
Contents

General information	2
Tender requirements	3
1. Qualifications of proposed staff	3
1.1 Expert:	3
1.1.1 General qualifications	3
1.1.3 Language skills.....	3
3. Specification of inputs	3
4 Fixed lump sum price – contract for work.....	Error! Bookmark not defined.

General information

a. Context

GIZ has several ongoing Technical Cooperation (TC) projects with the Ministry of Environment, Forest and Climate Change (MoEFCC). Specifically, the projects on “Sustainable & Environmentally Friendly Industrial Production, Phase II (SEIP II)” and “Best Available Techniques – Textiles” (BAT Textiles) are being implemented by GIZ with the IC Division of MoEFCC. The implementing partners for these projects include the Central Pollution Control Board, State Pollution Control Boards in Uttarakhand, Bihar, West Bengal and Gujarat, and the industrial development coporaitons in Uttarakhand, Bihar and West Bengal.

For effective implementation of the TC projects, the IC Division works closely with the GIZ’s project teams and facilitates project progress and provides advise and support as may be necessary, facilitates implementation of the project activities, facilitates implementation of the solutions provided by the TC projects and facilitates project steering and interactions with the project partners and stakeholders.

The IC Division support is further required in facilitating signing of the project Implementation Agreements and Supplementary Agreements, participating in the Indo-German Inter-governmental Consultations and Negotiations, organising of the Indo-German Joint Working Groups under the Indo-German Environment Forum, communications with DEA, communications with States and project partners, follow-up action, facilitating meetings of BMZ/BMU with MoEFCC etc.

A GIZ Cell is in operation at MoEFCC to support in implementation of the TC Projects, viz. SEIP II, BAT Textiles etc. To and strengthen the cooperation and interface between GIZ and the IC Division of MoEFCC for ensuring effective implementation of the ongoing TC projects, GIZ proposes to engage an experienced consultant as per the Terms of Reference given below.

b. Contract Duration:

GIZ shall hire the contractor for the anticipated contract term, from April 01, 2021 to February 28, 2022.

c. Scope of Work & Tasks of Contractor

The overall purpose of the consultancy services is to assist in strengthening the cooperation and interface between GIZ and the IC Division of MoEFCC for ensuring effective implementation of the ongoing TC projects. The scope of work covers the ongoing German Development Cooperation TC Projects and the proposed or upcoming TC projects dealt by the IC Division of MoEFCC. This includes, but is not limited to, SEIP II and BAT Textiles projects.

The following tasks are to be carried out by the consultant:

- a) To assist in processing communications received from GIZ including project progress reports, requests for meetings, requests for intervention and communication with States etc. and coordinate with the IC Division of MoEFCC.
- b) To assist in processing requests of GIZ for meetings, organising Indo-German Joint Working Group meetings, meetings of the Indo-German Environment Forum, meetings with the visiting officials of BMZ, BMU etc. and coordinate with the IC Division of MoEFCC.

- c) To assist the IC Division of MoEFCC in facilitating implementation of the TC project activities and facilitating implementation of the solutions provided by the TC projects through preparation of communications, organising of meetings etc.
- d) To assist the IC Division of MoEFCC in organising the Project Steering Committee meetings and organising interactions with the project partners and stakeholders.
- e) To assist in processing requests for the signing of project Implementation Agreements and Supplementary Agreements between DEA, MoEFCC and GIZ and coordinate with GIZ and the IC Division of MoEFCC for their signing.
- f) To assist the IC Division of MoEFCC with inputs and communications related to the Indo-German Governmental Consultations and Negotiations.
- g) To coordinate with GIZ on all communications issued by MoEFCC on TC activities (SEIP II, BAT and other projects) for necessary actions/responses from GIZ.
- h) To undertake documentation as may be necessary, including preparation of minutes of the meetings, record of discussions etc.
- i) To coordinate with the GIZ team for any technical inputs or technical report reviews etc. as maybe needed by MoEFCC for the TC projects.
- j) Any other relevant task as maybe assigned by GIZ or the IC Division of MoEFCC from time to time.

Deliverables:

- Monthly Report – The consultant will submit a monthly report at the end of each month covering the tasks carried out with GIZ and/or MoEFCC.
- Final Report – The consultant will submit a final report at the end of the contract covering all the activities undertaken and coordinated during the assignment.

Tender requirements

1. Qualifications of proposed staff

1.1 Expert:

1.1.1 General qualifications

- Education: Relevant university degree in planning, environment, engineering or equivalent.
- Professional experience: Minimum 20 years of relevant experience in working with government or its organisations.

1.1.2 Regional Experience (Knowledge of International Cooperation in India)

Minimum 3 years of knowledge of international cooperation in India, preferably with the Ministry of Environment, Forest and Climate Change

1.1.3 Language skills

Business fluency in English.

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
<ul style="list-style-type: none"> Preparation/debriefing 	1	1	Overview of projects and expectation of services

<ul style="list-style-type: none"> Implementation 	1	139	-
Travel expenses	Number of experts	Number of days/nights per experts	Comments
<ul style="list-style-type: none"> Travel costs (local travel by taxi or private vehicle) 	1	120	Lumpsum amount to be quoted.

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.*

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.
