Terms of Reference (ToRs) for developing and pilot testing four Implementer's Toolkits for the HWC Mitigation Plans and guidelines in India

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Terms of reference (ToRs) for conducting a study on elephant corridors, developing an atlas of corridors and implementing citizen science programme in selected corridors in Kodagu landscape, Karnataka	**Project number/ cost centre:** **16.2078.0-001.00**

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
BMZ	German Federal Ministry for Economic Cooperation and Development
CV	Curriculum Vitae
GIS	Geographical Information System
GIZ	*Deutsche Gesellschaft für Internationale Zusammenarbeit*
HWC	Human-Wildlife Conflict
HWC-NAP	National Human Wildlife Conflict Mitigation Strategy and Action Plan
HWC-SAP	State Human Wildlife Conflict Mitigation Strategy and Action Plan
HWC-MAP	Division-level Human Wildlife Conflict Management Action Plan
MoEFCC	Ministry of Environment, Forest, and Climate Change
NGOs	Non-Government Organizations
NWAP	The National Wildlife Action Plan
OPs	Operating Procedures
SDGs	Sustainable Development Goals
SOPs	Standard Operating Procedures
TC	Technical Cooperation
ToRs	Terms of reference

1. Context

1.1 Brief information on the project

Biodiversity is fundamental to sustain ecosystem processes, functions and the continued delivery of ecosystem services, which are the foundation of livelihood security, health and overall well-being of human societies. Conservation of biodiversity, including wildlife, is essential for India, not only because the consequences of biodiversity loss and the resulting loss of ecosystem services have a far-reaching impact on livelihoods and overall well-being of human communities, but also because of the cultural heritage where coexistence is the natural way of living. This situation in India, however, is changing. Increasing human population and consequent demand for natural resources is leading to degradation and fragmentation of natural habitats, thus creating a situation where the humans and wildlife are competing for the same resources. The shift from 'co-existence' to 'conflict' has the potential to undermine the existing and future conservation efforts, and also to hinder achievement of both Sustainable Development Goals (SDGs) and Biodiversity Targets. Mitigation of Human wildlife conflict in India, therefore, is an urgent and important issue. It is necessary to address the issue in a holistic manner, and co-create the mitigation solutions, with full engagement of all the relevant stakeholders.

The Indo-German Technical Cooperation (TC) Project on “Human-Wildlife Conflict Mitigation in India’ is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and is being implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) in partnership with the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India, together with the State Forest Departments of Karnataka, Uttarakhand and West Bengal. The project measures are being implemented at the National level, and in three project partner States, viz. Karnataka, West Bengal and Uttarakhand. The project aims at providing technical support at the National level and in selected partner States for effective implementation of Human Wildlife Conflict mitigation measures. The project takes the approach of harmonious coexistence, by ensuring that both – human and wildlife – are protected from conflicts. This approach follows the modern wildlife conservation principles to balance the needs of people with the conservation of nature.

The project is being implemented under three Output areas as follows:

- Output 1: developing a national strategy to mitigate human wildlife conflict, SOPs for managing HWC for key species, and support to states for developing state-level level action plans
- Output 2: pilot application of mitigation instruments for the management of human wildlife conflict at local level in few selected states
- Output 3: facilitating capacity development of institutions and individuals for mitigating human wildlife conflict at National level and at state-level.

For more information and updates on the project, please follow this link http://indo-germanbiodiversity.com/projects-human+wildlife+conflict+mitigation.html As part of Output A, Project is in the process of developing National HWC Mitigation Strategy and Action Plan, 3 State level HWC Mitigation Strategy and Action Plans, 4 division-level HWC Management

Action Plans and guidelines on 10 species and 4 issue areas. More details on this output and approach can be found here https://indo-germanbiodiversity.com/pdf/publication/publication19-04-2021-1618808050.pdf

A key task prioritised currently by the project in the project partner state of Karnataka is – study of elephant corridors and developing an atlas detailing elephant distribution and corridors to facilitate managers, researchers and for general awareness measures. General awareness measures are planned in the form of citizen science, to prevent human-wildlife conflict incidents. To this end, the project intends to engage an agency with expertise on human-wildlife conflict issues in Kodagu landscape, to conduct the study, develop atlas and implement citizen science measures in Kodagu and adjoining landscape.

1.2 Objectives and scope of the assignment:

The overall objective of the assignment is conducting a study on elephant corridors in Karnataka, develop an Atlas on elephant distribution and other publications as a result of this study, as well as implement citizen science measures in Kodagu and adjoining landscape to raise awareness on HWC mitigation.

The overall purpose of the assignment is to raise awareness and appreciation for wildlife among the participants, including local community, farmers, plantation worker, youth and women from the landscape; and facilitating a platform for generating scientific data to be used by forest department for effective HWC mitigation.

The consultant will be required to work closely with Karnataka State Forest department and GIZ for the assignment. The consultant is also expected to work together with the other experts engaged by the project for various other measures being implemented at Kodagu landscape. The consultant will need to take into consideration the project philosophy and approach- as highlighted in the project brochure https://indo-germanbiodiversity.com/pdf/publication/publication09-05-2020-1589015775.pdf

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

A- Conducting a study on elephant corridors in Karnataka, developing an atlas and other suitable publications for communicating the results to key stakeholders

Specific Tasks and Deliverables:

- Conduct a study on the available elephant corridors in Karnataka, in close coordination with Karnataka Forest Department, with regard to human-wildlife conflict, including a detailed section on the recommendations for the state HWC mitigation strategy and action plan, and landscape level planning on HWC mitigation, and following key outputs:
    - Conduct meetings and brainstorming workshops with GIZ and Karnataka Forest Department, to finalize the scope of the report

- Conduct field visits, in close coordination with Karnataka Forest department, to collect data and information required for the study and the Atlas
- Developing an elephant distribution map of Karnataka
- Developing contour, topography and vegetation maps within the elephant distribution area
- Developing maps for identified and ground-truth corridors and potential habitat links
- Developing Elephant corridor maps showing the habitat fragmentation and isolations if any
- Developing division-wise elephant distribution with contour, topography, vegetation, and village level maps

- Develop an Atlas of entire Karnataka state containing the elephant distribution, corridors and potential habitat links using different datasets:
    - Develop the zero draft of the Atlas, through desk research, collation of different data sets (forest area, historical presence of elephants at beat/ range/ division level, maps, shape files, vegetation pattern)
    - Organize and correct datasets if required, data processing to derive elephant distribution, prepare maps using GIS software
    - Update the draft based on feedback received on the zero draft from the Project, finalize the contents of the Atlas
    - Develop the first prototype of the design, and maps, and get it approved from the Project
    - Print five review copies of the Atlas, and after approval on the size, paper type, binding type etc. from the Project, submit the technical specifications for printing for the Atlas. Final printing of the Atlas will however be done by GIZ, so the bidders should include cost of printing only five review copies in their budget.
    - Submit the finalized design files, along with smaller size PDF for web-viewing and print-ready files, in an external hard disk
- Develop technical and communication briefs using the results of the above study, to be used as communication, outreach material for the key stakeholders. Design and printing of such documents will be done directly by GIZ , so consultant should not build in this cost into their budget.

Deliverable 1: Final draft of the corridor study
Deliverable 2: Atlas on elephant distribution in Karnataka

B- Planning and implementing a demonstration-pilot for Citizen Science programme in Kodagu landscape, to engage with the key stakeholders especially youth and women for HWC mitigation

Specific Tasks and Deliverables:

- Develop a conceptual and operational plan, including key implementation step, type of data to be collected by participants, methodology etc., for implementing a demonstration-pilot of the citizen science programme at Kodagu landscape.

- Develop a monitoring and assessment criteria to assess the effectiveness and efficiency of the citizen science programme
- Implement a pilot of the citizen science programme, in about 2 months, as a demonstration model, following the harmonious co-existence approach and using a participatory approach with multi-stakeholder engagement., with the following indicative formats: Wildlife wall, expeditions, Panel discussions, street plays etc.
- Reflect with the Project and Karnataka Forest department, on the formats to be taken forward, for long-term implementation. Implement the selected format for about 6 months on monthly bases/ any other appropriate frequency.
- Implement the methods for monitoring and assessing the long-term sustainability, effectiveness, and efficiency of citizen science programme on the overall HWC mitigation efforts in the landscape and people's perception of HWC in the long run.

Deliverable 3: Concept note on citizen science programme
Deliverable 4: Final report on implementation of citizen science programme in Kodagu landscape, in the agreed format
Deliverable 5: A publication on learnings from the Citizen Science programme implemented in Kodagu, and how it can be replicated in other parts of India
Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	**Deadline, weeks after start of contract**
Scoping report with detailed methodology on corridor study, plan of atlas and citizen science programmes	2 weeks
Field visits, in close coordination with Karnataka Forest department, to collect data and information required for the study and the Atlas	3-8 weeks
Consolidation of secondary data to complete the report and first draft of atlas	10 weeks
Implement the pilot of the citizen science measures at Kodagu and adjoining landscape, reflection meeting at the end of the period	6-13 weeks
Draft report with corridor maps and division-wise elephant distributions is submitted	12 weeks
Updated draft of Atlas, based on feedback from project is submitted	15 weeks
First prototype of the Atlas is submitted to project	17 weeks
Implement the Citizen science programme with selected measures	15-39 weeks
Publication on learnings from the Citizen Science programme implemented in Kodagu, and how it can be replicated in other parts of India, is ready	40 weeks

Period of assignment: From December 1, 2021 until September 31, 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).

Technical-methodological concept

Strategy (1.1): 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 describe the key **processes** (1.4) 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 take account of the milestones in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ (**learning and innovation/ 1.5.1**).

The bidder is required to describe its **back-stopping strategy** (1.6.3) in the proposal.

4. Criteria for Eligibility of firms

Eligibility Criteria for firms

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

- Should have annual turnover of Euro 50,000
- Should have minimum present staff strength of 5 persons.
- Should have implemented two reference project in elephant studies and documents, out of which one reference project should be on citizen science programme in the last three years
- Should have three years of experience in engaging local community/ citizens/ youth in generating scientific data via awareness measures.
- Should have three years' experience of implementing assignments with multi-disciplinary teams of experts
- Should have experience of working with forest department and key stakeholders on wildlife issues
- Should have five years' experience of working in Kodagu landscape, Karnataka.

The experiences and competencies are to be backed-up with reference projects and work samples.

4 A. 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 (German 'Diplom'/Master) in Management / *Natural resources/ environment/ Economics/ Social Sciences/ Disaster management*
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 20 years of professional experience in the wildlife sector
- Specific professional experience (2.1.4): 10 years in working on human-wildlife conflict mitigation issues
- Leadership/management experience (2.1.5): 6 years of experience of leading projects related to human-wildlife conflict mitigation/ citizen science
- Regional experience (2.1.6): 2 years of experience in implementing projects at Kodagu landscape

Expert 1: Community Engagement Expert

Tasks of the team leader

- Technical and networking support to the planning, development and implementation of citizen science measures

Qualifications of the team leader

- Education/training (2.2.1): University qualification (German 'Diplom'/Master) in Management / *Natural resources/ environment/ Economics/ Social Sciences/ anthropology/ any other relevant subject*
- Language (2.2.2): Good business language skills in English and Kannada
- General professional experience (2.2.3): 20 years of professional experience in community engagement

- Specific professional experience (2.2.4): 5 years in working with community on human-wildlife conflict mitigation issues
- Regional experience (2.2.6): 2 years of experience in implementing projects at Kodagu landscape

Short-term expert pool 1 (Thematic Experts) with minimum 6, maximum 8 members

Tasks of the short-term expert pool

- Provide necessary technical expertise on development of content for the corridor study, elephant atlas, and citizen science programmes
- Provide necessary support for field work, data entry
- Develop GIS maps

Qualifications of the short-term expert pool

- Education/training (2.6.1): 4 experts with university qualification (German 'Diplom'/Master) in Wildlife biology/wildlife conservation/veterinary/any other relevant qualification, 1 expert with university qualification in communication/social sciences/anthropology/any other relevant qualification (German 'Diplom'/Master), 1 expert with university qualification in geographical information system/any other relevant qualification (German 'Diplom'/Master); 1 expert with university qualification (German 'Diplom'/Master) in Wildlife biology/wildlife conservation/veterinary/any other relevant qualification
- Language (2.6.2): All experts with very good language skills in English
- General professional experience (2.6.3): 3 years of professional experience in the wildlife sector
- Specific professional experience (2.6.4): 1 years of experience in developing technical documents/ implementing citizen science programmes/ developing maps/ data entry
- Regional experience (2.6.5): One year of experience in Karnataka

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: 70 days
- Expert 1: 80 days
- Short-term expert pool: total 150 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. Bidder can calculate total 2 flight trips and 40 local trips (to Kodagu/ other locations

in the landscape, where field work for corridor study, Atlas and citizen science related events will be implemented).

Number of per diem days (total for Team Leader, Pool of experts): 100 days
Number of overnights for Accommodation cost (total for Team Leader, Pool of experts): 100 days

Events

The contractor will implement 20 citizen science event-days at Kodagu, costs of which should be included in the budget of the contractor, including event cost (venue, food, local transportation, multi-media, local resource persons/volunteers, other expenses), as well as for the participant cost (participant's kit, their local travel /reimbursement, if required, etc).

The contractor will not be required to organize any workshops/training courses. All events, other than citizen science programmes, if required- will be organized directly by GIZ. Cost of any additional resource persons/ Project partners to be invited for any citizen science programmes/ meetings etc will also be paid directly by GIZ, so the bidders should not include any such costs of external resource persons/ GIZ staff/ Project partners etc in their own budget.

Other costs

- Design cost of Atlas should be budgeted by the bidders in their financial proposal
- Cost of use/ licence of GIS software should be included by the bidders in their financial proposal.
- Printing cost of five review copies of Atlas (the Atlas should not be more than 400 pages).

6. Inputs of GIZ or other actors

GIZ will make the following available:

- Printing of the Atlas
- All costs related to participation of external resource persons/ GIZ staff/ project partners in the events organized under this contract.

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.

The complete bid shall not exceed 40 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs. The CVs shall not exceed 5 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 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.

Specific Conditions pertaining to Covid- 19 Measures

The specific conditions pertain to Covid- 19 measures are integral part of contract and shall act as binding document under special agreement and interpreted along with GTCC.

In addition to the provisions as detailed in **clause 09** of The General Terms of Contract governing the delivery of works and services commissioned by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (local),** the Consultant confirms that he/she accepts the Consulting engagement with full knowledge and understanding of the travel and other requirements of the engagement including specifically the need, on the part of the Consultant, to take all required precautions (including prevention and risk mitigation measures) against the risks arising from the ongoing Novel Corona Virus (CoVid - 19) Pandemic

The Consultant shall provide to the GIZ an RT-PCR Negative Test Report for Novel Corona Virus (CoVid - 19) prior to starting the Consulting Engagement and shall additionally comply with the following at all times in the course of the Consulting Engagement:

1. Obtain Medical and other Insurance Cover in respect of the Novel Corona Virus (CoVid - 19) Infection/Disease and consequences thereof – (GIZ will reimburse the insurance cover up to 5000 Indian Rupees)

2. Strictly follow and comply with the prescribed Mask, Hand Washing/Sanitization and Social Distancing Protocols.

3. Take safe and secure mode of transportation.

4. Observe all local restrictions/precautions as applicable for the specific areas of travel covered by the Consulting Engagement.

5. If eligible, get vaccinated against the Novel Corona Virus (CoVid - 19).

6. Install and maintain as active at all times the Government of India's Arogya Setu App.

7. If exposed to any active case of Novel Corona Virus (CoVid - 19) to take all steps as advised by the Government of India's advisories in such case.

8. If feeling unwell and experiencing any of the symptoms of Novel Corona Virus (CoVid - 19) infection - to take all steps as advised by the Government of India's advisories in such cases including but not limited to getting an RT-PCR Test for Novel Corona Virus (CoVid - 19), self-isolation, notifying the GIZ and also the concerned local Novel Corona Virus (CoVid - 19) isolation/treatment facility.

9. Other compliance as may be notified by the GIZ and the Government of India from time to time in relation to Novel Corona Virus (CoVid - 19) infection/disease.

Furthermore, The Consultant accepts the Consulting Engagement on a best and informed judgement basis with full knowledge of the tasks to be performed, the place of performance and the precautions and safeguards to be reasonably taken by the Consultant to mitigate all types of risks associated with the said Consulting Engagement. The Consultant undertakes the Consulting Engagement at his/her own risk and responsibility and shall not, under any circumstances, and at any time, be entitled to assert any liability or other claims whatsoever against the GIZ, its Management, Officers and Employees for any consequences or risks or harm that may arise to the Consultant in the course of or as a consequence of undertaking the Consulting Engagement or any actions or consequences arising in relation to such Consulting Engagement.