

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

To facilitate implementation of CWRM plans in Rainfed topography of Tikamgarh district of Madhya Pradesh State	Project number/ cost centre: 18.2052.1-001.00
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0. List of abbreviations

AVAVBAVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of references
TAG	Technical Assessment Grid
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
WASCA	Water Security and Climate Adaptation in Rural Areas
MoRD, GoI	Ministry of Rural Development (MoRD), Government of India
MoJS	Ministry of Jal Shakti (MoJS)
NWM	National Water Mission
PMKSY	Pradhan Mantri Krishi Sinchai Yojana
GP	Gram Panchayat
IWRM	Integrated Water Resource Management
INRM	Integrated Natural Resources management
CWRM	Composite water Resource management
MGNREGA- EB	Environmental Benefits through Mahatma Gandhi National Rural Employment Guarantee Act

1. Context

The Indo-German Project 'Water Security and Climate Adaptation in Rural India' (WASCA) is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) in cooperation with the Ministry of Rural Development and the Ministry of Jal Shakti, Government of India. The project is focused on improving water resource management through an integrated approach at national, state and local level with regards to water security and climate adaptation in rural areas. The three-year project is operational at national level and in select districts of five Indian states namely,

1. Madhya Pradesh – Barwani and Tikamgarh
2. Rajasthan – Dungarpur and Jodhpur
3. Uttar Pradesh – Mathura and Barabanki
4. Tamil Nadu – Ramanathapuram and Tiruvannamalai
5. Karnataka – Tumkur and Shivamogga

Project WASCA has three output areas:

- Improved convergence of existing planning and financing approaches to strengthen water security
- Demonstration of convergent planning, financing and implementation at sub-basin level
- Cooperation with the private sector

The National Water Policy developed by the Ministry of Jal Shakti recommends cohesive involvement of river basin authorities to ensure that all water related initiatives have a positive and far-reaching impact, not leaving any area or community behind. At the state level, river basin authorities are typically responsible for 4-5 districts. Based on total land area of a particular geography, frameworks have already been defined in the national policy.

The project output 2 aims to increasingly consider climate-adapted approaches to integrated water resource management at the local level, such as improved water plans, extraction regulations and improved local decision-making procedures. State and district administrations as well as advisory institutions will be strengthened through expert advice and training inputs to manage local applications of climate-adapted water resource management.

The project will not develop new planning and decision-making instruments, but will improve existing mechanisms such as district plans, watershed plans or decision-making procedures for financing measures in line with the aforementioned objectives.

This needs to connect better with on-ground situation. Initiatives would be undertaken need to include more actively the very key and necessary synergy between administrative and hydrological units. The application of the improved mechanisms will be demonstrated in exemplary catchment/ sub-basins level that is more or less conforming to a district boundary.

GIZ in partnership with MoRD has demonstrated experiences for i.e., Gram Panchayat (GP) level INRM Planning under MGNREGA, GP level INRM Planning & Block Artificial Recharge Plan using Geospatial technology under MGNREGA-EB project.

The project has demonstration locations to generate knowledge, and learnings are embedded at the national level in the states of Madhya Pradesh, Rajasthan, Tamil Nadu, Uttar Pradesh, and Karnataka.

1.1. About Tikamgarh

Tikamgarh district is situated in the Northern part of Madhya Pradesh. The district forms the part of the Ganga river basin with Betwa and Dhasan as its major rivers flows towards the North-East. It has underlying Granite coarse-grained igneous rock strata. It falls in the **Agro-climatic zone VIII** i.e., **Central Plateau and Hills Region** which is the **Bundelkhand Zone (MP-8)**. Tikamgarh has 6 Janpad Panchayats with 460 GPs spread across 5,048 sq. kms area. A distinct feature of Bundelkhand region is its water tanks which are built hundreds of years ago called as Chandelas and Bundelas. Tikamgarh has the maximum number of tanks, reported to be around 1,000, which have been the important source of irrigation, drinking water and livelihoods.

The normal rainfall of the district is 1070.30 mm (over last 30 Years i.e., 1991-2020) and average temperature reaches up to 33°. The soil of the district is very dry, shallow, and the annual average soil moisture content up to 15cm depth is only 14%.

Earlier, Niwari district was a part Tikamgarh. On 1st October 2018 it was declared as the 52nd district of Madhya Pradesh carving out of Tikamgarh district with 2 Janpad Panchayat divided into 137 Gram Panchayats.

The Tikamgarh district area before 1st October 2018 would be considered for the current assignment.

2. Tasks to be performed by the contractor

Composite Water Resource Management (CWRM) planning framework is developed under MoRD-GIZ bilateral project “WASCA” to address water security and climate adaptation. The planning framework is developed on the principles of Integrated Water Resources Management (IWRM). It brings together the concepts of four waters including surface water, soil moisture, confined and unconfined aquifers in consideration of water quality and water use efficiency, while giving climate data importance. CWRM is a bottom-up planning process that starts at a Gram Panchayat level to further consolidated up to district level, to further support convergent financing and implementation of appropriate measures suggested using the Geo-spatial technology.

Gram Panchayat CWRM level plans have been developed using geo-informatic tools and participatory planning exercise under the project. Approximately 43,000 works under various categories related to NRM, and water issues like water conservation and water harvesting, draught proofing, soil moisture conservation, soil erosion control, water recharging, soil nutrient management, roof top rainwater harvesting structures, grey water drains management, among others have been identified in Tikamgarh district of Madhya Pradesh State.

The contractor is responsible for providing the following services:

- I. CWRM Plan mainstreaming and demonstration
- II. Technical backstopping to the concern functionaries at implementation level
- III. Facilitate ongoing activities undertaken under the project

The contractor is responsible to facilitate implementation process, consolidation of Composite Water Resource Management (CWRM) plans using Hydrological & Geo-informatics Tools in Tikamgarh district of Madhya Pradesh state.

Details of services to be provided by the contractor are given below:

I. CWRM Plan mainstreaming and demonstration

1. To conduct stakeholder's interface for seeking specific inputs based on local aspirations
2. To finalise the CWRM plan for implementation at district level
3. Consolidating and developing block/district level convergence co-financing plan based on developed GP level CWRM plan
4. To facilitate 06 block level and 01 district level workshops in Tikamgarh for sharing and implementation level action

II. To provide technical backstopping to the concern functionaries at implementation level for addressing water security and climate adaptation focusing for:

A. Strengthening water supply & demand side

1. In-situ soil moisture conservation
2. Enhancing avenues to improve rainfed agriculture
3. Water use efficiency in command area
4. Water quality
5. Ground water replenishment

B. Enhancing Climate resilient ecological restoration and livelihood resilience

1. Restoration of Degraded areas
2. Restoration of degraded forest land in GP tertiaryaries
3. Improving farmland productivity through soil health management in rainfed agriculture

C. To support for establishing digital reporting mechanism for CWRM plan implementation.

III. To facilitate ongoing technical studies, workshops, IEC campaign and impact assessment & success documentation undertaken under the project in the Tikamgarh district.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Period of assignment: From 15th March 2021 until 28th February 2022.

S.N.	Milestone	Deadline
I.	CWRM Plan mainstreaming and demonstration	
1	To conduct stakeholder's interface for seeking specific inputs based on local aspirations	March 2021
2	To finalise the CWRM plan for implementation	March 2021
3	Consolidating and developing block/district level convergence co-financing plan based on GP level CWRM plan	March 2021
4	To facilitate 06 block level and one district level workshops in Tikamgarh for sharing and implementation level action	March-April 2021
II.	To provide technical backstopping to the concern functionaries at implementation level for addressing water security focusing for:	
A	Strengthening water supply & demand side	March-August 2021
1	In-situ soil moisture conservation	Regular
2	Enhancing avenues to improve rainfed agriculture	Regular
3	Water use efficiency in command area	Regular
4	Water quality	Regular
5	Ground water replenishment	Regular
B	Enhancing Climate resilient ecological restoration and livelihood resilience	March 2021-February 2022
1	Restoration of Degraded areas	Regular
2	Restoration of degraded forest land in GP tertiaryaries	Regular
3	Improving farmland productivity through soil health management in rainfed agriculture	Regular

4	Catchment area treatment of large surface water harvesting structures	Regular
C	Technical support to the concern functionaries for establishment & management of digital reporting mechanism for CWRM plan implementation.	March- October 2021
III	To facilitate ongoing technical studies, workshops, IEC campaign and impact assessment & documentation success undertaken under the project in Tikamgarh district	August 2021-February 2022

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

3.1 Technical-methodological concept (1)

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
 - The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

4. Personnel concept (2)

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The bidder agency is required to provide personnel who are suited to filling the positions described below, based on their CVs, the range of tasks involved and the required qualifications:

4.1 Team leader (2.1)

Tasks of the team leader

- Overall responsibility for the assignment (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Qualifications (2.1.1): Post-graduate in Social Science/Rural Development
- Language (2.1.2): Good business language skills in English & Hindi
- General professional experience (2.1.3): 10 years of professional experience in the NRM sector, rural development, research & advocacy
- Specific professional experience (2.1.4): 8 years in NRM sector and rural development
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience related to national level programme.
- Other (2.1.8): Demonstrated experience on policy advocacy in reference rural development and national flagship programs

4.2 Expert 1 (2.2): Institutional linkage Expert

Tasks of Expert 1

- Lead role in liasoning and networking with line department, technical agencies and stakeholders

- Support for organising the various events (meeting, workshop & consultation) under the assignment for accomplishment of specific tasks
- Extending need-based support to district & block administration for localising the WASCA project interventions
- Supporting smooth functioning of CWRM facility centre established at district level.

Qualifications of Expert 1

- Qualifications (2.2.1): Post-graduate Science/social science/rural development
- Language (2.2.2): Hindi, English, and regional language
- General professional experience (2.2.3): 5 years of experience for rural development & NRM programme
- Specific professional experience (2.2.4): 3 years of experience for institutional linkage on NRM and water sector
- Regional experience (2.2.6): 3 years of experience for NRM works in the state

4.3 Expert 2 (2.3): GIS Expert

Tasks of Expert 2

- Process spatial and non-spatial data sets in GIS environment and generating specific outputs planning and implementation
- Customize geo-informatics-based solutions for implementation of CWRM plan
- Coordinate with other Expert for finalisation of assessment and planning aspects
- Handholding support to assessment and implementation teams
- Conducting ToTs on geo-informatic tools (NRM)
- Deriving essential inputs based on results of CWRM plan implementation for development

Qualifications of Expert 2

- Qualifications (2.3.1): Postgraduate in Earth science/Geo- Informatics/Social science /Civil or Agricultural engineer
- Language (2.3.2): Hindi, English and other regional languages is advantage
- General professional experience (2.3.3): Minimum 5 years of experience using GIS & RS in Rural Development & Agriculture sectors
- Specific professional experience (2.3.4): Minimum 3 years of using Geo-Informatic Tools in area of water sector

4.4 Expert 3 (2.4): Water Management

Tasks of Expert 3

- Leading the CWRM plan preparation and implementation at local level
- Coordinate with other Expert for developing assessment and planning modules
- Support for incorporating water engineering and CCA aspects
- Coordinate for capacity development activities for water budgeting and management

Qualifications of Expert 3

- Qualification (2.4.1): Postgraduate in applied Science/Social sciences /Engineering/ Management
- Language (2.4.2): English and Hindi

- General professional experience (2.4.3): Minimum 5 years of experience in agriculture and water conservation
- Specific professional experience (2.4.4): Minimum 3 years of in IWRM/watershed projects

4.5 Expert 4 (2.5): NRM Expert

Tasks of Expert 4

- Anchoring NRM component including local production system in CWRM planning and implementation
- Coordinate with other Expert for developing assessment and planning modules
- Support for incorporating landscape and area treatment elements in CWRM planning and implementation
- Coordinate with line department for convergence and co-financing
- Coordinate for capacity development activities for NRM and agriculture-based livelihood

Qualifications of Expert 4

- Qualification (2.5.1): Postgraduate in applied Science/Social sciences/ agriculture/forestry
- Language (2.5.2): English and Hindi
- General professional experience (2.5.3): Minimum 5 years of experience in agriculture & NRM
- Specific professional experience (2.5.4): Minimum 3 years of in agriculture & NRM

4.6 Expert 5(Short term expert pool 1) (2.6): Capacity Development Expert

Tasks of Expert 5

- Anchoring capacity development and participatory process for CWRM planning and implementation
- Coordinate with line department for convergence and co-financing for identifying capacity development needs to accomplish WASCA project outputs
- Coordinate with other Expert for conducted capacity development related activities
- Support for conducted other planned events under the WASCA project in the district

Qualifications of Expert 5

- Qualification (2.6.1): Postgraduate in Social Science/Social Works/ rural management
- Language (2.6.2): English and Hindi
- General professional experience (2.6.3): Minimum 5 years of experience for capacity development
- Specific professional experience (2.6.4): Minimum 3 years of capacity development for agriculture NRM and rural development

Others Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

5.1. Assignment of personnel

Team leader: On-site assignment for 140 expert days

Expert 1: Assignment in country of assignment for 210 expert days

Expert 2: Assignment in country of assignment for 210 expert days

Expert 3: Assignment in country of assignment for 210 expert days

Expert 4: Assignment in country of assignment for 210 expert days

Expert 5: Assignment in country of assignment for 210 expert days

Grand Total: 1190 person days

Required Qualification/experience for the consulting agency

The agency and / or consortium must have the following administrative and financial requirements for conducting the assignment:

- a. Be a registered as national organisation or entity
- b. In case of bidding consortia: Declaration by consortium
- c. Average annual turnover for the last three financial years should be at least 50,000 Euros
- d. The agency should have minimum 10 employees as on 31st December 2019
- e. The agency must have handled at least 1 reference projects on Water and Natural Resources Management sector in India in the last 3 years with a commission value of Euro 20,000.
- f. Minimum 05 years of professional experience in the Watershed, NRM sector, rural development, research and advocacy
- g. Minimum 03 years of professional experience in building capacities of relevant stakeholders on IWRM, NRM, Watershed Principles in Madhya Pradesh/Chhattisgarh
- h. Minimum 03 years' experience of managing Bilateral projects and designing scalable projects for Madhya Pradesh/Chhattisgarh

5.2. Travel

The agency is required to calculate the travel by the specified experts and the experts it has been proposed based on the places of performance Madhya Pradesh and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. A minimum 300 days of project area visit by the specified experts would be required.

Workshops, training, and study trips

- The agency is required to facilitate, coordinate and participate need-based workshop, training and study trips planned by GIZ and government partners. The agency is not required to proposed workshop and training
- In addition, the agency is also required to facilitate, coordinate and participate need-based workshop, and study trips planned by GIZ and government partners. The agency is not required to claim proposed workshop and study trips related expenses.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Introduce the agency to the district and state administration at the start of the project.
- Suggest additional participants for any meetings, trainings, and workshops
- Any technical support required for the success of this initiative
- Support in the field visit of the participants

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Please refer to the document “Bidding conditions” and follow the instructions carefully