

**Engagement of an agency to prepare a Gap Assessment Study
Report for Municipal Solid Waste Management in Goa**

**Project number/
cost centre:**
12.9097.2-790.00

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List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
CAPEX	Capital Expenditure
CCP	The Corporation of the City of Panaji
EU	European Union
MoHUA	Ministry of Housing and Urban Affairs
GHG	Greenhouse Gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GWMC	Goa Waste Management Corporation
MSW	Municipal Solid Waste
MSWM	Municipal Solid Waste Management
NAMA(s)	Nationally Appropriate Mitigation Action
NSP	NAMA Support Project
OPEX	Operational Expenditure
SBM	Swachh Bharat Mission

ToR	Terms of reference
ULB(s)	Urban Local Body

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 and 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. 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, the GIZ India intends to hire the services from able and willing firms to act as developing partner for the gap assessment study report for the municipal solid waste management in the state of Goa. The project supports multiple activities relating to the MSWM gap assessment study.

1.2. Context

The vision of NAMA Facility is to support the implementation of the Nationally Appropriate Mitigation Actions (NAMAs), and to induce transformational change towards a low-carbon development pathway. Current sectoral policies and technical standards are mainly characterized by the improvement of waste treatment facilities possible synergies that lie in combining different MSW treatment facilities are not taken into consideration. As a result, the integrated waste management (IWM) and GHG emission reduction potential in the sector has not yet been fully utilized. The NAMA project will accelerate the low-carbon development of India's waste sector through various actions taken by the GIZ India to the central and selected state governments.

In this regard, GIZ India is collaborating with the Goa Waste Management Corporation (GWMC) to provide technical assistance for achieving the state's MSMW objectives of ensuring 100% efficiency and usability. GIZ India invites agencies to apply for preparing a gap assessment study report for MSMW in Goa. The gap assessment study should include an examination and assessment of the current scenario of MSMW of the state for the purpose of identifying the gaps between the current status and future assessments.

2. Tasks to be performed by the contractor

The contractor shall provide services as per the detailed description in the work packages outlined below but not limited to:

2.1. Work Package 1: Identification of the gap assessment study requirements, benchmarking and preparation of key MSWM performance indicators in Goa

- i. Identification of the gap assessment study requirements: Identification of the goals to be accomplished in MSWM services in Goa
- ii. Benchmarking: The MSWM gap assessment report should include the MSWM benchmarking to see where the state stands against solid waste management performance criteria.
 - ❖ The benchmarking criteria should be based on MSW processing capacity, technologies of MSW processing, Institutional Arrangements, Legal policy framework, Institutional systems and capacities, Social and Environmental Legal Policy Framework, and Stakeholder Engagement.
- iii. MSWM Performance Indicators: A gap analysis should also include the key performance indicators. Develop a matrix or criteria for assessment of MSWM activities in Goa with comparison to best-performing cities, under Swachh Survekshan, Municipal Performance Indicators, or other MSWM performance criteria, etc.
 - ❖ The analysis should determine swachh sarvekshan and municipal performance indicators that are needed in the state and future trends (short-and-long term). The gap analysis should prioritize MSWM services the state should address as a result of research.

2.2. Work Package 2: Analysis of the current MSWM services and implementation processes to identify the gaps in their demand and supply for 100% MSWM coverage in Goa

- i. Analyse the current status of MSWM services: Identify the causes that contributed to the targets being missed
 - ❖ Conduct a field assessment to analyze and observe the MSWM facilities provided by the GWMC, private players, other urban development departments, etc.
 - ❖ Basic statistical data analysis based on criteria developed with respect to municipal solid waste management in Goa. This description should include, (but not be limited to) data from the Census, GWMC, CCP, Goa State Environment Impact Assessment Agency, Social Services, Public Health Department, etc.
- ii. MSWM services implementation processes: Mark the difference between currently provided MSWM services, and the supply gap to assure 100 % MSWM coverage.
- iii. MSWM demand and supply gap: Mark difference between currently provided MSWM services, and the supply gap to assure the 100 % MSWM coverage.
 - ❖ Comparison analysis and identification of the gap with the top ten swachh sarvekshan cities ranked by the MoHUA, along with similar and like municipalities

(ten national and ten globally recognized best practices with similar demographic, geographical, and socio-economical parameters).

- ❖ Identify the gaps where the assessment study wants to be with municipal solid waste management in Goa- where the state is currently and where performance indicators want it to be in the future.

2.3. Work Package 3: Development of asset map of existing MSWM in Goa including the market players and market sizes to compare the current status of MSWM services delivery and identify gaps

- i. Establish the ideal criteria for MSWM services delivery in Goa: If everything worked according to plan, where would Goa be?
 - ❖ Develop an asset map of existing municipal solid waste management services in the state along with a detailed description of those services. Additionally, identify other non-local service providers and the specific types of services delivered within the state.
 - ❖ Identify existing and upcoming potential market sizes for the ‘Private players and entrepreneurs.
- ii. Compare the current status of MSWM services delivery with the ideal state: How far is the MSWM coverage from the target in the state?
- iii. Describe the gap and quantify the difference: After researching the potential indicators, outline the contribution of each to the gap.

2.4. Work Package 4: Provide policy recommendations and suggestions, supported by a framework and an action plan to bridge the gaps

- i. Give recommendations and suggestions on what needs to be changed and determine what steps need to be taken to fix the issues and summarize their ideas to begin planning the improvements.
 - ❖ Policy recommendations as a result of the research/gap assessment, short-and-long term trends, and analysis.
 - ❖ Stakeholder and focus group interviews should be conducted to contextualize assessment findings.
 - ❖ Suggest a framework that helps to map the problem areas and plan of action for the appropriate solutions.

Note:

The service provider will be required to work in close coordination with the GIZ India team as well as the Goa Waste Management Corporation (GWMC) under the project.

2.5. Milestone / Deliverables:

Milestones	Deadlines
Work Package 1:	
• Inception Meeting	7 th July, 2023
• Inception Report Submission	14 th July, 2023
• Identification of the gap assessment study requirement	

<ul style="list-style-type: none"> • MSWM Benchmarking • MSWM Performance Indicators 	11 th August, 2023
<ul style="list-style-type: none"> • Project Review meeting 	18 th August, 2023
<ul style="list-style-type: none"> • Project Progress Report Submission 	18 th August, 2023
Work Package 2:	
<ul style="list-style-type: none"> • Analyse the current status of MSWM services. • MSWM services implementation processes. • MSWM Demand and supply gap 	6 th October, 2023
<ul style="list-style-type: none"> • Project Review meeting 	13 th October, 2023
<ul style="list-style-type: none"> • Project Progress Report Submission 	13 th October, 2023
Work Package 3:	
<ul style="list-style-type: none"> • Establish the ideal criteria for MSWM services delivery. • Compare the current status of MSWM services delivery with the ideal state. • Describe the gap and quantify the difference. 	24 th November, 2023
<ul style="list-style-type: none"> • Project Review meeting 	1 st December, 2023
<ul style="list-style-type: none"> • Project Progress Report Submission 	1 st December, 2023
Work Package 4:	
<ul style="list-style-type: none"> • Recommendations and suggestions along with action plan to bridge the gaps. 	15 th December, 2023
<ul style="list-style-type: none"> • Project Review meeting 	22 nd December, 2023
<ul style="list-style-type: none"> • Project Progress Report Submission 	22 nd December, 2023
<ul style="list-style-type: none"> • Final Report Submission 	31st January, 2024

Period of Assignment: GIZ shall hire the contractor for the anticipated contract term from **1st July 2023 to 31st January 2024** – 150 days

Location of the Assignment: Goa

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 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 50,000 Euros.
- The agency must be registered as an organization/entity in India
- The number of employees as on previous year should be at least 10
- The agency should provide at least 2 reference project on implementation of gap assessment studies
- The agency should provide at least 2 reference project in India in last 3 years related to MSW management.
- The minimum commission value of reference projects should be at least 5,000 Euros
- The agency should have minimum 1 year 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 1 year 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 regional experience in India.
- The agency should have experience with Official Development Assistance Finance projects.

4A. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, 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
- Responsible for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission
- Consideration of cross-cutting themes (e.g., gender equality)
- Handle effectively multiple tasks without compromising quality, team spirit, and positive working relationships
- Personnel management, in particular liaising with a myriad of stakeholders and partners, including ULBs, government officials, civil society, grassroots organizations, expert team members and other relevant stakeholders
- Supporting the expert team members responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase
- Ensure regular reporting and monitoring of implementation status to GIZ India and GWMC in accordance with deadlines

Qualifications of the Team Leader

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- Education/training (2.1.1): University qualification (Master's degree) in Urban Planning/ Environmental Science/ Engineering/ Business Administration in Environmental Sciences or other 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 Environmental Science/ Climate Change or related fields
 - Specific professional experience (2.1.4) : 7+ years in professional/consulting experience in the field of waste management / climate change / environmental science
 - 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 in carrying out the on-ground implementation of activities in accordance with the work packages
- Provide technical support to ULBs, private sector partners, and other relevant stakeholders for the implementation of national and state initiatives (Swachh Survekshan) etc
- Provide technical assistance in the activities involved in the preparation of the gap assessment study report and its final submission
- Review, evaluate and provide suitable and strongly analytical feedbacks and solutions

Qualifications of the Expert 1:

- Education/training (2.2.1): University qualification (Master's degree) in Urban Planning/ Environmental Science/ Engineering or other allied technical fields
- Language (2.2.2) Good business language skills in English and Hindi
- General professional experience (2.2.3): 6+ years of professional experience in implementation of on ground urban projects
- Specific professional experience (2.2.4) : 5+ years in professional/ consulting experience in the field of waste management / climate change / environmental science
- Regional experience (2.2.6) : 2 years of experience in projects in India
- Development Cooperation (DC) experience (2.2.7): 1 year of experience in DC projects

Expert 2: Data Analyst (One)

Tasks of the Expert 2:

- Responsible for supporting the team leader in carrying out the on-ground implementation of activities in accordance with the work packages
- Provide technical support to ULBs, private sector partners, and other relevant stakeholders for the implementation of national and state initiatives (Swachh Survekshan) etc
- Provide technical support through demonstration of strong quantitative skills in the preparation of the gap assessment study report and its final submission
- Review, evaluate and provide suitable and strongly analytical feedbacks and solutions

Qualifications of the Expert 2:

- Education/training (2.3.1): University qualification (Master's degree) in Data Sciences/ Economics/ Business Administration/ or other allied technical fields
- Language (2.3.2) Good business language skills in English and Hindi
- General professional experience (2.3.3): 5+ years of professional experience in implementation of on ground urban projects

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- Specific professional experience (2.3.4) : 2+ years in professional/consulting experience in the field of waste management / climate change / environmental science/ capacity building and skill development
 - Regional experience (2.3.6) : 2 years of experience in projects in India
 - Development Cooperation (DC) experience (2.3.7): 1 year of experience in DC projects

Expert 3: Report Writing Expert (One)

Tasks of the Expert 3:

- Responsible for supporting the team leader in carrying out the on-ground implementation of activities in accordance with the work packages
- Provide technical support to ULBs, private sector partners, and other relevant stakeholders for the implementation of national and state initiatives (Swachh Survekshan) etc
- Provide technical support through demonstration of strong quantitative and qualitative skills in the preparation of the gap assessment study report and its final submission
- Review, evaluate and provide suitable and strongly analytical feedbacks and solutions

Qualifications of the Expert 3:

- Education/training (2.3.1): University qualification (Master's degree) in Data Sciences/ Economics/ Business Administration/ or other allied technical fields
- Language (2.3.2) Good business language skills in English and Hindi
- General professional experience (2.3.3): 3+ years of professional experience in implementation of on ground urban projects
- Specific professional experience (2.3.4) : 2 years in professional/consulting experience in the field of waste management / climate change / environmental science/ research/ report writing
- Regional experience (2.3.6) : 2 years of experience in projects in India
- Development Cooperation (DC) experience (2.3.7): 1 year of experience in DC projects

Expert 4: Project Associate (One)

Tasks of the Expert 4:

- Responsible for supporting the team leader and other experts in assuring overall support in the project activities
- 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
- Conduct detailed analysis of the collected data, recognise and identify related issues and provide suitable solutions

Qualifications of the Expert 4:

- Education/training (2.7.1): University qualification (Bachelor's or Master's degree) in Urban Planning/ Environmental Sciences/ Business Administration or other allied technical fields
- Language (2.7.2): Good business language skills in English and Hindi
- General professional experience (2.7.3): 3 years of professional experience in the Business Analytics / Information Technology / Digital Media field
- Specific professional experience (2.7.4): 2 years in professional/consulting experience in the field of solid waste management, capacity building, skill development or similar work
- Regional experience (2.1.5): 3 years of experience in projects in India

- Development Cooperation (DC) experience (2.3.7): 1 year of experience in DC projects

4. Specification of Inputs

Fee days	Total Number of Expert Days	Number of days per expert	Comments
<ul style="list-style-type: none"> • Preparation/debriefing 	3	<ul style="list-style-type: none"> ▪ Team Leader – 1 day ▪ SWM Expert – 1 day ▪ Data Analyst – 1 day ▪ Report Writing Expert – 1 days 	
<ul style="list-style-type: none"> • Implementation 	271	<ul style="list-style-type: none"> ▪ Team Leader – 39 days ▪ SWM Expert – 74 days ▪ Data Analyst – 74 days ▪ Report Writing Expert – 74 days ▪ Project Associate – 89 days 	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
<ul style="list-style-type: none"> • Per-diem allowance in country of assignment 	2	6	3 travels for 2 days each
<ul style="list-style-type: none"> • Overnight allowance in country of assignment 	2	6	3 travels for 2 days each
<ul style="list-style-type: none"> • Travel costs (private vehicle/cab) 	2	12	2 local travel per day
Flights	Number of experts	Number of flights per experts	Comments
<ul style="list-style-type: none"> • International flight 			
<ul style="list-style-type: none"> • Domestic flight / Train 	2	3	Return flight included
Other costs	Number of unit	Amount per unit	Comments

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.

5. Costing Requirements

5.1. Assignment of Personnel

- Team Leader: On assignment for 40 expert days
- Expert 1: Solid Waste Management Expert: On assignment for 75 expert days
- Expert 2: Data Analyst: On assignment for 75 expert days
- Expert 3: Report Writing Expert: On assignment for 75 expert days
- Expert 4: Project Associate: On assignment for 90 expert days

5.2. Travel

The contractor is expected to ensure that the team is based in Goa for the duration of the contract. Travel sector includes Varanasi, Patna, Bengaluru, Tiruchirappalli and Goa for recording different waste management best practices and cost estimate for travel has to be provided along with the proposal. This includes 3 return flight travel for 2 experts each, total 12 accommodation for 2 experts ,12 per diems and total 24 local transportation.

6. 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 an Urban Affairs (MoHUA) and other relevant Ministries in the due course of this activity.

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 and 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.