

F.A.Q.**ANSWERS TO THE QUERIES RAISED AGAINST TENDER FOR DEVELOPING SDG DASHBOARD FOR CITIES, IMPLEMENTATION AND CAPACITY BUILDING (SAP No: 83359427)**

SI No	Doc Name	Page #	Section in Doc	Statement of requirement	Queries	GIZ Answers
1	Terms of Reference	3	Section 1	several states have drafted or in the final stages of drafting their SDG State Indicator Frameworks, targets, SDG State Vision documents among others	Q- Has Tamil Nadu drafted the State Indicator Framework? Which department in the state is responsible for developing this?	The activity will fall under the scope of the contracted firm
2	Terms of Reference	Page 3 to 5	Section 2	Provide maintenance, support and hosting of the dashboard platform	Q- Does GIZ already have a platform/portal and the required infrastructure to host the application? Who would bear the costs of licenses, infra, testing and collaboration tools (although open source tools)? Q- Will vendor have to host the data, or it will be hosted by Govt. and vendor to maintain it? Q- Please let us know if the cost of software license, server space, hosting cost etc. will be borne by GIZ or not. Q-Please let us know if you have any preference of technology / software to be used including open source software	The costs and activities associated with purchasing licenses , tools, hosting the platform etc., if applicable, will be borne by the contracted firm. GIZ does not have a preference for technology / software
				Conduct a comprehensive analysis of datasets from central sponsored urban missions and urban indicator frameworks applicable to cities including but not limited to: Ease of	Q- Does GIZ have the necessary infrastructure to run analytics on huge data sets? Q- Will the data be provided by GIZ or to be collected from the state and centre?	Data will be procured by the contracted firm from the relevant government department and the analytics will fall under the scope of tasks for the contracted firm
				Develop an interactive real-time web-based urban indicator dashboard based on the generic "City Indicator Framework" and implement the same for the city of Coimbatore capturing the city's progress on SDGs and all the relevant urban missions	Q- What are the number of users envisaged to make use of the dashboards? Q- Does the "real-time" means automated data capture / live update from field by authorized persons?	Envisaged users groups will include, but not limited to, relevant government departments, CSOs, Academia, NGOs etc. Data will be uploaded periodically by the relevant
				Training Module Develop customised training modules including: User manual, troubleshooting, database management etc.	Q- What is the scope of training module coverage? We assume that the scope of training includes only functional training on dashboard usage	Yes

			<p>Develop an encompassing "City Indicator Framework" aligned to SDGs that captures the relevant urban indicators from the national indices applicable for cities.</p>	<p>Q- Is the study limited for 17 SDG for Coimbatore city only?</p>	<p>The "City Indicator Framework" is for all cities, which will be customised for Coimbatore along with the Dashboard</p>
			<p>Table detailing the Milestone and Deadline/place/person responsible</p>	<p>Q- Due to ongoing COVID 19 scenario, there might be circumstances that reasonably restrict travel or physical presence of our personnel at your office / location. This might have an impact on the proposed methodology and timelines of the project.</p> <p>Please let us know if GIZ has a risk mitigation plan for such scenarios and whether time extension will be allowed along with required changes in methodology and targets on mutual agreement basis.</p>	<p>If circumstances restrict physical meetings, travel may not be required and can be done by virtual means and the deliverables and timelines may be discussed depending on the prevailing scenario and on mutual agreement</p>
			<p>The dashboard will include data analysis and visualisation tools (graphs, charts, maps etc.) that are downloadable</p> <p>Scope of Dashboard:</p> <p>i. The dashboard will capture the urban missions and SDGs applicable for cities based on the generic City Indicator Framework.</p> <p>ii. The dashboard will be populated with data from the relevant SDGs, urban missions and indicator frameworks applicable for Coimbatore</p> <p>The findings from the previous phase will be consolidated and analysed to develop a generic City Indicator Framework and Customised City Indicator Framework for Coimbatore.</p> <p>The framework will consider:</p> <ul style="list-style-type: none"> Existing national indices including 	<p>Q- What are the analytics objectives from this engagement? Are we looking at historical analytics or forecasting based analytics?</p> <p>Q- Who would be providing the data sets for the creation of the dashboards?</p> <p>Q- Do the vendor has to collect or develop any data or the data will be provided?</p>	<p>The dashboard will capture the progress based on existing data and as real-time data is uploaded.. Data will be procured by the contracted firm from the relevant government department. No new data needs to be developed.</p>

3	Terms of Reference	Page 6 to 7	Section 3	<p>The dashboard will be populated with data from the relevant SDGs, urban missions and indicator frameworks applicable for Coimbatore.</p> <p>The data will be validated using additional publicly available government datasets at the district, state or centre</p>	<p>Q- Requesting to share details on the data formats of the different sources and the frequency at which they are currently available</p> <p>Q- Requesting to clarify if the data relation between district, state and centre follows any hierarchy structure</p>	<p>The activity will fall under the scope of the contracted firm</p>
				<p>The firm will co-ordinate with the relevant State departments of Tamil Nadu to find avenues for feeding the urban indicator dashboard data into the State SDG Dashboard</p>	<p>Q- Requesting to provide information on how will the project team co-ordinate with relevant State departments for getting data feeds</p> <p>Q- Requesting clarification on whether GIZ will support in facilitating scheduling of meeting with relevant State Departments of Government of Tamil Nadu, despite these Departments not being implementation partners</p> <p>Q- Kindly clarify the milestones related to this point.</p>	<p>GIZ can attempt to facilitate discussions with relevant government departments. It is under the scope of the contracted firm to develop mechanisms to channelize the data feeds from the city to the state</p>
				<p>Contractor's Backstopping Strategy (incl. CVs of the technical and administrative backstopper) Details about backstopping The bidder is required to describe its backstopping concept.</p>	<p>Q- Kindly confirm if CVs of the two back stoppers are required to be provided in addition to the CV requirement mentioned in Section 4.</p> <p>Personnel concept. If yes, kindly also clarify</p> <p>a. If more than 2 CVs can be submitted for the backstopping services.</p> <p>b. Whether the CVs have to be in the same format as given as a part of tender documents.</p>	<p>Cv's of backstopping experts needs to be submitted. However no extra fee should be quoted for them.</p>
				<p>Methodology: Background Work: This phase will involve collection of data via government MIS portals, literature reviews consisting of government documents, journal articles, news reports, and white papers along with interviews with relevant actors to understand the relevant urban missions, national indicators, existing plans and vision documents applicable to cities.</p>	<p>Q- Accessing relevant government data would be crucial for testing and implementation of the SDG Dashboard. We understand that GIZ will support the contracted firm in liaising with Government Departments to set up primary stakeholder interviews and to obtain any necessary government data which might not be available on public portals. Kindly let us know if our understanding is correct.</p>	<p>GIZ can attempt to facilitate discussions with relevant government departments.</p>
				<p>Methodology: Training and Capacity Building:</p> <p>ii. Capacity Building and Knowledge transfer will be conducted to train the city/state officials in evidence informed decision making using the dashboard</p> <p>iii. Virtual training sessions will be further facilitated based on the requirements</p>	<p>Q- We understand from Section 5 (Costing requirements) of the TOR document that four consultations workshops / meetings with city officials and one training workshop for capacity building / knowledge transfer need to be organised. May we request you to let us know following information: 1. Average number of attendees in each of the four consultations workshops / meetings with city official 2. Tentative number of attendees in the training workshop for capacity building / knowledge transfer Physical training workshop might not be possible in case of complete lockdown or any other such pandemic scenario, which will be beyond the control of the selected consultant. We are interested to know the risk mitigation strategy for such scenarios.</p>	<p>There is no minimum participation criteria. If circumstances restrict physical meetings, travel may not be required and can be done by virtual means and the deliverables and timelines may be discussed depending on the prevailing scenario and on mutual agreement</p>

			Specification of gender ratio for contractor team.	Q- We understand that the contractor's team would be inclusive of the backstopping CVs. Kindly let us know if our understanding is correct.	Yes
			Personal concept	<p>Q- What are the acceptable deviations in terms of eligibility of proposed resources? Are we allowed to suggest alternatives who have deployed projects close to the GIZ ask?</p> <p>Q- Requesting to add a point to consider International experience of working with GIZ.</p> <p>Q - All positions (except Expert 4) are focused on IT sector, computer science, graphic design or related fields. Expert 4 position is for technical writer. However, in the eligibility requirement of the firm, experience in developing indicator registries related to urban development and SDGs is mentioned. Experience in urban development (including governance, planning, sustainability) and localizing SDGs have also been mentioned under eligibility requirement of the firm. The scope of work includes the following points:</p> <ol style="list-style-type: none"> 1. Desk Research of central and state sponsored urban missions and schemes relevant to Coimbatore including the city development plan, city mobility plan, district development plan, smart city vision and other related vision documents and develop a Customised City Indicator Framework for Coimbatore aligned to SDGs. 2. Develop an SDG Localisation strategy that includes targeted recommendations, activity roadmap based on an institutional mapping exercise 3. Develop a training module for capacity building to utilise the tool to aggregate, monitor, visualise and analyse urban indicator datasets at the city level and conduct training and knowledge transfer for city officials <p>With this background, may we request you to include following positions in the team, which will help the selected consultant to deliver the project most effectively and efficiently:</p> <ol style="list-style-type: none"> 1. SDG 2030 expert with experience of developing SDG localization strategies including for urban areas 2. Urban development expert with adequate knowledge about the central and state sponsored urban missions and schemes, city development plan, city mobility plan, district development plan, smart city etc. 3. Capacity building expert with experience of developing training modules for vocational education 4. Trainer with experience of providing IT related trainings to representatives of private companies / Government officials. 	Composition of Team as mentioned in ToR is prepared considering the requirement of the assignment and cannot be changed

4	Terms of Reference	Page 8 to 10	Section 4	<p>20 years of experience of working with the Government of India, multilateral and bilateral agencies on issues related to urban development including governance, planning, sustainability amongst others</p> <p>15 years of experience in national or international projects for designing management information systems, dashboards, Geographic Information System (GIS) applications, database management, data collection, data analytics and data visualisation for government and donor agencies</p> <p>10 years of experience in conducting training and capacity building for government, bilateral and multilateral agencies</p> <p>10 years of experience in developing digital tools using open source platforms, JavaScript, ASP.NET, HTML, CSS, XML etc.</p> <p>Education/training (2.2.1): Post-graduate qualification (Masters) in Information Technology, Computer Science or related fields</p> <p>Education/training (2.3.1): Post-graduate qualification (Masters) in Information Technology, Computer Science or related fields</p>	<p>Q- Requesting to change the criteria to 5 years of experience working with Government of India, multilateral and bilateral agencies on issues related to urban development including governance, planning, sustainability amongst others Justification: This will allow firms with lesser yet credible experience in this space to bid for the project.</p> <p>Q- Requesting to change the criteria to 5 years of experience in national or international projects for designing management information systems, dashboards, Geographic Information System (GIS) applications, database management, data collection, data analytics and data visualisation for government and donor agencies for the said change request apart from the one quoted in Commercial Bid by the bidder Justification: This will allow firms with lesser yet credible experience in this space to bid for the project.</p> <p>Q- Requesting to change the criteria to 5 years of experience in conducting training and capacity building for government, bilateral and multilateral agencies</p> <p>Q- Requesting to change the criteria to 5 years of experience in developing digital tools using open source platforms, JavaScript, ASP.NET, HTML, CSS, XML etc</p> <p>Q- Requesting to allow Bachelor's degree holders in Information Technology, Computer Science or related fields Justification: Larger pool of resources that play role of Developer/Data Analyst are Bachelor's degree holders. Current clause in rfp will limit bidders from proposing resumes/CV's of quality resources for the project</p> <p>Q- Requesting if the criteria could be changed to reflect number of projects rather than years of experience</p> <p>Q- Our organization is registered on 29th September 2018 under the Ministry of Corporate Affairs. We are registered under start-up India, in one of the order copy of start-up India. Kindly let us know under the award of Start-up India by the Ministry of Commerce and Industry, Government of India are we exempted from any of the requirement (Section 4: Eligibility requirements of the firm) as stated in the RFP?</p>	<p>Composition of Team as mentioned in ToR is prepared considering the requirement of the assignment and cannot be changed</p>
<p>Average annual turnover for the last 3 financial years should be at least 90,000 Euros</p> <ul style="list-style-type: none"> • The firm should have at least 10 full-time employees • At least 3 reference projects related to data analysis tools for government and donor agencies with a minimum commission value of 25.000 EUR • At least 1 reference project related to localizing SDGs in the last three years 				<p>Q- Requesting clarification on the list of supporting company and project documents required to be enclosed as a part of the technical proposal document.</p>	<p>Company documents - company registration certificate, audit reports. MoU etc..</p>	

5	Terms of Reference	Page 11	Section 5	Assignment of personnel table	Q- Would GIZ be open on recommendations of the team composition keeping in mind the outcome/objective of the engagement?	Composition of Team as mentioned in ToR is prepared considering the requirement of the assignment and cannot be changed
				Travel	Q- Would the team be allowed to access data sets through VPN, virtual desktop or any other means?	This can be discussed with the winning company
				The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.	Q- Request clarification if the number of trips mentioned in the table is fixed, or bidders can propose trips based on the methodology adopted Q- Kindly confirm that if there are any circumstances that reasonably restrict travel or physical presence of our personnel at your office / project location, then without prejudice to your payment obligations, you shall allow such personnel to work from home or other remote location till the time such reasonable restrictions exist. Any delay / default in performing our obligations arising from such restrictions, shall not be attributable to us and shall not be considered a breach of contract on our part and no consequent damages / penalties etc. arising therefrom would be imposed on us under the Contract.	The number of trips should be consistent with the ToR.. If circumstances restrict physical meetings, travel may not be required and can be done by virtual means and the deliverables and timelines may be discussed depending on the prevailing scenario and on mutual agreement
				The contractor implements the following workshops (if situation is not conducive for conducting physical workshops / meetings, virtual means to be explored): • 4 consultations workshops / meetings with city officials • 1 training workshop for capacity building/knowledge transfer	Q - Please clarify if there is a minimum number stakeholder participation requirement for consultation and training workshops. We are also interested to know if ensuring participation of the minimum number of stakeholders (if any) is the responsibility of the consultant or will we get support from GIZ on the same. We understand that the planning and coordination of the workshops/meetings is the responsibility of the contracted firm. Venue, logistics etc. will be done by GIZ directly. Kindly let us know if our understanding is correct.	There is no minimum participation criteria. Please refer ToR Section 6
6	Terms of Reference	Page 12	Section 7	The complete bid shall not exceed 10 pages (excluding CVs and company documents).	Q- Does company documents includes both company profile and relevant experience? Q- We understand that the 10 page bid would be inclusive of the cover letter and the technological methodological concept. The CVs, company documents (including company profile) and project credentials are to be submitted separately and those sections will be beyond the 10 pages. Kindly let us know if our understanding is correct. Kindly let us know if there is any page limit for CVs, company documents (including company profile) and project credentials	Please refer Bidding Conditions

7	Grid assessing eligibility – Excel (For assessing consulting firms sheet)			B. Weighted Criteria	<p>Q- What is the total qualification score (out of 100) for the criteria mentioned in technical experience and regional experience?</p> <p>Q- Kindly clarify the following points:</p> <p>a. If there is minimum or maximum number of project credentials that are required to be submitted for technical eligibility</p> <p>b. If there is a specific format for placing the project credentials</p> <p>c. It is mentioned in Bidding Conditions document (Section 9. Evaluation) that bidders have to provide documentary proof to meet the required criteria. Kindly clarify if we are required to submit documentary evidence (work orders/engagement letters) along with the project credentials.</p> <p>Q - It is mentioned in Bidding Conditions document (Section 9. Evaluation) that bidders have to provide documentary proof to meet the required criteria. We understand that we need to provide the following proofs for Commercial Eligibility Assessment:</p> <p>a. Company Registration certificate</p> <p>b. Company Incorporation certificate</p> <p>c. Declaration by consortium (In case bidding as a part of consortium)</p> <p>d. Turnover Certificates of the last 3 financial years</p> <p>e. Number of employees as at 31.12.2019</p> <p>Please let us know if any additional document needs to be submitted</p>	Please refer Grid assessing eligibility of consulting forms– Excel
			Section 9	The eligibility of the bidders in terms of relevant experience/financial stability will be assessed. Refer Grid for assessing the eligibility of consulting firms. The bidders have to provide documentary proof to meet the required criteria. The documents can be sent along with technical proposal	Q-Please provide the list of documents to be included in response by bidder for this requirement.	Please refer Grid assessing eligibility of consulting forms– Excel. Documents have to be submitted as per the requirements mentioned in that sheet.
			Section 9	The financial proposal shall be evaluated, by the concerned commercial officer, only if the technical proposal has obtained minimum score of 500 points as set by the evaluation committee.	Q -What is the maximum score possible for technical proposal?	Please refer Technical assessment grid. Scoring is done as per the weightage defined in the Technical assessment grid. Score of 500 is the benchmark for qualifying technically.

8	Bidding Conditions		Content of the technical offer	<p>1.2 The covering letter of technical proposal must be duly signed (electronically) by the authorized signatory and the letter must provide the following information Annexure (i) Format Financial Proposal Financial Proposal should be duly signed (electronically) and on company's letter head</p> <p>Profile Two-page description of background, and competencies of the consultants for this assignment.</p> <p>Relevant Experience This section should contain project credentials of the consultant.</p>	<p>Q- We understand that the technical and financial proposals should contain the scanned copy of the authorized signatory's signature. Kindly let us know if our understanding is correct.</p> <p>Q - The TOR document states that the complete bid shall not exceed 10 pages (excluding CVs and company documents). We understand that the two-page description of the consultant is a part of the company documents and thus, would be in addition to the 10 page bid. Kindly let us know if our understanding is correct.</p> <p>Q - The TOR document states that the complete bid shall not exceed 10 pages (excluding CVs and company documents). We understand that the Project credentials (showcasing the relevant experience) are a part company documents and thus, would be in addition to the 10 page bid. Kindly let us know if our understanding is correct.</p>	Yes
					Q- Kindly let us know what is the maximum number of partners allowed for consortium.	It is preferred to have one lead partner + 2 consortium parties parties
					Q- Kindly let us know, is there any Bidding fee and is there any earnest money deposit (EMD).	This is not applicable in consultancy