stakeholder along the value chain on institutional strengthening and transformation. This includes:
 - Transformation of governmental waste management units into more efficient service models, such as the Local Technical Service Unit (*Unit Pelayanan Teknis Daerah*, UPTD) to BLUD transformation.
 - Transformation of non –governmental waste management operator into licensed business unit
 - Inclusion of informal sector actors into formal waste management systems through cooperative formation, could be facilitated by government or other development partners
 - Design and implement capacity building for multi-stakeholder collaboration and public-private partnerships (PPPs) for CE and SWM, e.g. for the co-investment for treatment facilities, promoting and advocating for waste reduction, etc.
 - Based on the process and result of capacity building on institutional strengthening and transformation, develop guidance on PPPs on waste management in the city, (e.g. BLUD & Private sector, UPTD & Private sectors, etc.)
 - Perform regulatory gap analysis, assessment and recommendation for waste management and mainstreaming circular economy principles, e.g. promote waste

reduction, disincentivizing single use plastics, refill station in public facilities, and potential EPR implementation for packaging. It shall:

- Ensure alignment of local regulations with national and provincial frameworks
- Facilitate stakeholder consultations on regulatory updates

• **Task 2.3: Financial Planning and Proposal Development (in 5 municipalities)**

- Based on the refined MFA under Task 1.1, develop initial cost analysis of each packaging types by assigning unit costs of each stage. This initial cost analysis should inform the future EPR costs, incl. treatment options based on current infrastructure
- Design and implement capacity building on waste management financing to the municipal staff. This shall include:
 - Build municipal capacity to calculate comprehensive solid waste management costs based on relevant rules and regulation including the option for potential EPR contributions to handle packaging waste and the proper waste retribution tariff
 - Reviewing waste management cost structures in the cities in consideration for new EPR regulations currently under development on the national level. As these will need to be broken down to the local governments, assess the ability for these to be deployed within the pilot municipalities, e.g. in parallel to the government-run collection of residual and organic waste
- Provide training to municipalities on accessing financing and funding sources for WM and CE in the cities
- Assess potential non-profit financing and funding sources for WM and CE (domestic source, e.g. waste retribution tariff, state budget/DAK/BPDLH, international financing institutions, private sector)

Support project municipalities in the multi-stakeholder collaboration and, including for Refuse Derived Fuel (RDF) production. The scope of proposals is expected to be only at early concept stage, not pre or full feasibility studies.

Milestones for WP2 / Output 4.2	Deliverable	Delivery period
Technical capacity assessments and improvement plans for stakeholders along the waste value chain are developed	Technical capacity assessments and improvement plans for stakeholders in 5 (five) partner municipalities	6 months after start of contract
Institutional strengthening plans for partner municipalities are completed	Report on institutional strengthening plans for 5 (five) partner municipalities	9 months after start of contract
Potential updates for local waste management regulations in partner municipalities are completed	Report on potential updates and substantial recommendations for local waste management regulations in 5 (five) partner municipalities	12 months after start of contract
Proposals for waste facility upgrades are submitted	12 funding proposals for waste facility upgrades in 5 partner municipalities	12 months after start of contract

Work Package 3: EPR Pilot Implementation

Objective: Design and implement an EPR pilot system for packaging to support national EPR regulation and demonstrate practical implementation approaches, considering the latest development on the national EPR system arrangement.

- **Task 3.1: EPR Communication and Dissemination (in 5 municipalities)**
 - Develop a communication strategy and action plan including materials to improve municipal's staff understanding on EPR
 - Design and implement a stakeholder engagement plan for a EPR Pilot. This shall cover but is not limited to engage relevant industry and commercial sectors in packaging waste reduction and recovery.
 - Develop and implement social dialogues, campaigns and events as agreed with GIZ
- **Task 3.2: Development and implementation of regional EPR pilot system (in 5 municipalities)**
 - Develop and implement an EPR pilot system involving selected municipalities, waste management enterprises, informal sectors, industry and commercial areas
 - Establish an EPR pilot with local partners that improves collection and recovery systems for packaging, the pilot should run for at least 6 to 12 months in a selected municipality or other defined area
 - Coordinate the material and equipment for the implementation of the pilot, (see section 5.4)
 - Coordinate with provincial and municipal governments on regulatory support related to EPR pilot system implementation
 - Engage the industry and commercial sectors in packaging waste reduction and recovery
 - Document lessons learned and best practices from implementation
 - Given the latest development at national level, develop a model of how EPR via PRO (Producer Responsibility Organization) could operate in the sub-national level
- **Task 3.3: Knowledge Management and Policy Feedback (in 5 municipalities)**
 - Document implementation experiences, challenges, and solutions from regional pilot
 - Analyse the effectiveness of the EPR pilot
 - Provide recommendations for national EPR regulation development and implementation based on pilot results
 - Develop strategies for EPR system roll-out to other regions
 - Facilitate knowledge sharing between pilot municipalities and national stakeholders

Milestones for WP3 / Module objective 3	Deliverable	Delivery period
EPR pilot design and short term roadmap is developed	EPR pilot design documents and stakeholder agreements in 5 partner municipalities finalized	8 months after start of the contract
EPR pilots in the region are implemented	Operational EPR pilot in region (5 partner municipalities)	12 months after start of the contract

EPR pilot evaluation with policy recommendations is submitted	Report on EPR pilot evaluation with policy recommendations	24 months after start of the contract
Recommendations for national EPR implementation is submitted	Policy brief for national EPR implementation	24 months after start of the contract

At the beginning of the contract GIZ and the successful contractor will review together milestones to measure the progress on achieving the relevant indicators of Output 4.

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

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

Requirements on materials and equipment and operating costs:

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

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.
- In terms of the GIZ cost-output monitoring (KOMP), 100 % of the contractor's tasks are apportioned to output 4.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility
 - Monitoring of risks and unintended results
 - Data collection for monitoring purposes though i.e. questionnaires or other tools

The contractor reports to GIZ as follows:

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

- Inception report with detailed work and resource plan 2 months after commencement of the contract. 15-20 pages without annexes.

- Brief interim report(s) on a quarterly basis in a standardised format reporting about activities in each work packages, monitoring and evaluation, staff and pool utilisation, as well as risks. First interim report to be provided 6 months after start of contract. 3-8 pages without annexes.
- Final report 2 months before completion of the contract period. 25-40 pages without annexes.

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

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences if requested by GIZ.
- The contractor's experts are actively involved in GIZ's sector networks.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- Contributions or virtual debriefing with the responsible Competence Centre 4D40 "Environment, Water, Circular Economy" of the GIZ Sectoral Department on the materials developed.

Backstopping requirements:

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

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

2.4 Data protection and information security

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

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent data controller and must comply with all applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal data if the objective to be achieved cannot be achieved

without this 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 observed. GIZ is in no way responsible for such processing.

In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the Contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

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

Gender equality:

- Ensure equal participation of women and men in all project activities, with particular emphasis on promoting women in leadership positions in CE implementation.
- Implement gender-transformative approaches in capacity development programmes.
- Ensure gender sensitive communication (both internally and externally).

Environmental protection, climate change mitigation and adaptation:

- Ensure that all pilot activities and demonstrations contribute to environmental protection and climate change mitigation.
- Avoid any activities that could lead to increased environmental pollution or greenhouse gas emissions.

Conflict and context sensitivity/ Human rights:

- Recognize and address potential conflicts between formal and informal waste sector actors.
- Ensure that circular economy interventions do not disadvantage vulnerable groups, particularly those working in the informal waste sector.
- Ensure that all activities respect human rights, particularly of informal waste workers. Implement the "leave no one behind" principle of Agenda 2030, ensuring that marginalized groups benefit from circular economy initiatives.

Security precautions:

- Standard security protocols apply in accordance with GIZ Country Indonesia-ASEAN guidelines and Minimum Security Standards (MSS).
- The contractor shall ensure that all personnel comply with applicable security procedures, travel regulations, and incident reporting requirements.
- All activities shall be implemented with due consideration to the local security context and operational risks.
- Any security-related incident or threat affecting project implementation shall be reported to GIZ without delay.

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

Informal Sector Inclusion and Just Transition

In order to ensure inclusive CE development and avoid displacement of vulnerable workers, the contractor must implement specific measures to consider the role of the informal sector while delivering the work packages.

Informal Waste Sector Inclusion:

- Recognize and respect the existing role of informal waste workers (waste pickers, collectors, small-scale recyclers) in packaging waste management
- Design EPR pilot systems that include rather than displace informal sector actors through formal recognition, capacity building, and income protection measures if possible
- Facilitate formation of cooperatives or licensing mechanisms to formalize informal sector participation while preserving their economic opportunities
- Ensure that circular economy interventions enhance rather than undermine livelihoods of informal waste workers
- Implement the "do no harm" principle by conducting impact assessments on informal sector livelihoods before implementing new systems

Just Transition Approaches:

- Develop transition pathways for informal workers to participate in improved waste management systems with enhanced income security and working conditions
- Ensure meaningful consultation and decision-making participation of informal sector representatives in EPR pilot stakeholder engagement, design and implementation
- Monitor and address any negative impacts on informal sector livelihoods with appropriate mitigation measures

Economic Empowerment:

- Design financial flows in EPR systems that create economic incentives for informal sector participation
- Facilitate direct linkages between informal collectors and formal recycling markets to improve income opportunities

- Ensure gender-sensitive approaches that address the specific needs and constraints of women working in the informal waste sector

The contractor must demonstrate understanding of Indonesia's informal waste sector dynamics and provide evidence of approaches that have successfully integrated informal workers in similar contexts.

Scientific practice

The Contractor shall always adhere to the principles of good scientific practice and academic integrity. This includes, but is not limited to, the transparent and verifiable use of data and sources, proper citation and acknowledgement of third-party work, avoidance of plagiarism, and compliance with applicable ethical standards. All analyses, reports, and deliverables must be prepared in a methodologically sound, traceable, and reproducible manner, in line with internationally recognized standards of scientific and professional conduct.

Use of Generative AI

The contractor must indicate if and where artificial intelligence (AI) is used for content and will need to present a concept for quality assurance when AI is used.

3. Technical-methodological concept

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

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

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

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

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept, e.g. in consideration of further actors, process adjustments, etc.

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

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

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

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

In addition, the tenderer is required to describe the interaction between the actors mentioned above and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

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

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

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

- Not applicable -

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge management') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

The tenderer is required to outline how it will prevent negative impacts and contribute to positive outcomes in the following safeguard areas through corresponding measures and approaches tailored to the Indonesian context and the specific requirements of circular economy and EPR pilot implementation.

Gender Equality

The tenderer is required to outline how it will prevent negative impacts on gender equality in its area of responsibility and how it will contribute to improving gender equality through corresponding measures.

The approach must address the prevention of negative impacts and the promotion of gender equality, e.g. differential impacts of EPR pilots and CE interventions on women and men, decision-making processes in EPR system design, equal participation, women in leadership positions, capacity development programs, economic empowerment, etc.

Environmental Protection and Climate Action

The tenderer is required to outline how it will prevent negative environmental impacts and contribute to environmental improvement and climate change mitigation through its activities.

The approach must address the prevention of negative impacts and the promotion of environmental benefits, e.g. impacts on waste collection and transport on local air quality and traffic congestion, greenhouse gas emission reductions, circularity of selected material streams, RDF technology, CE principles, etc.

Conflict and Context Sensitivity / Human rights

The tenderer is required to outline how it will implement activities in a conflict-sensitive manner, recognizing potential tensions and conflicts in the waste management sector. Furthermore, the tenderer shall outline how it will prevent negative impacts on human rights and contribute to improving the human rights situation through corresponding measures.

The approach must address a sensitive approach and promote human rights, e.g. proactively address potential conflicts between formal and informal waste sector actors that may arise from EPR pilot implementation, design grievance mechanisms, ensure interventions are sensitive to local cultural practices, etc.

Just transition approaches / Economic Empowerment:

The tenderer is required to outline how it will develop transition pathways for informal workers to participate, provide capacity building and technology access and establish monitoring systems to track impacts. The approach must demonstrate understanding of the particular informal waste sector dynamics and provide approaches on economic inclusion.

Requirement: 'Gender equality':	3 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	2 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity / Human rights':	2 points out of 10 (maximum)
Requirement: 'Just transition' and 'Economic Empowerment'	3 points out of 10 (maximum)

3.4 Project management

(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, particularly with provincial and municipality stakeholders, and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

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

3.4.2 Coordination with GIZ or the commissioning project

(section 1.4.2 of the assessment grid)

- Not applicable -

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners (actors in typical municipalities of East Java) relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them.

3.4.4 Monitoring (section 1.4.4 of the assessment grid)

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

3.5 Further requirements (section 1.5 of the assessment grid)

The tenderer is required to provide a visualization (graphic scheme of one page) for the design and implementation of an EPR pilot system for packaging waste in East Java province with a brief explanation (one page). This concept must demonstrate understanding of local contexts, stakeholder ecosystems, and practical implementation challenges.

The EPR pilot concept will be evaluated based on:

- The visual presentation (3 points out of 10)
- The interaction and responsibilities of actors (4 points out of 10)
- Contextual appropriateness (3 points out of 10)

The concept should demonstrate familiarity with international EPR best practices while ensuring adaptation to Indonesian contexts. Reference to the GIZ operator model *Guidance Paper for Solid Waste Management Practitioners* and other relevant international experiences is encouraged, but proposals must clearly explain how these will be contextualized for local implementation.

4. Personnel

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

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender and age.

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

‘One year of professional experience’ is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Expert 1: Team Leader - Circular Economy and Waste Management Expert (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of expert 1:

- Overall responsibility for the quality, completeness, and timely delivery of all advisory services described in the Terms of Reference
- Lead the planning, execution, and coordination of all activities across the three work packages
- Serve as the main interface with GIZ, Bappenas, and other relevant stakeholders
- Oversee EPR pilot design and implementation in East Java
- Supervise and coordinate all assigned experts, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensure compliance with GIZ reporting requirements and Output 4 indicators
- Responsibility for taking cross-cutting themes into consideration, in particular to integrate gender equality and social inclusion across all activities
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. ‘master’s or German Diplom’) in Environmental Engineering, Environmental Management, Waste Management, Circular Economy)
Language (section 2.1.2 of the assessment grid):	Knowledge of English C1-level in the Common European Framework of Reference for Languages (EU CEFR)
General professional experience (section 2.1.3 of the assessment grid):	10 years of professional experience in municipal waste management and circular economy
Specific professional experience (section 2.1.4 of the assessment grid):	6 years of experience in private sector engagement and public-private partnerships
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	2 years of waste management or circular economy experience in Europe

Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	2 years of professional experience in Southeast Asia
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	4 years of experience in development cooperation projects (e.g. GIZ, EU, UN, World Bank)
Other (section 2.1.9 of the assessment grid):	2 assignments designing and implementing Extended Producer Responsibility (EPR) systems in the last 5 years.

Expert 2: Deputy Team Leader (section 2.2 of the assessment grid)

This position is a key expert and will be based in Surabaya, East Java.

Tasks of expert 2

- Support the Team Leader in overall project coordination and management
- Lead all implementation of Work Packages in Indonesia, supervising team of experts on the ground
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Coordinate capacity development activities for municipal administrations
- Lead the development and implementation of project management and monitoring systems to GIZ
- Facilitate stakeholder engagement with local governments, waste management stakeholder along the value chain, and community organizations
- Support EPR pilot development and implementation through local coordination and capacity building

Ensure integration of gender equality and social inclusion principles in all activities.

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree (Master's or equivalent) in Public Administration, Environmental Management, Environmental Engineering, Urban Planning
Language (section 2.2.2 of the assessment grid):	Knowledge of English C1 level (EU CEFR) (5 out of 10 points) and Bahasa Indonesia (native level) (5 out of 10 points)
General professional experience (section 2.2.3 of the assessment grid):	8 years of professional experience in local governance, urban planning, municipal administration, and public policy.
Specific professional experience (section 2.2.4 of the assessment grid):	6 years of professional experience in municipal waste management and circular economy
Leadership/management experience (section 2.2.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 3 people
International professional experience outside the	Not applicable

country/region of assignment (section 2.2.6 of the assessment grid):	
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	4 years of professional experience in East Java (8 out of 10 points) and Bali (2 out of 10 points)
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	4 years of experience in development cooperation projects funded by international agencies (e.g. World Bank, ADB, EU, UN, ASEAN, GIZ)
Other (section 2.2.9 of the assessment grid):	2 years of experience with Indonesian local government regulations (Perda) or local planning document (Waste Management Master Plan/RPJMD/RKPD) development (5 out of 10 points), and BLUD transformation (5 out of 10 points) within the last 5 years

Expert Pool 1: Solid Waste Management and EPR Specialists with 3 experts (section 2.3 of the assessment grid)

A CV for each expert must be added to the tender.

Tasks of the expert pool

- Provide specialized technical assistance for specific activities across all work packages
- Support material flow analyses and value chain assessments
- Assist with EPR pilot design and implementation
- Provide expertise on potential improvements of existing waste infrastructure and capacity building for funding proposal preparation
- Support institutional capacity assessments and development
- Assist with stakeholder engagement and training activities
- Provide technical input for funding proposals and business case development

Qualifications of the expert pool

Education/training (section 2.3.1 of the assessment grid):	All experts with a university degree (master's) in Environmental Engineering, Waste Management, Economics, Business Administration
Language (section 2.3.2 of the assessment grid):	All experts with knowledge of English (C1 level, EU CEFR) (5 out of 10 points); all experts must have native-level Bahasa Indonesia (5 out of 10 points)
General professional experience (section 2.3.3 of the assessment grid):	3 experts with 8 years professional experience in municipal waste management and circular economy
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 5 years of experience in EPR systems (4 out of 10 points); 1 expert with 5 years of experience in financing waste operations (3 out of 10 points); and 1 expert with 5 years of experience in regulatory and legal subjects (3 out of 10 points)

Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	Not applicable
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	All experts with 3 years of experience in development cooperation projects (e.g. World Bank, ADB, EU, UN, ASEAN, GIZ)
Other (section 2.3.9 of the assessment grid):	Not applicable

Expert Pool 2: Local Engagement Coordinators with 2 to 4 experts (section 2.4 of the assessment grid)

The local engagement coordinators will be based in Surabaya, East Java and potentially in Denpasar, Bali.

In derogation from the number of experts mentioned above, 2 CVs must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool

- Support delivery and implementation across all work packages
- Support local stakeholders in data management and waste operations
- Coordinate with long-term and short-term experts on delivery of tasks at local level
- Support institutional capacity assessments and development
- Assist with stakeholder engagement and capacity building activities
- Provide background and local context to input for funding proposals and business case development

Qualifications of the expert pool

Education/training (section 2.4.1 of the assessment grid):	All experts with university degrees in Environmental Engineering, Waste Management, Urban Management, Urban Planning, Economics, Business Administration
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Language (section 2.4.2 of the assessment grid):	All experts with knowledge of English (B2 level, EU CEFR) (5 out of 10 points), and Bahasa Indonesia (native level) (5 out of 10 points)
General professional experience (section 2.4.3 of the assessment grid):	All experts with 5 years of professional experience in municipal waste management and circular economy
Specific professional experience (section 2.4.4 of the assessment grid):	All experts with 2 years of experience in liaising and engaging local partners (Municipalities, civil society, private sector etc.)
Leadership/management experience (section 2.4.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	Not applicable
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	1 expert with 2 years of experience in development cooperation projects (e.g. World Bank, ADB, EU, UN, ASEAN, GIZ)
Other (section 2.4.9 of the assessment grid):	Not applicable

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

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

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

Soft skills are not evaluated.

5. Costing requirements

5.1 Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively.

Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights	Number of national flights
Key Expert 1: Team Leader - Circular Economy and Waste Management Expert	60	60	120	No	6 (round trips)	6 (round trips)
Key Expert 2: Deputy TL	0	350	350	No	0	12 (round trips)
Expert Pool 1: Solid Waste Management and EPR Specialists	0	200	200	No	0	18 (round trips)
Expert Pool 2: Local Engagement Coordinators	0	600	600	No	0	8 (round trips)

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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

5.3.2 Travel expense requirements

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

Travel expenses item	Quantity/budget
Total number of international flights	6 round trips
Total number of regional/national flights	44 round trips
CO ₂ offsets for flights	5.360 EUR <u>A fixed, unalterable budget</u> for CO ₂ offsets for settlement against evidence is specified.
Transport costs (car travel/rental, public transport,)	15.000 <u>A fixed, unalterable budget</u> , settlement against evidence
Per-diem allowances	200 days
Accommodation allowances	180 nights
Other travel expenses (around 6 visa and airport transfer.)	2.000 EUR <u>A fixed, unalterable budget</u> , settlement against evidence

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 (download at <https://www.bundesfinanzministerium.de>).

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

- Flight costs
- Transport costs
- Other travel expenses

Notes on the settlement of accommodation allowances outside Germany:

For the country Indonesia, tenderers may offer accommodation allowances up to EUR 179. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 134,25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 134,25 and 179) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

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

5.4 Materials and equipment

Budget for materials and equipment: EUR 49,000

The fixed, unalterable budget above is earmarked for the procurement of the materials and equipment described in the table below (payment against evidence).

Made available free of charge by the project executing agency (local project partner) for the duration of the contract.	Made available free of charge by GIZ for the duration of the contract.	Materials and equipment to be procured by the contractor in the financial bid.
1 furnished office in BAPPEDA Office, Surabaya, East Java	1 furnished meeting room in Jakarta, as necessary	Necessary IT equipment and office items for all experts
		Equipment for implementing separate waste collection of the EPR pilot in 5 pilot

		municipalities such as trash bin, trash bag, trash container, etc
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In section 3.5, the contractor must describe the extent to which sustainability factors will be taken into consideration in the procurement of the materials and equipment.

5.5 Operating costs in the country of assignment

– Not applicable –

5.6 Workshops, education and training

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

- Capacity building under all Work Packages at the city level and at provincial level.

Workshop budget: EUR 50,000

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

- Room hire, if necessary (e.g. venues at local partners are not available)
- Technical systems
- Translation/interpreting services
- Catering
- Workshop materials
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 75.000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 11 pages (not including the cover page, list of abbreviations, table of contents, brief introduction, CVs, and the brief concept for the EPR pilot system). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

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

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

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

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

7. Options or follow-on contract

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

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

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

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

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

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

Scope of possible services:

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

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

A follow-on contract under 7.2 can be considered only as an alternative to the option in 7.1.

8. Annexes

- A) Results Matrix
- B) Minimum standards for sustainable event management at GIZ