Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Indo German Energy Programme

Event series for promotion of solar and related technologies

Terms of Reference

1. INTRODUCTION

The Indo-German Solar Energy Partnership has envisaged larger cooperation in the field of rooftop solar.

The official statistics of the MNRE shows that the current implemented capacity of rooftop solar photovoltaic is around 1,800 MW. In order to achieve the envisaged target of 40,000 MW by 2022 more and faster addition of capacity is required across different sectors.

Although policies with targets and incentive schemes are in place, first pilots have been successfully implemented and grid parity in most states is achieved, there are still very few PV rooftop systems, especially on residential buildings. One of the reasons is a lack of awareness among consumer and potential investors.

Part of the current GIZ project "Indo-German Solar Partnership" is to ensure the dissemination of best practices and promotion of PV rooftop. Therefore, GIZ intends to enter into a strategic partnership with a company (further called contractor) that organises workshop and conferences for PV rooftop across India.

2. SCOPE OF WORK

During the bid the contractor has to provide a list with all scheduled and planned events until the next one year till August 2020 in which a GIZ product (as defined below) can be integrated. The scope of the contract would be to plan and carry out all events. The contractor is fully responsible for the organization and logistics of each event. GIZ shall not be involved neither in the organization nor the execution of an event. The event could be in any city in India.

The conditions to organise the 7 events under 2 categories is defined below

A. GIZ Panel within a scheduled or planned event

GIZ receives the right for a 90-120min panel of a scheduled or planned event. GIZ obtains the right to select the slot of the panel, to select the topic of the panel and to select the panellist. A GIZ panel may consist of one or several presentations, a panel discussion, a Q&A session or a mix of them. The contractor is responsible to arrange all event logistics such as backdrop printing, photographer, name plates, registration cards, etc.

Furthermore GIZ receives 10 free passes for the full event which GIZ may distribute to partners.

All panellists get free access to the full event. The passes for panellists are not counted in the ten free passes. No sponsored presentation would be allowed in GIZ panel slot.

Qty: 5 events

B. Half day GIZ exclusive event:

GIZ receives the right for a half day event. GIZ obtains the right to select the city, to select the topic of the Half day GIZ event and to select the panellist or speakers. A Half day GIZ event may consist of one or several presentations, a panel discussion, a Q&A session or a mix of them. The event shall be organised for at least 50 participants in the audience in addition to panellists and event organisers. Each additional participant shall have a fixed price which is only to cover the variable cost of venue logistics. This additional cost of additional participants beyond 50 shall be remunerated by GIZ. The contractor is responsible to arrange all event logistics such as backdrop printing, photographer, name plates, registration cards, etc.

The full event is free of costs for all participants. The contractor is responsible for the advertisement of the half day GIZ event and for the invitations to participants which GIZ has to approve. For this half day GIZ event the contractor must not accept any visible sponsorships, no visible banners from private companies, no marketing brochures from private companies etc. before, during or after the event.

Qty: 2 events

- **Travel and Accommodation for Panellists**: The contractor may add additional budget under this agreement for travel arrangements and accommodation of panelists approved by GIZ. This would be paid on actuals.

For all events in the above categories of which GIZ is a partner (defined as 'Joint Event') the contractor shall include the GIZ logo in all marketing material, communication, and backdrops. The contractor may advertise all Joint Events as per requirements via its usual channels.

3. Eligibility Criteria

A. Contractor must have a track record of at least 60 successful events across India, including events for floating solar, solar O&M, PV rooftop, EV charging and storage. (Copy of document)
B. Contractor must have the experience of executing at least 15 events per year and total of atleast 45 in last three years. (Copy of document)
C. At the time of award of this contract, the contractor must have a pipeline of at least 20 events in all regions in India for the next 12 months including PV, Storage and Emobility. (Copy of document)
D. The contractor should have minimum 5 years of experience in organising events related to solar and 2 year experience in organising events related to storage and emobility. (Copy of document)

E. Annual average turnover for last three years should be atleast 100000 Euros (Copy of document)
F. Number of employees as at 31 Dec of 2018 should be 15 (Copy of document)

4. TEAM PROFILE

To cover the scope of work in the State, the team of experts shall spend the following number of person days as below:

S.No	Position	Professional Qualification & Experience	Person Days
1	Project Coordinator	At least 7 years of experience in event organization with 5 years of experience in solar, emobility and storage related topics. Minimum qualification: Graduate in any field.	45
2	Event Manager	At least 5 years of experience in event organization with 2 years of experience in solar, emobility and storage related topics. Minimum qualification: Graduate in any field.	135
3	Marketing Officer	At least 4 years of experience in event organization with 2 years of experience in solar, emobility and storage related topics. Minimum qualification: Graduate in any field.	135

The bidder shall lay out in its offer how the proposed team and/or subcontractors can meet all requirements of this assignment. Furthermore, the bidder shall illustrate the respective responsibilities of each team member. In case the bidder is a consortium, a clear proposal (based on deliverables) is to be submitted along with clear definition of the roles and responsibilities of each member of the consortium. GIZ upholds Equal Opportunity as a quality aspect of our work and encourages female participation at different levels in this assignment.
The contractor shall nominate one nodal person for all communication with GIZ.

5. DELIVERABLES AND TIME FRAME

The duration of the contract is for one year from the date of signing.

5.1 On signing the contract

A. The contractor needs to be available for a kickoff meeting to discuss the planning of the assignment and to find a mutual agreement for the next steps.
B. The contractor shall prepare a catalogue in soft copy and hard copy, which captures all Joint Events done throughout the year.

5.2 An event would be considered completed if the following conditions are met

A. The event took place as planned
B. The conditions for Joint Event was met as defined in the scope of work
C. Documentation of Joint Event is complete.

Further instructions:

- The contractor is responsible for full organization and execution of Joint Events (planning, venue, food, light, sound, execution and documentation of event)
- Once GIZ and the contractor agree on a Joint Event, the contractor shall make proposals for potential participants from public entities such as, including but not limited to, MNRE, SECI, NISE, Discoms, Smart City SPVs, officers of Urban Local Bodies, respective state government or respective State Nodal Agency to whom free passes could be given.
- The contractor is responsible to send out invitations to participants. GIZ may suggest names and addresses.
- In all cases of Joint Events the contractor shall be responsible for registration of all participants.
- Prior and after each event, the contractor shall submit a list of all participants of the respective event in Excel format to GIZ.
- The contractor shall take at least 100 pictures in high resolution of each event and shall make all pictures taken available to GIZ. Most but not all pictures shall be taken of GIZ employees, GIZ invitees and the GIZ products during the event.
- The contractor shall send all presentations held at Joint Events to GIZ.

6. IMPORTANT INSTRUCTIONS

1. The approach and methodology for conducting the assignment, including the content; etc. shall be pre-aligned with GIZ team and strictly followed.
2. The proposed Experts need to be available from the first day of the official start of the project till the end of the project
3. The experts assigned to the project will be agreed contractually. It has to be confirmed that only these experts will work on the report.
4. All communication with media (TV, radio, print and other media) has to be approved by the responsible person of GIZ
5. All reports, slides, presentations and other media and information material need to be submitted to GIZ in soft copy and in hard copy as required
6. All work results, including reports have to be in Format, design and layout as specified by GIZ and have to follow GIZ design guidelines
7. The consultant shall send fortnightly project updates to GIZ and shall contribute to the GIZ project management planning tool.
8. The consultant shall be required to nominate one person from the proposed team for overall co-ordination of the project. In case of consortium the lead bidder shall nominate one person from its team for overall co-ordination of the project.

GIZ reserves the right to invite bidders to the GIZ Delhi office to make a presentation about their understanding of the scope, their approach, methodology, time planning etc. GIZ shall not be liable towards meeting any expense incurred in doing so.