STAKEHOLDER CONSULTATIONS FOR INTEGRATED MANAGEMENT PLANNING OF RENUKA AND PONG RAMSAR SITES IN HIMACHAL PRADESH	Project number/ cost centre: 16.9020.5.001.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
BBMB	Bhakra Beas Management Board
BMC	Biodiversity Management Committee
BMU	German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety
DSP	Deputy Superintendent of Police
FD	Forest Department
GIZ	Deutsche Gesellschaft fur Internationale Zusammenarbeit GmbH
Ha	Hectares
HIMCOSTE	Himachal Pradesh Council for Science, Technology & Environment
HPTDC	Himachal Pradesh Tourism Development Corporation
IKI	International Climate Initiative
IMP	Integrated Management Plan
IPH	Irrigation and Public Health department
MoEFCC	Ministry of Environment, Forest and Climate Change
NPCA	National Plan Conservation of Aquatic Ecosystems
PDLBCS	Pong Dam Lake Biodiversity Conservation Society
RSIS	Ramsar Sites Information Service
SDM	Sub-Divisional Magistrate
SWA	State Wetland Authority
ToRs	Terms of reference
ZSI	Zoological Survey of India

1. Context

1.1. About the Project

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 goal of the project is to strengthen the institutional framework and capacities for an ecosystem-based integrated management of wetlands of international importance (Ramsar sites) in India. The project is implemented in close cooperation with the 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 an 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. The project would be implemented at these sites in partnership with the respective State Wetlands Authorities and site level management institutions.

1.2. About Renuka & Pong Ramsar Site

Renuka wetland, highly significant by virtue of its cultural value, is a natural lake located in the Sirmaur district of Himachal Pradesh. It has a wetland of area 30.6 hectares, located within the Renuka wildlife sanctuary (402.8 Ha) which forms majority of its catchment. It is fed by catchment rainwater runoff as well as several active springs. According to the Zoological Survey of India (ZSI 2000 and RSIS, 2005), Renuka has 443 species ranging from protozoa to mammals, 19 species of fish and over 103 species of birds, 19 of which are migratory winter birds. The high cultural and religious significance of Renuka wetland is because of temples of Renuka ji and Lord Parshuram located along its banks along with 3 ashrams. There are several cultural practices and beliefs linked to the wetland. An annual religious fair attracts 3-4 lakh pilgrims to the lake each year for 5 days, putting immense pressure on the lake ecosystem.

Pong Dam wetland, also called Maharana Pratap Sagar, is one of the largest man-made wetlands of Northern India built across the Beas river in 1974. Principally built to provide irritation water, it also generates hydropower, regulates floods, provides livelihood to fishermen, and support immense diversity of waterfowl. The entire area of Pong Dam reservoir is a wildlife sanctuary (207 sq. km.) notified under the Wildlife Protection Act 1972. It's also been declared a Ramsar site in 2002 as it plays host to a variety of migratory birds coming from the Trans Himalayan zone during the winter season when the wetlands in Europe and North and Central Asia are frozen due to onset of winter.

1.3. What are the key issues to be addressed?

The project has carried out hydro-ecological and ecosystem services-livelihood interlinkages assessments for Renuka and Pong Ramsar sites. Assessments and consultations have revealed major threats to Renuka wetland include siltation, eutrophication due to excessive organic load, decline in the spring discharge in and around the Renuka and the spread of macrophytes. Sanitation and waste management as an issue and a challenge resonated with every stakeholder, particularly with regard to the annual fair.

Pong Dam wetlands with its large catchment (12,562 sq.km) is vulnerable to several climate induced risk such as floods, increased silt deposits, reduced storage capacity and habitat changes. Increase in turbidity would modify light penetration, causing shallow areas to fill in faster and smother benthic habitats. There are threats to sustainable fish production due to erratic climatic parameters, inconsistent stocking patterns and the presence of large predatory fishes. Overlapping interests has led to conflicts between stakeholder on issues such drawdown cultivation and grazing.

Key issues and threats have further been elaborated in these studies along with certain recommendations.

1.4. Need for an Integrated Management Plan (IMP)

Wetlands are one of the most embedded and interlinked ecosystems with human livelihoods and well-being. A balanced management approach addressing biodiversity conservation values while providing for sustainable utilisation in a way compatible with maintenance of natural properties of the ecosystem needs to be adopted for these ecosystems. This forms the core philosophy of 'wise use', which is "maintenance of ecological character within the context of sustainable development and achieved through implementation of ecosystem approaches." This approach builds on the critical linkages that exist between people and sustainable development of aquatic ecosystems; and encourages community engagement and transparency in negotiating trade-offs and determining equitable outcomes for conservation. The National Plan for Conservation of Aquatic Ecosystems (NPCA), therefore, recommends that management of each wetland is guided by an "integrated management plan" (IMP). The

plan refers to a document which describes strategies and actions for achieving wise use of the wetland and includes objectives of site management; management actions required to achieve the objectives; factors that affect, or may affect, the various site features; monitoring requirements for detecting changes in ecological character and for measuring the effectiveness of management; and resources for management implementation.[1] The NPCA Guidelines 2017 promotes the preparation of IMP by considering distinct ecological and hydrological features of the site to guide the site-specific management needs.

1.5. IMP for Renuka and Pong Ramsar sites

The Management Plan outlines the commitment of the Government of Himachal Pradesh for conservation and wise use of the Renuka and Pong Ramsar sites. Management of cross-sectoral issues requires integration at three broad levels – landscape, governance and stakeholders. Management planning till date has addressed only the needs of the sanctuary and overlooked the requirements of the entire Ramsar site, and interconnectedness between the different components of the wetland. The sanctuary management plans are seldom prepared through a participatory approach that caters to the needs and interests of the community and other key stakeholders. Moreover, issues related to ecosystem services and climate change are inadequately addressed in these plans. Such management of the Ramsar sites in a compartmentalised manner further reinforces the need for an integrated management approach.

Addressing the range of issues at Renuka and Pong Ramsar sites requires an integrated and cross-sectoral approach for decision making. In its absence, specific above-mentioned issues can pose greater threats in future, causing high degradation of the wetland ecosystem leading to irreversible changes, consequently affecting the ecosystem services and livelihoods of the people. An integrated approach to the management of a Ramsar site would bring together multiple stakeholders under a uniform management framework. It would further ensure involvement and safeguarding of the interests of the local community. Active participation by multiple stakeholders would also guarantee that the ownership of management lies primarily with the key stakeholders.

1.6. Stakeholder Analysis

Wetland management involves multiple actors and stakeholders. Both Renuka and Pong have numerous stakeholders that have interest and/or impact on the respective wetland ecosystems. The actions of these multitude of stakeholders can have a positive or negative impact on conservation and wise use of these wetlands.

[1] National Plan for Conservation of Aquatic Ecosystems Guidelines, 2017

1.6.1. Renuka

Initial results from the stakeholder consultations highlighted following points:

- There are multiple actors and stakeholders that have high interest and high power (e.g., FD Wildlife Dept, Renuka Vikas Board), or low interest but high power (e.g., *ashrams)*, or high interest but low power (e.g., community, boatmen, shopkeepers) in management of Renuka Ramsar site.
- Forest department alone would not be able ensure conservation and wise use of the wetland.
- Active engagement with the key stakeholders that have either high interest or influence in the process of integrated management planning, implementation and monitoring is necessary for conservation of Renuka wetland.
- At present there's no structured meeting format between the communities and main stakeholders like the Forest Department (both Wildlife as well as Territorial) and the Renuka Vikas Board. Its only during the planning process of the International Fair, that the Renuka Vikas Board holds a consultation, two months in advance that involves all the major stakeholders of the area where roles and responsibilities for the organization of the fair are discussed.

Table 1 highlights the prioritised stakeholders which have high interest and impact in management of Renuka Ramsar site. In addition, there are 8 villages across 2 panchayats (Khala Kyar and Jaamu Koti) in Sirmaur districts. It is important to engage with these stakeholders for establishing ownership of the management plan and its implementation.

Table 1 Stakeholder Analysis for Renuka Ramsar site

Primary	Secondary
Divisional Forest Officer (Wildlife) Shimla (Site manager)	Himachal Pradesh Forest Department (Territorial Division)
Renuka Vikas Board (Deputy Commissioner of Sirmour district is chairperson RVB)	Irrigation and Public Health Department (IPH)
3 Ashrams at Renuka Lake	HP Tourism Cooperation (HPTDC Hotel Renuka)
Community members from Jammu Koti and Khala Kyar panchayats	Boatmen, Shopkeepers and Tour operators
Himachal Pradesh State Wetland Authority under HIMCOSTE	BMC, Mahila Mangal Dals and Youth Clubs
Himachal Pradesh Forest Department (Wildlife Division)	Himachal Pradesh Pollution Control Board
District Disaster Management Authority	State Disaster Management Authority
	District Revenue Department

1.6.2. Pong

Similarly, initial results from the stakeholder consultations highlighted following points:

- There are multiple actors and stakeholders that have high interest and high power (e.g., FD Wildlife Dept, Fisheries Dept), or low interest but high power (e.g., BBMB*)*, or high

interest but low power (e.g., community, fishermen, grazers) in management of Renuka Ramsar site.

- Active engagement with the key stakeholders that have either high interest or influence in the process of integrated management planning, implementation and monitoring is necessary for conservation of Pong wetland.
- The Forest Department has established a Pong Dam Lake Biodiversity Conservation Society (PDLBCS) for improving inter-agency coordination and promotion of ecotourism which could be used as platform for stakeholder engagement. The Society has an executive committee with DFO Wildlife Hamirpur as Chairman and members from Forest Department, local administration (SDMs, DSPs), Fisheries Department, Bhakra Beas Management Board (BBMB), Water Sports Centre Pong and Tourism Department.

Table 2 highlights the prioritised stakeholders which have high interest and impact in management of Pong Dam Ramsar site. In addition, there are 51 villages in the proposed eco-sensitive zone (ESZ) for Pong Dam Lake Wildlife Sanctuary *(list available)*. It is important to engage with these stakeholders for establishing ownership of the management plan and its implementation. Engagement with the community members at village level should be based on stratified sampling with the strata representing different livelihood dependence with the wetland ecosystem (fishing, farmers, drawdown cultivators, grazers, tourism, etc).

Table 2 Stakeholder Analysis for Pong Dam Ramsar site

Primary	Secondary
Divisional Forest Officer (Wildlife) Hamirpur (Site manager)	Regional Water Sports Centre Pong Dam
Bhakra Beas Management Board (BBMB)	Irrigation and Public Health Department (IPH)
Fisheries Department (ADF Pong, Fisheries Officers)	Himachal Pradesh Pollution Control Board
15 Fishing cooperative societies	BMC, Mahila Mangal Dals and Youth Clubs
Pong Dam Lake Biodiversity Conservation Society and EDCs	Private guest houses and hotels
57 panchayats across 4 blocks	Tourism Dept.
Himachal Pradesh State Wetland Authority under HIMCOSTE	HP Tourism Cooperation
Himachal Pradesh Forest Department (Wildlife Division)	State Disaster Management Authority
District Disaster Management Authority	District Revenue Department

Conceptual framework for the multi-stakeholder engagement in wetland management is presented below. The Organisation shall support the process in performing steps outlined in Stage III and IV and present insights gained from stakeholder consultations to recommend specific site-level training, institutional structure, etc., (stage V) in the form a report.

Objective

The project seeks to engage an organisation in Himachal Pradesh to conduct stakeholder consultations to support integrated management planning for Renuka and Pong Ramsar sites. The intent is to facilitate dialogues among all key stakeholders to discuss various aspects of the planning process. This shall involve identifying (and resolve whenever possible) concerns, building stakeholder support to generate a common and shared vision to manage the wetland sustainably.

The NPCA Guidelines 2019 emphasises **the need for facilitating the full participation of stakeholders, particularly dependent communities, in the integrated management planning process.** Integrating wetland ecosystem services and biodiversity values is essential in sectoral development plans to safeguard ecological and hydrological functioning and avoid stakeholder conflicts. Besides this, the actions of a range of stakeholders will determine the health and entirety of wetlands. It is recommended that management planning in its process recognises the linkages and builds a mechanism for stakeholders' participation in preparing, reviewing, and implementing the plan.

Thus, an integrated management plan (IMP) reflects a common understanding between various stakeholders on the management purpose, significant threats and constraints limiting

conservation and wise use, opportunities and specific actions for addressing these threats, and mainstreaming wetlands within the broader developmental planning.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1) Conducting stakeholder workshops

The Wetlands project has identified key stakeholders which have an interest and impact on Renuka and Pong wetland management, respectively (see Table 1 and 3). The proposed assignment will hold dialogues with the key stakeholders to clarify the IMP process and discuss the actions, extant regulatory frameworks, and policy commitments that have management implications on both wetlands. The dialogue is to enable stakeholders to deepen their understanding of various aspects such as stresses and resultant degradation and measures that would help wetlands restore/retain their desired state. Most importantly, clarifying the vital role of each stakeholder and the need for cross-sectoral governance and decision-making with other institutions and stakeholders will be discussed in a participatory manner. These workshops should be conducted in consultation with GIZ project team.

Thus, stakeholder workshops (separately for Renuka and Pong wetlands) will comprise:

- Presenting the description of the wetland – extent, hydrology, biodiversity and ecosystem services in a simplified manner. Discuss the significant trends in wetland features.
- Presenting the existing management and regulatory framework (Sanctuary management plans, Wetland Rules, SWA, Ramsar designation)
- Stakeholder's dependence/ inter-relationship (e.g., dependency, use, seasonality, trade-offs, conflicts, concerns, etc.) on/ with the wetland
- Explain the need for integrated management and the process of integrated management planning.
- Discuss roles and responsibilities of stakeholder's involvement in the IMP process and expectations from other actors/stakeholders
- Conduct an exercise to get the participants' vision for the wetland
- Identification of conflicting priorities and possible solutions as well as the willingness to collaborate with other agencies

The contractor shall prepare comprehensive documentation of these workshops, including stakeholder and institutional analysis, interest and influence, expectations, roles and responsibilities, lessons learnt, insights on aspects/topics that newly emerged, conflicting priorities and possible solutions proposed by the stakeholders during these dialogues. Thorough and comprehensive documentation will serve as a basis for the next phase, i.e., facilitating the multi-stakeholder dialogues to set the objectives for IMP and establish an effective institutional mechanism for cross-sectoral decision-making and Ramsar site management.

The contractor shall also obtain feedback (in specified form) from the participants of these dialogues.

2) Conducting multi-stakeholder dialogues

The contractor shall engage and coordinate with the key line departments, other agencies, local communities to facilitate stakeholders to emphasise the need for a balanced management approach addressing wetland values and the principle of 'wise-use.' Through careful planning and preparation, multi-stakeholder dialogues are organised to jointly prioritise issues, identify opportunities, and discuss and examine future scenarios.

- The aim is to generate a shared vision for the future of the wetland, which will be the basis for drafting the objectives for the IMP.
- With the support of key line departments and the Wetlands project, the contractor shall discuss the draft actions and strategies as well as the monitoring protocol in these multi-stakeholder dialogues along with defined roles and responsibilities for effective implementation of the IMP.
- All aspects related to collaboration, information/data sharing, coordination, communication, reporting, will be discussed at this stage. One of the critical aspects in the process is to obtain financial resources for managing the wetlands. In this forum, **various schemes and extant policy commitments that contribute to wetlands, directly or indirectly, shall be identified and discussed.**

The contractor shall prepare comprehensive documentation of the outcome of these dialogues which will form the basis for finalising IMP.

3) Supporting the Wetlands project in establishing wetland monitoring and capacity development

The contractor shall support the Wetlands project in:

- Facilitating stakeholder consultation to assess management effectiveness of the wetlands and establish participatory monitoring protocol– this will involve providing logistical support and convening meetings
- Support the project in selection of target groups for training on participatory video production on issues related to wetlands and documentation of green recovery activities and for training on bird watching.

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

Table 1: Tasks, milestones and timelines for the contractor (individual tasks for both Renuka and Pong which would be carried out in parallel)

Sl. No.	Task	Milestones/ Deliverables	Timeline from the date of	Remarks

			signing the contract	
1	Inception meeting with GIZ / project partners in Himachal Pradesh to discuss the process and plan of stakeholder consultation, methodology etc.	Document on strategy and timeline for stakeholder consultation	1 week	
2	Formulate stakeholder consultation plan along with key questions, issues to guide the stakeholder consultations.	Dialogue facilitation plan, internal and external agenda	3 weeks	GIZ and project partner(s) will contribute to this part to ensure that, consultation plan is aligned with the IMP process. *Proposed stakeholder consultations see Table 3 & Table 4*
3	Documentation of stakeholder consultations highlighting the outcome of the dialogues	Draft report on the outcome, list of participants, summary of feedback and survey (please see survey form for details) and revisions as suggested by the project and its partners	12 weeks	
4	Formulate a plan for conducting multi-stakeholder dialogue based on the outcome of initial dialogues, discussion etc.	Dialogue facilitation plan, internal and external agenda	16 weeks	
5	Documentation of multi-stakeholder dialogues, including the lesson learnt and recommendations	Draft report on the outcome, list of participants, summary of feedback and survey (please see survey form for details) and revisions as suggested by the project and its partners	24 weeks	

Period of assignment: From November 2021 until May 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

4A. Eligibility Criteria for firms

The qualifying criteria for the firms/institutions/organisations applying for this is given below:

- Registered in India and average annual turnover for the last three financial years of at least Euro 40,000
- Number of employees as at 31.12 of the previous year as at least 8 persons
- Should have implemented reference project with a minimum value commission of Euro 5,000
- In the last three years should have implemented at least
    - one reference project in the field of natural resource management, watershed development.
    - one reference project on engagement with rural communities & training
- Minimum of 10 years experience in natural resource management with focus on water security and climate change
- Minimum of 5 years experience in integrated rural/village development programmes and its implementation
- Minimum of 5 years experience in conducting stakeholder dialogues and engagement with rural communities
- Minimum of 5 years experience in capacity building and training of diverse stakeholders
- Minimum of 3 years experience in climate change adaptation and mitigation related projects
- Regional experience in Himachal Pradesh

The agency must provide documentary evidence of all above mentioned qualifying criteria

4B. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master) in Sociology or Political Science or Rural development or Environmental Sciences
- Language (2.1.2): Good business language skills in English and Hindi
- General professional experience (2.1.3): 10 years of professional experience in the rural development sector
- Specific professional experience (2.1.4): 5 years in natural resource management, watershed development, habitat restoration etc.
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company/NGO.
- Regional experience (2.1.6): 8 years of experience in projects in Himachal Pradesh, India

Expert 1 (Renuka Coordinator & Facilitator)

Tasks of expert 1

- In collaboration with GIZ and project partners in Renuka, conduct stakeholder workshops/meetings/consultations to identify and provide recommendations to develop an integrated management plan for the Renuka Ramsar site
- Identify appropriate mechanisms to enhance the participation of various stakeholders in the sustainable management of Renuka
- Identify and engage with focal points of various community organisations, Civil Society Organisations, field personnel of various line departments, Panchayats etc. to create awareness on Wetlands values, conservation, and discuss various aspects related to developing management plan as mentioned in this ToR
- Prepare documentation of the meetings, workshops etc. and reporting in accordance with deadlines.

Qualifications of expert 1

- Education/training (2.2.1): Master's degree in Rural Development, Sociology or a related field
- Language (2.2.2): English and Hindi
- General professional experience (2.2.3): At least 5 years of experience in the rural development sector, stakeholder engagement, conducting Focus Group Discussions, social mobilisation etc.
- Specific professional experience (2.2.4): At least 3 years of experience in project coordination and organising meetings, workshops, awareness campaigns.
- Regional experience (2.2.6): In Himachal Pradesh in India

Expert 2 (Pong Coordinator & Facilitator)

Tasks of expert 2

- In collaboration with GIZ and project partners in Pong, conduct stakeholder workshops/meetings/consultations to identify and provide recommendations to develop an integrated management plan for the Pong Dam Ramsar site
- Identify appropriate mechanisms to enhance the participation of various stakeholders in the sustainable management of Pong.
- Identify and engage with focal points of various community organisations, Civil Society Organisations, field personnel of various line departments, Panchayats etc. to create awareness on Wetlands values, conservation, and discuss various aspects related to developing management plan as mentioned in this ToR
- Prepare documentation of the meetings, workshops etc. and reporting in accordance with deadlines.

Qualifications of expert 2

- Education/training (2.2.1): Master's degree in Rural Development, Sociology or a related field
- Language (2.2.2): English and Hindi
- General professional experience (2.2.3): At least 5 years of experience in the rural development sector, stakeholder engagement, conducting Focus Group Discussions, social mobilisation etc.
- Specific professional experience (2.2.4): At least 3 years of experience in project coordination and organising meetings, workshops, awareness campaigns.
- Regional experience (2.2.6): In Himachal Pradesh in India

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 3, maximum 5 members

Tasks of the short-term expert pool

- Serve as an advisor to the project team to prepare plans for stakeholder meetings/workshops, identifies issues that require particular focus while conducting various tasks mentioned in this ToR
- Prepare comprehensive documentation of all stakeholder meetings, workshops in project sites, including analysis and interpretation of results, topics that need further dialogue/ discussion with relevant line departments, authorities etc. The outcome of stakeholder dialogues/workshops/meetings will be vital in preparing Integrated Management Plans (IMP) for the sites.
- In collaboration with Site coordinators, organises follow-up meetings to address specific issues related to IMP
- Provide substantive backstopping to the site coordinators to prepare meeting/workshop agenda, advise on the participation of relevant departments, community members, organisations, guides on complex issues arising from the meetings etc.
- Lend expertise on wetlands (hydrology, biodiversity and ecosystem services, regulatory framework, etc) during stakeholder consultations.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 experts with university qualification (Master) in Environmental Sciences, 1 experts with university qualification Master in Social Sciences)
- Language (2.6.2): 3 experts with very good language skills in English, good language skills in Hindi required for 3 experts
- General professional experience (2.6.3): 2 experts with at least 15 years of experience in the Environment sector, 1 experts with at least 10 years of professional experience in the Rural development sector
- Specific professional experience (2.6.4): 2 experts with at least 10 years of experience in documentation, Monitoring and Evaluation of projects, 1 expert with at least 3 years of professional experience in preparation of management plans or village or district development plans
- Regional experience (2.6.5): 3 experts with at least 5 years of experience in Himachal Pradesh, India

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: On-site assignment for 20 expert days

Expert 1: Assignment in country of assignment for 90 expert days
Expert 2: Assignment in country of assignment for 90 expert days
Short-term expert pool: total 100 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.

Workshops

The contractor implements the following workshops and consultation meetings as part of the stakeholder consultations:

- One multi-stakeholder workshop at Renuka with all key stakeholders (event venue and logistic by contactor)
- One multi-stakeholder workshop at Pong with all key stakeholders (event venue and logistic by contactor)
- Group consultations for community members (panchayats), BMC, Mahila Mangal Dals and Youth Clubs, etc. (venue and logistic for FGDs by contactor)
- One-on-one consultation meetings with key stakeholder and line departments

See tables below for proposed stakeholder consultations.

Table 3 Proposed stakeholder consultations for Renuka

Primary Stakeholders	Consultation meeting	Group consultations (FDG)	Multi-stakeholder consultations workshop
Divisional Forest Officer (Wildlife) Shimla (Site manager)	☑		☑
Renuka Vikas Board	☑		☑
3 Ashrams at Renuka Lake	☑		☑
Community members from Jammu Koti & Khala Kyar panchayats		☑ (2)	☑
Himachal Pradesh State Wetland Authority	☑		☑
Himachal Pradesh Forest Department (Wildlife Division)	☑		☑
District Disaster Management Authority	☑		☑
Secondary Stakeholders			
Himachal Pradesh Forest Department (Territorial Division)	☑		☑
Irrigation and Public Health Department (IPH)	☑		☑
HP Tourism Cooperation (HPTDC Hotel Renuka)	☑		☑
Boatmen, Shopkeepers and Tour operators		☑ (1)	☑
BMC, Mahila Mangal Dals and Youth Clubs		☑ (1)	☑
Himachal Pradesh Pollution Control Board	☑		☑
State Disaster Management Authority	☑		
District Revenue Department	☑		☑

Table 4 Proposed stakeholder consultations for Pong

Primary Stakeholders	Consultation meeting	Group consultations	Multi-stakeholder consultations workshop
Divisional Forest Officer (Wildlife) Hamirpur (Site manager)	☑		☑
Bhakra Beas Management Board (BBMB)	☑		☑
Fisheries Department (ADF Pong, Fisheries Officers)	☑		☑
15 Fishing cooperative societies		☑ (3)	☑
Pong Dam Lake Biodiversity Conservation Society & EDCs		☑ (1)	☑
57 panchayats across 4 blocks		☑ (12)	☑
Himachal Pradesh State Wetland Authority	☑		☑
Himachal Pradesh Forest Department (Wildlife Division)	☑		☑
District Disaster Management Authority	☑		☑
Secondary Stakeholders			
Regional Water Sports Centre Pong Dam	☑		☑
Irrigation and Public Health Department (IPH)	☑		☑
Himachal Pradesh Pollution Control Board	☑		☑
BMC, Mahila Mangal Dals or Youth Clubs		☑ (3)	☑
Private guest houses and hotels		☑ (1)	
Tourism Dept.	☑		☑
HP Tourism Cooperation	☑		
State Disaster Management Authority	☑		
District Revenue Department	☑		☑

Other costs

- Printing communication material

6. Inputs of GIZ or other actors

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

- Necessary communication to government department to facilitate the tasks outlined in the project
- Conceptual inputs and information related to sites as and when required
- Integrated management plan documents

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 30 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 18 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.

8. Annexure

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.