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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

"Preparation of compendium of sub national level climate action and organizing webinars on climate change"

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 European Union and the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU) funded project titled “Strategic Partnerships for the Implementation of the Paris Agreement (SPIPA)” in partnership with Ministry of Environment, Forest, and Climate Change (MoEFCC) being implemented by GIZ India includes the following focus areas: (1) Networking, Capacity Building and Knowledge Management; (2) Sector activities: adaptation; (3) Sector Activities: mitigation.

As part of the Networking, Capacity building and Knowledge Management component of the project, it is proposed to organise a series of capacity building webinars and a compendium of sub national level climate action initiatives supported under the SPIPA project. Under the National Mission on Strategic Knowledge for Climate Change (NMSKCC) each state in India has a climate change knowledge centre. This activity also intends to establish a network of the State Councils of Science & Technology, Departments of Environmental Sciences at State and National Universities through capacity building webinars and will also document the activities at the knowledge centres under National Mission on Strategic Knowledge for Climate Change (NMSKCC).

The specific objectives of the work are as follows:

1. To prepare a compendium of sub national level climate action initiatives supported under SPIPA project
2. To prepare a compilation of the best and innovative practices of the State knowledge centres under National Mission on Strategic Knowledge for Climate Change (NMSKCC).
3. To organise knowledge sharing and capacity building webinars with participation from officials from state climate change knowledge centres, state councils of science and technology and other relevant stakeholders.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Work Package 1: Preparation of a compendium of sub national level climate action initiatives supported under SPIPA project

This work package shall include documentation of various sub national level climate action initiatives:

The contractor shall do the following activities but not limiting to:

- Stocktaking of the various state level activities supported by SPIPA project including support in revision of State Action Plans on Climate Change, setting up of climate change learning labs and supporting tea sector vulnerability assessment etc.
- Stakeholder interviews of the different nodal officials at the state level
- Interviews, roundtables, or focused group discussions with other relevant stakeholders to understand the impact of these activities.
- Documentation through photographs, articles, and videos of the interactions and discussions. (4 articles per state, 4 videos of 5 minute for each state)

- A compilation of stories of positive impacts should be prepared through a series of short videos.

Work Package 2: Compilation of best and innovative practices of State knowledge centres under National Mission on Strategic Knowledge for Climate Change (NMSKCC).

This work package includes desk-based research, interviews, roundtables, or focused group discussions of relevant stakeholders for inputs and compilation of the best practices at the State knowledge centres:

The contractor shall do the following activities but not limiting to:

- Literature review and desk-based research on the institutional structure of the climate action at the state level.
- Interview with the state nodal officials for stocktaking various initiatives taken up by the state climate change centre.
- Inputs on the contribution of SPIPA project in understanding state level vulnerability and state climate action.
- Stocktaking of the publications by the state knowledge centres on climate change
- Compilation of best practices and innovative pilot scale initiatives on climate change adaptation and mitigation in different sectors in the state.

Work Package 3: Organising a series of knowledge exchange and capacity building webinars on climate change (at least four)

This work package includes organising a series of webinars for knowledge exchange and capacity building of state level nodal officials.

The contractor shall do the following activities but not limiting to:

- Conceptualising a series of webinars by involving officials from state councils for science and technology and state nodal officials of state knowledge centres as speakers in relevant sessions.
- The webinars shall facilitate peer to peer learning through knowledge exchange and experience sharing of state level nodal officials.
- The webinars shall lead to capacity building of relevant stakeholders such as officials from other relevant departments.

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

Milestone	**Deadline/place/person responsible**
Inception report and Implementation plan	November 2021
Webinar series	One in each month from November 2021 to February 2022
Draft Compilation of best and innovative practices of State knowledge centres under	January 2022

National Mission on Strategic Knowledge for Climate Change (NMSKCC)	
Draft compendium of sub national level climate action initiatives supported under SPIPA project	January 2022
Final compilation of best and innovative practices of State knowledge centres under National Mission on Strategic Knowledge for Climate Change (NMSKCC) and final compendium of sub national level climate action initiatives supported under SPIPA project	February 2022
Launch event/Dissemination workshop	February 2022

Period of assignment: From November 2021 until February 2022.

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 2017

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 bidder should meet the below minimum eligibility criteria and must submit documentary evidence for the below:

- Average annual turnover for the last three financial years should be at least 90,000 Euros.
- Number of employees as on previous year should be at least 10 persons.
- Agency must have handled at least 2 projects on climate change adaptation/environment education and at least 2 reference projects in India with a minimum commission value of 40,000 Euros.
- Minimum 5 years of experience and technical expertise in the field of climate change awareness campaigns, environmental education, and policies.
- Minimum 5 years of experience in collaboration with government agencies, local government bodies on environment and climate change in India.
- Minimum 5 years of experience in conducting capacity building programs for different stakeholders on issues related to climate change
- Minimum 5 years of experience in the field of environment education and documentation of various ground level environment/climate change projects.
- The agency should have regional experience in India
- The agency should have experience in working with Development Cooperation Projects.

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 6), 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 (2.1)

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): University qualification in environmental sciences, Engineering, Management, Mass communication, MPhil, or a related field from a recognised and reputable institution.
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 10 years of professional experience of working on Climate Change Adaptation Projects and capacity development programs
- Specific professional experience (2.1.4): Knowledge and Experience of Climate change awareness and environmental education sector, 5 years of leadership/management experience and leading at least 1 program related to Climate change awareness.
- 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): 5 years of experience in projects in India
- Development Cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): Demonstrable experience of working on capacity building programs and documentation.

Expert 1 (Climate Change Expert) (2.2)

Tasks of expert 1:

- Support in overall documentation and designing of capacity building webinar series
- Support in literature review and desk-based research on the institutional structure of the climate action at the state level.

Qualifications of expert 1:

- Education/training (2.2.1): Advanced degree in Environmental Sciences, Social Sciences, Management, Planning, Engineering, or a related field from a recognised and reputable institution.

- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 5 years of professional experience in climate change awareness/Environmental education projects including capacity building programs
- Specific professional experience (2.2.4): 3 years of specific experience of working on implementation of documentation of climate change adaptation and mitigation projects
- Leadership/management experience (2.2.5): 2 years of management experience
- Regional experience (2.2.6): India
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Expert 2 (Communication Expert) (2.3)

Tasks of expert 2:

- Documentation through photographs, articles, and videos of the interactions and discussions. (4 articles per state, 4 videos of 5 minute for each state)
- A compilation of stories of positive impacts should be prepared through a series of short videos.

Qualifications of expert 2:

- Education/training (2.3.1): Advanced degree in Mass Communication, Journalism, Management, or a related degree from a reputable and recognized university/institution
- Language (2.3.2): Good business language skills in English
- General professional experience (2.3.3): 5 years of professional experience in documentation of various projects related to climate change and environmental issues.
- Specific professional experience (2.3.4): Experience and knowledge in documentation of environment related or climate change adaptation and mitigation projects
- Regional experience (2.3.6): India
- Development Cooperation (DC) experience (2.3.7): 1 years of experience in DC projects

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 1 with minimum 2, maximum 3 members (2.6)

Tasks of short term expert pool 1

- Documentation through photograhs and videos

- Preparation of reports, policy briefs etc
- Coordination with project and relevant stakeholders including ministries

Qualifications of the short-term expert pool

- Education/training (2.6.1): Advanced degree in Mass communication, Management, Engineering, Environmental Science, Economics, International Development/Relations, or a related field from a recognised and reputable institution.
- Language (2.6.2): Financial or technical expert with good language skills in English
- General professional experience (2.6.3): 2 experts with 10 years of experience and excellent knowledge of issues related to climate change.
- Specific professional experience (2.6.4): 1 expert with 10 years of recognized expertise in climate change adaptation and mitigation.
- Regional experience (2.6.5): 2 experts with 5 years of experience in India
- Development Cooperation (DC) experience (2.6.6): 2 experts with at least 2 years of experience in DC

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

5. Costing requirements

Assignment of personnel

- Team leader: Assignment in country of assignment for 20 expert days
- Expert 1 (Climate Change Expert): Assignment in country of assignment for 40 expert days
- Expert 2 (Communication Expert): Assignment in country of assignment for 40 expert days
- Short-term expert pool 1: Total 20 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 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. The bidder should also budget costs for upto total 24 round trips to different locations for 3 days each for stakeholder consultations, keeping in consideration of post COVID-19 scenario and permissible travel guidelines in place. Per diem, local travel and accommodation also to be budgeted accordingly.

Other Costs

The bidder is required to incorporate costs for video making and photography

6. 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 and other supporting company documents).

The CVs of the personnel proposed in accordance with Chapter 4 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 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.

7. 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)
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.