

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

<b>1 Trainings on ISO 50001- Energy Management System</b>	<b>Project number/ cost centre:</b>
	<b>18.2256.8-001.00</b>

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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018.
ToRs	Terms of reference

## 1. Context

GIZ is an international cooperation enterprise for sustainable development which operates worldwide, on a public benefit basis. GIZ is fully owned by the German Federal Government and implements development programs in partner countries on behalf of the German Government for achieving its development policy objectives.

The Federal Republic of Germany and the Government of the Republic of India have, under the Indo-German Technical Cooperation, agreed to jointly promote the “Indo-German Energy Programme” (IGEN) with the aim to promote energy efficiency/conservation, renewable energy, access to energy, etc. and in turn improve the environment/climate protection. The Energy Efficiency component of the IGEN (IGEN-EE) works in collaboration with the Bureau of Energy Efficiency, Ministry of Power for the implementation of the Energy Conservation Act (EC Act, 2001), focusing on energy efficiency and conservation.

“Energy Efficiency in Industry and Data” Project is being commissioned by BMZ Germany.

The main objectives of the project are:

- i. Capacity building of selected SDA's to promote energy efficiency in Non PAT industries
- ii. Providing Non-PAT secondary steel and pulp and paper industries with access to information on key energy efficiency processes and technologies
- iii. Institutionalization of peer to peer learning among SDAs and Non-PAT secondary steel and pulp and paper industry clusters
- iv. National Energy Efficiency dialogue for secondary steel and pulp and paper sector between policy makers, research institutions and business associations.

In line with the project background and objectives, the project intends to provide trainings on ISO 500010-Energy Management System at industry clusters.

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

### Objective of the assignment

To provide trainings on ISO 500010 Energy Management System at the following industry clusters:

State	Clusters
Maharashtra	Pune, Kolhapur, Nagpur, Aurangabad, Jalna
Karnataka	Belgaum, Hubli
Uttar Pradesh	Muzaffarnagar, Meerut, Ghaziabad
Punjab	Mandi, Jalandhar, Batala

The tasks to be performed by the contractor includes:

**A. Coordination:**

- i. Coordinate with BEE, SDA and GIZ for finalization of workplan, implementation schedule, etc.
- ii. Coordinate with industry and their associations to organise trainings workshops. Each training workshop should have at least 25-40 participants. All identification, invites, coordination, follow-ups, etc. should be done by the bidder. The logistics cost of the workshop shall be borne by GIZ.
- iii. Coordinate with industry to nominate personnel participating in trainings.

**B. Planning and conduct**

- I. Prepare an overall plan of activities, deployment of experts, conduct of trainings, etc.
- II. Prepare reporting format, which should be approved by GIZ.
- III. Provide physical ISO 50001 trainings, at cluster level.
- IV. Each training should be of minimum two days.

**C. Trainings – trainings to be given on:**

- I. Introduction & Clause wise Training (all 10 clause)
- II. Documentation details and technical data review
- III. Documentation review and Internal Audit preparation:
  - a. Documentation formats sharing
  - b. Documentation preparation
  - c. Documentation review

**D. Reporting**

- i. Provide monthly progress reports to GIZ. The report format should be prepared and get approved in the kick-off meeting.
- ii. Provide a final report at the end of contract.

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

<b>Milestone</b>	<b>Deliverable</b>	<b>Deadline/place/person responsible</b>
Monthly report on the service offered	Report in place	Every month
Final report on the service offered	Final report in place	Within 6 months from award of contract

**Period of assignment:** From May 2024 until 10<sup>th</sup> Nov 2024. Total 6 months.

### 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 0 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 0).

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 0 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 0.

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

#### Other specific requirements

##### 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

#### Reporting

- As per chapter 2 (Milestone/deliverable)

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

##### **Commercial Eligibility Assessment**

- Indian firms registered in India, please provide legal status of your firm.
- Average annual turnover of the agency for the last three financial years: at least 100,000 Euros.
- Number of employees of the agency for the previous year: at least 10
- The agency must submit a declaration on GWB clauses – refer Annex “Legal Inferences”.

##### **Technical Eligibility Assessment**

The bidder shall have reference projects with a minimum commission value of 20,000 Euros.

- At least 2 reference projects on implementation of any ISO/ IoT/ Industry 4.0.
- At least execution of 1 project on of ISO 50001

##### **Technical Experience**

- Should have lead assessor certification/ authority from any recognised certifying body, for ISO 50001
- Minimum 5 years of experience in ISO/ IoT/ Industry 4.0.
- Should have at least 3 certified lead auditor of ISO 50001

##### **Experience of Development Studies (ODA Financed)**

- NA

#### **4A. 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 0), 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 team lead

- Coordinate and manage the experts, work schedule, deliverables. Provide expertise as and when required.

###### Qualifications of the team leader

- Education/training (2.1.1): Master's degree in engineering/ management or any other related field.
- Language (2.1.2): proficient in Hindi and English
- General professional experience (2.1.3): at least 15 years of professional work experience
- Specific professional experience (2.1.4): at least 10 years of experience in the field of energy

- Leadership/management experience (2.1.5): At least 5 years of experience
- Regional experience (2.1.6): at least 5 years of experience of working in India
- Development Cooperation (DC) experience (2.1.7): NA
- Other (2.1.8): NA

## **Expert 1**

### Tasks of expert 1

- Coordinate, manage, provide expertise as per the scope of work mentioned in this ToR.

### Qualifications of expert 1

- Education/training (2.2.1): Bachelor's degree in engineering.
- Language (2.2.2): proficient in Hindi and English
- General professional experience (2.2.3): at least 10 years of professional work experience
- Specific professional experience (2.2.4): at least 5 years of experience in the field of energy
- Leadership/management experience (2.2.5): Not required.
- Regional experience (2.2.6): at least 3 years of experience of working in India.
- Development Cooperation (DC) experience (2.2.7): NA
- Other (2.2.8): Certified lead auditor of ISO 50001

## **Expert 2**

### Tasks of expert 2

- Coordinate, manage, provide expertise as per the scope of work mentioned in this ToR.

### Qualifications of expert 2

- Education/training (2.3.1): Bachelor's degree in engineering.
- Language (2.3.2): proficient in Hindi and English
- General professional experience (2.3.3): at least 10 years of professional work experience
- Specific professional experience (2.3.4): at least 5 years of experience in the field of energy
- Leadership/management experience (2.3.5): Not required.
- Regional experience (2.3.6): at least 3 years of experience of working in India.
- Development Cooperation (DC) experience (2.3.7): NA
- Other (2.3.8): Certified lead auditor of ISO 50001

## **Expert 3**

### Tasks of expert 3

- Support the team in overall work, write reports, coordinate workshops, etc.

### Qualifications of expert 3

- Education/training (2.4.1): Bachelor's degree in engineering.
- Language (2.4.2): proficient in Hindi and English
- General professional experience (2.4.3): at least 4 years of professional work experience
- Specific professional experience (2.4.4): at least 2 years of experience in the field of energy

- Leadership/management experience (2.4.5): Not required.
- Regional experience (2.4.6): at least 1 years of experience of working in India.
- Development Cooperation (DC) experience (2.4.7): NA
- Other (2.4.8): NA

#### **Expert 4**

##### Tasks of expert 4

- Support the team in overall work, write reports, coordinate workshops, etc.

##### Qualifications of expert 4

- Education/training (2.5.1): Bachelor's degree in engineering.
- Language (2.5.2): proficient in Hindi and English
- General professional experience (2.5.3): at least 4 years of professional work experience
- Specific professional experience (2.5.4): at least 2 years of experience in the field of energy
- Leadership/management experience (2.5.5): Not required.
- Regional experience (2.5.6): at least 1 years of experience of working in India.
- Development Cooperation (DC) experience (2.5.7): NA
- Other (2.5.8): NA

**Note: Experts 1 and 2, must be Certified lead auditor of ISO 50001, otherwise the entire marks for that expert will become zero.**

## **5. Costing requirements**

### **Assignment of personnel**

Team leader: assignment for 18 expert days

Expert 1, 2, 3, 4: Assignment in country of assignment for 72 expert days for each

### **Travel**

The experts will have to travel to clusters within the states they have been assigned to. The expert might also have to travel to Delhi or any other state as and when required. However, travel to any states other than Delhi and the state where they are stationed will have to be approved by GIZ prior to travel.

Travel expenses	Total number	Cost	Comments
• Flight cost (return flights)	24		
• Per Diem	96		
• Accommodation	72		
• Local transport	12		



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

The bidder shall work from their own premises for office work. The workshops shall be physical, and the bidder shall do all necessary coordination. The logistics cost of workshops shall be borne by GIZ. The trainings and the activities shall be done in the RCF based paper clusters, and steel-based re-rolling, foundry, and forging clusters in the state of Maharashtra, Karnataka, Uttar Pradesh, and Punjab. Any other state, if added, would be communicated to the bidder in advance. However, the total number of travels will be fixed.

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

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

The complete bid shall not exceed 30 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs. The CVs shall not exceed 8 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.

**The assignment falls under GIZ negotiated award procedure, hence a bidder with maximum technical score shall be contacted for financial negotiations, if required.**