

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

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<b>Good practices in sustainable urban mobility in India</b>	<b>Project number/ cost centre:</b> 15.2197.0-001.00
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**0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	Federal Ministry of Economic Cooperation and Development
CV	Curriculum Vitae
ToRs	Terms of reference

## 1. Context

GIZ is implementing the project *Integrated and Sustainable Urban Transport Systems for Smart Cities in India* (SMART-SUT) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) jointly with the partner Ministry of Housing and Urban Affairs of the Government of India. GIZ and a consortium of Wuppertal Institute, GFA consulting group and World Resource Institute provide technical support in improving planning processes and implementation of sustainable and integrated transport systems and solutions. The project works to promote comprehensive mobility planning and to plan and implement sustainable urban transport projects in the fields of public transport, non-motorized transport and modal integration. The project activities to achieve the overall goal are structured into 4 main components:

1. Support to planning and implementation of sustainable urban transport projects in the fields of non-motorised transport, public transport or multimodal integration.
2. Support to strengthening institutional capacities for regulating, steering and planning urban mobility.
3. Learning and exchange formats with other cities across India for exchanging on good practices for urban mobility measures and institutional transformation.
4. Improvement of the state capacities for systematic planning, replication and result-oriented steering of measures for sustainable urban transport.

The project is closely working together with the three smart cities of Coimbatore, Kochi and Bhubaneshwar and further cities in Kerala, Tamil Nadu and Odisha. We are looking for a contractor who can create a compilation of good practices in the sector of mobility from all over India. This will be highlighted in a so-called coffee table book. The steering objective behind the research is to showcase good practices so that other cities can replicate the projects and approaches. In order to create the coffee table book the contractor is required to visit the identified good practices sites for investigations and documentation.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### a) Desk research and Presentation to GIZ team (inception report)

The contractor undertakes a desk research to identify good practices in the area of sustainable urban mobility in India. The contractor is free to use innovative ways (experts' consultation, opinion surveys etc.) for shortlisting the good practices.

The total number of good practices should be around 10 or as agreed up on. The good practices collected during desk research will be presented to the GIZ team in form of a power point presentation. The team decides on whether the preselected good practices are suitable or not. The selected good practices will be further elaborated on.

Criteria for eligibility of good practices: Topics for the good practices include public transport, pedestrianization, nonmotorized transport, e-mobility, urban freight, complete street concept, bike sharing, car sharing, intramodality, Transit oriented Development, Sustainable policies and financing and any other related. The good practices should not be older than 5 years. They should have had or intent to have a positive impact for the population and contribute to reduction of greenhouse gas emissions. The good practices should have had support of the city government. They need to be scalable and replicable with other Indian cities.

**b) Visits to good practices sites (intermediate report)**

The contractor will provide a table including all travel destinations and a timeline. The contractor undertakes site visits to good practice localities. There, interviews with stakeholders can be undertaken if necessary, to find out more details about the good practices. The localities will also be documented visually (e.g. pictures of sidewalks, roads). If meetings are held minutes will be taken including information on discussion points, participants, location and time. The contractor will provide pictures of each location visited and elaborate a list including all pictures mentioning when and where the pictures were taken. The contractor shall identify for each good practice one or more persons as contact persons. The contact details can be included into the final publication for reference. For this the contractor will provide a signed notice of consent by the contact persons. Other cities can then contact this person to have first-hand information for replication. All the findings of the trip will be compiled in one intermediate report (including minutes, pictures with lists and others mentioned above) and delivered to GIZ.

**c) Final compilation of information (final report)**

In the final report the contractor will compile all information on the good practices and present it to GIZ. In an introductory chapter the contractor will give an overview of all information outlining commons and specialties of the good practices. In the main part the good practices will be presented. Each case will be of maximum 3-5 pages. The structure of all good practices must be consistent to make them easily readable and comparable. They could include the following headlines (or as discussed and agreed up on between contractor and GIZ):

- Summary information: What are the key facts of the good practice (location name; population number; involved actors and responsible political body; status; duration/timeline; budget/ projected costs)?
- Context of the project: What was the situation before the intervention, why was the intervention necessary?
- Process: How was the project coming alive, how was it undertaken and which problems came up?
- Outcome: What was the impact of the project (or what *is* the projected impact if it is not yet finalized)?
- Lessons learnt: Highlights and takeaways will be outlined in this section.

The final document includes a bibliography of literature and other sources used. Page numbering is required. A list of abbreviations will be included by the contractor. Correct grammar and spelling are required.

The final report given by the contractor to GIZ will be the basis on which a publication will be made in the form of a coffee table book. The purpose is to create a document which is easy to assess by the reader. The information (including text and pictures) given by the contractor can be edited by GIZ for this purpose. All rights remain with GIZ.

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

<b>Milestone</b>	<b>Deadline/place/person responsible</b>
Kick off meeting with GIZ	Beginning October 2019, Delhi
Desk research and presentation of findings to GIZ ( <i>inception report</i> )	Until 6 <sup>th</sup> of December 2019, Delhi
Visit to good practice sites, interviews with stakeholders ( <i>intermediate report</i> )	Finalized by end of March 2020, India

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Final compilation of outcomes and report to GIZ ( <i>final report</i> )	24 <sup>th</sup> of April 2020, Delhi
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Period of assignment: From **1<sup>st</sup> October 2019** until **30<sup>th</sup> April 2020**.

Additional note:

- The consultant must submit one (1) hard and one (1) soft copy (MS Word format) of each report in English language.
- The photographs must be provided in jpeg files or other if agreed upon.
- All the data and meta-data collected by the consultant (in soft & hard copies) must be submitted to GIZ.
- GIZ templates and GIZ logos are to be used in the appropriate manner.

### **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 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 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.

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**

n/a

#### **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

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

#### **4. Personnel concept**

##### **Eligibility requirements of the firm**

- Please provide the legal status of your firm.
- Average annual turnover for the last three financial years: at least 80.000 EUR.
- The number of employees as on 31.12. of the previous year: at least 5 persons.
- Please provide at least 2 reference projects of your portfolio in the field of Urban Transport Project with a minimum commission value of 15.000 EUR.
- Min. two projects in Transport sector in general
- Min. one project in Sustainable transport (non-motorized transport, low carbon, climate friendly transport)
- Min. two projects in giving advisory services to municipalities/urban local bodies.

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), 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 the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

### Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master) in transport related studies
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 15 years of professional experience in the transport sector
- Specific professional experience (2.1.4): 10 years in urban transport advisory services to municipalities
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years in projects in several Indian states
- Development Cooperation (DC) experience (2.1.7): Experience in DC projects is an asset
- Other (2.1.8): Work in academia on related publications is an asset

## **Expert 1 (Junior)**

### Tasks of expert 1

- Assisting the team leader in desk research, site visits and elaboration of reports
- Organizing field trips, taking notes

### Qualifications of expert 1

- Education/training (2.2.1): University qualification (Master) in transport related studies
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 3 years of professional experience in the transport sector
- Specific professional experience (2.2.4): 2 years' experience in working with municipalities
- Leadership/management experience (2.2.5): n/a
- Regional experience (2.2.6): work in more than one location in India preferred
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8): n/a

## **Expert 2 (Junior)**

### Tasks of expert 2

- Assisting the team leader in desk research, site visits and elaboration of reports
- Organizing field trips, taking notes

### Qualifications of expert 2

- Education/training (2.2.1): University qualification (Master) in transport related studies
- Language (2.2.2): Good business language skills in English

- General professional experience (2.2.3): 3 years of professional experience in the transport sector
- Specific professional experience (2.2.4): 2 years' experience in working with municipalities
- Leadership/management experience (2.2.5): n/a
- Regional experience (2.2.6): work in more than one location in India preferred
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8): n/a

### **Expert 3 (Photographer)**

#### Tasks of expert 3

- Taking pictures of the project site, documentation

#### Qualifications of expert 3

- Education/training (2.2.1): University qualification (bachelor) in communication or architecture related studies
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 3 years of professional experience in photography
- Specific professional experience (2.2.4): 2 years' experience in documentary photography preferable in urban/architectural context.
- Leadership/management experience (2.2.5): n/a
- Regional experience (2.2.6): work in more than one location in India preferred
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8): n/a

#### 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

## **5. Costing requirements**

### **Assignment of personnel**

Team leader: On-site assignment for 45 expert days

Expert 1: Assignment in country of assignment (India) for 40 expert days

Expert 2: Assignment in country of assignment (India) for 40 expert days

Expert 3: Assignment in country of assignment (India) for 40 expert days

### **Travel**

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.

- Airline ticket (economy class) shall be procured by the Consultant and reimbursed by GIZ against provision of receipts, flight tickets, and boarding passes.
- Accommodation will be arranged by Consultant and shall be reimbursed by GIZ against provision of original invoices & payment receipts.

For the assignment 20 (round trip) air travels and 60 days of accommodation and per diem are projected. They can be allocated to the team members as needed. The photographer and team leader always must be present in the travels (or other agreed upon between the parties).

### **Workshops, training**

The contractor implements the following field trips:

- Field trips to selected good practices project sites

## **6. 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 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 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 the proposed person held in the reference project and for how long. The CVs must also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

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.