

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

**Collate Sustainable Soil Management (SSM) Technologies implemented within ProSoil Project areas and Develop capacity building module on SSM measures to incorporate in WASCA.**

Project number/ cost centre:  
14.0156.01 -005.00

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## 0. List of abbreviations

AVBAVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
AoI	Area of Interest
CB	Capacity Building
CWRM	Composite Water Resource Management
CWRMP	Composite Water Resource Management Plan
GP	Gram Panchayat
NABARD	National Agricultural Bank for Rural Development
NRM	Natural Resource Management
MoA&FW	Ministry of Agriculture and Farmers' Welfare
SSM	Sustainable Soil Management
TAG	Technical Assessment Grid
ToR	Terms of Reference
WASCA	Water Security and Climate Adaptation

## **1. Context**

### **ProSoil:**

Within the Special Initiative One World-No Hunger of the German Government, the project “Soil Protection and Rehabilitation for Food Security” (ProSoil) aims to promote sustainable approaches on soil protection and rehabilitation in 5 districts of Maharashtra (Ahmednagar, Dhulia, Jalna, Yavatmal and Amaravati) & 2 districts of Madhya Pradesh (Mandla and Balaghat).

The core of the approach in India is improving the soil fertility for achieving higher crop yield, by addressing the challenges of climate change and land degradation as well. The project is a cooperation with NABARD as political partner and MoA&FW as strategic partner.

### **ProSoil WASCA Subcomponent**

Collate existing SSM technologies in ProSoil and develop CB module:

Water Security and Climate Adaptation in Rural India is a bi-lateral project and aims to improve water resource management with respect to water security and climate adaptation. The project is in partnership with Ministry of Rural Development and Ministry of Jal Shakti (Govt. of India) and is from April 2019-March 2022. Module Objective of WASCA Water resource management is enhanced through an integrated approach at national, state and local level with regards to water security and climate adaptation in rural areas.

Composite Water Resource Management (CWRM) framework is developed for localising WASCA initiatives through CWRM is explained through five sections i.e. 1. Interpreting the Areas of Interest (AoI), 2. Capacity development and institutional mechanism, 3. Preparation of Composite Water Resource Management Plan (CWRMP), 4. Implementation mechanisms and 5. “E-Jal for enhancing water security”. Timeframe for implementing each section would be parallel and contributing to each other in nature to achieve the desired project outcomes.

Currently, ProSoil Project is implementing sustainable approaches for promoting soil protection and rehabilitation of degraded soils in Maharashtra & Madhya Pradesh; while Water resource management is enhanced through an integrated approach at national, state and local level with regards to water security and climate adaptation in rural areas through WASCA. The collaborative ProSoil – WASCA initiatives are being piloted in Ahmednagar District of Maharashtra.

ProSoil project is developing a capacity building module on Sustainable Soil Management (SSM) measures for -

- Bring awareness within community of available local resources for SSM measures
- Strengthening efforts towards soil protection and rehabilitation

An agency is required to design and develop capacity building module on SSM measures considering field practitioners and farming community as target group.

## 2. Tasks to be performed by the contractor

### A. The main objectives of the assignment are:

- Collate Sustainable Soil Management (SSM) measures being implemented/ adapted under ProSoil project in Maharashtra and Madhya Pradesh
- Design and develop capacity building module on planning and implementation of SSM measures in field considering local resources

### Scope:

1. Visit all project locations and meet respective partner NGO staff, field practitioners (on site, in-office); collate SSM measures undertaken within ProSoil Project areas
2. Conduct and document field assessment of locally available resources for soil protection and rehabilitation within respective project areas
3. Identify which SSM measures are adapted by farmers from the project as well the SSM measures being undertaken by farmers on-their own
4. In consultation with project stakeholders, evolve methodology of estimating locally available resources for planning SSM measures at village level
5. Develop capacity building module contents on SSM measures
6. Conduct meetings/ workshops for validating capacity building module on SSM measures with Project stakeholders
7. Finalize and prepare capacity building module on SSM measures having detailed course contents, methodology and detailed capacity building plan

### Deliverables

1. Collation of SSM technologies implemented in ProSoil Project areas
2. Design, develop capacity building module on SSM measures:
  - a. Study existing capacity building activities implemented in ProSoil Project area
  - b. Develop capacity building module for three days training (with course contents and methodology) on planning and implementation of SSM measures
  - c. Validate the SSM measures capacity building module with all stakeholders and incorporate their feedback
3. Share final documents on SSM technologies and training module with GIZ

**Period of assignment: From May 2021 until August 2021.**

S.N.	Milestone	Timeline
1	Inception Meeting and Report	15 days of contract
2	Collate SSM measures being undertaken within ProSoil Districts in Maharashtra and Madhya Pradesh	
2.1	Identify current SSM measures being followed / adapted by farmers within ProSoil District areas	30 <sup>th</sup> May 2021
2.2	Collate SSM measures undertaken within ProSoil Project areas in MH and MP	10 <sup>st</sup> June 2021
3	Design and Develop capacity building module on sustainable soil management	

3.1	Study existing capacity building activities implemented in ProSoil Project area	25 <sup>th</sup> June 2021
3.2	Design capacity development module covering SSM technologies	15 <sup>th</sup> July 2021
<b>4</b>	<b>Review and validate SSM training module</b>	
4.1	Validate capacity building module designed and developed overing SSM measures with ProSoil Project partners	25 <sup>th</sup> July 2021
<b>5</b>	<b>Completion and handing over the SSM module</b>	
		14 <sup>th</sup> August 2021

### 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 0 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.

#### Technical-methodological concept

**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 0). (Point 1.1.- TAG)

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them. (Point 1.2 – TAG)

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. (Point 1.3 - TAG)

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 0 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 0. (Point 1.4 - TAG)

The bidder is required to present and explain the contribution in **learnings and innovations** to knowledge management at the partner and GIZ in promoting and scaling-up the effects. (Point 1.5 TAG).

#### Project management of the contractor (Point 1.6 - TAG)

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

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

#### **4. Criteria for Eligibility of firms**

##### **4.1 Personnel Concept**

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

##### **Team leader**

##### Tasks of the team leader cum Capacity Building Expert

- Overall responsibility for the advisory packages of the contractor (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

- Technical lead for designing & customising tools for assessment of capacity building measures
- Customising the sustainable soil management measures
- Coordinating the assessment and planning aspects of the assignment
- Technical backstopping support for assessment and planning teams

#### Qualifications of the team leader

- Education/training (2.1.1): Postgraduate with professional experience in capacity development material on agriculture / natural resource management / rural Development
- Language (2.1.2): Good business language skills in Hindi / Marathi (regional languages) and English
- General professional experience (2.1.3): 8-10 years of professional experience in agriculture development / NRM
- Specific professional experience (2.1.4): 5 years of capacity building module development in sustainable agriculture and participatory NRM using modern technologies, policy advocacy at national level for mainstreaming learning
- 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): 2 years of experience at national & regional level

#### *Other positions stipulated by GIZ*

#### **Expert 1: Agriculture expert (4 numbers)**

##### Tasks of expert 1

- Coordinate with partner agencies, individuals and consult potential SSM measures which can be undertaken
- Assess and collate SSM measures undertaken within field and innovative practices being followed / adapted by farmers for sustainable soil rehabilitation
- Consult and coordinate with scientists, experts from partner agencies, individual farmers on local resources available for carrying out sustainable soil management measures within the District / Region
- Contribute in SSM capacity building content creation, structuring the capacity building module

##### Qualifications of expert 1

- Qualifications (2.2.1): Postgraduate/ Graduate degree in agriculture, agriculture engineering, soil science & agriculture chemistry or related sector
- Language (2.2.2): Good business language skills in Hindi / Marathi (regional language) and English
- General professional experience (2.2.3): Experience of at least 5 years in development and conducting training courses/ developing content for training curricula in agriculture/ NRM/ rural development or relevant sectors
- Specific professional experience (2.2.4): At least 2 years of experience of sustainable soil management and rehabilitation sector.
- Project management experience (2.2.5): Minimum 1 years of management/leadership experience as project team leader

## **Expert 2: CB Module Developer**

### Tasks of expert

- Support contents to collate from field
- Analyse existing capacity building activities
- Design and develop module on sustainable soil management
- Assess soil strata based on the soil testing reports available with partner agencies and secondary data available
- Consult and coordinate with scientists, experts from partner agencies, individual farmers on local resources available to recommend sustainable soil management measures within the District / Region
- Contribute in SSM capacity building content creation, structuring the capacity building module
- Graduate in extension

### Qualifications of experts

- Qualifications (2.3.1): Postgraduate /Graduate degree in extension / social development / rural development or any other related sectors
- Language (2.3.2): Good business language skills in English and Hindi (regional language); knowledge of Marathi is desirable, however, not required.
- General professional experience (2.3.3): Experience of at least 5 years in development training course modules / writing contents for training curricula in agriculture/ NRM /rural development or relevant sectors
- Specific professional experience (2.3.4): At least 2 years of experience of soil science / agriculture chemistry and related areas

### 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

## **4.2 Required Qualification/experience for the consulting agency**

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

1. Must be registered as national organization or entity
2. In case of bidding consortia: Declaration by consortium
3. Average annual turnover for the last three financial years should be at least 40000 Euros
4. The agency should have minimum 15 employees as on 31st December 2020
5. The agency must have handled at least 2 projects on capacity building module development for rural development and agriculture sector and 2 reference projects in India in the last three years with minimum commission value of Euro 10,000.



6. Minimum 5 years of experience and technical expertise in development of training courses in agriculture/ NRM/ rural development or relevant sectors
7. Minimum 5 years of relevant experience in training stakeholders on soil science / agriculture chemistry and related areas for natural resource management
8. Minimum 5 years of experience in providing consulting services / implementation and excellent track record of completion of tasks according to timelines

## 5. Costing requirements

### Assignment of personnel

Team leader:	On-site assignment for 30 expert days
Expert 1 (4 numbers):	Assignment in country of assignment for 120 expert days (30 days per expert)
Expert 2:	Assignment in country of assignment for 30 expert days

**Total expert days: 180**

### Travel

The bidder is required to calculate the travel by the experts and the experts it has proposed based on the places of performance in the Maharashtra and Madhya Pradesh stipulated in Chapter 0 and list the expenses separately by daily allowance, accommodation expenses, train or air fare and other travel expenses.

The bidder should consider traveling (air/ train/ vehicle) to field locations which fall within these Districts – Ahmednagar, Jalna, Dhule, Yeotmal, Amaravati in Maharashtra along with Balaghat and Mandla from Madhya Pradesh.

Table below indicates number of visits (40) and number of persons required to travel along with domestic flights:

Visits to	Number of persons	Number of visit days	Domestic flight
Project locations within Ahmednagar District	2	3	1
Project locations within Jalna District	2	3 + 1 (transit)	
Project locations within Dhule Districts	2	3 + 1 (transit)	
Project locations within Amaravati District	2	3	1
Project locations within Yeotmal District	2	3 +1 (transit)	
Project locations within Balaghat District	2	3	1
Project locations within Mandla District	2	3 + 1 (transit)	
Workshop (location can be decided later)	2	1 + 1 (transit)	1

### **Workshops, training and study trips**

- The agency is required to visit project areas and NGO locations for collating SSM measures undertaken and analyse it's potential within 7 ProSoil Districts within Maharashtra and Madhya Pradesh
- The agency is required to facilitate and coordinate workshops with partner agencies along with field practitioners for validating the SSM capacity building module at respective locations
- The bidder should propose training and workshop 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 partner NGOs
- Support in the field visit of the participants
- Suggest additional participants for any meetings, trainings, and workshops
- Any technical support required for the success of this initiative

### **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) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). 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 30 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter **Error! Reference source not found.** 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).

Please calculate your price bid based exactly on the 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.

### **Structure of the Proposal**

- The proposal should contain a very brief company profile followed by a detailed approach and methodology to execute the project. The proposal should also contain the project timeline highlighting milestones and deliverables. Please elaborate the roles and responsibilities of the different team members in the proposal;
- The template for financial quotes has been attached with the tender documents. The potential bidders are advised to follow the attached budget template;
- Strategy for backstopping-services and Ad-hoc activities need to be specified. Back stoppers and Ad-hoc support providers must be listed and need to be available during the contract duration;
- The agency is expected to be flexible in their approach when it comes to successfully organising the eLearning course on sustainable soil management for mentioned target groups;

- The agency must outline the perceived risks associated with the different tasks under the defined scope of work. How does the agency propose to mitigate these risks? How does the agency ensure the quality of deliverables (for all processes, indicators and project steps);
- While the key activities envisaged (as discussed above), the agency is also encouraged to suggest additional activities or even propose alternate approaches, which may help achieve the same end objective.

## 9. Annex-01

### Specific Conditions pertain to Covid- 19 Measures

***The specific conditions pertain to Covid- 19 measures are integral part of contract and shall act as binding under special agreement and interpreted along with GTCC.***

In addition to the provisions as detailed in clause 09 of The General Terms of Contract governing the delivery of works and services commissioned by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (local)**, the Consultant confirms that he/she accepts the Consulting engagement with full knowledge and understanding of the travel and other requirements of the engagement including specifically the need, on the part of the Consultant, to take all required precautions (including prevention and risk mitigation measures) against the risks arising from the ongoing Novel Corona Virus (CoVid - 19) Pandemic

The Consultant shall provide to the GIZ an RT-PCR Negative Test Report for Novel Corona Virus (CoVid - 19) prior to starting the Consulting Engagement and shall additionally comply with the following at all times in the course of the Consulting Engagement:

1. Obtain Medical and other Insurance Cover in respect of the Novel Corona Virus (CoVid - 19) Infection/Disease and consequences thereof – (GIZ will reimburse the insurance cover up to 5000 Indian Rupees on lumpsum basis)
2. Strictly follow and comply with the prescribed Mask, Hand Washing/Sanitization and Social Distancing Protocols.
3. Take safe and secure mode of transportation.
4. Observe all local restrictions/precautions as applicable for the specific areas of travel covered by the Consulting Engagement.
5. If eligible, get vaccinated against the Novel Corona Virus (CoVid - 19).
6. Install and maintain as active at all times the Government of India's Arogya Setu App.
7. If exposed to any active case of Novel Corona Virus (CoVid - 19) to take all steps as advised by the Government of India's advisories in such case.
8. If feeling unwell and experiencing any of the symptoms of Novel Corona Virus (CoVid - 19) infection - to take all steps as advised by the Government of India's advisories in such cases including but not limited to getting an RT-PCR Test for Novel Corona

Virus (CoVid - 19), self-isolation, notifying the GIZ and also the concerned local Novel Corona Virus (CoVid - 19) isolation/treatment facility.

9. Other compliance as may be notified by the GIZ and the Government of India from time to time in relation to Novel Corona Virus (CoVid - 19) infection/disease.

Furthermore, The Consultant accepts the Consulting Engagement on a best and informed judgement basis with full knowledge of the tasks to be performed, the place of performance and the precautions and safeguards to be reasonably taken try the Consultant to mitigate all types of risks associated with the said Consulting Engagement. The Consultant undertakes the Consulting Engagement at his/her own risk and responsibility and shall not, under any circumstances, and at any time, be entitled to assert any liability or other claims whatsoever against the GIZ, its Management, Officers and Employees for any consequences or risks or harm that may arise to the Consultant in the course of or as a consequence of undertaking the Consulting Engagement or any actions or consequences arising in relation to such Consulting Engagement.