

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

Engagement of an agency for designing and developing capacity/skill development modules for various stakeholders in waste management	<b>Project number/ cost centre:</b>
	12.9097.2-790.00

<b>0. List of abbreviations .....</b>	<b>2</b>
<b>1. General Information .....</b>	<b>3</b>
1.1. About the Project.....	3
Context.....	3
<b>2. Tasks to be performed by the contractor .....</b>	<b>4</b>
<b>Concept.....</b>	<b>6</b>
Technical-methodological concept .....	7
Project management of the contractor.....	7
<b>3. Criteria for Eligibility of firms .....</b>	<b>8</b>
<b>4A. Personnel concept.....</b>	<b>8</b>
Team leader .....	9
Expert 1: Solid Waste Management Expert .....	9
Expert 2: Capacity Building and Skill Development/ Script Writing Expert .....	10
Short term expert pool: 1: Project Associate.....	10
<b>4. Costing requirements .....</b>	<b>11</b>
4.1. Assignment of personnel.....	11
4.2. Travel.....	11
4.3. Workshops, training .....	11
<b>5. Inputs of GIZ or other actors .....</b>	<b>12</b>
<b>6. Requirements on the format of the bid .....</b>	<b>12</b>

## 0. List of abbreviations

<b>AVB</b>	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
<b>BEIS</b>	Department for Business, Energy and Industrial Strategy
<b>BMWK</b>	German Federal Ministry for Economic Affairs and Climate Action
<b>CAPEX</b>	Capital Expenditure
<b>CBG</b>	Compressed Bio-Gas
<b>CIFF</b>	Children's Investment Fund
<b>CNG</b>	Compressed Natural Gas
<b>EU</b>	European Union
<b>EU</b>	European Union
<b>GST</b>	Goods and Services Tax
<b>MoEFCC</b>	Ministry of Environment, Forests and Climate Change
<b>MoHUA</b>	Ministry of Housing and Urban Affairs
<b>MRF</b>	Material Recovery Facility
<b>MSW</b>	Municipal Solid Waste
<b>NAMA</b>	Nationally Appropriate Mitigation Actions
<b>NCR</b>	National Capital Region
<b>NSO</b>	NAMA Support Organization
<b>NSP</b>	NAMA Support Project
<b>OPEX</b>	Operational Expenditure
<b>RDF</b>	Refuse Derived Fuel
<b>ToR</b>	Terms of reference
<b>UK</b>	United Kingdom

## 1. General Information

### 1.1. About the Project

‘Waste solutions for Circular Economy’ is supported by a joint climate action program-NAMA (Nationally Appropriate Mitigation Action) Facility-set up by the German Federal Ministry for Economic Affairs and Climate Action (BMWK), Department for Business, Energy and Industrial Strategy (BEIS) of the United Kingdom (UK), European Commission (EU Commission) and the Children’s Investment Fund Foundation (CIFF). This is a 5-year project which will operate in 5 lighthouse locations- Patna, Varanasi, State of Goa, Bengaluru & Tiruchirappalli with local and state governments as partners. GIZ will act as the NAMA Support Organisation (NSO) for the project and will be responsible for the delivery of funds, services, financial and administrative management of the project. The NSP is divided in to 2 phases of implementation. Phase 1 will operate for 1 year and phase 2 for 4 years. It includes the following key components:

- i. Technical Assistance: At the city level it includes supporting setting up a role-model Source Segregation System, integration of the informal sector and capacity building of relevant stakeholders on effective MSW Management and support for accessing SBM etc.
- ii. Grant Funding Mechanism: This component includes providing partial CAPEX or OPEX financing for composting plants, Refuse Derived Fuel (RDF) plants, Material Recovery Facilities, Recycling facilities and Bio-methanation Plants.
- iii. Risk Sharing Facility: This facility will be managed by a Financial Institution and provide guarantees for debt financing for MSW management facilities.

As part of the project, GIZ India intends to hire services from able and willing firms to act as developing partners for the development of the capacity/skill development modules for various stakeholders involved in the waste management and waste value chain.

### Context

Strengthening the capacities of the stakeholders involved in waste management is one of the major components of the NAMA Facility-funded “Waste solution for a Circular Economy in India” project. Skill development program plays an enormous role in enhancing the capacities of the individual and the need for skill development is increasing in the sectors of the circular economy and sustainable waste management to address the looming problems related to it. Specialised skill training is also necessary for waste management activities such as segregation, collection, transportation, processing, and safe disposal. The aim of skill development modules on sustainable and low-carbon waste management is to equip various waste management stakeholders with the skills and expertise necessary to manage waste efficiently and sustainably. These modules will focus on educating stakeholders on the appropriate waste management strategies and approaches, as well as equipping them with the resources and tools necessary to put these into practice. Every aspect of waste management, including collection, transportation, processing, and final disposal, as well as regulatory frameworks, will likely be covered in the modules.

Skill development modules are important as it help individuals develop new skills and improve existing ones. These modules can help individuals to develop and enhance the necessary skills to work in the field of low-carbon waste management, thereby increasing the number of experts. It will benefit ULB and other government institutions by providing training and education on best practices, thereby improving overall waste management

systems and reducing environmental impacts. Furthermore, developing skill development modules in waste management should also include training in monitoring, evaluation, and quality control. This is necessary to ensure that waste management strategies are being implemented in the most efficient and effective manner. It can also provide stakeholders with the knowledge and resources they need to identify potential problems and address them effectively.

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing services as per the detailed description of the scope of work in the work packages outlined below but not limited to:

### **2.1. Work Package 1: Identification and mapping of relevant participant groups involved in the low-carbon municipal waste management system for the skill development/capacity building program.**

- i. The contractor will coordinate with local and national partners, local stakeholders, and other consultants under the project for the identification of the relevant participant groups.
- ii. Identify the target audience for the skill development modules, including their characteristics, skills, and needs.
- iii. The contractor will provide the update to GIZ on a timely basis

### **2.2. Work Package 2: Conduct training/capacity building needs assessment to assess the skill/capacity gaps for every identified stakeholder to develop the modules.**

- i. The contractor will identify the key low-carbon municipal waste management competencies and skills related to the identified participant groups that are required for effective waste management implementation.
- ii. Ensure that the modules are in line with best practices and standards in the sector of low-carbon waste management.
- iii. An evaluation report documenting the effectiveness of the modules in imparting the required knowledge and skills

### **2.3. Work Package 3: Prepare and develop skill/capacity development modules for the identified stakeholders involved in the low-carbon waste management system.**

- i. The Contractor will be responsible for engaging with the stakeholders, including the target audience and other interested parties, throughout the project. They will also be responsible for ensuring that the stakeholder feedback is incorporated into the development and delivery of the skill/capacity development modules.
- ii. Develop a series of skill/capacity development modules that are practical, hands-on, and accessible to a wide range of learners.
- iii. Ensuring that the modules are aligned with the needs of the target audience and that they meet the highest standards for instructional design.
- iv. Prepare reports on activities conducted on the ground and submit them to GIZ on a regular basis

*Note: The Contractor shall quote a fee for developing a module for one skill/capacity development, considering that a minimum of 5 modules will be developed as part of this contract. The number of modules can be increased later, and the per-module cost will be fixed based on the cost of the initial 5 modules.*

#### **2.4. Work Package 4: Conduct 5 pilot skill/capacity development training programs and give handholding support to the participants**

- i. Develop a schedule of training sessions based on the target groups and their availability. A minimum of 10 participants from each identified stakeholder group must go through the skill/capacity development training under the project.
- ii. Conduct 2-3 days of training programs in each location (covering Goa, Bengaluru, Patna, Trichy, and Varanasi) to maximize outreach and participation.
- iii. Provide handholding support to the participants during and after the training program to ensure the effective adoption of the skills.
- iv. Monitor and evaluate the effectiveness of the training program and make revisions as necessary.

**Note:** The service provider will be required to work in close coordination with the GIZ India team as well as the other technical partners under the project. Development of skill development modules will be finalized with the consultation of GIZ India officials.

**The training venue will be arranged by GIZ India. The service provider does not need to estimate the training venue cost.**

#### **2.5. Milestone/ Deliverables**

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

<b>Milestone</b>	<b>Deadline</b>
Inception meeting report submission	2 <sup>nd</sup> week of the start of the contract.
Work Package 1: Identification and mapping of relevant participant groups involved in the low-carbon municipal waste management system for the skill development/capacity building program. <ul style="list-style-type: none"> <li>• Identification and mapping of the relevant participant group</li> <li>• Submission of the mapping report</li> </ul>	7 <sup>th</sup> week of the start of the contract. 8 <sup>th</sup> week of the start of the contract.
Work Package 2: Conduct training/capacity building needs assessment to assess the skill/capacity gaps for every identified stakeholder to develop the modules. <ul style="list-style-type: none"> <li>• Conduct training needs assessment for Skill development</li> <li>• Prepare a report on the needs gap</li> <li>• Submission of the assessment report</li> </ul>	10 <sup>th</sup> week of the start of the contract.

<ul style="list-style-type: none"> <li>• Identification of the skill development modules based on the assessment report</li> <li>• Review meeting on the identified skills</li> <li>• Finalisation of the skills for module development</li> </ul>	<p>12<sup>th</sup> week of the start of the contract.</p> <p>14<sup>th</sup> week of the start of the contract.</p> <p>16<sup>th</sup> week of the start of the contract.</p> <p>17<sup>th</sup> week of the start of the contract.</p> <p>18<sup>th</sup> week of the start of the contract.</p>
<p>Work Package 3: Prepare and develop skill/capacity development modules for the identified stakeholders involved in the low-carbon waste management system.</p> <ul style="list-style-type: none"> <li>• Development of skill development module.</li> <li>• Skill development module submission</li> <li>• Review meeting</li> <li>• Final submission of the training module</li> </ul>	<p>23<sup>th</sup> week of the start of the contract.</p> <p>24<sup>th</sup> week of the start of the contract.</p> <p>24<sup>th</sup> week of the start of the contract.</p> <p>25<sup>th</sup> week of the start of the contract.</p>
<p>Work Package 4: Conduct 5 pilot skill/capacity development training programs and give handholding support to the participants.</p> <ul style="list-style-type: none"> <li>• Finalization of the participant list</li> <li>• Conduct pre-training assessment</li> <li>• Deliver skill/capacity development training program</li> <li>• Handholding support to participants to adopt the skills</li> <li>• Conduct post-training assessment</li> <li>• Project completion report submission</li> </ul>	<p>27<sup>th</sup> week of the start of the contract.</p> <p>27<sup>th</sup> week of the start of the contract.</p> <p>30<sup>th</sup> week of the start of the contract.</p> <p>34<sup>th</sup> week of the start of the contract.</p> <p>35<sup>th</sup> week of the start of the contract.</p> <p>36<sup>th</sup> week of the start of the contract.</p>

**Period of assignment:** The duration of the contract shall be from 1<sup>st</sup> July 2023- 31<sup>st</sup> March 2024 (09 months)

**Location of assignment:** New Delhi

**Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 1.1 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

### Technical-methodological concept

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter **Error! Reference source not found.**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 1.1).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 1.1 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 1.1.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

### Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training, and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly or half-yearly reports on the implementation status of the project (5-7 pages)

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 5.4 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

### **3. Criteria for Eligibility of firms**

To be eligible to participate in this tender, the contracting firm must meet the following basic requirements:

- Average annual turnover for the last three financial years must be at least 100,000 Euros.
- The agency must be registered as an organization/entity in India
- The number of employees as on previous year should be at least 15
- The agency should provide at least 2 reference project on skill/capacity development modules in last 3 years.
- The agency should provide at least 2 reference project in India in last 3 years.
- The minimum commission value of reference projects should be at least 5,000 Euros
- The agency should have minimum 1 years of experience and technical expertise related to Field Assessments and/or research studies related to Municipal Solid Waste Management / Circular Economy /Low Carbon Waste Management
- The agency should have minimum 2 years of experience on working with National or State governments and/or other government agencies and/or local government bodies related to Municipal Solid Waste Management / Circular Economy /Low Carbon Waste Management
- The agency should have minimum 2 years of experience of working on skill development modules or knowledge products
- The agency should have regional experience in India.
- The agency should have experience with Other Development Assignments.

### **4A. Personnel concept**

The bidder is required to provide personnel who are suited to filling the positions describer, based on their CVs , 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 (One)**

### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Ensuring the coherence and complementarity of the services of the contractor with other services delivered by the programme at local and national level
- Coordinating and ensuring communication with GIZ, MoHUA, knowledge partners and others involved in the project
- Regular reporting in accordance with deadlines
- Ensuring results monitoring is conducted
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase
- 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
- Consideration of cross-cutting themes (e.g., gender equality)

### Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master's degree) in Business/ Information Technology/ Computer Science/ Environmental Science/ Environment Planning / Urban Planning/ mass communication/ or allied technical fields.
- Language (2.1.2) Good business language skills in English and Hindi
- General professional experience (2.1.3): 10 years of professional experience in solid waste management, capacity building & skill development, training, or allied technical fields.
- Specific professional experience (2.1.4) : 3 years in professional/consulting experience in the field of waste management / climate change / environment related sector's capacity building and skill development, module development/ MOOCs/ E-learning modules
- Leadership/management experience (2.1.5) : 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6) : 5 years of experience in projects in India
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

## **Expert 1: Solid Waste Management Expert (One)**

### Tasks of the Expert 1

- Responsible for supporting the team leader and capacity/skill development expert in content development with a focus on training, skills, and other technical aspects of SWM in India
- Preparation of data/analysis reports, lecture notes, etc.
- Identification of topics of special interests of the stakeholders
- Analysis of skill/capacity gap within the SWM (public and private sectors), and the skill/capacity building programmes
- Designing a framework for data analytics to measure and test the effectiveness of the capacity/skill development modules
- Coordination with the identified stakeholders to meet the highest standards for instructional design.

- Conduct detailed analysis of the collected data/ modules/power point presentations etc., and provide recommendations to the team leader for the final edits
- 

#### Qualifications of the Expert 1

- Education/training (2.2.1): University qualification (Master's Degree) in Environmental Policy/ Environmental science/ Civil Engineering/ Physical Planning/ Urban Planning and other allied technical fields
- Language (2.2.2): Good business language skills in English and Hindi
- General professional experience (2.2.3): 8 Years' experience in the implementation of SWM related projects
- Specific professional experience (2.2.4): 4 years' experience in capacity building and skill development training projects, E-learning contents related to SWM/ climate change / Environment field
- Regional experience (2.2.6): 3 years' experience in India
- Development Cooperation (DC) experience (2.2.7): 3 years' experience in working with DC

#### **Expert 2: Capacity Building and Skill Development/ Script Writing Expert (One)**

##### Tasks of the Expert 2

- Responsible for supporting the team leader and the SWM expert in identifying, developing, outlining, and writing the concept and content of the skill/capacity development modules.
- Creating and maintaining documentation of all drafts, changes, and revisions to scripts throughout the writing process
- Conduct detailed analysis of the modules/power point presentations etc., and provide recommendations to the team leader for the final edits

#### Qualifications of the Expert 2

- Education/training (2.3.1): University qualification (Bachelor's or Master's Degree) in English, Screenwriting, Business administration, Journalism, Mass Communication, Social studies or other allied field.
- Language (2.3.2): Good business language skills in English and Hindi
- General professional experience (2.3.3): 8 Years' experience as a capacity building and skill development expert or similar roles
- Specific professional experience (2.3.4): 2 years' experience in writing, capacity building and skill development training projects, MOOCs/ E-learning contents related to SWM/ climate change / Environment field
- Regional experience (2.3.6): 3 years' experience in India
- Development Cooperation (DC) experience (2.3.7): 1 years' experience in working with DC

#### **Short term expert pool: 1: Project Associate (One)**

##### Tasks of the Project Associate

- Responsible for supporting the team leader and other experts in assuring overall support for capacity/skill development modules
- Coordinating with the team leader in ensuring effective communication with GIZ, knowledge partners and others involved in the project
- Provide support to the team leader in regular reporting and monitoring and other key activities

- Handholding support to the targeted audience after the training program to ensure the effective adoption of the skills.
- Conduct detailed analysis of the collected data/ modules/power point presentations etc., and provide recommendations to the team leader for the final edits

#### Qualifications of the Project Associate

- Education/training (2.6.1): University qualification (Bachelor's or Master's degree) in Computer Sciences / Design / Information Technology/ Computer Applications / Environmental Science/Environmental Policy/Environmental Engineering, Urban Planning/ Environment Planning, Renewable Energy, or other allied technical fields
- Language (2.6.2): Good business language skills in English and Hindi
- General professional experience (2.6.3): 5 or more years of experience in managing trainings/ skill development/capacity development or other related projects
- related projects and in analysis of project related data
- Specific professional experience (2.6.4): 2 years of professional/consulting experience in the field of capacity building and skill development modules.
- Regional experience (2.6.5): 3 years of experience in projects in India

## **4. Costing requirements**

### **4.1. Assignment of personnel**

- Team Leader: On assignment for 30 expert days
- Expert 1- SWM/ Content Development Expert: On assignment for 80 expert days
- Expert 2- Capacity Building and Skill Development/ Script Writing Expert: On assignment for 80 expert days
- Short term expert pool- Project Associate: On assignment for 100 expert days

### **4.2. Travel**

The contractor is expected to ensure that the team is based in Delhi for the duration of the contract. Travel sector includes Varanasi, Patna, Bengaluru, Tiruchirappalli & Goa for recording different waste management best practices and cost of required travel and stay are excluded in the professional fee.

### **4.3. Workshops, training**

The contractor implements the following workshops: Travel for the workshops are already included in the travel section, so no additional costs to be budgeted.

- 1 Consultation workshops with MoHUA and other stakeholders at New Delhi
- 1 Workshop Presentation on final Input Document and deliverables in New Delhi

The contractor must facilitate, organise and manage the above workshops in coordination with GIZ and all costs related to the workshop like venue, food etc shall be borne by GIZ

## **5. Inputs of GIZ or other actors**

GIZ India shall be responsible for co-ordinating this project with the Ministry of Environment Forests, and Climate Change (MoEFCC) , Ministry of Housing and Urban Affairs (MoHUA) and other relevant Ministries in the due course of this activity.

## **6. Requirements on the format of the bid**

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

The complete bid shall not exceed 30 pages (excluding CVs & 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.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.