

Terms of reference (ToRs) for the procurement of services

Consultancy for Strengthening sustainable aquaculture-based FI Monitoring system of odisha	Project number/ cost centre: 16.0126.9-008.00
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0. List of abbreviations

ASP	Aquaculture Service Provider
AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2022
BA	Bachelor of Arts
BMZ	Federal Ministry of Economic Cooperation and Development (Germany)
BSc	Bachelor of Science
CRP	Community Resource Person
CV	Curriculum Vitae
FGDs	Focus Group Discussions
FPO	Farmer Producer Organizaton
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit
GP	Global programme/ Globalvorhaben
M&E	Monitoring and Evaluation
MSc	Master of Science
NABARD	National Bank for Agriculture and Rural Development
SHG	Self Help Group
ToRs	Terms of reference
SOP	Standard operating procedure
MSP	Multi-stakeholder platform
DoF	Department of fisheries
FI	Farmer institutions
FIRMS	Farmer institution level rea- time monitoring system
FRB	Farm Record Book

1. Context

Overview of the project

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development in more than 130 countries around the globe. Our cooperation activities in India are guided by the globally agreed Sustainable Development Goals (SDGs). Focus is given to the development of rural areas and on improving social protection in health for the poor and vulnerable population. In addition, good governance is a cross-cutting issue and Special Programmes have been introduced at global, regional and sector levels. The Global Programme on sustainable fishery and Aquaculture (GP-Fish, contributes to the overarching aims of reducing extreme hunger and poverty. GP-Fish contributes to this objective by implementing projects in the field of sustainable fisheries and aquaculture with a focus on artisanal practices. Besides India, GP-Fish supports projects in Madagascar, Malawi, Mauritania, Uganda, Zambia and Cambodia.

For India, the overall objectives of the project titled “Sustainable Aquaculture for Food and Livelihood (SAFAL)” (previously “Food security through integrated aquaculture in Assam and Odisha (EIAA)”) are to support the development of aquaculture and organisational development of Self-Help Groups (SHG) and Farmer Producer Organizations (FPO) in selected districts in the states of Assam and Odisha. Herewith, and with respect to food and nutrition security, the project aims at increasing the sustainable production of fish and thus the availability of fish products for food-insecure households. The increase in fish production shall also contribute to an increased income and the number of jobs in the fish value chain. Primary beneficiaries are male and female fish farmers as well as members of farmer organisations and aquaculture service providers (ASP). Consumers of non-fish-producing households within the areas of intervention are likely to gain indirect benefits as more affordable fish products are offered in the markets.

The strategic reference framework for the planned module is the "Special Initiative "Transformation of agricultural and food system". The GP Fish is part of the Special Initiative, and the planned module on integrated aquaculture in India fits well into the existing GP.

The planned module contributes to the objectives of the national fisheries strategy. According to this strategy, fisheries and aquaculture are to be promoted through improved techniques and better access to resources. Small producers are to be organised into FPOs.

The specific context of the service

To create and enhance the enabling environment for the promotion of sustainable aquaculture in the states of Assam and Odisha, it was recommended to facilitate the strengthening of the farmers collective under institutional framework which can contribute towards addressing the challenges towards inclusive growth of the farmers collective. One of the key component for transformation of the farmer institution towards a self-sustaining business model is farmer institute level monitoring and evaluation. The specific objective of the consultancy is to support handholding and strengthen firmer institution monitoring system and enable farmer institutions

to be able to make informed decisions based on information about their farmers strengths and weaknesses.

Objectives of the service

The contractor is responsible for providing the below services (I to IV) for the following range of subjects:

- I. Adoption and troubleshooting of Farmer institution real- time monitoring system (FIRMS): Support the 12 farmer institutions to adapt the FIRMS and troubleshoot the gaps in adopting the system.
- II. facilitation of Record keeping: Facilitate 3600 farmers under 12 FPOs to update the farm record book (FRB) and ensure record book optimisation at the farmer institution level using regular meetings and handholding training.

2. Tasks to be performed by the contractor

The contractor is responsible for the **above-mentioned strategic objective**. For this, the service provider will perform the below tasks.

- Preparation of inception report
- Handholding of Farmer institution: Continuous handholding support to minimum 2800 sustainable aquaculture farmers via training on the Farmer record book (FRB) using already developed 240 FPO's community resource persons (CRP).
- Ensuring migration of Farm records into Farmer institution real- time monitoring system.
- Organizing 24 one-day FPO – CRP monitoring workshops as a tool to steer the process.
- The day-to-day management of the training, including all required logistic arrangements.
- Supervising the trainings in the field
- Quality control of the trainings on Farmer record books.
- Regular progress reporting to GIZ
- Final compiled report for analysis and compilation according to GIZ guidelines

The proof of deliverables would be verified by the below method:

facilitation of Record keeping:

- The farmer training verification sheet to be developed and the training verification sheet to be cross checked by physical/telephonic verification (by consultancy and GIZ).

- The honorarium to crp is proportionate to the number of successful handholding trainings and FIRMS update.
- **The firms update report and training verification sheet** shall act as supporting documents for 'digital migration of minimum 2800 farmer record books to FIRMS of farmer institutions.
- Other measures can be implemented to ensure quality training during inception meetings. CRPs shall provide hand-holding support to the farmers on recordkeeping.

CRP to farmer FRB hand-holding training on FI'S FIRMS:

Training will be considered successful, and the CRP receives an honorarium for the training,

- when a CRP supports his minimum 12 farmers in self-filling a farmer's record book for his culture cycle, each CRP uploads a minimum of 12 farmers' farming records to FI's 'FIRMS' from the farm record book filled by the farmer. This will enable the FI to make informed business decisions for inclusive growth.

Specific objective-related deliverables

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

Milestone	Proof of delivery (where applicable)	Deadline
inception report (upto 4 pages with plan of action)	Inception report	May 2024
1 st phase digital migration of 2800 farmer record books to FIRMS of farmer institutions	Training verification sheet and FIRMS update sheet to confirm the numbers	June 2024
2 nd phase digital migration of 2800 farmer record books to FIRMS of farmer institutions	Training verification sheet and FIRMS update sheet to confirm the numbers	July 2024
Final report on the FI monitoring system	Final report	July 2024

Period of assignment: From May 2024 until 31st July 2024.

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). 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 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.

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 and steering the experts (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 2022

4. Criteria for Eligibility of firms (*bidders must submit the documentary evidence for the criteria's specified below*)

The bidder must have the following administrative and financial requirements for conducting the assignment.

I. Commercial Eligibility Assessment

- Bidder must be registered as national entity of India.
- In case of bidding consortia: Declaration by consortium
- Average annual turnover for the last three financial years should be at least 25,000 Euros.
- The agency should have minimum 10 employees and manager in the past three calendar years.

II. Technical Eligibility Assessment

The agency must have handled 1 reference project in Farmer institution based Sustainable aquaculture in rural Odisha and 1 reference project in farmer institution real-time monitoring system in sustainable aquaculture in Odisha in India in the last three years with a minimum commission value of Euros 20,000.

III. Weighted Criteria

1. Technical Experience
 - Minimum 2 years' experience in FPO hand holding and strengthening.
 - Minimum 1 experience in training FPOs on monitoring, finance management and evaluation.
2. Regional Experience: The agency should have regional experience in Odisha

5. 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.

Expert 1 (2.1) - Team Leader

Tasks

Overall responsibility for the tasks of the contractor (quality and deadlines)

- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management
- Planning of training and meetings
- Regular reporting in accordance with deadlines
- Lead on field operation to achieve deliverables.

Qualifications

- Education/training (2.1.1): Bachelors in Fisheries science
- Language (2.1.2): Good business language skills in English and relevant local languages for Odisha
- General Professional Experience (2.1.3): 5 years working with farmers institutes improving livelihood
- Specific professional experience (2.1.4): 2 years working with sustainable aquaculture within FPOs in Odisha
- 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): 2 years in projects in Odisha

- Development cooperation experience (2.1.7): Minimum 2 years' experience in development cooperation

Expert 1 (2.2) – FPO Finance expert

Tasks

- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- FPO finance management training.
- Workshop Moderation preparations including Preparation of agenda, material for workshops, Reports of workshops.
- Regular reporting in accordance with deadlines

Qualifications

- Education/training (2.2.1): Bachelor's in economics, commerce, management.
- Language (2.2.2): Good business language skills in English and relevant local languages for Assam and Odisha
- General Professional Experience (2.2.3): 5 years working with Accounts and finance team of CSO on livelihood and sustainability.
- Specific professional experience (2.2.4): 5 years with FPOS/FIs as finance expert for business management in sustainable aquaculture
- Leadership/management experience (2.2.5): 3 years of management/leadership experience as a company project team leader or manager.
- Regional experience (2.2.6): 3 years in projects in Assam and/or Odisha
- Development cooperation experience (2.2.7): Minimum 2 years' experience in development cooperation

Expert 2 (2.3) – Monitoring expert

Tasks

- Monitoring of FPO M&E system
- Handholding training and support to FPO on FIRMS
- Coordinate and report with the GIZ for achievement of the deliverables set for the contract.
- Set goals for performance and deadlines to comply with the program's plan and vision.
- Organising workflow and ensuring the delegated task to be completed within the timelines.

- Preparation and submission of daily, weekly, monthly report to GIZ in progress of the program in the state of Odisha.

Qualifications

- Education/training (2.3.1): Bachelor's in social science and/or Post Graduate Degree in Fishery or equivalent
- Language (2.3.2): in English and relevant local languages for Odisha
- General Professional Experience (2.3.3): 4 years working with as monitoring expert in development space I,e, FPOs, skilling, livelihood initiatives.
- Specific professional experience (2.3.4): 2 years in monitoring and evaluation in sustainable aquaculture in an FPO system
- Leadership/management experience (2.3.5): 2 years in supervision of small to medium groups
- Regional experience (2.3.6): 2 years in odisha
- Development cooperation experience (2.3.7): Minimum 1 year experience in development cooperation

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short term expert pool 1 Short-term expert pool 1 (District Coordinators - Bhadrak, Jajpur, Khurda/Puri, Kendrapada)

Tasks of the short-term expert pool 1

- Conduct trainings and meetings at farm and FPO level fisheries sector
- Maintain tablets for digital questionnaires all times in working condition
- Follow instructions and feedback to achieve best possible quality for FPOs monitoring system.

Qualifications of the short-term expert pool 1

- Education/training (2.6.1): all experts with university qualification (graduate in sociology, social works, anthropology or equivalent)

- Language (2.6.2): all experts with very good language skills in odia.
- General Professional Experience (2.6.3): 4 years working with as field experts in development space I,e, FPOs, skilling, livelihood initiatives.
- Specific professional experience (2.6.4): all experts with two years of experience working with the FPOs in sustainable aquaculture.
- Regional experience (2.6.6): 2 years in Odisha.
- Development cooperation experience (2.6.7): Minimum 1-year experience in development cooperation

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In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

6. Costing requirements

Assignment of personnel

Expert 1 – Team leader: Total 70 expert days

Expert 2 – FPO finance expert: Total 70 expert days

Expert 3 – Monitoring expert: Total 70 expert days

Short term expert pool 1 –Total 280 expert days

Travel

Travel expenses item	Number/quantity
Local conveyance: 4-wheeler/taxi for 3 experts	8,000 km
Local conveyance: 2-wheeler for short term expert pool 1	8000 km
Per-diem	85 days
Accommodation	85 days

The bidder is required to calculate the travel based on the above table. List of the expenses should be calculated separately for daily allowance, accommodation expenses, taxi and other travel expenses.

The project locations to visit in Odisha are 5 districts. In addition, there might be a maximum travel of 16000 by 4-wheeler/2 wheelers (please specify type of vehicle) for 85 days of travel in Odisha.

Note: Travel insurance is the firm's responsibility.

Workshops, training

The contractor implements following trainings. Cost to be **budgeted** by the contractor:

1. CRP to farmer FRB hand holding trainings: 480 (240 CRP trains minimum 3000 farmers 2 times each on record keeping)
2. FPO and CRP monitoring workshop/meeting - 24.(12 Fpos x 2 meetings)

The said assignment falls under negotiated award procedure and GIZ reserve the right to negotiate with the winner.

7. Inputs of GIZ or other actors

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

- After signing the contract, make available all project-relevant documents, e.g., project proposal, examples of baseline reports.
- GIZ may provide relevant input during contract implementation.

8. Requirement 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 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 must be drawn up in English.

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

The CVs of the personnel proposed in accordance of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job/task the proposed person held in the reference project and for how long.

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. The contractor has to submit the original bills to claim travel expenses.