
**Terms of Reference for the installation of information
system equipment at the ASEAN Coordinating Centre
for Transboundary Haze Pollution Control (ACCTHPC)
at the Manggala Wanabhakti Building**

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List of abbreviations

AATHP	ASEAN Agreement on transboundary Haze Pollution
ACCTHPC	ASEAN Coordinating centre on transboundary haze and pollution control
AMS	ASEAN Member States
BOQ	Bill of Quantity
COP	Conference of the Parties
CV	Curriculum Vitae
DFLFM	<i>Direktorat Pengendalian Kebakaran Hutan dan Lahan – Direktorat Jenderal Pengendalian Perubahan Iklim, Kementerian Lingkungan Hidup dan Kehutanan</i> (Directorate of Forest and Land Fire Management, Directorate General of Climate Change Control, Ministry of Environment and Forestry)
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Corporation for International Cooperation GmbH)
SUPA	Sustainable Use of Peatland and Haze Mitigation in ASEAN
Sqm	Square meter
ToR	Terms of Reference

1. Background Information

Transboundary haze, caused by forest fires, has long been a significant issue in Southeast Asia, with widespread impacts. To address the root causes of this problem in the region, the ASEAN Agreement on Transboundary Haze Pollution (AATHP) was signed in 2002 and entered into force in 2003. The ratification process was completed in 2014 following the ratification by Indonesia (Law No. 26/2014). The law outlines the obligations of Indonesia in implementing the AATHP, providing a legal framework for cooperation with the ASEAN Member States (AMS) in preventing and mitigating the transboundary haze pollution caused by land and forest fires.

The Conference of the Parties (COP) to AATHP was established in 2003 under Article 18 and consists of ASEAN Ministers responsible for Environment. At the 11th Meeting of COP, held on 29 October 2015 in Hanoi, Vietnam, Indonesia's offer to host the ACC THPC was endorsed. Article 5 of the Agreement mandates the creation of the ASEAN Coordinating Centre for Transboundary Haze Pollution Control (ACC THPC). The purpose of the Centre is to facilitate cooperation and coordination among the AMS in managing the impact of land and forest fires, particularly transboundary haze pollution, with the actions of preventing, controlling, and handling emergency responses to transboundary haze at both national and regional levels through strong coordination with National Focal Points (NFPs), National Monitoring Centers (NMCs), and other competent authorities.

As the focal agency for AATHP, the Directorate of Forest and Land Fire Management (DFLFM) Ministry of Environment and Forestry, Government of Indonesia, has designated the 11th floor Block VII Manggala Wanabhakti Building in Jakarta as the location for the ACC THPC, with a designated floor area of approximately 257 sqm. In support of this effort, GIZ-SUPA is providing funding support for the establishment and operation of the Centre, including the installation of information system equipment and facilities needed for effective operation.

GIZ-SUPA is seeking a consultancy service (consultant) to design and guide the installation of information system equipment at the designated area for ACC THPC at the Manggala Wanabhakti Building in Jakarta.

2. Task to be performed by the consultant

2.1. Activity goals

The main objective is to seek the service of a qualified consultancy service (consultant) to design an information system and guide the installation of equipment for the operation of the ACC THPC. The information system should be designed as a regional control centre which will be used to communicate with 10 ASEAN Member States. In anticipation of future migration from the [ASEAN Haze Portal](#), the system should also consider hosting an internal database management system with the hardware of a web server, audio/video system, and related equipment.

2.2. List of Activities

In order to achieve the above-stated goals, the consultant shall perform, in close consultation with DFLFM and other related officials, the following tasks.

- a) Designing

- Review the requirements of the ACC THPC and the available space to determine the appropriate layout and hardware to be installed.
- Develop an information system design, in anticipation of future migration from the [ASEAN Haze Portal](#), including an internal database management system with the support of a web server, audio/video system, and related equipment in the system.
- Present the information system design including the specification of hardware and equipment to be installed.

b) Budget and costs

- Prepare the cost estimates and budget breakdown for setting up the information system for workstations, meeting rooms and command-and-control room.
- Bill of Quantity (BOQ) and specifications for each item to be installed in the information system (hardware).

The BOQ shall be explicit covering all items of equipment including the detailed technical and material specifications. It should be as detail as possible to avoid changes, additions, deletions and substitutions during execution as well as the undesired disputes and claims.

c) Support GIZ for the procurement process for the information system equipment

- Prepare technical specifications and estimates of all hardware and equipment envisaged in the package
- Prepare and submit to the GIZ team the final bid documents, documents containing the technical specifications and quality assurance
- Assist the GIZ team in evaluating the bids and proposals
- Provide technical inputs during the bidding process

d) Support GIZ for monitoring and testing of the equipment

- Monitor the installation of the hardware/equipment at the ACC THPC, ensuring that they are properly integrated and functioning as intended in the information system.
- Undertake testing and quality assurance checks during the installation of the hardware/equipment.
- Provide training and documentation to ACC THPC staff on the operation and maintenance of the equipment.
- Provide recommendations for effective operation of the information system.

The consultant must inform the GIZ and DFLFM officials in all matters that require their attention and decision, including the progress of the work, quality assurance and certification of the installation contractors' bills.

2.3. Deliverables and time schedule

Certain deliverables, as laid out in the table below, are to be achieved by certain dates during the contract term. At the beginning of the assignment, the timeline of deliverables with exact dates will be further examined and determined by GIZ, DFLFM officials and the consultant.

Table 1. Time schedule for deliverables

No	Deliverables	Due Date	Payment
1.	Signing contract and survey visit with MOEF team to Manggala	1 week after signing	40%

	Wanabhakti Building		
2.	Presentation of the information system design, equipment required and cost estimates (with GIZ and MOEF team)	4 weeks after signing	
3.	Submission of technical specifications and cost estimates of all hardware and equipment for procurement bidding process	7 weeks after signing	30%
4.	Conduct testing and quality assurance checks	After installation of equipment based on the schedule of supplier	
5.	Training for ACC THPC staff for operation and maintenance of the equipment	In consultation with DFLFM officials and based on the installation schedule	
6.	Final report with recommendations	At the completion date based on the installation schedule	30%

2.4. Period of Assignment

The contract period is expected to run maximum until the **end of December 2023**.

3. Technical – Methodological Concept

3.1. Strategy

The strategy is the core element of the technical-methodological concept. The consultant is required to interpret the targets / mission goals that it is responsible for and provide a critical appraisal of the task (section 1.1.1 of the assessment grid). Subsequently, the consultant must describe and justify the strategy and approach it intends to use to achieve the deliverables, and results that it is responsible for (see section 2) by means of the list of activities described in section 2 (section 1.1.2 of the assessment grid).

3.2. Cooperation

The consultant must describe the relevant actors, including GIZ, DFLFM, ASEAN Secretariat, installation contractor and other relevant partners, for the service in the tender and their interactions (section 1.2.1 of the assessment grid). The consultant is also required to develop a concept that shows how the cooperation and/or coordination with all stakeholders to be established and put into practice (section 1.2.2 of the assessment grid).

3.3. Steering structure

The consultant is required to describe and explain its approach and method for steering the measures with the partners involved in delivering the services set out in the tender (section 1.3.1 of the assessment grid).

The consultant is required to describe how to monitor the results in its area of responsibility (section 2) in a way that corresponds with the client's expectations and specifications. It must also describe the related challenges (section 1.3.2 of the assessment grid). The consultant is required to present and explain its approach to steering the measures in cooperation with the project partners.

3.4. Processes

The consultant is required to present the processes that are relevant to the services including implementation plan: work steps, milestones, schedule that related to **Table 1** of this document (section 1.4.1 of the assessment grid)

3.5. Innovation

The consultant is required to present and explain the innovation measures to GIZ and relevant partners (section 1.5.2 of the assessment grid).

3.6. The bidder's project management activities

In its tender, the consultant is required to describe its approach and procedure for coordination with/in the GIZ project (section 1.6.1 of the assessment grid).

The consultant is required to draw up and explain an operational plan, which also includes a plan for the assignment of all the experts included in its tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts and describe the necessary work stages, including quality control for the field data generated (Section 1.6.2 of the assessment grid). It must also take into consideration the backup strategy/approach.

3.7. Further requirements

This activity is open for the national consultants since the nature of the work is about setting up a modern information system and equipment at an office based in Jakarta, Indonesia (section 1.7 of the assessment grid).

4. Tender Requirement

- a) All the private consultants or company registered under the authorised bodies of the Government of Indonesia, and/or company registration.
- b) Having experience related to the installation of office information or automated system and equipment (proven with a minimum of 5 customer lists)
- c) The service provider or company must have the documents as outlined below: The application shall contain the following documents:
 - Price quotation
 - A copy of organization/firm registration
 - Company Profile and portfolio of work samples
- d) The project leader is expected to hold those of the following qualifications:
 - A bachelor's degree in information technology/system or a related discipline
 - A track record of professional experience in the installation of information system equipment with at least 10 years of such experience. A portfolio is needed.
 - In-depth and up-to-date knowledge of information system, networking, and related equipment.
 - Demonstrated understanding of basic principles of communication network and system development.
 - Proficient in English.
- e) Additional team member (with strong justification)

5. Costing requirements

5.1. Assignment of experts

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

Payment is against deliverables, please refer to **Table 1 from section 2.3** for more details on the deliverables and payment plan.

5.2. Travel expenses

The travel expenses must be costed as follows:

The consultant is required to calculate the travel of its team based on the home-based and the location of work and list the expenses separately by daily allowance, accommodation expenses, flight costs, transportation and other travel expenses.

The costs are reimbursed in accordance with the GIZ travel expenses guidelines as a lump sum (per-diem allowances and accommodation allowances up to the highest rates under tax law for the country in question) or on submission of documentary proof (accommodation costs which exceed this up to an appropriate amount, the cost of flights and other forms of transport). All business travel must be agreed in advance by the officer responsible for the project. Travel expenses must be kept as low as possible.

6. Requirements on the format of the tender

The technical proposal should at least consist of:

- 1) Company profile, including experience in carrying out similar activities.
- 2) CVs of personnel
- 3) Prove of equipment availability (purchase evidence or rental's vendor)
- 4) Implementation method, including field survey and data quality control method

The structure of the proposal must correspond to the ToR. It must be legible (font size 11 or larger) and clearly formulated. The proposal must be prepared in English.

The technical-methodological concept of the tender (section 3 of the ToRs) should not exceed 5 pages (not including the cover page, list of abbreviations, table of contents and brief introduction).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your proposed budget proposal based exactly on the aforementioned costing requirements. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

7. Annexes

Annex 1: Technical grid assessment
Annex 2: GIZ Regulation for event and travel costs
Annex 3: Bill of Quantity template
