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

**Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH**

Development of Monitoring, Evaluation and Learning (MEL) system for ePrakriti

Project number/ cost centre:

14.0156.1-005.00

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0.   List of abbreviations

AG   Commissioning party

AN   Contractor

AVB   General Terms and Conditions of Contract for supplying services and work

FK   Expert

FKT   Expert days

KZFK   Short-term expert

ToRs   Terms of reference

1.   Context

The Special Initiative "Transforming Agriculture and Food Systems" (TAFS) is a global initiative of the Ministry of Economic Cooperation and Development (BMZ), Federal Government of Germany. It addresses a wide variety of issues in the field of agriculture, food and nutrition security and rural development. The programme is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH together with partner agencies since 2015 in seven countries, namely Benin, Burkina Faso, Ethiopia, Kenya, India, Madagascar and Tunisia. The programme's strategy aims at achieving the broadest possible impact by implementing tried-and-tested approaches in soil protection and rehabilitation (SPR) of degraded soils and adapting them to new contexts as well as promoting innovations and lessons learnt.

In India, the project 'Soil Protection and Rehabilitation for Food Security in India (ProSoil)' is implementing sustainable agro-ecological practices and approaches for the protection and rehabilitation of degraded soils, including soil fertility management and climate-smart sustainable soil management, in selected areas of India. The project is implemented by GIZ together with the National Bank for Agriculture and Rural Development (NABARD). After seven years of implementation with around 54,000 farmers in Maharashtra and Madhya Pradesh through grant-based partnerships with local Non-Governmental Organizations (NGOs), the project is planning to mainstream its innovative and scientific practices for Natural farming and Agroecology with National Rural . Some of the tested practices and approaches have had positive implications on livelihoods of individual farmers and/or the rural communities and are therefore suitable to convert into sound business models that ensure continuous financing and sustainability.

Based on the experience sustainable soil management and Natural Farming a Landscape-based planning approach

Madhya Pradesh State Rural Livelihood Mission has decided to use ePrakriti as a planning tool for Natural Farming related activities in 8 resource blocks in the first year.

ePrakriti, GIS based planning approach for Natural farming at a Landscape level developed by ProSoil Project reduces the time taken to plan natural farming in a scientific manner. The planning process is intended to be based on Knowledge systems instead of input systems named as e-Prakriti. This approach will help in scaling up of Natural Farming in more scientific manner with real time data sets. MPSRLM team showed interest in using e-Prakriti approach for planning natural farming in 8 resource blocks of Madhya Pradesh.

The tool ePrakriti will include planning natural farming related activities, geo tagging the activities at the farm level, mapping the resource and support system for agroecological transformation. The tool will also map the demand and supply of the produce, bio resource, market availability, producer groups, social composition of the producer groups, etc. This MEL system aligned with ePrakriti will be developed in consultation with the stakeholders.

These 8 Resource blocks are model blocks where all the key strategies of SRLM are being piloted. These blocks create a model for other blocks to adopt and replicate. The social capital generated in the resource blocks support the other blocks in implementation in the state. We plan to train 5 Master Community Resource Persons (CRPs) along with district and block

functionaries in each resource block. A total of 40 Master CRPs will be trained. These Master CRPs will plan to extend the activities related to Natural Farming in the 120 villages in 8 resource blocks.

The Monitoring & Evaluation system is being developed to plan and track the interventions in the village and monitoring at the district and state level in the Madhya Pradesh State Rural Livelihood Mission (MPSRLM). The M&E system for ePrakriti will be in the form of a web-based platform and mobile android App to be used by CRP to feed the data at the village level. The data will be aggregated in a dashboard at the district and state level for monitoring by the executives.

2.   Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Developing prototype of a web-based platform and mobile android App that is based on given specification after discussion with GIZ and MPSRLM (Attached as Annexure 1)
- Test the mobile app with Community Resource Persons (CRPs) in the field
- Workshop to showcase the app and collect feedback from stakeholders
- Provide Final App after incorporating the changes suggested
- Provide a short guidebook for using the app in English and Hindi
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception meeting with GIZ and MPSRLM(5%)	1st August/ Bhopal
Develop a framework for the App (5%)	15th August
Develop a prototype of the App (30%)	15th September
Testing and of the App with field data (20%)	30th September/ Madhya Pradesh
Workshop with stakeholders (10%)	First week of October/ Bhopal
Final App developed (5%)	30th October
Handover of code and administrative control with guidebook (25%)	15th November

Period of assignment: from 15th July until 30th November.

3.   Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer 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 tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. **The eligibility of the consulting firm will be assessed on the following criteria:**

I. **Commercial Assessment Turnover and number of employees:** Average annual turnover of 100,000 Euro for the last three financial years[1] with minimum 5 employees as at 31.12 of the previous year.

- **Reference projects:** The Consulting firm submits reference projects with a minimum commission value of 20000 Euro. At least 3 references of projects completed in field of App development and dashboard for MIS and at least 2 reference projects India in the last three years

II. Technical Assessment

- **Technical Experience:**
  o Experience of at least 5 years in App based monitoring and evaluation system
  o Experience of at least 2 years in agriculture and RS & GIS data related to M&E projects
- **Regional Experience**
  o Experience of working in India
- **Experience of development projects** (ODA financed)

4 a. Personnel concept

The tenderer 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 in the technical assessment.

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 degree (Graduate) in any discipline of Engineering/Management
- Language (2.1.2): A2-level language proficiency in English

- General professional experience (2.1.3): 10 years of professional experience in the Software Development sector
- Specific professional experience (2.1.4): 5 years in Software development in development sector
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6):   years of experience in projects in   (region), of which 2 years in projects in India
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): evidence of participation in Capacity WORKS training (can be completed at a later date), experience in financial management

Key expert 1

Tasks of key expert 1
- Architectural design
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Qualifications of key expert 1
- Education/training (2.2.1): Graduate degree in Engineering/Software discipline
- Language (2.2.2): A2 -level language proficiency in English
- General professional experience (2.2.3):
- Specific professional experience (2.2.4): The expert should have programming skills to develop user interfaces for geospatial analytics.
- Leadership/management experience (2.2.5):
- Regional experience (2.2.6):
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

Tasks of key expert 2
- Front end development

Qualifications of key expert 2
- Education/training (2.2.1): Graduate degree in Engineering/Software discipline
- Language (2.2.2): A2 -level language proficiency in English
- General professional experience (2.2.3):
- Specific professional experience (2.2.4): Experience of working in GIS, Remote sensing and scripting using Javascript or Python languages; working on Google Earth engine code editor.
- Leadership/management experience (2.2.5):
- Regional experience (2.2.6):
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

Tasks of key expert 3
- Data base- Back-end development

Qualifications of key expert 3
- Education/training (2.2.1): Graduate degree in Engineering/Software discipline
- Language (2.2.2): A2 -level language proficiency in English
- General professional experience (2.2.3):

- Specific professional experience (2.2.4): Knowledge of analysing geospatial datasets available on earth engine catalog and sound knowledge of satellite data products available on cloud.
- Leadership/management experience (2.2.5):
- Regional experience (2.2.6):
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

Soft skills of team members
In addition to their specialist qualifications, the following qualifications are required of team members:
- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum   , maximum   members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool
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Qualifications of the short-term expert pool
- Education/training (2.6.1): Graduate in any Engineering/Software discipline
- Language (2.6.2):   experts with select an element-level language proficiency in English
- General professional experience (2.6.3):   experts with   years of professional experience in the   sector,   experts with   years of professional experience in the   sector
- Specific professional experience (2.6.4):   experts with   years of professional experience in   ,   experts with   years of professional experience in
- Regional experience (2.6.5):   experts with   years of experience in   (region),   experts with   years of experience in   (country)
- Development cooperation (DC) experience (2.6.6):   experts with   years of experience in DC
- Other (2.6.7):

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

5. Costing requirements

Assignment of personnel and travel expenses

The bidder is required to calculate the travel by the specified experts based on the places of performance stipulated in chapter 2 and list the expenses separately by daily allowances, accommodation expenses, flight cost and other travel expenses.

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO_2 emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team leader	**1**	**40**		
Expert 1	**1**	**50**		
Expert 2	**1**	**50**		
Expert 3	**1**	**60**		
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Per-diem allowance in country of assignment				
Overnight allowance in country of assignment				

Transport	Quantity	Price	Total	Comments
International flights				NA
Domestic flights				Flights within the country of assignment during service delivery **to Bhopal**
CO$_2$ compensation for air travel				A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • •				Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses				**Taxi cost**
Fixed travel budget				A budget is earmarked for travel to the following countries: . You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.

Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	1			The budget contains the following costs . *Alternatively:* Please calculate a budget for workshops taking the following cost items into account:

Subcontracts				The budget contains the following costs .
Procurement of materials and equipment				The budget contains the following costs .
Local subsidies				The contractor administers the following local subsidies in accordance with Section 2.7 AVB: .
Other costs Design and Printing of guidebook				The budget contains the following costs .

Workshops and training

For the workshop to share the prototype only the location, catering and ancillaries at the venue will be booked under this contract.

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses:

6. Inputs of GIZ or other actors

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

- Support in connecting with MPSRLM team for discussion and development of prototype

7. Requirements on the format of the tender

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

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can only be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips,

workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Option

NA

9. Outsourced processing of personal data

NA

10. Annexes

- *Annexture 1: Tentative Framework for MEL System*
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