Date : 19th Feb'2018

F.A.Q

Enabling Climate Action through Knowledge Campaign: Popular Lecture Series on Climate Change and Sustain

- **Does GIZ require the bidding agency to send any other documents such as registration proofs, PAN details, company balance-sheets and similar organisational documents, along with the bid?**

  Submission of necessary organizational documents will be highly appreciated.

- **Does the bidding agency have to take into account the cost of venue, equipments, food/snacks for the participants, and other charges for organising the events while calculating the financial bid? If yes, then we would require an indication of the cities in which the events are likely to take place so that respective rates could be sought and calculated for the same.**

  Yes, bidding agency need to take into account of these expenses. The states are mentioned in the ToRs. Agencies may consider that it would include the state capitals and other major cities.

- **The project ToR "section #3", second point states that there will be training workshops parallel to the lecture series. Does the bidding agency have to conduct both the lecture series as well as the training workshops? And if yes, then what needs to be the theme of the training workshops and who is the training meant for?**

  Training workshop is just the reference of an ongoing activity. The tender is only for conducting lecture/seminar/talk show, and the agency would stick to this task only.

- **In the ToR document "section #7 B. on Required Experience of Personnel", is it okay if the bidding agency appoints one person to play the same role (state coordinator, technical associate or rapporteur) for two or more project states?**

  It would be advisable and preferred to have independent people with clearly defined roles and responsibilities for assigned tasks per state for ease of deliverables, as sometime the lecture series may go parallel in two states. However, agency may considered its own past experiences of similar tasks.

- **Again, in the ToR document "section #7 B. on Required Experience of Personnel", can the same person play two roles for all the events in one state; for example, can the personnel appointed as the technical associate for Tamil Nadu also be the rapporteur during the lecture sessions in Tamil Nadu?**

  Each staff would have different responsibilities which would be essentially time bound; hence overlapping of duties would create hassle at times.

Date : 19th Feb'2018

- **With respect to the Bidding Conditions document "Annexure (i)- Format Financial Proposal", can the bidding agency invite external speakers and experts for the lecture/talk show session? And if yes, then under which head of the financial proposal should we include the remuneration or allowance to be given to them?**

  Yes, it may be indicated as Honorarium or expert fees.

- **With reference to the following statement, mentioned in Section 3 on scope of the assignment, we would like to know if the lecture material will have to be developed based on the CCA RAI-II project material provided by GIZ or would focus on climate change and sustainability in general.**

  'Develop strategy and modalities for the series of lectures in the 4 partner states on climate change and sustainable development that can be shared for scaling up in other States.'

  The lecture/seminar/talk show by the relevant experts will be given based on the prioritized topic identified in consultation with respective state and Giz. The document/material will be prepared accordingly in the form of 2 pager note/presentation slides/background material on the identified topic.

- **With reference to the following statement in Section 3 on scope of the assignment, we would like to confirm that a total of 4 workshops will have to be organized, one in each Project State, i.e. Punjab, Himachal Pradesh, Tamil Nadu and Telangana, during March 1, 2018 and November 30, 2018.**
  'Conduct talk show/ seminar and/ or session parallel to training workshops (4 numbers in each of the 4 Partner States—1 day each, Quarterly basis between March 1, 2018 and November 30, 2018) using presentation, interactive sessions with high level experts/ resource persons. Each such event should target about 150-200 individuals.'

  Conduct talk show/ seminar and/ or session parallel to training workshops (4 numbers in each of the 4 Partner States—1 day each on Quarterly basis between March 1, 2018 and November 30, 2018) using presentation, interactive sessions with high level experts/ resource persons.

- ***We would like to understand if the training sessions/ talk shows/ seminars should be divided into multiple themed lectures spread over the duration of the workshop or one session focusing on Climate Change and Sustainable Development.***

  Lectures will be multiple themed linked to climate change and sustainable development. The themes will be based on prioritized topic identified by the respective states.

- ***We would like to gain clarity on whether the training sessions/ talk shows/ seminars will have to be conducted for each target group or all sessions will address a spectrum of stakeholders (CSOs, Govt officials, researchers, academicians and many more).***

  The expert talk/lectures will target to a mix of group.

Date : 19th Feb'2018

- **We would like to have certain changes / modification some clauses of General Terms & Conditions?**

  The General Terms & Conditions (GTCC) attached with tender package are non-negotiable and will be integral part of Contract.