

F.A.Q		
Tender for Development of Training Modules on Thermal Comfort in Affordable Housing (IGEN-CSB). REF Nr. 83381079”		
S.no	Query	Response
1	According to the Tender document, the first deliverable under WP 1 has to be submitted in October which seems very stringent. We would like to enquire if we could be provided with certain flexibility in the timeline for WP 1.	A committee may be formulated by MoHUA/GIZ to provide overall guidance for project implementation. The timeline could be reviewed by the committee if deemed necessary.
2	For the Team Leader’s qualification requirements, is it possible to consider his degree in that of MBA?	The TOR requires 'Post-graduate Master’s in Architecture/ Engineering/ Planning/ Environmental Management/ other allied fields' for the team leader. A post graduate degree in similar technical field will be accepted, however a non-technical management degree (e.g., regular MBA, etc.) would not yield maximum score.
3	The technical assessment criteria seek a minimum commission value of 20,000 Euro for projects. Given that, the actual consultancy value of these projects is at a lower end, nearly 5000 to 10,000 Euros. Could we be given some relaxation regarding the value?	The technical assessment is only based on reference projects with a minimum commission value of 20,000 Euro.
4	Based on the assessment criteria, we request the GIZ team to provide us with some clarity on the definition of ‘reference projects’.	The assignments that the consultancy firm has undertaken similar to the one, as per RFP should be submitted. The value of such projects/assignment shall be \geq Euro 20.000
5	Considering the on-going COVID situation in the country, there have been travel bans and restrictions on movement of manpower. In such unforeseen conditions, if the international expert is unable to travel, would it have any implications on the project?	The project shall at all times adhere to the rules and guidelines issued by Government of India and concerned State Governments. The decision related to travel of International experts shall be taken based on prevailing scenario during implementation.
6	In continuation with the previously posed question, would the international expert be allowed to conduct 12 physical sessions online along with the rest of the 12 sessions?	The project shall at all times adhere to the rules and guidelines issued by Government of India and concerned State Governments. The decision related to travel of International experts shall be taken based on prevailing scenario during implementation.

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7	Is there any specific number of workshops which is to be conducted in any of the 11 specified locations? Do we have to conduct these trainings in each of the 11 cities or cumulatively?	A committee may be formulated by MoHUA/GIZ to provide overall guidance for project implementation. The location of the training programs shall be decided by the committee; the intent is to have pan India coverage through these events.
8	What costs are covered in the reimbursement model for preparation and delivery of training modules? Please provide us with clarity on this subject.	The contractor shall follow the GIZ guidelines while organising workshops/events mentioned in Section 5: Costing Requirements of TOR.
9	As per the TOR, Consortium is allowed. We foresee the International Expert as an independent consultant who will associate with the project as a part of our Team. Would his/her name be required in the Consortium Agreement? Please clarify if the Consortium allows only Company’s or Individual Experts/ Consultants as well.	The consortium can include both agency and individual experts/ consultants. In case of an external International Consultant, consortium agreement shall be required.
10	TOR, Section 4.1 Assessment Criteria point no. II Technical Assessment, mentions the reference projects must have a minimum commissioning value of 20,000 Euro. Please clarify if this is applicable to the affordable housing project or to the designing and delivering trainings on building physics and thermal comfort or Both. We request you to consider the no. of reference projects since projects with scope for designing and delivering training modules on building physic and thermal comfort can be and are more likely of lesser value.	The technical assessment is only based on reference projects with a minimum commission value of 20,000 Euro. The commission value of 20,000 Euro is applicable for both designing & delivering trainings and affordable housing projects.
11	TOR, Section 4.1 Assessment Criteria point no. II Technical Assessment, A – mentioned “at least 5 Reference projects in affordable housing project at State level in last 3 years” – Please clarify what “State Level” means. Request to consider projects in last 7 years as against 3 years, since affordable housing projects particularly mass housing projects spans may be large and hence over a longer time.	"State level" refers to working with State government agencies on Affordable Housing projects.

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12	Can the International expert facilitate their work through virtual platforms completely? Also considering the uncertainties due to COVID related restrictions.	The project shall at all times adhere to the rules and guidelines issued by Government of India and concerned State Governments. The decision related to travel of International experts shall be taken based on prevailing scenario during implementation.
13	What would be the Impact of Covid-19 on the overall project timeline? For instance, in case of a 3rd wave, the project may foresee some unavoidable circumstances and in order to meet the deliverables would there be any time extension? Would it associate cost or will it be a no cost extension?	The project shall at all times adhere to the rules and guidelines issued by Government of India and concerned State Governments. The decision related to project extensions shall be taken based on prevailing scenario during implementation.
14	Can the participants who have attended the basic training module, successively attend the advanced training as well?	Basic module is targeting senior officials from ULB/State/ Centre Governments, whereas Advanced module is targeting building design professionals and technical officers.
15	In case of COVID related restrictions, can all the training programs be conducted virtually?	The project shall at all times adhere to the rules and guidelines issued by Government of India and concerned State Governments. The decision related to physical events shall be taken based on prevailing scenario at the time of implementation.
16	Can the International expert facilitate their work through virtual platforms completely? Also considering the uncertainties due to COVID related restrictions	The project shall at all times adhere to the rules and guidelines issued by Government of India and concerned State Governments. The decision related to travel of International experts shall be taken based on prevailing scenario during implementation.

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17	For any single organization, it is quite challenging to have five reference projects in the affordable housing sector at the state level in the said duration (3 years); request the GIZ team to look after this clause kindly. [from the ToR, Assessment criteria, Page No.15]	The Lead partner/agency should provide the documentary evidence of its own agency in order to meet all the criteria defined under Section "I. Commercial Assessment" as well as criteria's defined under section II (Technical Experience) in Grid for Assessing the Eligibility of Firms.
18	Is there any leniency on the number of participants per training? As per the ToR, apart from building design professionals and technical staff in the relevant state/local government bodies, training programs should also target senior officials from ULB/State/ Centre Governments (at least 30 in virtual mode). [from the ToR, Section 5.1, Page no. 21]	A committee may be formulated by MoHUA/GIZ to provide overall guidance for project implementation. The number of participants for each training program could be reviewed by the committee if deemed necessary.
19	As per Tender Bidding Conditions Point no. 2. Consortium/Joint venture, “The Lead partner/agency should provide the documentary evidence of its own agency (and not of consortium/JV parties) in order to meet all the criteria’s defined under “Grid for Assessing the Eligibility of firms.” Can the consortium jointly submit the documentary evidence for this assessment grid? Also, for other evaluation criteria such as technical evaluation, consortium, technical & regional experience etc. can consortium partners jointly submit the documentary evidence?	The Lead partner/agency should provide the documentary evidence of its own agency in order to meet all the criteria defined under Section "I. Commercial Assessment" as well as criteria's defined under section II (Technical Experience) in Grid for Assessing the Eligibility of Firms.
20	WP1 (Pg 7) In reference to which policy or model of Thermal Comfort in Affordable housing the Training Module will be based on?	The Basic module should provide professionals and senior officials from ULB/State/ Centre Governments with necessary knowledge for framing thermal comfort policy and integration processes at national/state level. Similarly, The Advanced module should equip participants with in-depth knowledge on thermal comfort, relevant international and national standards and basic tools for thermal comfort analysis.
21	Does thermal comfort and building physics here refers to derivation of best practices from national/international policies?	The assignment shall include desk review of best practices from International/ National policies.

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22	WP1- Advanced Module (Pg 8) Which are the "Basic Tools for Thermal Comfort"?	The basic tools would include (but not limited to) the following: 1. Climate analysis tools 2. Whole Building thermal performance simulation tools (including optimization modules) 3. Building Component (e.g., window, etc.) thermal performance tools 4. Thermal comfort calculation tools (based on NBC 2016, ASHRAE 55, ISO 7730 and other similar standards) and psychrometric chart
23	WP3- (Pg 10) Clarify whether the E -Modules (advance) will be having similar content as Advanced Module?	Yes, the web-based e-learning portal will adapt modules developed under WP1 for hosting.
24	WP3- (Pg 10) Whether the Quiz Questioners at the end of the modules be time based?	A committee may be formulated by MoHUA/GIZ to provide overall guidance for project implementation. This query could be reviewed by the committee when required.
25	WP4- (Pg 11) Are attendees/participants who may have successfully completed training under WP2 and WP3 and having obtained a completion certificate be eligible for ToT programs?	The intent of Training of Trainers (ToT) programs is to identify a cadre of professionals who can in turn act as trainers for facilitating training and capacity building in the states in future. The participants who have already attended the Basic/ Advanced training programs can be selected for TOT programs.
26	4.1 A. Professional Skills, Point 3 (Pg- 15) Is the experience in developing e-learning dashboard and training tools for e-modules be considered the part of Contractors Internal Training system development or as part of a project?	Experience of developing e-learning dashboard and training tools for bidder's Internal Training system would not be considered during bid evaluation.
27	Can there be an extension to proposal submission timeline?	The assignment need to be commenced immediately, thus no extension is possible
28	Can ENS Demonstration Projects be considered in the affordable housing projects as well or we need affordable housing projects separately?	TOR Section 4.2 requires at least 5 Reference projects in affordable housing. ENS demonstration projects will not be considered for this requirement.

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29	Can the state government departments/standard policies projects on building physics and thermal comfort (10) and 5 in affordable housing also be counted in the overall projects , or we need to show total 15 projects (10 + 5)?	Both are separate requirements. Documentary evidence shall be provided in order to meet all the criteria defined under “Grid for Assessing the Eligibility of firms”
30	Please confirm if weighted criteris under technical assessment shall be evaluated for all consortium partners or only the lead bidder?	In the Grid for Assessing of Eligibility of Firms, the lead partner must meet all the criteria's even under weighted criteria's also.
31	Please confirm if the budget for Other costs mentioned in the RFP needs to included in the financial proposal under reimbursement or should be considred in lump sum fee.	The budget for "Other costs" shall be included in financial proposal and it would be reimbursed based on actuals upon submission of expenditure evidence.
32	Please share the payment terms of the assignment	The payment terms is a part of contract document and shall be informed to the successful bidder.
33	Please share the breakup of Technical and Financial proposal for evaluation	The evaluation is performed as per GIZ procurement rules.

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34	The WP1 on page 7 for Basic module doesn't mention about handbooks, whereas in deliverables section on page 9, there is mention of ' participants' Handbook with all artwork'. Is the handbook a requirement only for 'Advanced Module' or is it required in both Basic and Advanced modules?	<p>The following text on TOR pg. 8 is applicable for both Basic and Advanced modules.</p> <p><i>"The module (presentations and handbook) should be elaborated in view of different education and background of potential participants. The modules should be based not only on theoretical approaches, but also should have examples of best local and international practice, practical recommendations and exercises with special focus on environmental economics. They should also be linked to work related tasks and responsibilities of potential participants. After the completion of the modules, the participant (trainee) should be equipped with theoretical knowledge, and also with tools that will enhance its skills on mainstreaming thermal comfort in affordable housing. The modules should be divided into chapters/sections having duration ranging from 30 to 120 minutes as per requirement. After each chapter/section there should be listed bibliography and questions for verifying acquired knowledge. Each module package should include as a minimum:</i></p> <ul style="list-style-type: none"> • <i>Standardized chapter-wise Presentations</i> • <i>Handbook for participants</i> • <i>Post-training questionnaires for testing knowledge of participants, such as quiz."</i>
35	WP mentions that about a certificate of training for each participant after successful completion. Is designing the certificate a part of the scope or is it limited to integrating in the e-learning portal?	The scope includes designing the certificate and automated generation of certificate (incorporating participant's details) upon successful completion of training module on e-learning portal.

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36	Is the consultant required to approach ULBs/State bodies to enroll participants of the events?	Yes, it is the responsibility of the contractor to ensure participation numbers outlined in TOR.