

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

Terms of Reference (ToR) for Engaging a Specialised Firm to Provide Technical Assistance to Department of Non-Conventional and Renewable Energy Source, Government of West Bengal on Potential Assessment of RE across Fish Value Chain.	Project number/ cost centre: 17.2166.1-001.00
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0. List of abbreviations	2
1. Context.....	3
2. Tasks to be performed by the contractor	4
Other specific requirements/Tasks	6
Project management of the contractor.....	6
3. Concept.....	8
Technical-methodological concept	8
4. Criteria for Eligibility of firms	8
4A. Personnel concept.....	9
5. Costing requirements	13
Assignment of personnel	13
Travel	14
Workshops	14
6. Requirements on the format of the bid	14
Further Requirements	14
6. Requirements on the format of the bid	15
7. Annex 01 Specific condition pertains to COVID 19.....	16

0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
RE	Renewable Energy
ToRs	Terms of reference
NRES	Non-conventional and Renewable Energy Source
EAP	Energy Action Plan
IGEN	Indo German Energy Programme
FVC	Fish Value Chain

1. Context

Introduction of IGEN Access-II Programme

The Indo-German Energy Programme (IGEN Access - II) is a bilateral cooperation project carried out by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). In India the program is implemented in partnership with the Indian Ministry of New and Renewable Energy. IGEN Access - II aims to improve the energy supply in rural areas of selected federal states. Therefore, one of its key elements centres on strategic advice for decision-makers (e.g. relevant Ministries, State Nodal Agencies and other departments) regarding the initiation of a cross-sector energy planning process for rural areas. IGEN Access-II also works on improving overall sector environment by facilitating access to finance, improving capacities and awareness for demand and supply side stakeholders. In addition, development of concepts to explore role of decentralised renewables in special conditions, like disaster prone areas, livelihood generation etc is also carried out as part of the program. The IGEN-Access-II programme is currently scheduled to be implemented over a period of **three years (April 2019 - March 2022)** but may be extended till March 2024.

The achievement of the program objective will be measured using the following indicators:

1. Implementation of one component from the energy plans (e.g. remuneration system for integrated decentralised energy systems, subsidy programme for promoting electric mobility) is funded in 2 federal states respectively.
2. The number of RE systems sold to rural users by module-backed providers has quadrupled.
3. 4 recommendations elaborated by the module for improving the quality of the energy supply under certain specific conditions are implemented.
4. 40% of women-led Village Level Enterprises (VLEs) that disseminate RE confirm that their standard of living has improved by two points on a scale from 1 to 5.

Based on the above objective indicators, three outputs are planned under the module.:

- **Module output 1.** Strategic energy planning has improved in selected federal states
- **Module output 2.** Proven Models and instruments for improving basic energy supply are disseminated in selected federal states
- **Module output 3.** Conceptual basis is in place for improving the quality of energy supply under certain specific conditions.

Background of the Proposed Project

Government of West Bengal and IGEN Access program of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH have jointly developed a long-term and multi sectoral Energy Action Plan (EAP) for the state of West Bengal. Following achievements have been accomplished under this joint initiative since January 2018:

- a) The West Bengal Energy Action Plan 2040, with ambitious goals and objectives has been framed with detailed inputs of stakeholders and consultation with government departments.
- b) West Bengal energy database has been prepared based on information collected from various departments and verified after compilation and analysis.
- c) West Bengal Energy Model has been prepared to build analytical capabilities in the state for long term scenario development, analysis and comparison of optimal energy supply planning till 2040.
- d) A web-based Decision Support Tool (DST), attached with energy database and energy modeling software, has been prepared to inform decision makers in understanding the key indicators of energy sector in the state.
- e) Sector wise technical, regulatory, financial and institutional key activities have been identified and suggested for implementation in three-time horizons (i.e. short, medium and long term).

As recommended in State Energy Action Plan (EAP), Department of NRES rightly recognizes the role and importance of exploring potential of various renewable energy technologies across different sector.

Besides exploring potential of RE, NRES is keen to design, develop and implement necessary policies, programs and schemes in partnership with other partner Departments / Ministries. Department of Non-Conventional and Renewable Energy Sources (NRES) has requested GIZ to provide strategic technical assistance to explore RE potential across Fish Value Chain as well as to develop appropriate program and/or schemes, to achieve them.

2. Tasks to be performed by the contractor

1. This assignment is aimed to Assess renewable/clean energy potential, identifying the appropriate renewable/clean energy technologies/solutions and preparing a roadmap and detailed implementation plan in the fishery value chain (FVC) in West Bengal for livelihood promotion and value enhancement

The objective of this work package is

- To estimate value addition potential of clean and renewable energy technologies/practices across fish value chain (considering the different scales of operations) such as productivity and income enhancement, carbon footprint reduction etc
- To develop a detailed RE penetration roadmap across different verticals of fishery value chain (Nursery, Production, Harvesting and Processing)

- To review, highlight an appropriate program / scheme for the fisheries sector or highlight potential for RE convergence within existing schemes of West Bengal State Government mainly in consultation with key stakeholders

To achieve the above objective GIZ envisaged the following indicative (and not limited to) key tasks for the bidders

- Assessment of the entire (existing and planned) fish value chain (FVC) from energy usage prospective mainly to understand the role and impact of (all form of) energy, across FVC in the state of West Bengal.
- Review the international / national / regional technology market(s) and best practice(s) to develop a compendium of potential RE supported existing / new technology and associated business/service models.
- Sectoral assessment to understand opportunity and gap to adopt RE technologies across FVC.
- Study of sectoral best practices (both domestic and international), technology and policy as well as contextualizing them for West Bengal for effective adoption.
- Estimation of technology wise RE penetration potential across FVC as an input to Stakeholders' workshops for idea exchange.
- Drafting appropriate RE penetration roadmap – A detailed immediate as well as medium term tasks for each stakeholder mainly in consultation with them. This should also include an overview of how the ecosystem will work, list of initial perspective vendors, potential for financing opportunities, indicative potential market linkage opportunities to increase demand
- Drafting detailed program/schemes for West Bengal in consultation with key actors, beneficiary and market players.
- Assisting NRES and/or Fishery department to develop detailed program implementation guidelines. These guidelines should include the necessary regulations, roles of the actors, coordination aspects across the different state and central level actors, financing linkages, quality/certification aspects, monitoring and evaluation mechanisms, etc. Program implementation support documentation should also address business models for easy adoption, financial linkages (NABARD, public & private sector banks, etc.) and convergence with other government policies/schemes (e.g., NRLM/SRLM).

The bidder is expected to explain their approach and methodology of conducting the above-mentioned key tasks.

To demonstrate core competency/ experiences of bidders (and/or their consortia partner) on (preferably) fish (or similar value chain), the bidder is expected to suggest the exhaustive list of other (than what is mentioned above) activities which are necessary for sectoral assessment and planning.

No additional human resources will be allowed for these suggestive activities, however based on the experience/merit of these suggestive activities bidder's technical proposal will be assessed.

Deliverables:

- D1.** Sectoral energy assessment report to define role, impact, opportunity and gap of renewable and clean energy technologies and practices
- D2.** Renewable energy penetration roadmap along with technology wise potential of various renewable energy technologies and process
- D3.** Renewable energy technology compendium with a list of suppliers/ solution providers, their product basket, experience, pricing, etc.
- D4.** Approved (draft) program/scheme along with implementation guidelines (if/as suggested)

The bidder is expected to explain their approach and methodology of conducting the above-mentioned key tasks. The bidder is also expected to suggest the exhaustive list of other (than what is mentioned above) activities which are necessary for sectoral assessment and planning.

Other specific requirements/Tasks

- The bidder is expected to prepare/share detailed testimony includes intermediary reports and knowledge documents, MoMs, workshop proceedings, research documents etc
- The bidder, if feel appropriate, can suggest **optional** technology demonstration activities (such as trade show, site visits etc) and their respective cost as a separate line item in the budget. GIZ in consultation with Govt of West Bengal will take necessary decision, on case-to-case basis. However, these activity cost won't be considered for financial assessment.
- Bidder is expected to engage (preferably) local sectoral expert OR must keep provision for his/her frequent travel to West Bengal as this work package visualize several roundtables, in-person discussion, site visits and short meeting with wide range of decision-making authorities and/or actors and/or beneficiaries.
- The consultant firm will **report to a Technical Expert** (to be nominated) from the GIZ – IGEN Access-II programme. The consultant firm is to designate a team lead.
- The selected Bidder will develop necessary factsheet(s) on project, process, and products (interim and final). The parameters and template will be developed in consultation with GIZ.
- The bidder is expected to suggest a detailed monitoring mechanism to explain how the bidder will achieve the desired impact sustainably

Project management of the contractor

To ensure the quality of the outputs the organisation must meet the following requirements:

- **The bidders are encouraged to ensure all required expertise is available for undertaking the assignment and to ensure timely completion**
- GIZ honours intellectual copyrights and strictly prohibits any copyright violations and plagiarism
- GIZ will not be providing any fund to be used to create assets on ground. The bidder must keep this checked while preparing the technical as well as financial proposals.
- Reports or documents pertaining to the project and prepared by the organisation need to be thoroughly verified prior to submission. Sub-quality deliverables would not be accepted
- It is expected that all documents will undergo a final proofread by the team leader
- The organisation ensures that GIZ staff is briefed continuously on the progress of the project and informed immediately on any changes whatsoever (e.g. delays, availability of information etc.)
- All meetings will be documented by the organisation. The minutes of meetings need to be approved by the staff of GIZ
- The organisation is not allowed to replace project staff without prior approval by the staff of GIZ
- All the steps of the scope shall be coherent and complimentary in nature and they should not be considered as individual isolated steps
- GIZ encourages to share the results achieved from the assignment including relevant data with the larger audience for better sectoral learnings.
- The bidder organisation can refer to the parameters mentioned in the Technical assessment grid (attached in the Tender document) to prepare the technical proposal.

NOTE: The Bidder in their technical proposal should explain the approach and methodology, adopted to perform the key activities explained above.

The contract is **likely** to start from **3rd week of November**. The expected duration of the project is to be around **110 human-resource days** spread over **6 months period** (must conclude by 31 May 2022) from the date of award of the contract.

GIZ may also require the organisation to prepare short reports / discussion papers / minutes of meeting from time to time. Work packages (as mentioned above), are to be achieved by certain periods during the contract term are indicated in the table below:

Deliverables	Deadline
Submission of project management Sheet / minutes of inception meeting	1 week
Deliverables D1	2-5 weeks
Deliverables D2, D3	6-15 weeks

Deliverables D4	8-24 weeks
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Bidder should propose detailed human resource allocation strategy, based on their experience and core expertise, for effective and quality communication particularly with GIZ and with Government. officers. The bidder is expected to further detail out expert (or team member) wise the said person days, in their proposal.

During this period, the consultant is expected to **report on monthly basis** regarding the progress on the assignment. The consultant is also expected to develop a **Project Monitoring Sheet (PMS)** for regular tracking of progress made on the assignment. The format of PMS will be shared with the consultant. GIZ may also require the consultant to prepare short reports / concept notes / discussion papers from time to time.

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 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 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 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.

4. Criteria for Eligibility of firms

The bidder firm shall meet the following minimum requirements and submit documentary evidence, the reference projects shall have value more than **EUR 15,000**. The Number of employees as on **31.12.2020** shall be at least 10 **persons**.

- i. Consulting firm must have developed minimum **Two (02) projects on developing RE / clean energy based strategic program / intervention for fishery sector** in last 3 years
- ii. Consulting firm must have at least **2 project experience** of assisting any state government (West Bengal Government is preferred) in designing / assessing / monitoring state level program / scheme in last 3 years
- iii. Average annual turnover of the firm for the last 3 years shall be at least **EUR 50,000**

The Bidder firm company must have **Technical experience** of

- i. Experience of developing RE roadmap through resource, demand and market trend assessment
- ii. Experience of assessing CE/RE/EE potential across fish value chain and designing/implementing tech intervention
- iii. Fair experience of scanning and engaging (International / national) technology provider to develop market driven development models. Preference will be given to fishery and health sector experiences
- iv. Experience of assisting any State government (West Bengal Government most preferred) in designing strategic program/schemes
- v. The team should have experience of ODA financed development project

Bidder must submit documentary evidence of above-mentioned requirement.

4A. Personnel concept

The organisation is expected to provide the following pool of expert to accomplish the overall assignment.

Team Leader cum Energy Policy Expert (Refer 2.1 in Technical Assessment Grid)

- **Task of Team Leader and Energy Policy Expert**

- Overall responsibility for the advisory packages of the contractor (leading the team, provide guidance, responsible for key interview and the quality of and deliverables and deadlines).
- Coordinating and ensuring communication with GIZ, all concerned Government officers and other key stakeholders, decision makers
- Quality assurance, personnel management, planning and steering assignments and supporting other experts and input providers

- **Qualifications / Experience**

Parameter	*Reference	Details
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Qualification	2.1.1	Master's degree in Energy studies, Environment Science t or applied science fields.
General professional experience	2.1.3	10 years of professional experience in designing policy and well versed with energy sector dynamics and issues
Specific professional experience	2.1.4	Minimum of 5 years of experience in assessing and designing energy policies/ RE program for central/state Govt Good rapport with state Governments (Especially with Govt of West Bengal)
Leadership / management experience	2.1.5	4 years of management / leadership experience as project team leader / advisor / manager. Experience in managing teams with a mix of national and local energy expertise; scheduling, managing deliverables, costing and status reporting.
Regional Experience	2.1.6	Regional experience of working at Asian region, India as well as at state of West Bengal.
Development co-operation experience	2.1.7	Experience of managing ODA financed project and quality protocol of international development agencies (preferably with GIZ)

Senior Expert – Renewable Energy Technology (Refer 2.2 in Technical Assessment Grid)

- **Task of Senior Renewable Energy Technology Expert**

- Should know/explore/assess renewable/clean energy technologies and global market trends of renewable/clean energy technologies used across various value chains.
- Should take care of cost-benefit analysis of identified technology solutions and designing models for sustainable operation of energy management systems.
- Facilitate key communication (training/exposure to technologies) with stakeholders including key Government officers / technical and potential partners on
- Designing RE roadmaps to meet the sectoral demand and market pull
- Technical inputs for developing appropriate RE programmes

- **Qualifications / experience**

Parameter	*Reference	Details
Qualification	2.2.1	Master's degree in Renewable Energy technologies.
General professional experience	2.2.3	05 years of national professional experience in advance RE technologies and particularly on RE-based power engineering and management.
Specific professional experience	2.2.4	minimum of 3 years of experience in technology adoption, piloting and market assessment (especially for RE technologies) Demonstrated strong leadership and technical skills.
Regional Experience	2.2.6	Working experience in Indian states especially with Senior govt officers Experience in piloting advance renewable energy technologies will be preferred

Senior Technical Expert – Fishery Value Chain (Refer 2.3 in Technical Assessment Grid)

- **Task of Senior Expert -Fishery Value Chain**
 - Should have excellent exposure and understanding of technologies used across fishery value chain (especially regarding their usage pattern, market eco-systems (both international and national level market)).
 - Should have experience in working with fish value chain across different verticals.
 - Should have capacity to conceptualise and design roadmap to meet energy demand across fish vale chain.
- Organize survey, interview and stakeholder consultation process with all key actors, stakeholders to assess their current status of Fish value chain and to provide input to develop RE roadmap for fishery cluster

- **Qualifications / experience**

Parameter	*Reference	Details
Qualification	2.3.1	Master's degree in fishery technologies or Science.
General professional experience	2.3.3	Minimum 10 years of experience in fishery sector as well as designing and implementing technical and market models across fish value chain
Specific professional experience	2.3.4	Experience in piloting energy technologies, designing project/programmes for fishery value chain
Regional Experience	2.3.6	Exposure and Project experience in eastern states (especially in West Bengal) is preferred.

Senior Expert: Financial Analyst (Refer 2.4 in Technical Assessment Grid)

- **Task of Senior Expert -Financial Analyst**

- Should have excellent exposure and understanding of financial market and especially that of RE related market eco-system (both international and national level).
- Should be experienced enough to design and develop innovative business/development plans for various emerging market / technologies

- **Qualifications / experience**

Parameter	*Reference	Details
Qualification	2.4.1	Master's degree in financial management or economics
General professional experience	2.4.3	Minimum 10 years of experience in financial management and carrying out financial analysis / models and setting up necessary investment models
Specific professional experience	2.4.4	Experience in conducting financial models and developing diverse business / fund leveraging expertise
Regional Experience	2.4.6	Co-operation experience with international and national financial institutes.

Research Associates cum Local Co-ordinator (Refer 2.6 in Technical Assessment Grid)

• **Task of Research Associated cum Local Co-ordinator**

- The research associate should have knowledge and experience in energy planning, various RE /EE / CE initiatives, policies and market trends so that they can communicate with sectoral experts. Besides they should also have experience of conducting market / sectoral / technology / training assessment using various survey tools and methods.
- They should have experience of dealing with mid to senior level Government officials especially in conducting detailed interview and consultation.
- Should have proven exposure and experience of data collection from different sources/channels.

• **Qualifications and Experiences**

Parameter	*Reference	Details
Qualification	2.6.1	Bachelor's degree in energy / engineering / economics. Management degree will be preferred
Language	2.6.2	Working knowledge of regional language (especially Bengali, languages will be preferred)
Specific professional experience	2.6.4	2-3 years of project experience in primary / secondary research and policy research
Leadership / Management Experience	2.6.5	Experience of managing team in field and address risks and ensure activities are achieved as planned. Experience of working with high and senior Govt officers of West Bengal.
Regional Experience	2.6.6	Experience of working with high and senior Govt officers of West Bengal.

5. Costing requirements

Assignment of personnel

The organisation is expected to provide a pool of expert to accomplish the overall assignment. Based on the proposed methodology, approaches and knowledge / skill sets of experts, the consulting firm is expected to provide likely human resource engagement plan (in person-days) for the following experts for undertaking the assignment.

Following are the estimated Human resource requirement envisaged for this assignment

Human Resources	Days
Team Leader cum Energy Policy Expert	10
Senior Expert – Renewable Energy Technology	15
Senior Technical Expert – Fishery Value Chain	25
Senior Expert: Financial Analyst	10
Research Associates cum local co-ordinator (2 Numbers – 25 Man-days each)	50
Total	110

Suggestions can also be made for additional expertise, if required, within the estimated number of days. Bidder may also do a minor change in human resource wise allocation, if as they feel appropriate, without changing the total person 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.

Workshops

The contractor can assume max **2 major online workshop/brainstorming** session.

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 must be drawn up in English (language).

The complete bid **shall not exceed 25 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 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 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.

Further Requirements

- In order to select a suitable organisation, GIZ may invite the shortlisted organisations to present their methodology and approach that will help GIZ in making final selection. The bidder will be informed in advance.
GIZ reserves the right to cancel or modify this tender. Notice will be provided accordingly.

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 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), selfisolation, 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