

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

CONFIDENTIAL

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**Project title:**

Promoting Trade-related aspects for Circular Economy in ASEAN (TRACE)

**Processing number/cost centre:**  
**G-012528-001**

**Country:**

ASEAN; Cambodia, Lao PDR, Viet Nam

**Internal order:**  
**01528010000**

**Subject of the tender procedure:**

**Studies and Consultancy Service in Trade in Circular Economy**

**Transaction number:**  
**10002570**

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## **0. List of abbreviations**

AEC	ASEAN Economic Community
AEM	ASEAN Economic Minister
AHTN	ASEAN Harmonised Tariff Nomenclature
AMS	ASEAN Member States
ASEAN	Association of Southeast Asian Nations
ATF-JCC	ASEAN Trade Facilitation Joint Consultative Committee
ATIGA	ASEAN Trade in Goods Agreement
CCA	Coordinating Committee on the Implementation of the ATIGA
CCC	Coordinating Committee on Customs
CECWG	Customs Enforcement and Compliance Working Group
CE	Circular Economy
CSIRO	Commonwealth Scientific and Industrial Research Organisation
EPR	Extended Producer Responsibility
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
Lol	Letter of Intent
MEA	Multilateral Environmental Agreements
MoU	Memorandum of Understanding
RMO	Risk Management Office
ROO	Rules of Origins
SB	Sectoral Body
SME	Small and Medium Enterprise
SPCD	Strategic Plans of Customs Development

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TFD	ASEAN Trade Facilitation Division
TINA	<a href="#">Trade Intelligence and Negotiation Adviser</a>
ToRs	Terms of Reference
TRACE	Promoting Trade-related Aspects for Circular Economy in ASEAN
UNESCAP	United Nations Economic and Social Commission for Asia and the Pacific
RTA	Regional Trade Agreements

## **1. Context**

With average economic growth at ASEAN level of 4.1% in the years 2013-2022 - despite pandemic losses - and an increase in trade (both intra-ASEAN and with other countries) from USD 2.5 trillion to USD 3.8 trillion (ASEAN Statistical Yearbook 2023), the ASEAN region is increasingly establishing itself as another major economic bloc alongside the EU, not only regionally but also globally. Economic development is leading to increased demand for already scarce resources, as well as increased amount of waste. The daily amount of household waste is expected to increase from 143 million tonnes in 2016 by more than 30% by 2030 (ASEAN State of the Environment Report 2023). This offers great potential to establish circular approaches in the private sector through trade and investment, to use recycled materials for production and to reduce resource consumption. However, waste management, recycling and reutilisation remain a major challenge in ASEAN. To date, there is hardly sufficient capacity in most ASEAN Member States (AMS) to adequately reuse secondary raw materials or recycle waste.

The design of circular economy (CE) policies, and associated trade-related CE measures, has been mostly taking place at the domestic level and results in a patchwork of uncoordinated national policies. To promote CE approaches across the region the Association of Southeast Asian Nations (ASEAN) Economic Community (AEC) has therefore developed the “Framework for Circular Economy for AEC” and the “ASEAN Strategy for Carbon Neutrality”, which provides strategic priorities and guidelines for ASEAN in achieving its long-term goals of a resilient economy, resource efficiency, and sustainable and inclusive growth. This includes trade openness and trade facilitation for circular goods and services as well as an exchange of best practices among AMS. For example, the Implementation Plan of the CE Framework suggests strengthening CE aspects in trade and the upgrading of the ASEAN Trade in Goods Agreement (ATIGA). This upgrade has been concluded in October 2025 and introduces several new provisions that support the region’s transition toward more resource – efficient and CE practices. Notably, ATIGA now explicitly recognises the CE as an area for trade-environment cooperation pursuant to Article 11.3, and mandates that future general reviews of the Agreement include discussion on CE related issues as stated on Article 17.5. In addition, the Agreement incorporates new disciplines on remanufactured and recovered goods, which facilitate their movement across AMS and help shift regional trade away from a linear model toward more sustainable patterns of reuse, repair, and remanufacturing. These provisions are complemented by transition periods for several AMS underscoring the need for capacity building initiatives to ensure full and effective implementation. In light of these developments, targeted support to enhance AMS readiness is essential to operationalise the CE-related elements of the upgraded ATIGA.

The “Promoting Trade-related Aspects for Circular Economy in ASEAN (TRACE) project, commissioned by BMZ and implemented by GIZ, aims to support the ASEAN Economic Community (AEC) through ASEAN Secretariat’s Trade Facilitation Division (TFD) to promote Circular Economy in trade. The project will encompass a multi-tier approach to engage regional and national policy makers as well as the private sector on:

1. Improving strategic orientation and capacity building for ASEAN Member State (AMS) representatives from relevant ASEAN Sectoral Bodies about ASEAN Trade in Goods Agreement (ATIGA) provisions and circular economic approaches.

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2. Strengthening cooperation between public and private stakeholders in AMS, through regional exchanges, assessments, studies, etc., to develop national requirements on trade-relevant aspects of circular economy.
3. Enhancing public-private dialogues and private sector engagement to operationalise trade-related aspects of the circular economy.

The project builds on earlier GIZ cooperation with the ASEAN Secretariat and continues a proven multi-level support approach: advising both regional bodies and national partners in the AMS. This combination helps close the gap between regional policy frameworks and national implementation on trade-related aspects of the circular economy, including strengthening AMS in representing their interests regionally.

At the regional level it aims to strengthen the capacities of ASEAN Sectoral Bodies, including the Coordinating Committee on the Implementation of ATIGA (CCA), the ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC), the Coordinating Committee on Customs (CCC), and the Customs Enforcement and Compliance Working Group (CECWG) to develop policies related to trade in CE. At the national level, the project will engage with relevant ministries as well as private sector actors, particularly SMEs and women-led enterprises. At national level, Cambodia, Laos, and Vietnam receive direct support.

The Capacity Development strategy works on three levels:

- (1) Individual: Strengthening strategic and technical competencies of staff in ASEAN bodies, ministries, agencies, business associations, and other economic actors.
- (2) Organisational: Improving structures and processes in relevant ministries and agencies, enhancing cross-sectoral cooperation (e.g., trade-environment), and increasing transparency in secondary-raw material and circular goods trade to reduce corruption risks.
- (3) Societal: Supporting public–private dialogue, peer learning among AMS, and participatory processes to enhance transparency and avoid unintended negative impacts.

A dedicated focus lies on women-led enterprises in the circular economy. By showcasing and scaling tested business models that support trade and investment, the project contributes to strengthening the visibility and role of women-led businesses.

## **2. Tasks to be performed by the contractor**

### **2.1 Term**

The expected term of the contract for services must 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 contributes to the achievement of the following objectives and indicators:

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Module objective:

Trade-related aspects of circular economy are operationalised by relevant public and private sector actors in the ASEAN region.

Module objective indicator(s)

1. Number of proposals developed by ASEAN bodies on trade-related aspects of circular economy that are integrated into draft decisions for meetings of ASEAN Economic Ministers or the ATIGA Coordinating Committee

Base value: 2 Proposals (1 on trade facilitation in the *ASEAN Circular Economy Framework* and 1 on Circular Economy in the *Joint Statement of ASEAN Economic Ministers' Meeting*) (11/2024)

Target value: 4 Proposals (06/2029)

2. Number of new or adapted national requirements on trade-relevant aspects of a circular economy that have been agreed in draft form within the respective national ministry

Base value: 3 Requirements (in Malaysia in relation to transnational movements of used electronic and electrical equipment, in Vietnam in relation to trade in remanufactured goods and in Singapore in relation to the import and export of e-waste) (11/2024)

Target value: 6 Requirements (06/2029)

3. Number of private sector recommendations mentioned in draft regional decisions or national policies on trade-related aspects of a circular economy

Base value: 1 Recommendation (Private sector actors were involved in consultation for adding topic of circular economy in ATIGA) (11/2024)

Target value: 5 Recommendations (06/2029)

Output 1: Proposals on trade-related aspects of promoting a circular economy have been drawn up by relevant ASEAN bodies.

Output Indicators

- 1.1 Number of proposals developed by ASEAN working groups or committees on trade-related aspects of a circular economy.

Output 2: Representatives of national authorities or ministries of ASEAN member states have the capacity to develop national requirements on trade-relevant aspects of a circular economy.

Output indicators:

- 2.1 Number of representatives of national ministries or authorities of ASEAN member states who confirm that they have sufficient knowledge of trade-relevant aspects of a circular economy to develop national policies.

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2.2 Number of studies or background papers on trade-relevant aspects of a circular economy in ASEAN member states that have been used to develop national policies.

Output 3: Solutions for circular economy have been developed for the private sector, especially women-led companies.

Output indicators:

3.1 Number of private sector recommendations on trade-related aspects of circular economy developed through public-private dialogues.

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

Work package 1: Analysis of Current Practice and Legal Frameworks in ASEAN Countries concerning trade-related aspects in Circular Economy (50% part of Output 1 and 50% part of Output 2)

Work Package 1 will analyse the status quo of cross-border material flows relevant to the circular economy in ASEAN countries. This includes an examination of current material flows and practises, e.g. plastic, textile, EEE/WEEE, building on available studies on trade policy in the region and available stock-taking of best practices in material flow analysis, e.g. Global Material Flows study by CSIRO and TINA under UNESCAP (<https://tina.trade/>) and the [ASEAN AND GLOBAL VALUE CHAINS – Locking in Resilience and Sustainability](#). Based on this, the work package will identify relevant existing and potential cross-border CE product streams and provide an assessment of key challenges, barriers, and opportunities for each stream.

In addition, Work Package 1 will conduct a thorough analysis of current practices and regulatory frameworks governing the movement of CE products within ASEAN. The assessment will be undertaken in the context of relevant international agreements and will cover both ASEAN-level legal frameworks and national regulations of its Member States, with a particular focus on Cambodia, Lao PDR, and Viet Nam. The analysis will identify major gaps related to international policies, regulatory challenges, and barriers to promoting a circular economy. Tailored recommendations will be developed for each Member State, taking into account their specific legal systems, institutional arrangements, and technical capacities. Recommendations will also propose measures to enhance alignment and coherence across the region, thereby contributing to ASEAN's broader objective of advancing sustainable and circular trade practices.

The analysis will further compile and highlight best practices from other countries and regions with advanced in facilitating the movement of CE goods, offering useful references for ASEAN Member States in designing or refining their own policies and regulatory frameworks. Moreover, the work package 1 will inform Work Package 5 that will include an assessment of the role of customs authorities and current customs procedures as they relate to the movement of CE products across borders.

Major activities will encompass:

- Development of an approach for conducting assessments

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- Stocktaking of policies and practices of AMS, that facilitate or hamper the movement of CE goods in ASEAN
- Analysis of ASEAN-level agreements, policies and legal regulatory frameworks affecting movement of CE goods, including:
  - Basel Convention implications (annexes and PIC procedures)
  - HS/AHTN classification and definition issues (incl. remanufactured and refurbished goods)
  - International models for harmonisation
  - Legal outputs (issue papers or policy briefs) and recommendations to strengthen regional coherence
- Identification of existing and promising cross-border circular product streams in ASEAN and assessment of their opportunities and constraints
- Identification of 5 most important sectors/ industries of cross-border circular product streams, including electric and electronic equipment, textiles, and plastics (and the respective waste streams).
- Analysis of specific circumstances for narrowing the development gap in Cambodia, Lao PDR and Viet Nam (CLV) in line with Initiative for ASEAN Integration (IAI)
- Assessment of agreements, policies and current practices at ASEAN and AMS level, that facilitate or hamper (foreign) investments for circular economy business models
- Conducting analysis on the need for harmonization of regulation in relation to trade-relevant aspects of a circular economy
- Analysis on how extended producer responsibility (EPR) systems, with focus on the identified most important value chains, can support trade of circular goods in AMS.
- Mapping of regulatory frameworks relevant to customs
- Compilation of international best practices relevant to trade in CE from other Free Trade Agreements
- Elaboration of recommendations for the development/ expansion of cross-border circular product streams (also against the background of international best practice and impact assessments) and for an improved legal framework both at ASEAN and AMS level
- Conducting a study on the role of customs to support the implementation of the Framework for Circular Economy for the ASEAN Economic Community and ASEAN Strategy on Carbon Neutrality. The recommendations from the study are expected to inform ASEAN's action plans to implement the Green Customs for the 2026-2030 period and provide input for work package 5
- Further in depth-studies upon request/ need to be agreed with GIZ

<b>Milestones for work package 1</b>	<b>Delivery period</b>
Stocktaking of national and ASEAN legal frameworks, initiatives and current practises for CE	October 2026
Regional Mapping Report on movement trade relevant products and waste streams within ASEAN	November 2026
Compilation of global best practices in facilitating CE product movement	September 2026
5 Presentations of results and recommendations	January 2027

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### Work package 2 (100% part of Output 1): Capacity Development of ASEAN Bodies

Work Package 2 will provide targeted capacity development for ASEAN Bodies and selected AMS (Cambodia, Lao PDR, and Viet Nam) to support the integration of CE provisions into forthcoming and revised ASEAN trade policies, including the further upgrade of ATIGA and other RTAs, and to inform ASEAN trade negotiations.

The work package consists of a thorough analysis of capacity building needs both for ASEAN bodies as well as for national authorities of AMS based on the analysis done in work package 1 and with a view to regional agreements. A work plan for capacity-building activities on both levels will address identified needs. Capacity development will be delivered in the form of seminars (including webinars), workshops, or (online) training courses. For ASEAN bodies as well as for national authorities in Cambodia, Lao and Vietnam capacity development will take place also in the form of direct advice and work with the Ministries of Trade and representatives of relevant authorities participating in ASEAN bodies. A detailed operational plan will be elaborated based on the analysis and capacity building needs assessment.

This work package will lead to the development of proposals on trade-related aspects of promoting a circular economy by relevant ASEAN bodies. It will result in achieving module objective indicator 1 and Output 1 (with its indicators).

Major activities will encompass:

- Conducting a needs assessment for capacity building for ASEAN bodies and AMS ministries by desktop work and complementary consultation with each of the ASEAN bodies, building on the project's preliminary assessment (see Annex)
- Recommendations for role charters and responsibility description of ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC), Customs Enforcement and Compliance Working Group (CECWG) and relevant sectorial bodies (SB)
- Finalize the draft CD strategy and implement the CD measures, including training of selected representatives of ASEAN working groups and SBs on trade-relevant aspects of a circular economy
- Technical and process consulting for relevant ASEAN working groups in the development of work plans
- Facilitating dialogues on inclusion of CE aspects into the draft of ASEAN frameworks relevant for trade, including ATIGA through the Coordinating Committee on the Implementation of the ATIGA (CCA), ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC), Strategic Action Plan for Customs Development and others
- Facilitating dialogues of the existing Multilateral Environmental Agreements (MEA) including Basel Convention and Stockholm Convention, with the focus on circular and transboundary waste and secondary goods trade
- Providing advisory support in selected ASEAN Member States (Cambodia, Lao PDR, and Viet Nam) to relevant ministries and competent authorities in the development of ATIGA negotiating positions that incorporate circular economy considerations.
- Providing technical and methodological support to relevant working groups/SBs in the development of proposals on trade-relevant aspects of a circular economy
- Consider review of existing agreements and regulations with the aim of identifying entry points for circularity and addressing possible trade barriers, a special emphasis should be given to customs procedures

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- Facilitation of discussions among ASEAN bodies on possible approaches/strategies/ harmonization of regulations/ recommendations etc. by bringing in evidence from analysis
- Supporting roadmap development with recommendations for ASEAN policy makers and customs officials
- Supporting ASEAN bodies in developing proposals on trade-related aspects of circular economy for ASEAN draft decisions
- Policy dialogue support and capacity development on trade-related circular economy governance, including:
  - Support ASEAN Sectoral Bodies (CCA, ATF-JCC, CCC, CECWG) with legal/policy inputs to integrate circular economy considerations into regional trade and economic governance discussions and workstreams.
  - Prepare concise legal briefing notes and comparative regulatory insights to inform ASEAN/AMS discussions on CE-related trade provisions and relevant international obligations (including Basel Convention aspects, where applicable).
  - Develop and deliver capacity development inputs (materials and sessions) on RTAs, Basel Convention and other relevant MEAs implementation (including PIC procedures), CE-related trade obligations, and related roles and responsibilities (including customs, where relevant).
  - Coordinate with knowledge partners and related regional initiatives to ensure coherence, complementarity, and consistent messaging across activities and outputs.

<b>Milestones for work package 2</b>	<b>Delivery period</b>
Technical report with recommendations on the roles and responsibilities of ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC), and CECWG and relevant SBs, including an assessment of capacity building needs of each body	September 2026
Capacity Development Strategy	October 2026
Delivered 24 capacity training courses (online and offline)	Starting in September 2026
Negotiation positions of Cambodia, Lao PDR and Vietnam developed	September 2028 (tentative)
Roadmap developed for ASEAN policy makers	24 months after start

**Work package 3 (100% part of Output 2): Capacity Development of ASEAN Member State Bodies (relevant national ministries and line institutions)**

In parallel to the stocktaking in Work Package 1 on current practices and legal frameworks, this Work Package will build technical capacity for the development of an improved national regulatory framework, with a special focus on Cambodia, Viet Nam, and Lao PDR. It will raise awareness among relevant ministries and line institutions on trade-related CE frameworks, inform them about relevant international agreements and best practices, and

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facilitate discussions among national actors to elaborate proposals for improving national policies and regulations. Peer learning among AMS will support national discussions.

Work Package 3 will result in concrete proposals for updated or new national policies, regulations, guidelines, or requirements and contributes to Output 2 and Output Indicator 2.1, as well as Module Indicator 2.

Major activities include:

- Needs assessment for capacity development and development of capacity development work plan and training content
- Capacity building activities in the form of either seminars (including webinars), workshops, or training courses, including awareness raising on circular economy and the necessity of adequate frameworks, introduction into international frameworks and best practice policies of countries outside ASEAN
- Peer learning among selected AMS about best practices for enabling frameworks
- Facilitation of discussions among various relevant national actors to consider review of existing regulations with the aim of identifying entry points for circularity and addressing possible trade barriers
- Advising individual ministries and existing coordination bodies on interministerial coordination on trade and the circular economy in selected countries
- Advising selected trade ministries on impact assessments and modelling for different policy options
- Conduct regional workshops to strengthen national regulators and policymakers' capacity to identify circular products and to develop a taxonomy/classification of those products
- Facilitation of discussions for regulations necessary to optimize the cross-border waste value chains and to improve the environment for businesses in these chains (e.g. for improving collection and segregation based on the needs of the target markets)
- Developing policies to boost demand for recycled goods
- Country-level follow-up and tailored support for implementation (e.g., Cambodia, Lao PDR, Viet Nam), including:
  - Conduct country-specific legal and institutional gap assessments related to CE-relevant goods movement and associated trade/environment obligations.
  - Formulate practical, tailored recommendations and capacity strengthening measures to support implementation and compliance, reflecting each country's legal system, institutional arrangements, and technical capacities.
  - Support national-level consultations/technical exchanges with relevant authorities to validate findings, prioritise actions, and align proposed measures with ongoing national and regional initiatives.
  - Identify opportunities to strengthen inter-agency coordination (e.g., trade, environment, customs) and propose steps to operationalise recommended measures.
  - Review and facilitate exchanges on business models and good practices from EU

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<b>Milestones for work package 3</b>	<b>Delivery period</b>
Technical report on capacity building needs of AMS institutions	October 2026
Major findings from work package 1 presented to and discussed with relevant actors in Cambodia, Lao PDR and Vietnam	Oct. 2026 – Oct. 2027
Roadmap for addressing gaps in Cambodia, Lao PDR and Vietnam elaborated	Jun. 2027
Responsibilities for elaborating proposals for improved regulatory framework, policies or requirements assigned	Jun. 2027
100 representatives of national ministries or authorities of ASEAN member states confirm that they have sufficient knowledge of trade-relevant aspects of a circular economy to develop national guidelines, at least 60 of them are from Cambodia, Lao PDR and Vietnam	Dec. 2028
Recommendations for the adaptation of legal provisions are developed.	Dec. 2027

#### Work package 4 (100% part of Output 3): Capacity Building for Private Sector and Supporting Public-Private Dialogues

This work package will support business associations and selected businesses on regional level as well as in Cambodia, Lao PDR and Vietnam to bring in private sector positions into national or regional policy development and regulatory processes. Intensive capacity building of associations is a necessary prerequisite to define their role, shape positions of private sector and equip them with the necessary knowledge to be partner on equal footing to national authorities or ASEAN bodies. This work package will also support public-private dialogues to shape policies and a regulatory framework at regional level in work package 2 and at national level in work package 3.

Major activities include:

- Identification of relevant businesses and business associations as multipliers
- Awareness raising and information workshops for associations as well as members of associations
- Capacity building on specific topics relevant for preparing proposals from the private sector to public authorities, e.g. on Basel convention and notification mechanism or regulatory best practice in other countries.
- Training and targeted capacity-building for business associations and companies, especially women-led companies and associations, on trade-related aspects of the circular economy and circular business models, with a practical focus on market access, business transformation, and the development and design of pilot measures.
- Advising associations, esp. women entrepreneurs associations, on the development of business models, corporate issues and approaches to promote investments for a circular economy

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- Organising regional training, matchmaking and exchanges, e.g. via the initiative established by ASEAN Access to promote women entrepreneurs
- Clarifying the role and contribution of associations in preparing public-private dialogues, both at national level in Cambodia, Lao PDR and Vietnam as well as at regional level
- Supporting associations in facilitating dialogues and workshop for private sector in the area of recycling, remanufactured goods export and import, and others in order to identify constraints and needs of private sector
- Supporting business association in the formulation of proposals and demands for an improved regulatory environment
- Supporting private sector associations and public authorities in conducting public-private dialogues through ASEAN CE Forum and World CE Forum side events
- Supporting cross-border exchange and peer learning among private sector actors from different ASEAN Member States, with a focus on e.g. remanufacturing value chains, including the piloting of exchanges in Singapore, Brunei Darussalam, and Malaysia and the systematic transfer of lessons learned to other ASEAN Member States

Milestones for work package 4	Delivery period
Capacity building (including dialogues) concept and content developed	4 months after start
12 Delivered online/offline Capacity Training Course/Workshop/Matchmaking	Jan. 2027 – Jan. 2029
15 public-private dialogues held	Jan. 2027 - Dec 2028
15 proposals of private sector for an improved policy and regulatory framework are submitted either to national or regional bodies	Dec 2028

### Work package 5 (50% part of Output 1 and 50% part of Output 2): Customs

In this work package technical assistance is provided to customs officials with the long-term goal to strengthen customs control and facilitation of goods through the implementation of MEAs and relevant customs' measures related to green customs, circular economy, carbon neutrality (including customs' measures to reduce carbon footprint and carbon leakage), movement and control of plastic waste, electronics waste, and other related issues. The work will build on the ASEAN Strategic Plan of Customs Development (SPCD) 2026–2030 and the ASEAN Strategy on Carbon Neutrality. Work package 5 will be based on the analysis, made in work package 1. Work package 5 will raise awareness among custom officials for issues, managing a cross-border flow of CE goods and facilitate discussion with customs officials on the necessary regulatory framework and guidelines for customs control. In addition, in work package 5 recommendations for national regulatory practice and for the alignment of regulation and custom procedures at ASEAN level will be elaborated. Work on national level will be done only in Cambodia, Lao PDR and Viet Nam. Peer exchange among custom officials will be facilitated ASEAN-wide.

Major activities will include:

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- Raise awareness and knowledge among ASEAN customs officials on multilateral environmental agreements (MEAs), green customs, circular economy, and carbon neutrality measures, including practical implications for customs operations
- Analysis of capacity needs and development of a capacity needs assessment plan for customs officials in CLV countries
- Training for customs decision makers on best practices of Customs in implementing current RTAs and FTAs on treating remanufactured goods and other circular products alike. It will also address concerns regarding the implementation of Basel Convention in the secondary goods trade
- Introduction of green customs initiatives and their implications for AMS at the intersection of trade policy, environmental regulation, and multilateral environmental agreements
- Discussions with customs officials on the regulatory framework that needs to put into place to strengthen customs' control and facilitation of goods for the implementation of MEAs and relevant customs' measures related to green customs, circular economy, carbon neutrality
- Specialised training for specific environmentally sensitive goods and its enforcement measures against their illegal movements
- Strengthening the capacity of customs officials in the classification and inspection of remanufactured goods, electronic waste, and other circular economy-related products through improved understanding and application of relevant Harmonized System (HS) codes.
- If necessary, advising in monitoring imports/exports of wastes, controlled chemicals and ozone-depleting substances, and the enforcement measures for their illegal movements.
- Application of digital technology and data-driven tools (e.g. risk profiling, advance cargo information, data analytics, and interagency information exchange platforms) to enhance monitoring, enforcement, and facilitation of environmentally sensitive goods
- Foster discussions and informed exchanges among ASEAN Customs to align with international standards and harmonize regulation and guidelines in the ASEAN region
- Elaboration for recommendations for an improved national regulatory practice and for the alignment of regulation and custom procedures at ASEAN level

<b>Milestones for work package 5</b>	<b>Delivery period</b>
Capacity Development Plan	Dec 2026
Delivery of 9 Trainings (online/ offline)	Jan. 2027 – Jan. 2029
Recommendations for improving the national customs legal framework to align with ASEAN	Dec. 2027

### **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.

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Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

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

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: Two months after contract start and not exceeding 15 pages (in English). The report will present the contractor's approach and methodology, including the refined work plan, timeline, stakeholder engagement plan, data sources, and coordination arrangements with ASEAN bodies and GIZ. It will outline how the work packages interlink, describe key risks and mitigation measures, and specify how early analytical results will inform subsequent activities such as roadmap development, policy preparation, and capacity-building measures.
- Interim report(s) are due every 6 months, with first on 31 Dec 2026, 30. June 2027, 31. Dec. 2027, 30 June 2028 and 31. Dec. 2028 (in English)
- Final report on 31.03.2029 (in English).

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

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning party, annually in May, up to 2 pages (in English)

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: The contractor shall participate in relevant conferences and contribute as required, subject to prior agreement with GIZ and the availability of funds and working days.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- In coordination with the GIZ team, the contractor may elaborate relevant knowledge products for GIZ (e.g. training content, presentation of specific approaches, methodologies or lessons learned)

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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 (GDPR - 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. 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:** The subcontractor takes into account gender aspects, especially in work package 4.

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- **Environmental protection and climate action (climate change mitigation/adaptation):**  
All work done under this contract is centred around a circular economy. Economies of ASEAN should be step by step directed towards a circular economy.
- **Conflict and context sensitivity:** The contractor respects national interests of AMS and applies a conflict-sensitive, context-aware approach, taking into account differences among AMS in trade interests, regulatory frameworks, competitiveness, and broader political and security contexts.
- **Human rights:** The contractor takes into account the impact of policies to small enterprises.
- **Security precautions:** The assignment may involve potential security risks, including political or social unrest, conflicts, and natural hazards, depending on the country and location of implementation. The consultant shall comply with all security-related requirements and regulations issued by the relevant Risk Management Office (RMO), including applicable travel regulations and security measures, when undertaking missions in the assignment region.

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

### **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) 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

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### **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).

The tenderer is required to describe the interaction between the relevant actors. 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
- 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. This includes outlining the methodological approach for implementing all work packages and activities under the assignment. In specific, the tenderer outlines his/her methodology for conducting the analysis described under work package 1. In addition, the tenderer describes an approach for consulting ASEAN and national institutions, discusses possible difficulties and pitfalls in advising policies and proposes.

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### **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)

Not applicable

## **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, and explains its monitoring procedure.

### **3.4.1 Operational plan**

(section 1.4.1 of the assessment grid)

Not applicable

### **3.4.2 Coordination with GIZ or the commissioning project**

(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project. In addition, the tenderer describes how he/she ensures proper communication with a team, that is spread over 4 countries.

### **3.4.3 Steering or coordination of measures with the relevant implementing partner**

(section 1.4.3 of the assessment grid)

Not applicable

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### **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 describe its backstopping strategy. A CV must be provided for the positions for technical backstopping.

## **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.**

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. For short-term experts we explicitly ask to include the period of assignments as well as the concrete number of assignment days (e.g. assignment from May until September with 15 assignment days). Short-term assignments without this information will not be counted in the evaluation of the bid and therefore render less points. Yet, bids without this information will not be excluded.*

**Key-Expert 1:** Team Leader (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of key-expert 1: Team Leader

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for partners in the following areas: Circular Economy and Trade
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines

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- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Supporting the commission manager in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

### Qualifications of key-expert 1: Team Leader

Education/training (section 2.1.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in Circular Economy, Economy, Waste Management or International Trade
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C-1 level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	5 years of professional experience in circular economy
Specific professional experience (section 2.1.4 of the assessment grid):	3 years of professional experience in trade or regional cooperation
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 3 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	2 years of international professional experience outside of ASEAN Region (in accordance with UN DESA Statistics Division (Brunei Darussalam, Burma/ Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Timor Leste, Thailand, Vietnam))
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	5 years of professional experience in ASEAN (in accordance with UN DESA Statistics Division (Brunei Darussalam, Burma/ Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Timor Leste, Thailand, Vietnam))
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Not applicable

### **Key-Expert 2: Legal Expert with international expertise** (section 2.2 of the assessment grid)

This position is a key expert.

### Tasks of key-expert 2

- Lead legal and regulatory analysis under Work Package 1, including review of ASEAN frameworks relevant to trade and circular economy measures
- Provide legal advisory support to ASEAN Sectoral bodies and AMS, including on ATIGA related provisions and alignment with relevant frameworks and good practice

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- Contribute to legal-related deliverables required under chapter 2 (e.g., legal assessment, papers and policy briefs, draft model clauses and options for harmonisation)
- Contribute to capacity development measures under work packages 2 and 3 by designing and delivering legal training modules and advisory sessions
- Coordinate with the Team Leader, customs expert and knowledge partners to ensure coherence of outputs and contribute to reporting.

**Qualifications of Key-Expert 2.**

Education/training (section 2.2.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in International Law, Environmental Law, Trade Law International Economic Law or another sector relevant legal discipline.
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-Level in the Common European Framework of Reference for Languages. Knowledge of an ASEAN Language is an asset but will not be part of the technical assessment.
General professional experience (section 2.2.3 of the assessment grid):	5 years of professional experience in the legal and regulatory sector with focus on International Trade Law or Environmental Law or International Treaties Law or governance of cross-border movement of goods.
Specific professional experience (section 2.2.4 of the assessment grid):	3 years of professional experience in Regional Trade Agreements and sectoral agreements or Basel convention obligations or Multilateral Environmental Agreements or Legal interpretation of HS codes or AHTN classifications, or regulatory definitions relevant to a circular economy of goods.
Leadership/management experience (section 2.2.5 of the assessment grid):	Not relevant
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	2 years of international professional experience outside of ASEAN (in accordance with UN DESA Statistics Division (Brunei Darussalam, Burma/ Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Timor Leste, Thailand, Vietnam))
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	2 years of Experience working in ASEAN (in accordance with UN DESA Statistics Division (Brunei Darussalam, Burma/ Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Timor Leste, Thailand, Vietnam))
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	5 years of experience in development cooperation.
Other (section 2.2.9 of the assessment grid):	Not relevant

**Key-Expert 3: International Customs Expert (section 2.3 of the assessment grid)**

This position is a key expert.

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### Tasks of key-expert 3

- Provide technical advisory support to ASEAN customs bodies on Green Customs, MEA/Basel Convention compliance, PIC procedures, and CE-relevant goods classification;
- Support the review and harmonisation of national and regional regulatory frameworks and customs procedures for effective control of CE and environmentally sensitive goods.
- Conduct customs capacity and needs assessment and design targeted capacity building activities for selected ASEAN Member States;
- Deliver trainings for customs authorities on MEA enforcement, risk management, digital tools, and inspection of CE-related shipments;
- Provide technical guidance to customs decision-makers on the treatment of CE products, including remanufactured goods, under ATIGA and relevant RTAs/FTAs;
- Prepare technical analyses and policy inputs, and support ASEAN coordination, peer learning, and reporting in close cooperation.

### Qualifications of key-expert 3.

Education/training (section 2.3.1 of the assessment grid):	University degree (e.g. 'master's or German Diplom') in customs administration, or public administration
Language (section 2.3.2 of the assessment grid):	Knowledge of English C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	5 years of professional experience in customs administration or border management or trade facilitation.
Specific professional experience (section 2.3.4 of the assessment grid):	3 years of experience in consulting the implementation of Basel Convention in custom authorities or HS/AHTN classification or valuation or inspection of waste/e-waste/secondary material shipments or rules of origins (ROO) and customs treatment of remanufactured goods.
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):	2 years of professional experience in one EU country
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	3 years of professional experience in ASEAN (in accordance with UN DESA Statistics Division (Brunei Darussalam, Burma/ Myanmar, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Timor Leste, Thailand, Vietnam))
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	5 years of experience in development cooperation projects

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Other (section 2.3.9 of the assessment grid):	Not applicable
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#### **Expert 4: Pool of 4 Experts with international expertise**

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

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

The following list of tasks is exemplary and non-exhaustive. Further tasks may arise based on assessments and partner needs:

- Conduct analytical work on cross-border material flows, secondary raw materials, CE-relevant product streams, trade policies, tariff and non-tariff measures, customs procedures, and relevant ASEAN/international agreements, and prepare corresponding background papers, case studies, and technical briefs.
- Draft or review policy options, regulatory recommendations, and roadmap elements, and provide technical inputs to ASEAN bodies and AMS authorities for policy development and harmonisation.
- Contribute to and facilitate policy dialogues, stakeholder consultations, and public-private engagement processes, including support to technical working groups, regional meetings, and consultations with government agencies, industry actors, and civil society.
- Develop and deliver training sessions, workshops, webinars, and related materials for ASEAN bodies, customs officials, and national authorities, and provide tailored advisory support and coaching as required.
- Analyse and advise on customs classifications, inspection practices, risk management approaches, and MEA compliance for CE-relevant goods and transboundary processes.
- Review and validate technical outputs produced under the project.

#### Qualifications of the expert pool

Education/training :	4 experts with a university degree (e.g. 'master's or German Diplom') in waste management, economy, international trade, circular economy or social science
Language:	4 experts with knowledge of English C1-level in the Common European Framework of Reference for Languages
General professional experience:	4 experts with 5 years of professional experience in Circular Economy or International Trade

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Specific professional experience:	3 experts with 3 years of professional experience in specific circular economy sectors, and 1 expert with 3 years of experience in private sector engagement and public private dialogues
Leadership/management experience:	Not applicable
International professional experience outside the country/region of assignment:	All 4 experts with 5 years of professional experience in countries outside the ASEAN region
Professional experience in the country/ region of assignment	All 4 experts with 1 year of professional experience in ASEAN region (in accordance with UN DESA Statistics Division).
Experience in the field of development cooperation	All experts with 3 years of experience in development cooperation projects
Other	Not applicable

**Expert 5: Pool of 4 Experts with regional (ASEAN) expertise**

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

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

Regional experts will carry out complementary tasks that draw on their in-depth national context, sector expertise, institutional knowledge, and local stakeholder networks. Their contributions shall ensure that analyses, policy recommendations, capacity-building measures, and dialogue processes reflect country-specific legal, institutional, and socio-economic conditions and are effectively adapted to the needs of the the ASEAN Member States.

The following list of tasks is exemplary and non-exhaustive. Further tasks may arise based on assessments and partner needs:

- Conduct analytical work on cross-border material flows, secondary raw materials, CE-relevant product streams, trade policies, tariff and non-tariff measures, customs procedures, and relevant ASEAN/international agreements, and prepare corresponding background papers, case studies, and technical briefs

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- Draft or review policy options, regulatory recommendations, and roadmap elements, and provide technical inputs to ASEAN bodies and AMS authorities for policy development and harmonisation
- Contribute to and facilitate policy dialogues, stakeholder consultations, and public–private engagement processes, including support to technical working groups, regional meetings, and consultations with government agencies, industry actors, and civil society
- Develop and deliver training sessions, workshops, webinars, and related materials for ASEAN bodies, customs officials, and national authorities, and provide tailored advisory support and coaching as required
- Review and validate technical outputs produced under the project

Qualifications of the expert pool

Education/training	4 experts with a university degree (e.g. ‘master’s or German Diplom’) in waste management, economy, trade, engineering or social science
Language	4 experts with knowledge of English C1-level in the Common European Framework of Reference for Languages
General professional experience	4 experts with 3 years of professional experience in circular economy or trade
Specific professional experience:	1 expert with 2 years of professional experience in circular economy, 1 legal expert with 5 years of professional experience in trade or transboundary movement, 1 expert with 5 years of professional experience in private sector development, 1 expert with 5 years of professional experience in customs
Leadership/management experience:	Not applicable
International professional experience outside the country/region of assignment:	Not applicable
Professional experience in the country/ region of assignment	4 experts with 5 years of professional experience in ASEAN region (in accordance with UN DESA Statistics Division).
Experience in the field of development cooperation:	4 experts with 2 years of experience in development cooperation projects
Other:	Not applicable

UN DESA regions are defined as East Africa, Central Africa, North Africa, Southern Africa, West Africa, South America, the Caribbean, Central America, North America, Central Asia, East Asia, South Asia, Southeast Asia, West Asia/Middle East, Eastern Europe, Northern Europe, Southern Europe, Western Europe, Australia, Melanesia, Micronesia and Polynesia; refer to [USND methodology](#) for country assignment.

**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.

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### 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**

In your tender, please do not deviate from the specification of inputs 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.

### **5.1 Assignment of experts**

The number of expert days corresponds to full working days.

<b>Expert</b>	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
<b>Key-Expert 1 (Team leader):</b>	100	30	<b>130</b>	No	6	3
<b>Key-Expert 2: Legal Expert</b>	50	30	<b>80</b>	No	6	3
<b>Key-Expert 3: Custom Expert</b>	50	30	<b>80</b>	No	6	3

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<b>Expert 4: Pool STE with international expertise</b>	50	50	<b>100</b>	No	8	8
<b>Expert 5: Expert 5: Pool STE with regional expertise</b>	75	75	<b>150</b>	No	0	20

## 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 (CO<sub>2</sub> 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 CO<sub>2</sub>-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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

Budget for CO<sub>2</sub> offsets for flights: EUR 3,000.00. An unalterable budget for CO<sub>2</sub> offsets for settlement against evidence is specified.

### 5.3.2 Travel expense requirements

Travel expense budget: EUR 137,200.00

As the number and duration of the business trips is not yet clear, the above-mentioned unalterable travel expense budget for all trips in Germany and abroad for all experts is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights and other transport costs
- Ancillary travel expenses (visa, etc.)

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The costs are reimbursed as a lump sum (per-diem allowances 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 the reimbursement of travel expenses (see <https://www.bundesfinanzministerium.de>), or on presentation of evidence (airfares and other main transport costs).

Notes on the settlement of accommodation allowances outside Germany:

This is a non-exhaustive list of countries to which experts may travel as part of their assignment.

Indonesia:

- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 134.25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 179.00) will be reimbursed in the **amount evidenced**.
- Accommodation allowances in Indonesia that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 179.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification**.

Philippines:

- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 105.00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 140.00) will be reimbursed in the **amount evidenced**.
- Accommodation allowances in Philippines that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 140.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification**.

Cambodia:

- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 81.00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 108.00) will be reimbursed in the **amount evidenced**.

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- Accommodation allowances in Cambodia that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 108.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification.**

**Vietnam:**

- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 83.25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis.**
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 111.00) will be reimbursed in the **amount evidenced.**
- Accommodation allowances in Vietnam that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 111.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification.**

**Laos:**

- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 53.25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis.**
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 71.00) will be reimbursed in the **amount evidenced.**
- Accommodation allowances in Laos that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 71.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification.**

**Singapore:**

- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 207.75) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis.**
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 277.00) will be reimbursed in the **amount evidenced.**
- Accommodation allowances in Singapore that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 277.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification.**

**Thailand:**

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- Accommodation allowances up to 75% (lower percentage where applicable) (EUR 85.50) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement will be reimbursed **on a lump-sum basis**.
- Accommodation allowances up to the maximum amounts (lower percentage where applicable) permissible under tax law as per the BMF circular on travel expense reimbursement (EUR 114.00) will be reimbursed in the **amount evidenced**.
- Accommodation allowances in Thailand that unavoidably exceed the maximum amount permissible under tax law as stipulated in the BMF circular on travel expense reimbursement (EUR 114.00) (e.g. due to security requirements) **can only be settled against evidence on presentation of a written individual justification**.

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

**Please note:** These travel expense items do not cover costs related to the contract in the country of assignment (see section 3.6.2 of the General Terms and Conditions). Please cost these items if applicable in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

#### **5.4 Materials and equipment**

– Not applicable –

#### **5.5 Operating costs in the country of assignment**

Experts working on-site can use GIZ premises free of charge.

#### **5.6 Workshops, education and training**

– Not applicable –

#### **5.7 Local contributions**

– Not applicable –

#### **5.8 Other costs**

In case of evacuation or other security-related measures due to risks such as civil unrest or natural disasters, a budget of up to **EUR 5,000.00** is foreseen, to be settled against evidence.

#### **5.9 Flexible remuneration item**

Budget for flexible remuneration: **EUR 20,000.00**

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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 or German**.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed **20 pages** (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). 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 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs can be submitted in **English or German**.

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)
- For short-term experts we explicitly ask to include the period of assignments as well as the concrete number of assignment days (e.g. assignment from May until September with 15 assignment days). Short-term assignments without this information will not be counted in the evaluation of the bid and therefore render less points. Yet, bids without this information will not be excluded.
- 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)

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**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**

- Annex A: Results matrix

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- Annex B: ASEAN AND GLOBAL VALUE CHAINS – Locking in Resilience and Sustainability