

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

Revision of State Action Plan on Climate Change, Haryana	Project number/ cost centre: 17.9078.1-006.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
ToRs	Terms of reference

1. Context

The State of Haryana is situated in the northern part of India and is bounded by Punjab and Himachal Pradesh to the north, and by Rajasthan to the west and south. The river Yamuna defines its eastern border with Uttarakhand and Uttar Pradesh. Haryana also surrounds Delhi on three sides, forming the northern, western, and southern borders of Delhi. Haryana is a landlocked state in northern India with total geographical area of the state is 44,212 sq. km, which is 1.4 % of the geographical area of the country.

Haryana is administratively divided into 21 districts, 47 sub-divisions, 67 tehsils, 45 sub-tehsils and 116 blocks. Haryana has a total of 81 cities and towns and 6,759 villages. Haryana is the seventeenth most populous state in India and the population of Haryana, is 25,353,081, according to the 2011 census. The population density is 573.4 people/km². Haryana has a skewed sex ratio at 861.

There are two agro climatic zones in the state. The north western part is suitable for Rice, Wheat, Vegetable and temperate fruits and the south western part is suitable for high quality agricultural produce, tropical fruits, exotic vegetables, and herbal and medicinal plants. Agriculture and related industries have been the backbone of the local economy. Haryana is an industrial state and has emerged as a base for the knowledge industry including IT and biotechnology. It is also a leading agricultural state of the country. Animal husbandry has been taken up as an integral component of diversified agriculture.

The Paris Agreement came into being in 2015, which committed to containing the global temperatures between 1.5 to 2 C. As part of this agreement, India, along with other countries, has submitted its commitment for post 2020 action through the NDC (Nationally Determined Contributions). Therefore, climate actions identified under SAPCCs need to be synergized with India NDCs; In addition, SAPCCs need to be strengthened with latest scientific assessments and projections that are available along with prioritized climate action. Subsequently, it is crucial to identify capacity needs for adaptation planning, implementation, and M&E towards achieving the targets effectively.

Considering this need Ministry of Environment Forests and Climate Change (MoEFCC) has advised all states to revise their SAPCC to keep up with the latest commitments at national (NDCs and NAPCC) and international level (such as Paris Agreement, Sustainable Development Goals and Sendai Framework) and government priorities (SDG 2030 Vision document) and came out with guidelines in May 2019.

In the above context, it is proposed to conduct review and revision of SAPCC of Haryana with the following overarching objectives:

- To revise/update the climate risk and vulnerability assessment of Haryana (district level) using IPCC AR5 methodological guidance.
- To take stock of the implementation of the SAPCC version 1.
- To re-examine various actions (adaptations, mitigation) in the light of NDC goals.
- Prepare new short-range (2025) and long-range plans up to 2030.

GIZ India as part of Indo-German Technical Cooperation on Climate Change has been a key partner in supporting States in developing (technical support to 18 States in the first phase) and in the SAPCC revision process (Supported 07 States in the revision process).

As part of the European Union (EU) and German Federal Minister for Environment, Nature Conservation and Nuclear Safety (BMU) funded project “Strategic Partnership for the Implementation of Paris Agreement (SPIPA)”, with the Ministry of Environment, Forest and Climate Change as the nodal Ministry, GIZ India will extend technical support to the State Government of Haryana in updating the State Action Plan on Climate Change.

The selected technical agency will strictly follow the Common Framework for Revision of State Action Plan on Climate Change, developed by Ministry of Environment, Forest & Climate Change.

1.1 Project Objective

To further strengthen the India-EU cooperation on climate change the “Strategic Partnership for the Implementation of Paris Agreement (SPIPA)” project was conceptualised with activities supporting priority focus areas of the Government of India. The project contributes to European Union (EU)'s climate diplomacy efforts and cooperation between the EU and non-European major economies to promote the implementation of the Paris Agreement. The SPIPA project has Ministry of Environment, Forest, and Climate Change (MoEFCC) as the nodal partner Ministry in India.

The project is being implemented by the Delegation of the European Union to India, in close cooperation with GIZ India, as is funded by the EU Partnership Instrument and the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). The overall objective of the SPIPA project is to support policy dialogue between the EU and India, enhance cooperation between India, EU, EU Member states and key stakeholders across the three key focus areas.

The key areas for project support comprise of:

1. Networking, capacity building and knowledge management
2. Climate Change Adaptation
3. Climate Change Mitigation

2. Tasks to be performed by the contractor

The selected technical agency shall provide the following work/service:

Work Package I: Design a template and criteria for review

- ✓ Organise an inception meeting at the state level with all line departments to revisit SAPCC as Interlinkages of sectoral actions need to be accounted for enhanced ownership.

- ✓ Stocktaking of existing SAPCC implementation and identification of state needs and priorities
- ✓ Develop the strategy for SAPCC revision based on the state level inception meeting
- ✓ Strategy concept and methodology with state level needs and priorities for SAPCC review and revision
- ✓ Develop a template and criteria for review of SAPCC and data collection.

Work Package II: Updating vulnerability and climate profile of Haryana (district level) as per IPCC AR5 methodological guidance.

Under this section, selected consulting agency will revise/update the district level climate risk vulnerability assessment using IPCC AR5 methodological guidance:

- ✓ Methodology of vulnerability assessment
- ✓ Assessment of the physical and economic impact of and vulnerability to climate change in the most vulnerable sectors (agriculture, water, forestry and biodiversity, health, tourism etc.)
- ✓ Assessment of the impact of and vulnerability to climate change on vulnerable groups.

Work Package III: Review and revision of SAPCC

- ✓ Use the template and criteria for reviewing the SAPCC.
- ✓ Prioritise activities given the latest climate science, projections, impact, and vulnerability assessment.
- ✓ Establish linkages with ongoing national initiatives e.g.: Swachh Bharat Mission etc and NDC and SDG targets
- ✓ Develop plan to leverage finance (domestic and international) through state specific investment plans for prioritized sectors; make use of financing innovative cross-cutting interventions in community adaptation and resilience building projects
- ✓ Assess the State level capacities on climate change aspects for long term developmental planning and propose strategies to augment capacity gaps, if any.
- ✓ Propose an M&E strategy with clear indicators for reporting.

Excellent understanding and experience of the National and State's priorities and policies related to climate change is required

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

Milestone	Timeline
Inception report with detailed work plan Template for SAPCC revision with criteria/parameters	September 2021
Report on district level climate risk vulnerability assessment	September 2021
Brief report on gaps and recommendations (preferably with respect to scientific evidence and vulnerability assessment) and Table of Contents of revised SAPCC (in line with guidelines of MoEF&CC)	September 2021
Final template and criteria for revising the SAPCC	October 2021

Draft document suggesting the necessary revisions in the existing SAPCC.	October 2021
Revised SAPCC for Haryana: Revised version of SAPCC with clear action plan for implementation that identifies specific capacity constraints but also opportunities in a manner that is inclusive and participatory.	November 2021
Final SAPCC after addressing comments from state and GIZ	November 2021
Presentation on the final SAPCC	November 2021

Period of assignment: 01st September 2021 – 10th December 2021

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 1 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 1).

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 1 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 1.

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.

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
- 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

The Agency should, meet the below eligibility criteria's for conducting the assignment:

- Average annual turnover for the last three financial years should be at least 80,000 Euros.
- Number of employees as on previous year should be at least 10 persons.
- Agency must have handled at least 3 projects on development of State Action Plan on Climate Change (SAPCC)/Disaster Management Plans / research/ studies and need assessment/vulnerability & risk assessment with a focus on climate change action.
- Agency must have worked on at least 2 reference projects with a minimum commission value of 10,000 Euros.
- Have legal status enabling the organization to perform the above-mentioned tasks.
- Minimum 10 years of experience and technical expertise in the field of climate change adaptation development plans and policies.

- 5 years' experience in collaboration with government agencies, local government bodies on environment and climate change, especially in Northern India will be a plus.
- Minimum 5 years of experience in capacity development work for climate change awareness. Minimum 5 years of experience in the field of climate projections and vulnerability assessment, climate proofing in priority sectors like agriculture and water, monitoring and evaluation and capacity building.
- Minimum 3 years of work experience in the domain of National and State level policies and programs related to climate change.
- Prior experience of preparing State Action Plan on Climate Change or similar documents will be an added advantage.
- Experience in working with Development Cooperation Projects.

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 5), the range of tasks involved and the required qualifications.

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

The specific requirements of experts are detailed below:

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, 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
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Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master/PhD) in Environment/Climate Change/Economics/natural resource management
- Language (2.1.2): Good business language skills in English and Hindi
- General professional experience (2.1.3): 15 years of professional experience in the climate change/rural development and working with rural communities and local government institutions sector
- Specific professional experience (2.1.4): 5 years in preparation of climate change and disaster management action plans, capacity development and trainings for rural development sector/climate change/environment
- 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): 5 years of experience in India
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): Profound experience in designing capacity development and institutional development strategies and programmes

Expert 1: Climate Change Governance

Qualifications

- Education/training (2.2.1): Masters/PhD in Environmental Sciences/Natural Resource Management
- Language (2.2.2): English and Hindi
- General professional experience (2.2.3): 10 years of experience in working on climate change adaptation and environment sector with government departments
- Specific professional experience (2.2.4): 4 years of experience of working on climate change planning, natural resources and climate change at local level, working with government, community groups and village councils
- Leadership/management experience (2.2.5): 2 years of management experience
- Regional experience (2.2.6): Haryana or Northern India
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in DC projects
- Other (2.2.8): Proven experience of training and capacity building activities

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

Expert 2: Vulnerability and Risk Mapping

Qualifications

- Education/training (2.3.1): Masters/PhD in Environmental Science/Disaster Management/ Climate Change
- Language (2.3.2): English and Hindi
- General professional experience (2.3.3): 10 years of experience in working on Climate Change/Disaster Management/Environment development sector with government departments/officers at state, district, and village level
- Specific professional experience (2.3.4): 4 years of experience on Disaster /Climate Vulnerability and Risk issues at District/State/National level.
- Leadership/management experience (2.3.5): 2 years of management experience
- Regional experience (2.3.6): Haryana/Northern region of India
- Development Cooperation (DC) experience (2.3.7): 3 years of experience in DC projects
- Other (2.3.8): Proven experience of Vulnerability and Risk Assessment related capacity building activities.

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

Expert 3: Capacity Development

Qualifications

- Education/training (2.4.1): Masters/PhD in Environmental Science/ Climate Change/Natural Resources Management
- Language (2.4.2): English and Hindi
- General professional experience (2.4.3): 10 years of experience in working on Climate Finance and climate change adaptation with government departments/officers at state, district, and village level
- Specific professional experience (2.4.4): 4 years of experience on Climate change capacity development issues at District/State/National level.
- Leadership/management experience (2.4.5): 2 years of management experience
- Regional experience (2.4.6): Haryana/Northern region of India
- Development Cooperation (DC) experience (2.4.7): 3 years of experience in DC projects
- Other (2.4.8): Proven experience of capacity building activities with government agencies.

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

Expert 4: Natural Resources Management

Qualifications

- Education/training (2.5.1): Masters/PhD in Environmental Science/ Natural Resources Management/Climate Change/Agriculture Management/Forestry
- Language (2.5.2): English and Hindi
- General professional experience (2.5.3): 10 years of experience in working on Forestry, Agriculture, Water Resources with government departments at state, district, and village level
- Specific professional experience (2.5.4): 4 years of experience on capacity development issues at District/State/National level.
- Leadership/management experience (2.5.5): 2 years of management experience
- Regional experience (2.5.6): Haryana/Northern region of India

- Development Cooperation (DC) experience (2.5.7): 3 years of experience in DC projects
- Other (2.5.8): Proven experience of capacity building activities

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

Short-term expert pool with minimum 1, maximum 2 members

Tasks of the short-term expert pool

- Editing and layout of the different outputs

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with Masters in English/Hindi/Communication,
- Language (2.6.2): experts with very good language skills in English and Hindi,
- General professional experience (2.6.3): 1 expert with at least 5-10 years of experience in the documentation/content editing with at least 10 years of professional experience in the translation from English to Hindi
- Specific professional experience (2.6.4): 1 expert with at least 10 years of experience in graphic designing
- Regional experience (2.6.5): 5 years in India
- Development Cooperation (DC) experience (2.6.6): 2 years of experience in DC projects

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

4 Costing requirements

Assignment of personnel

- Team leader: On-site/full time virtual assignment for 35 expert days.
- Expert 1, Climate Change Governance Expert: Assignment in country of assignment for 25 expert days.
- Expert 2, Vulnerability & Risk Mapping Expert: Assignment in country of assignment for 25 expert days.
- Expert 3, Capacity development expert: Assignment in country of assignment for 15 expert days.
- Expert 3, Natural Resource Management expert: Assignment in country of assignment for 15 expert days.
- Short-term expert pool (Documentation, editing etc): total 15 expert 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 1 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. The travel is required to the State. Total 15 trips are to be budgeted for 3 days each trip.

5 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 complete bid shall not exceed 30 pages (excluding CVs and other supporting company documents).

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).

6. Annexures

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 actual 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.

“The duration of the contract will be extended up to February 2022, a period of 3 months. The extended contract duration is defined keeping in view the changing conditions due to ongoing Covid pandemic. However, it is expected that the assignments/work/deliverables will be completed as per the defined timeline in the contract. Accordingly, the final payment can be processed subject to the approval from the AV/Project. The final payment settlement shall not bound by the contractual timeline but measured by successful completion of deliverables as agreed upon”

