

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

Consultancy services for co-ordinating with Non-PAT industries in Pulp and Paper sector for successful implementation of project activities	Project number/ cost centre:  P.18.2256.8-001.00
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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BAT	Best Available Technology
BEE	Bureau of Energy Efficiency
BPT	Best Practise Technology
ToRs	Terms of reference
SME	Small and medium enterprises
EE	energy efficiency
IT	Information Technology
SDA	State Designated Agency

## **1. Context**

GIZ is an international cooperation enterprise for sustainable development which operates worldwide, on a public benefit basis. GIZ is fully owned by the German Federal Government and implements development programs in partner countries on behalf of the German Government for achieving its development policy objectives.

The Federal Republic of Germany and the Government of the Republic of India have, under the Indo-German Technical Cooperation, agreed to jointly promote the “Indo-German Energy Programme” (IGEN) with the aim to promote energy efficiency/conservation, renewable energy, access to energy, etc. and in turn improve the environment/climate protection. The Energy Efficiency component of the IGEN (IGEN-EE) works in collaboration with the Bureau of Energy Efficiency, Ministry of Power for the implementation of the Energy Conservation Act (EC Act, 2001), focusing on energy efficiency and conservation.

A new project “Energy Efficiency in Industry and Data” is being commissioned by BMZ Germany. The main objectives of the project are:

- i. Capacity building of selected SDA's to promote energy efficiency in Non PAT industries
- ii. Providing Non-PAT secondary steel and pulp and paper industries with access to information on key energy efficiency processes and technologies
- iii. Institutionalization of peer to peer learning among SDAs and Non-PAT secondary steel and pulp and paper industry clusters
- iv. National Energy Efficiency dialogue for secondary steel and pulp and paper sector between policy makers, research institutions and business associations.

With this objective, the programme intends to carryout baseline energy audit and benchmarking study in 22 pulp and paper clusters across India covering 93 industries. The aim of this study is to arrive at individual industry specific energy conservation potential and savings recommendation along with cluster specific process benchmarks and projection for energy saving potential till 2030 and 2040. For completion of the field study, it is imperative to have a good working relationship and close coordination with individual industries and industrial associations. Thus, it is intended to appoint an agency to co-ordinate with various stakeholders for successful completion of above mentioned objectives. The broad objectives of this ToR are:

- i. Co-ordination with industrial associations
- ii. Co-ordination with individual industries
- iii. Review of industry specific and consolidated cluster specific report
- iv. Preparation of national benchmarking report with projections for energy savings achievable till 2030 and 2040.

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

The contractor is responsible for providing the following services:

- A) Co-ordination with stakeholders

1. Co-ordinate with industrial association to obtain contact details and addresses of the selected industries;
2. Organizing workshops with the industrial cluster associations, industry representatives, agency appointed for conducting baseline energy audit and benchmarking study, GIZ/BEE etc., to appraise about the project activities. At least one workshop is to be conducted in each state selected for the baseline study. Considering the current Covid-19 pandemic scenario, online workshops can also be conducted;
3. Co-ordinate with individual industries and the appointed agency for baseline study to finalize dates for field visits;
4. On sample basis, conduct visits to industries along with the energy audit teams to ensure smooth completion of field visit. Minimum 1 sample field visit per cluster;
5. Carryout any other co-ordination activity as required for success of the project

#### B) Review and preparation of reports

1. Review energy audit reports submitted by the various consultants and provide comments/feedback;
2. Review the consolidated cluster reports/benchmarking reports submitted by the consultants;
3. Review reports for the cluster specific energy saving scenarios till 2030 and 2040 for Best Available Technology and Best Practise Technology;
4. Consolidate the cluster reports and prepare a national level report on benchmarking along with projections and roadmaps for 2030 and 2040.
5. Using the cluster specific reports, develop national energy and water saving scenarios till 2030 and 40 for BAT and Best Practise Technology (BPT) and develop a roadmap for the same.

The clusters to be covered are mentioned in table 1 below:

**Table 1:**

Zone / LOT	Groups	State	Cluster	Number of Industries	Total for each group
<b>West Zone LOT 1</b>	Group A	Gujarat	Vapi	32	36
			Valsad	4	
	Group B	Gujarat	Morbi	18	24
			Mehsana	6	
<b>North Zone LOT 2</b>	Group C	Uttar Pradesh	Muzaffarnagar	25	36
			Meerut	9	
			Moradabad	2	
	Group D	Uttarakhand	Kashipur	26	26
	Group E	Punjab	Ludhiana	10	21
			Patiala	7	
			Amritsar	4	

South Zone LOT 3	Group F	Andhra Pradesh and Karnataka	Hyderabad	9	25
			Rajamundry	4	
			Godavari	3	
			Mysore	5	
			Bangalore	4	
	Group G	Tamil Nadu and Pondicherry	Chennai	5	20
			Erode	4	
			Sivakasi	3	
			Coimbatore	3	
			Pondicherry	3	
Tirunelveli			2		
Total					188*

**\*In totality, we are anticipating baseline audit study to be conducted for maximum 50% of the above-mentioned number of industries. It will be the responsibility of the contractor to ensure that the field studies are completed in 50% of the above mentioned industries.**

## 2.1. Timelines

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

<b>Milestone</b>	<b>Deliverable</b>	<b>Deadline/place/person responsible</b>
Inception meeting	Minutes of Inception meeting	Within 1 week of signing of contract
Conducting workshops	1 workshops per selected state	Within 2 weeks of appointment of consultant for conducting baseline energy audit and benchmarking study
Co-ordinating to ensure successful completion of field study in all clusters	Signed Minutes of meeting after completion of each field study	Within 5 months of appointment of consultant for conducting baseline energy audit and benchmarking
Review of 100% industry specific report	100% draft reports reviewed	Within 8 months of appointment of consultant for conducting baseline energy audit and benchmarking
Review of 100% of consolidated cluster reports	100% consolidated cluster report/benchmarking reports reviewed and finalized	Within 9 months of appointment of consultant for conducting baseline energy audit and benchmarking
Preparation of consolidated	Finalization of national	Within 2 months of finalization of

nation benchmarking report	benchmarking report	cluster reports
Preparation of national roadmaps till 2030 and 2040	Finalization of national roadmap	Within 3 months of finalization of cluster reports

Period of assignment: From June 2021 until June 2022.

In addition to Inception meeting, monthly meetings or update calls (including minutes of meetings) are mandatory. In the inception meeting, the contractor is required to give a presentation on the approach, methodology, details on schedule and discuss the assignment with GIZ.

### 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.

#### 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 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

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.

### **Details about backstopping**

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**

### **Commercial Eligibility Assessment**

- Please provide legal status of your firm
- Average annual turnover of the agency for the last three financial years: at least 70,000 Euros
- Number of employees of the agency for the previous year: at least 5

### **Technical Eligibility Assessment**

The bidder shall have reference projects with a minimum commission value of 10,000 Euros

- At least 3 reference projects with pulp and paper sector
- At least 1 reference project in energy efficiency

In last 3 years

### **Technical Experience**

- Minimum 15 years of experience in working with pulp and paper sector in India
- Minimum 5 years of experience in policy related work of any Ministry

### **Regional Experience**

- Experience of working in Southern Asia

### **4A. Personnel concept**

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

### **Team leader**

#### Tasks of the team leader

- 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

#### Qualifications of the team leader

- Education/training (2.1.1): Master's in engineering/Technology/Management or equivalent
- Language (2.1.2): Good business language skills in English and Hindi
- General professional experience (2.1.3): 20 years of professional experience in pulp and paper sector
- Specific professional experience (2.1.4): 10 years in energy efficiency
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader
- Regional experience (2.1.6): 7 years of experience in projects in Asia Pacific region, of which 5 years in projects in India country
- Development Cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

### **Expert 1**

#### Tasks of expert 1

- Ensuring proper co-ordination with stakeholders
- Carrying out all activities listed under section 2.



#### Qualifications of sector expert

- Education/training (2.2.1): Bachelor's in engineering/Technology
- Language (2.2.2): English and Hindi
- General professional experience (2.2.3): 10 years of professional experience in pulp and paper sector
- Specific professional experience (2.1.4): 5 years in energy efficiency
- Regional experience (2.1.6): 5 years of experience in projects in Asia Pacific region, of which 3 years in projects in India country

## **5. Costing requirements**

### **Assignment of personnel**

The assessment of required man-days is listed below:

<b>Personnel</b>	<b>No of person days</b>
Project Lead	66
Expert 1 (SME)	106
<b>Total person days</b>	<b>172</b>

### **Travel**

Travel to all the states, mentioned in table 1 is envisaged.

### **Workshop**

Minimum of 8 workshops (1 per selected state) are to be organized. All expenses for the workshops will be borne by GIZ, the bidder is responsible for co-ordinating with all stakeholders and organizing the workshops.

## **6. Inputs of GIZ or other actors**

All the work shall be carried out by the consultant. GIZ will share contact information of the various consultants appointed for conducting the baseline energy audit and benchmarking study.

## **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.

The complete bid shall not exceed 40 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs. The CVs shall not exceed \_5\_ pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English (language) only.

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 on the aforementioned costing requirements. In the contract, the contractor has no claims to fully exhaust the days/travel/budgets. The number of day/travel and the budget amount shall be agreed in the contract as “up to” amounts. The specifications for pricing are defined in the price schedule.

## 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.