Terms of reference (ToR) for the procurement of services

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Dashboard 2.0 to track status of master plans and institutional strength of Town and Country Planning Organisation (TCPO) and management of India-EU Urban partnership LinkedIn page

Contents

General information

a. Brief information on the project

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project "Sustainable Urban Development - Smart Cities II" (SUDSC II) on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ). The project supports the Ministry of Housing and Urban Affairs (MoHUA) and the partner state governments (Karnataka, Kerala, Odisha, Tamil Nadu, Telangana and Assam) in resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management and the leave-no-one-behind (LNOB) principle. It also supports six smart cities of Mangaluru, Kochi, Bhubaneswar, Coimbatore, Manikonda and Guwahati in implementing projects in ambit of risk-informed, inclusive/gender-responsive, integrated, resilient and sustainable urban development.

The rapid urbanisation of India is likely to continue and further intensify in the future. The current trends indicate that over half of the country's population will live in cities by 2050, which will further increase the current challenges of basic service provision for the citizens, the risk of disasters and the effects of climate change. The Government of India has responded to the problem by initiating and implementing various reforms, programmes, and missions such as Atal Mission for Rejuvenation and Urban Transformation 2.0 (AMRUT 2.0), Smart Cities Mission (SCM) and Swachh Bharat Mission 2.0 (SBM-Urban 2.0). However, capacities for sustainable urban development and the application of risk-informed, integrated, resilient and sustainable urban development approaches are generally very limited.

On national, state and city level, the project aims at anchoring resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management and the LNOB principle, within the context of various programmes and missions of the Government of India.

Further, the project intends to address sustainable urban development through four outputs: a) Policy Support: supporting the implementation of regulatory planning frameworks for resilient and sustainable urban development, that considers disaster risk management and leave no one behind, b) Capacity Development Measures: strengthening of capacities of relevant stakeholders and institutions on resilient and sustainable urban development, c) Innovative, Data-Based Projects: introducing open innovation and data-driven decision making in risk-informed, inclusive, resilient and sustainable urban development, d) Knowledge Exchange: fostering knowledge networks to foster peer-to-peer exchange on relevant subjects to promote sustainable urbanisation. More information about SUDSC II can be found here.

Additionally there is a European Union (EU) action called "Support to Sustainable Urbanisation in India" jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ as part of SUDSC II project which has been under implementation since 01 January 2022.

The action will help to deliver the EU's Global Gateway strategy and its objectives by further strengthening the existing India-EU Partnership for Smart & Sustainable Urbanisation. The EU-India Global Gateway Action is closely aligned with the 2030 Agenda, the Sustainable Development Goals (SDGs), and the Paris Agreement on climate change. The Action is committed to a strong competency-driven and focused Team Europe approach to draw in the complementary know-how and strengths of European Union Member States (EU MS) that are committed to sustainability and supporting India's ongoing modernisation.The overall objective of the action is to strengthen the means of implementation and revitalize the global partnership for sustainable development and the Paris Agreement on climate change.

b. Context

SUDSC II is supporting Town and Country Planning Organisation (TCPO) to create an online dashboard to track the status of master plans and institutional strength of TCPO across the nation. As per Census 2011, the nation had 7933 towns with 4041 statutory and 3892 census towns. But as of today, the combined figure stands at more than 8000 towns, both statutory and census combined.

Over the years, the need has grown for significant reforms to improve the approach towards urban planning. As per Census of India 2011, of the 4041 statutory town at that time, 52% did not have any approved or under-preparation master plans. It is even more dismal in the case of census towns, where 76% lacked master plans. It is often observed that several challenges are faced during implementation of the master plans like delays, disputes in courts etc. Some master plans also get amended multiple times during their implementation. There could be many reasons behind this. For example, lack of data supporting ground realities, lack of communication between various departments and planning agencies, and lack of development policy awareness amongst citizens. *(Source: Reforms In Urban Planning Capacity In India, NITI Aayog, Sept 2021).*

As per the same report published by NITI Aayog , only 3945 sanctioned positions of town planners are there in all State/UTs town and country planning departments put together. Out of these, 42% are vacant. The requirement of town planners worked out to be 12,213, which means an additional 8,268 posts in all States and UTs. It was concluded that all the States/UTs cumulatively may need to sanction an additional 8268 posts for the qualified urban/town planning professionals to meet the immediate requirement for improving town planning governance.

Hence there is an urgent need of a dashboard where this information can be regularly updated, tracked and analyzed and can be used as a decision making tool for TCPO.

There is also a need to automate and regularise data collection process for all 28 states and 8 UTs through a login based system, so 36 nodal officers (28 states and 8 UTs) appointed by TCPO can keep on updating data on their own without support of GIZ or the contractor after the implementation period is over. This will require capacity development training for the nodal officers.

Some of the dashboards recently published by various government institutions in India for reference are given below:
SDG India Index and Dashboard (niti.gov.in)
SDGs 4 India (mospi.gov.in)
India Energy Dashboards - Electricity Overview (niti.gov.in)

c. GIZ shall hire the contractor for the anticipated contract term, from **15 May 2024 to 15 September 2025**

d. The contractor shall provide the following work/service

GIZ in consultation with TCPO has already developed an iteration of the dashboard. Screenshots have been attached in annexure I. The working code files will be provided to the winning contractor. Frontend and backend are developed on Angular and NodeJS respectively. Database used is MongoDB.

Supplementary services are required for updation of SUDSC II activites and operation & maintenance of existing India-EU Urban Partnership LinkedIn page.

Objectives of the assignment are:

1) Improvise and develop existing dashboard to track status of master plans and institutional strength of Town and Country Planning Organisarion (TCPO) across all statutory and census towns.

2) Improvise and develop existing dashboard depicting history of town planning in India. Historic maps, pictures and captions will be provided.

3) Conceptualize and develop an IT architecture framework including a login based mechanism for nodal officers to update city level information in the database. (one-login credential each for every state and UT).

4) Host the dashboard on private server for duration of the contract and lead efforts for beta testing and further improvisations in consultation with GIZ and TCPO.

5) Develop a self-paced capacity development training module, preferably a powerpoint presentation and an A4 sized report to capacitate nodal officers to manage, troubleshoot and update the dashboard.

6) Conduct a one-day / 8 hours online training session for nodal officers to capacitate them to manage, troubleshoot and update the dashboard.

7) Updation of project activities, operation and maintenance of the India-EU Urban Partnership's LinkedIn page in close coordination with GIZ and EU team

#	Milestone	Criteria for acceptance	Due date from contract start
1	1st phase reporting	Provide recommendations, strategy and a milestone plan for improvement based on analysis of existing dashboard as a report	1 month
2	2nd phase reporting	Beta version of dashboard is developed	3 months
		First revision of dashboard is done	4 months
		Second revision of dashboard is done	5 months
		Summary of Linkedin posts in current reporting phase	6 months

3	3rd phase reporting	In-person presentation of dashboard to TCPO / MoHUA at New Delhi	7 months
		Training module has been developed	8 months
		One-day online capacity development training done	9 months
		Summary of Linkedin posts in current reporting phase	9 months
4	4th phase reporting	Summary of Linkedin posts in current reporting phase	15 months

Note:

a. Project location is Delhi and will involve travel to Delhi for meetings with partner
b. GIZ shall be responsible to give inputs/comments/suggestions on the deliverables submitted by the contractor
c. GIZ is not responsible for correctness of the data and hosting of the dashboard on a web server
d. Data to be visualized in the dashboard will be provided by TCPO

Tender requirements

Firm Eligibility Criteria

The Agency should have the following technical and financial requirements for conducting the assignment:

I. **Commercial Eligibility Assessment**

- The bidder must be legally registered in India.
- In case of bidding consortia – Declaration by consortium (Lead partner shall provide memorandum / contractual relationship between the partners)
- Average annual turnover for the last three financial years should be at least 30,000 Euros.
- Average number of employees as on 31 December of the previous year should be 5.

II. **Technical Eligibility Assessment**
- The technical assessment is only based on reference projects with a minimum commission value of 10,000 EUR
- Atleast 1 reference project in the technical urban development sector and atleast 2 referencd projects in world in last 3 years

I. **Weighted Criteria**

- Experience of developing data visualization related tools promoting data-based decision making
- Experience of implementing capacity building and training programs
- Experience of engagement in urban planning or spatial planning or urban development sector
- Regional experience of working in India

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1. Qualifications of proposed staff

1.1 Expert 1: Team Leader (15 expert days)

1.1.1 General qualifications

Education: University degree (master's) in urban planning, urban development, urban management, economics or statistics

Professional experience: 8 years in leading development of data analysis and visualization solutions like dashboards or digital applications

1.1.2 Experience in the region/knowledge of the country
5 years in India

1.1.3 Language skills
Business fluency in English C1

1.2. Expert 2: Data Analyst (45 expert days)

1.2.1. General qualifications
Education: University degree (master's) in computer science, GIS, information technology, statistics or data science

Professional experience: 5 years in data structuring, data engineering and conceptualizing different metrics from a large, preferably national level data sets like census data

1.2.2. Experience in the region/knowledge of the country
5 years in India

1.2.3. Language skills
Business fluency in English C1

1.3. Expert 3: Full stack IT developer (30 expert days)

1.3.1. General qualifications
Education: University degree (master's) in computer science, GIS, information technology, statistics or data science

Professional experience: 5 years in IT development of data analysis and visualization solutions like dashboards or digital applications, managing databases, servers, cloud networking, troubleshooting databases and software glitches preferably on Angular, NodeJS and MongoDB

1.3.2. Experience in the region/knowledge of the country
5 years in India

1.3.3. Language skills
Business fluency in English C1

1.4. Expert 4: Communication expert skilled in UI-UX design (40 expert days)

1.4.1. General qualifications
Education: University degree (master's) in information design / UI / UX Design / Graphic Design / Communication

Professional experience: 5 years' in designing UI-UX environments using tools such as Figma, AdobeXD, Adobe Photoshop, Adobe Illustrator with experience of content creation and posting on LinkedIn or other social media platforms

1.4.2. Experience in the region/knowledge of the country
5 years in India

1.4.3. Language skills
Business fluency in English C1

2. Appropriateness of proposed concept

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.3.)

2.1 The bidder is required to present their past experience of effective stakeholder management within the Indian government sector, preferably at national level

2.2 The bidder is required to present their past experience of data analytics or visualization related digital solutions

2.3 The bidder is required to present their experience of working in urban planning, urban development or any other development sector

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	2	Team Leader =1 Data Analyst = 5 IT Developer = 0 Comm. Expert = 2	
• Implementation	4	Team Leader = 14 Data Analyst = 40 IT Developer = 30 Comm. Expert = 38	
Travel expenses	Number of experts	Total number of days	Comments

	Number of experts	Total number of	Comments
• Per-diem allowance in country of assignment	4	10	
• Overnight allowance in country of assignment	4	10	
• Travel costs (train, private vehicle)	4	10	
Flights	**Number of experts**	**Total number of round trips / flights**	**Comments**
• Domestic round trip	4	5	

This assignment falls under the GIZ Negotiated Competitive bidding, therefore GIZ reserves the right to invite the highest ranking agency/winning agency for financial negotiations, if deemed necessary.

Calculate your financial bid exactly *in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as* **maximum amounts**. *The regulations on pricing are contained in the price sheet.*

Annexes

- Annexure I – Screenshots of previous iteration of dashboard provided as separate PDF
- Annexure II - Existing India-EU Urban Partnership LinkedIn page.