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## List of abbreviations

| | |
|---|---|
| AVB | General Terms and Conditions of Contract (AVB) for supplying services and work 2019 |
| ToRs | Terms of reference(s) |
| MoEFCC | Ministry of Environment, Forest and Climate Change |
| CDA | Chilika Development Authority |
| WISA | Wetlands International South Asia |
| NPCA | National Plan for Conservation of Aquatic Ecosystems |
| CV | Curriculum Vitae |
| COVID-19 | Corona Virus Disease, 2019 |
| APOWA | Action for Protection of Wild Animals |
| CRP | Community Resource Person |
| DHAN Foundation | Development of Humane Action Foundation |

## 1. Context

### A. Project Background

The MoEFCC, in partnership with the GIZ, is implementing a Technical Cooperation project, “Wetlands management for biodiversity and climate protection”, with funding support from the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) under the International Climate Initiative (IKI). The project aims to strengthen the institutional framework and capacities for ecosystem-based integrated management of wetlands of international importance (Ramsar sites) in India. The project is implemented in close cooperation with the National Plan for Conservation of Aquatic Eco-systems (NPCA) of the MoEFCC.

The objective of this project is that Wetlands of International Importance (3-4 Ramsar sites) in India are managed according to ecosystem-based integrated management approach. Three main output areas define the implementation approach of the project:

1. Integrated management planning for 3-4 pilot Ramsar sites based on biodiversity, ecosystem services and climate change risks.
2. Capacity development of national, state and site level stakeholders for integrated wetland management.
3. Development of a wetland monitoring system, including an instrument to track management effectiveness.
4. Ecosystem-based sustainable livelihood measures are implemented at three Ramsar sites under green recovery as COVID-19 response.

Four Ramsar sites have been selected as pilot sites under the project: Pong and Renuka in Himachal Pradesh, Bhitarkanika in Odisha, and the Point Calimere in Tamil Nadu. In addition, the Wetland Research and Training Centre, Chilika Development Authority (CDA), has been identified as a resource centre for the project. The project would be implemented at these sites in partnership with the respective State Wetlands Authorities and site-level management institutions. Wetlands International South Asia (WISA) will be a technical partner in project implementation.

### B. Project States

**Tamil Nadu –**

I. **Point Calimere Ramsar site** located in Cauvery delta region; covering an area of 385 sq km is a mix of salt swamps, mangroves, backwaters, mudflats, grasslands and Tropical Dry Evergreen Forest. Many fisherfolk and agriculturalists are dependent on the wetland for their livelihood. The spread of *Prosopis*, salinisation of groundwater and changes in inflow of freshwater are all seen as threats to the wetland. The hydrology of the Point Calimere Ramsar site is dynamic owing to daily, seasonal, and interannual changes in water levels caused by tides, river flow, and precipitation events. The resulting water regimes are primary determinants of wetland ecosystem attributes, including soil properties, water chemistry and biotic composition. Further, activities such as agriculture, aquaculture and salt production at Point Calimere

Ramsar site usually trigger a cascade of ecological effects, which in turn cause changes in ecosystem services.

**Odisha**

II. **Bhitarkanika Mangroves** is located in the deltaic region of the Brahmani and Baitarani rivers on the northeastern coast of India in Odisha. Bhitarkanika is a wildlife sanctuary of an area 672 sq km. It is a mosaic of tidal rivers, creeks, riverine islands, coastal wetlands and intertidal zones. Unique biodiversity values of this wetland include the largest Olive Ridley turtle mass nesting beach in the world; one of the largest heronry in Asia and contains the highest density of saltwater crocodile in India. In terms of ecosystem services, the wetland supports a population of around 2,50,000 people in 410 villages; provides livelihoods in the form of agriculture, fishing and brackish water aquaculture; and mangroves protect the area from devastating cyclones and tidal surges. A gradual reduction in freshwater inflow in the feeding rivers has been identified as one of the major threats. Abstraction of water by agriculture, industries and other development activities is taking place in the catchment of Bhitarkanika wetland.

**Himachal Pradesh**

III. **Renuka Lake** (0.2 sq km) is located in Sirmaur district, Himachal Pradesh. It is fed via rainwater runoff from its catchment as well as several active springs. The wetland possesses rich biodiversity, including 443 species ranging from protozoa to mammals, 19 species of fish and over 103 species of birds, 19 of which are migratory winter visitors. Renuka wetland has high cultural and religious significance. An annual religious fair attracts 3-4 lakh pilgrims to the lake each year, putting immense pressure on the lake ecosystem. The major threats to Renuka wetland include siltation, eutrophication due to excessive organic load and the spread of macrophytes. A recent development with possible implications for Renuka wetland, is the upcoming Renuka Dam project. The dam project site is located 1.5 km from the Sanctuary on Giri River and will submerge around 50 ha of the Renuka Wildlife Sanctuary.

IV. **Pong Dam Reservoir** (156 sq km Ramsar area), built on Beas River, is located in Kangra district of Himachal Pradesh and principally provides irrigation water although, it also allows for electricity generation. Additionally, fisheries is also an important ecosystem service provided by this reservoir. Changes in rainfall, temperature and evapotranspiration owing to climate change are predicted to affect water resource availability and demand, and hence the performance of reservoir-based irrigation systems. Pong is also severely affected by anthropogenic pressures within its catchment area owing to large-scale unregulated development and land use conversion. Further, accelerated soil erosion is favoured by anthropogenic activities such as rapid population growth, deforestation, extensive agriculture and uncontrolled grazing, principally in Pong's catchment. Pong is also vulnerable to sediment inflow and deposition.

## C. Context of the proposed assignment

There are video documentaries and films on the rich biodiversity of some of these wetlands; however, films specifically focusing on a range of ecosystem services provided by wetland

ecosystems and their linkages to livelihoods, dependency of the local community on these wetlands, their perception on values of wetlands, threats faced by these ecosystems haven't been documented. **The current assignment is to prepare multiple short films on ecosystem services such as but not limited to - water security, flood control, food and nutrition, sustainable fisheries/aquaculture, tourism, livelihoods activities around the wetlands,** impact activities implemented by the Wetlands project, and any other issues identified during the initial survey that relates to wetlands. The distinctive feature of these films would be the manner of their production. It is to be done in a participatory manner by involving and training various stakeholders and local communities who would then capture their perspectives on the wetland and their relationship with it. The participatory video-making training serves as an added new skill/skill up-gradation for stakeholders in these sites, which is also an intended aim of the project output "green recovery measures."

These films would also serve as remote monitoring tools for project activities such as the green recovery measures implemented with an aim to provide short-term employment opportunities and long-term ecosystem resilience. It is envisioned to involve community members to document the progress and impact of green recovery activities before and after implementation and capture the improvement in livelihoods. There are also specific elements of high significance in biodiversity, livelihood or cultural value in each project site which can be video documented. The participatory video tool is in line with the skill development essence of green recovery activities. Considering travel restrictions of project personnel to the sites, video documentation of activities by involving community members would be a useful tool to document the progress of various project activities.

Work on green recovery commenced in January 2021 at Bhitarkanika and Point Calimere Ramsar site, where activities related to mangrove rehabilitation, restoration of fishing canals, backyard freshwater pond management, backyard nutrition garden, renovation of freshwater ponds, sustainable fisheries and handicrafts are being implemented. This is being implemented by Action for Protection of Wild Animals (APOWA) in Odisha and DHAN Foundation in Tamil Nadu. Apart from these activities, training will be undertaken for community members on sustainable alternative livelihoods.

## 2. Objectives and Scope of the Assignment

To select and train local community members, youth, NGOs or frontline staff at four project sites. After the training, they should be able to script, shoot, story-tell, edit and produce videos in a participatory style for documentation and to support community-level communication through these videos. The proposed assignment broadly focus on the following themes. It is also recommended to explore other related themes identified during the training.

I. ecosystem services (see paragraph 1 C.) provided by the wetland and the perception of the local communities about the wetland values
II. green recovery measures implemented by the project, including training on alternative livelihoods, beneficiaries, sustainability of such measures as perceived by the local communities, testimonials and/interviews
III. sustainable and best livelihood practices
IV. specific elements four wetlands related to biodiversity, livelihoods or cultural value or interlinkages.

The approaches could include sharing personal stories, testimonials of beneficiaries, success stories, the implementation of Green Recovery (interviews of local implementing agencies of Green Recovery measures), and the impact of extreme events on wetland ecosystem, etc.

### 3. Tasks to be performed by the contractor

#### a. Tasks

The contractor shall provide the following services in three project states Himachal Pradesh (Pong and Renuka), Odisha (Bhitarkanika), and Tamil Nadu (Point Calimere).

- Selection of the participants to undergo training based on criteria such as interest, basic skill and availability for entire duration of training and follow-up.
- Training of participants drawn from community members (SHGs, youth), NGO staff, Community Resource Persons (CRPs) and frontline staff of site management departments in four project locations. These training to be conducted in the vernacular language (Hindi, Odiya/Bengali and Tamil) resulting in video film production at 4 locations – Bhitarkanika, Point Calimere, Renuka and Pong Dam.
- Easily understandable training material in English and local languages (English, Hindi, Odiya/Bengali, and Tamil) should be tailored to all participants.
- Handholding support to the trainees for production (from scripting to final product) of at least 6 videos each from 4 pilot sites (24 videos in total). This shall include review and quality check of contents. Duration of each video shall be between 5-7 minutes.

Specific deliverables under this assignment and milestones are specified in the below tables:

#### b. Milestones and timeline of the assignment

| **Milestone** | **Deadline (from date of signing contract) 60 weeks in total** |
|---|---|
| Inception meeting with GIZ | 1 week |
| Selection of target groups at four sites | 3 weeks |
| Sharing of training material in English | 4 weeks |
| Training workshops conducted in 1 project site<br>- Training material in one vernacular language<br>- Duration of the workshops should include days for scripting, shooting, editing, and reviewing (5 days)<br>- Workshops should also include training and small exercises for the trainees on shooting during the interim period between the current workshop and the refresher Workshop | 8 weeks |
| Video production completed in 1 project site **(interim milestone)** | 10 weeks |
| Training workshops conducted in 3 project sites | 15 weeks |
| Video production is completed for all 3 project sites | 20 weeks |

| | |
|---|---|
| Submission of final edited videos as per GIZ logo guidelines | 22 weeks |
| Submission of a summary report at the end of workshop with photos, feedback, testimonials and process document | 30 weeks |
| Refresher (second) workshop for films capturing progress of green recovery activities | TBD |
| Submission of final edited videos on progress of green recovery activities as per GIZ logo guidelines | |
| Submission of a final report (reporting format will be provided by GIZ) | 58 Weeks |

**c. Duration of the assignment**

**From August 2021 until October 2022 (65 weeks/15 months) covering 3 states (4 locations) namely – Himachal Pradesh (Pong and Renuka), Odisha (Bhitarkanika) and Tamil Nadu (Point Calimere)**

**d. Deliverables**

**This assignment would result in following deliverables:**

| S.No. | Tasks | Deliverables | Delivery Schedule | Remarks |
|---|---|---|---|---|
| 1 | Meeting with GIZ team, local partners to prepare work plan | Document on detailed work plan and timelines | August 2021 | |
| 2 | Selection of target participants and identification of training needs | a) report on training needs<br>b) list of participants | August 2021 | Selection of participants will be supported by GIZ |
| 3 | Preparation of training material (in line with training needs identified) and its translation in local languages (Hindi, Odiya, Bengali and Tamil) | Training material in 4 languages and training plan | September 2021 | Training shall also inform participants about the obtaining consents required for filming as per GIZ rules and regulation |
| 4 | Training of participants in Odisha (5-days training to cover topics such as story telling, scripting, shooting, editing, and reviewing) | Report of training and process documentation (document/ video/photos) and | September 2021 | 15 participants in one training session |

| | | | | |
|---|---|---|---|---|
| | | feedback from participants | | |
| 5 | Videos produced by the participants in Odisha<br><br>**<u>Interim deliverables</u>** | Submission of at least 3 videos in its complete form | October 2021 | The nature of the videos and the content focus is to be decided in consultation with the GIZ Wetlands project team for the training and shall be reflected in the final products. It would be in line with the four indicative thematic areas specified in section 2 of this ToR.<br><br>Music licenses used to be submitted with the films |
| 6 | Training of participants in Himachal Pradesh and Tamil Nadu (3 sites) | Report of the training and a document on lessons learnt and feedback from participants | November 2021 | 15 participants in each training session |
| 7 | Videos produced by participants in Himachal and Tamil Nadu | Submission of at least 9 videos from 3 project sites | January 2022 | |
| 8 | Refresher training in 3 states (after 6 months of initial training) | Submission of report and feedback from the participants | April 2022 | With the same group of participants |
| 9 | Supporting development of 12 videos (3 each in Himachal Pradesh, Odisha and Tamil Nadu) | a. Submission of at least 12 videos lessons learnt<br><br>b. Document on lessons learnt<br><br>c. Testimonials and case stdudies | August 2022 | Music licenses used to be submitted with the films |
| 10 | Final workshop with all participants and experience sharing | Final report and design documentation for its replication | September 2022 | The final workshop will have the option of conducting it virtually |

**Sl. No. 1-5 are interim deliverables**

The contractor shall work in close cooperation with the GIZ project team, respective forest departments of the partner states (Himachal Pradesh, Odisha, and Tamil Nadu), and the regional partners. The field work for the assignment shall be coordinated with the forest department, GIZ and regional partners.

## 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter **Error! Reference source not found.** 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 2). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.**).

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.

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 **Error! Reference source not found.** 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 **Error! Reference source not found.**.

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

The Consultant shall take into account the following aspects while conducting various tasks outlined in this ToR.

All activities under this assignment shall reflect gender balance, diversity, and inclusivity. This includes:

- Ensuring gender balanced participation and facilitation in workshops and trainings
- Ensuring participation of youth in workshop and trainings
- Ensuring women and young participants are provided the required time to voice their comments, suggestions, or queries
- Gender sensitive communication: All material (e.g. training manual, final videos) should be reflective of a gender equal and progressive society.
- Equipment for training and video production needs to be procured according to the number of people to be trained and at the end of the assignment handed over to the community ensuring its sustainable and productive use for wetland conservation and remote monitoring.
- The assignment should be able to demonstrate the feasibility of participatory videos, in terms of human, financial and technical resources, and time availability.

- The study should also consider the impact of COVID-19 and document in terms of changes in livelihoods, migration, natural resource use and implementation of green recovery measures supported by the project.
- It is imperative to mention that in present circumstances of the COVID-19 pandemic and associated lockdown, it is essential to approach the assignment with utter precaution and safety.

The contractor agrees to the data protection standards of GIZ and is responsible to provide the form 'Declaration of consent to the use of photos and video' with the approval of participants to take photos or video material during the workshops and video shooting and the GIZ logo and video guidelines (See Annexure).

**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 supplies (consumables e.g. printouts) and assumes the associated operating and administrative costs. This will exclude costs for camera and filming equipment.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

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 10.2 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions due to COVID-19
- Ensuring the flow of information between GIZ and field staff
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

**Assessment of eligibility of the firm**

**Commercial assessment**

- Average annual turnover of last three years: **50000 Euro**
- Number of employees as of 31.12 of the previous year: **Minimum 4 employees**
- Technical assessment is only based on reference projects with minimum commission value of **5000 Euro**

**Minimum requirement**
At least **2** reference projects in video production and training using participatory video tool with 2 different organisations in last three years

**Technical Experience**

- Minimum of 5- years of experience in documentary films and video production focusing on nature, people, wildlife, local communities
- Minimum 3 years' experience of training people with low cost education in video production
- Minimum 2 years' experience of training in video production in rural areas
- Experience in production of community participatory videos
- Experience of working in Odisha, Tamil Nadu, and Himachal Pradesh

**4.** 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 (ensuring quality and adherence to deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project throughout the contract period
- Personnel management, helping trainees identify themes for video production, guiding the script preparation, leadership in overall training management of the rural target group within the available budget, as well as planning and steering assignments
- Coordinating with supporting expert and short-term experts in the field to ensuring that the training at regional level in the local languages is at par at all four sites with an awareness of the inherent challenges of translation.
- Ensuring regular reporting in accordance with deadlines, which includes finalisation and submission of survey recommendations for training, planned training material, and summary reports from first training workshop and the refresher training workshop.
- Planning and leading the trainings / workshops in all the project states. Should be present in the training during the initial days to ensure standard workflow and quality of training.

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Graduate) in any discipline
- Language (2.1.2): Excellent language skills in English and Hindi (fluent); Bonus: working knowledge of a regional language such as Odia, Tamil, Bengali
- General professional experience (2.1.3): 8 years of professional experience in the video/film production sector including subtitling in English and regional languages

- Specific professional experience (2.1.4): 5 years in video production training / capacity development in rural areas
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 2 video production experiences in regions which are mainly Hindi speaking or Odia speaking or Tamil speaking.
- Other (2.1.8): Not required

**Supporting expert (3 members)**

Tasks of the supporting expert

- Overall responsibility for the advisory packages of the contractor (quality and deadlines) second to the Team leader.
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting short-term experts and trainers
- Planning and leading the trainings / workshops in the field, if Team leader is at another site
- Compiling two summary reports from first training workshop and the refresher training workshop

Qualifications of the supporting expert

- Education/training (2.1.1): University qualification (graduate) in any discipline
- Language (2.1.2): Good business language skills in English and Hindi (fluent)
- General professional experience (2.1.3): 6 years of professional experience in the video/film production sector
- Specific professional experience (2.1.4): 3 years in video production training / capacity development in rural areas
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 2 video production experiences in regions which are either mainly Hindi speaking or Odia speaking or Tamil speaking.
- Other (2.1.8): Not required

**Field support personnel in project states (as per identified needs)** – Field personnel in project states (sites) should be well-versed with respective vernacular language to support training participants.

Soft skills of all 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

## 5. Costing requirements

### Assignment of personnel

Team leader (1 member): **60 expert days**
Supporting expert (up to 3 members): **120 expert days**
Field support staff in Odisha, Himachal Pradesh, and Tamil Nadu: **40 days**

### Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter **Error! Reference source not found.** and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

### Training and other logistics

The contractor implements the following training courses:

- 4 training (5 days duration) on video training courses with 15 persons
- 4 training (3 days duration) refresher training with 15 persons
- Transportation of trainees and workshop participants on site with the project vehicle
- Workshop hosting and logistics for trainees and workshop participants

### Other costs (including equipment)

- Printing and other materials
- Equipment for training and video production needs to be procured according to the number of people to be trained and at the end of the assignment handed over to the community ensuring its sustainable and productive use for wetland conservation and remote monitoring
- Music licenses and software for video editing as per the identified needs of the project
- Any Other costs related to the assignment

The period of assignment would be 15 months; Interim deliverables will submitted withing first 6 months. The remaining period of assignment would be to document the progress of green recovery activities.

## 6. Inputs of GIZ or other actors

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

- Technical inputs related to project activities
- Introductory meetings with government officials at site-level

## 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 must be drawn up in English (language).

The technical bid shall not exceed 10 pages (excluding CVs and other tender documents).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs. The CVs shall not exceed 2 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.

If restrictions arise due to the measures to combat the Corona virus / Covid-19 (restrictions in air transport and other travel, restrictions on admission, quarantine measures, etc.) GIZ and the contractor are obliged to adjust their contractual services to the changed conditions in good faith, e.g. in terms of period of performance, service content and - if necessary - remuneration.

# 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 document 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)

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 by 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.

## 8. Annexes

### A. GIZ Corporate Guidelines and Property Rights

GIZ will own all copyright of the photos and videos under this consultancy and will be free to use it as deemed fit.

B. Onus of obtaining consent from the participants to use their photos and videos shall lie with the consultant. The consent form to be obtained from the participants at the end of this document.

C. After the films have been finalised, the last stage would require adherence to standard GIZ Corporate Guidelines.

D. Music - If useful, music can be used to add dynamics to the videos. Music should not be subject to contributions to GEMA or otherwise restricted by intellectual property rights. All music must be credited to the artists and must be used with the necessary license/permissions which are to be submitted with the deliverables.

Declaration of consent for the use of personal data and photographs

Preface/Instruction:

The following pages are to be used if you are 1) **collecting any data** for your project – either anonymised or not and/or 2) are **taking photos** of individuals.

There are two steps in the process:

1. **Give explanation/instruction** to the participant
2. **Consent sheet** needs to be signed by the participant to document consent

The participants are allowed to ask questions whenever they wish. It is only allowed to ask for a signature for the consent form, if all relevant information is
1. Passed to the participants,
2. Understood by the participants,
3. Agreed on and all the questions of the participants have been answered.

The participants can withdraw from the data collection at any time (before or during the interview). The participants must never be forced to answer questions. We do not offer any kind of remuneration for providing the data.

Step 1: *The below details are to be given verbally to participants by the person collecting data or* taking a photo.

- **Name of data collecting person:** "My name is…"

- **Relation to the project:** "I'm working for the xxx project, commissioned by the German Government (BMZ) and implemented by GIZ in cooperation with xxx…"

- **Invitation:** "I am inviting you to participate in one of our regular data collection activities/photography sessions…"

- **Explanation of rights**: "Involvement in this activity is voluntary. I am explaining the purpose of the data collection/picture taking to you. Please feel free to ask any questions that you may have. All information will be kept anonymous and confidential. If you do not wish to continue, you have the right to withdraw from the study/photography, without penalty and at any time…"

- **Explanation of purpose for data collection or taking photos:** “The reason for which I am collecting data/taking photos is…xxx Your information helps us to understand…We will ask you different questions, e.g. about your xxxx

- **Scope of time:** “This will take approximately *XXX* minutes of your time…”

Step 2: *If the above is concluded, the following sheet is to be signed by participant, if he/she agrees.*

Page Break

**COVER SHEET-PLEASE READ**

Any use of the personal data that goes above and beyond this requires the data subject’s consent, as does the collection of any additional information. You can grant this consent voluntarily based on Art. 6 (1a) GDPR in the section below.

**Declaration of consent for the use of personal data and photographs**

**Explanation:** We would like to collect data for project monitoring purposes and/or photos of you or of your child/children within the framework of contact with GIZ GmbH or any contracted third parties. The photos will be used on their own or with your given name, family name and other relevant information. The personal data recorded for monitoring of the project serve to present GIZ programmes successfully. The personal data will be deleted latest three years after the project/programme has ended.

1. I hereby give my consent for storing and processing the personal data I have provided if there is a requirement within the scope of activities of GIZ GmbH and for taking and storing photos of me or my child/my children. I consent that the above can be processed and used GIZ GmbH within the framework of various media, materials and PR tools of GIZ GmbH, including use on the internet and in publications.
2. Furthermore, I consent to GIZ GmbH passing on the photos of me or my child/children and the collected data to third parties/commissioning parties and partners of GIZ GmbH and used in their media, materials and PR tools, including use on the internet and in publications, specifically also to graphic design agencies, for processing within the scope of the PR work of GIZ GmbH.
3. I consent to use the name and/or short form of the name of me and/or my child/my children in conjunction with the photos. I transfer all rights for all uses and publications to GIZ GmbH.
4. I have read, and I understand the provided information and have had the opportunity to ask questions. I understand that my participation for data and photo collection is voluntary and that I am free to withdraw at any time, without giving a reason and without cost. I choose, voluntarily, to participate in this data/photo collection.

Rights of data subjects: You are entitled to enquire about your personal data, have the data corrected if necessary, and ask for processing to be restricted or data to be erased. You may revoke your consent at any time in writing simply by notifying us through a message to this email address: XXX@giz.de. The data will then be removed from our system.

**N.B.:** Pursuant to Article 4 (1) of the German Data Protection Act (BDSG) the collection, processing and use of personal data is admissible only if permitted or prescribed by this Act or by any other legal provision or if the person affected has consented.

Consent must be given in writing (Article 4 a (1) of the German Data Protection Act (BDSG).

**Declaration of consent for the use of personal data and photographs, see COVER SHEET**
**All sections marked with an asterisk (*) must be completed.**

| No | Family name* | Given name* | Short form of name | Location where photos were taken and/or (personal) data collected* | Signature* (parent or legal guardian of minor age children) |
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