

**F.A.Q.**

**ANSWERS TO THE QUERIES RAISED AGAINST TENDER FOR “APPOINTMENT OF STRATEGIC ADVISOR AS INDIVIDUAL CONSULTANT / EXPERT IN THE FIELD OF SUSTAINABLE URBAN DEVELOPMENT FOR INSTITUTIONAL STRENGTHENING, SAP NO: 83360638**

SI No	Doc Name	Page #	Section in Doc	Statement of requirement	Queries	GIZ Answers
1	Terms of Reference	8	6. Input of GIZ and other Actors		Workshops and stakeholder consultations are required to be conducted as part of the project. Who will bear the cost of venue food/refreshments/transportation/accommodation? Do the bidder bear the cost?	All workshop logistics costs (including fooding, refreshments, transport, accommodation) shall be borne by GIZ, as stated in Section 6 (page 8) of ToR.
2					If bidder employ experts from different sectors, will it be reimbursed? is it necessary to include the name of such experts in the Bid?	The current position is only for a single person. <b>NO</b> additional costs for employing other sector experts shall be borne under this contract.
3	Terms of Reference	5	2.Tasks to be performed by the consultant (Strategic Advisor)	Milestones and Deadlines	in the ToR it mentioned as "Fund raising and Resource mobilization". Is the consultant required to study Fund raising and resource mobilization avenues available to C-HED?	Yes.
4	Financial Proposal				Is Financial bid evaluated on the basis of total cost including GST or excluding GST. This question is to avoid a dispute over rate of GST which some experts may wrongly quote.	Ideally all applicable taxes should be mentioned in the bid to give a complete picture of the total bid costs.
5	Terms of Reference				Will there be delay in the start date of the project, to account for the following: a.Current COVID-19 situation which makes travel to Kochi difficult b.The possible upcoming local government elections in Kerala given that the new Council is due by early November. c.From the bidders perspective a period of notice (three months normally) will be required before taking a full term appointment if this is mandatory.	GIZ intends to award the contract by mid/end of September, so that the Strategic Advisor is onboard from October 2020.
6	Terms of Reference				Under current COVID-19 conditions, it may be necessary to work remotely for a period of time at least until quarantine measures are lifted. If the appointed consultant is familiar with the local institutional environment and can demonstrate that this will be possible in the bid document, will the mandated period to be spent in Kochi be relaxed at least for the initial few months?	It is possible to work remotely for the time-being, until the situation improves.
7					Is this an international bid? In other words would bids at international rates be considered, of course subject to all other advertised criteria including eligibility to work in India?	No, it is not an international bid. The selected candidate must be located in Kochi.
8					Will the appointed consultant necessarily have to be fully employed for 100% of their time on the project, or will it be possible for the appointed consultant to hold a fractional appointment elsewhere while fulfilling the terms and conditions of the bid such as days to be spent in Kochi and the various deliverables listed in the tender document?	Possible to conduct other appointments, as long as the clause "up to 150 expert-days spread over 12 months" in ToR (Section 5, page 8) with "minimum of 12 expert days in each month" (Section 5, page 8) spent on on-site assignment are being met. However, the presence of the Strategic Advisor during all important meetings are mandatory and non-negotiable.

9					The overall involvement of the consultant is 150 days, does that include all on-site days(Kochi) or break-up into on-site and remote working days? Also, Considering the COVID situation, I wish to know how will the on-site work span out or is there an plan B if the situation persists?	The position is based out of Kochi. Apart from the travel days on request (part of ToR), the consultant is mandated to be present in Kochi and ensure "minimum of 12 expert days in each month has to be spent on on-site assignment" (Section 5, page 8). It is possible to work remotely for the time-being, until the situation improves.
10					Will the client provide boarding and logistics for the consultant for on-site days or has to be borne by the Consultant themselves?	The position is based out of Kochi. Hence, boarding and lodging have to be borne by the consultant himself/herself. <b>Only during official travel as defined in ToR, the logistics costs (Section 5, page 8) shall be reimbursed by GIZ.</b>
11					Is knowledge of Malayalam a mandatory requirement for this bid?	Yes.
12					Do you expect the bid to include support staffing costs (if any) too or will C-HED cover this ? The tender document mentions that office space will be provided by C-HED and that training facilities at C-HED will be available. It also mentions that travel needs to be part of the bid, but there is no explicit statement on staffing.	Additional staffing, if required, shall be determined by C-HED. Current ToR for a strategic advisor position is only for a single person and is not linked to such future hiring. It is expected that the consultant shall provide inputs during organisation of trainings, if and when organised by C-HED.
13	Terms of Reference	6	# 3. Concept	<i>In the bid, the bidder (consultant) 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."</i>	Can you please clarify whether this involves a software application	No. <b>The assignment does not require involvement of any software application.</b>
14	Terms of Reference	6	<b>Other specific requirements'</b>	<i>The bidder is also encouraged to demonstrate propensity for digitalisation and adoption of geospatial technologies in the bid proposal."</i>	Does this require suggestions for specific hardware/software applications and are there financial resources to purchase and use these tools and technologies	This shall be decided <b>after the final selection of the Strategic Advisor is concluded and</b> in consultation with C-HED, IT is not linked to this tender.
15	Terms of Reference	8	<b>#6. Inputs of GIZ or other actors'</b>		Will the advisor be provided with a laptop, internet connection and printing facilities in the workstation?	The Strategic Advisor will be provided with a workstation by C-HED at their office (Section 6, page 8) which includes a dedicated workspace with internet connection and printing facilities <b>only.</b>