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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Feasibility Study to recommend institutional mechanisms for cooperation and knowledge exchange among Government designated Climate Change institutions at national and state levels	**Project no.:** 14.9050.7-001.00

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1.Context

1.2 Brief description of the project

On behalf of the German Federal Minister for the Environment, Nature Conservation, and Nuclear Safety (BMU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in India implements wide-ranging activities in the environmental sector. The project "Supporting the Institutionalisation of Capacities on Climate Change Studies and Actions" (ICCC), implemented by the Union Ministry of Environment Forest and Climate Change (MoEFCC), Government of India and GIZ, aims to develop and institutionalise capacities in the areas of climate protection, resilience and NDC implementation as well as transdisciplinary issues. These activities are proposed to be fulfilled through strengthening networking amongst key institutions and institutionalise cooperation, e.g. in supporting the establishment of an MoEFCC advisory service to Line Ministries to mainstream Climate Change adaptation for climate resilient infrastructure.

1.2 Context in the priority area

Climate change is one of the most formidable development challenges faced by the world, which have elevated cascading effects on our future generations. The impacts of climate change are more pronounced for the developing countries, having limited finance to mitigate climate change and capacities to adapt to existing challenges. Thus, India is confronted with the challenge of sustaining rapid economic growth amidst the increasing threats of climate change. To address these challenges, India has developed its planning framework with the announcement of the Action Plans on Climate Change at national and sub-national levels in 2008 and 2010 respectively.

However, in order to address the impacts in key sectors of economy, livelihood, natural ecosystems and human health, there is a need to increase the initiatives on climate change at the national and state levels. For ensuring effectiveness in implementation of policies and actions towards climate change resilience and low-carbon sustainable development, it is essential to foster cooperation and to improve exchange of knowledge and experiences between Government designated institutions working on climate change and sustainable development at national and state levels.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services under milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

Milestones	Deadline
➢ Inception meeting/plan of action ➢ A compendium of Knowledge Centres, Centres of Excellence and Nodal Agencies at State level	June 2019
➢ Methodology for mapping the capacity gaps and needs of all Climate Change Knowledge Centres and Nodal Agencies Framework on Mapping of capacity gaps and needs of all Climate Change Knowledge Centres and Nodal Agencies	July- August2019

➢ Report on options for developing an institutional mechanism for networking of all Climate Change Knowledge Centres, Centres of Excellence and Nodal Agencies at National and State levels. ➢ Submission of Draft Feasibility Report ➢ Submission of Final Feasibility Report	September/November 2019

Timeline:150 person days between June 2019 – November 2019. Estimated budget is enclosed separately.

3. Concept

In order to promote dialogue and exchange of knowledge and experiences among relevant stakeholder it is proposed to implement coordinated actions on climate change at national and state level. Thus, the assignment will develop options for an institutional structure that aims to establish a vibrant knowledge network to coordinate national and state level climate change actions in line with India´s Nationally Determined Contributions (NDCs). In particular, cooperation and action between science-policy-practice shall be strengthened.

Government of India under its National Mission for Strategic Knowledge on Climate Change (NMSKCC) included in the National Action Plan on Climate Change (NAPCC) has established centres for implementing climate change interventions. Currently, there are various Government designated Climate Change institutions on national and state levels under two Ministries:

a. The Ministry of Environment Forest and Climate Change (MoEFCC) has designated 32 State level Nodal Agencies for Implementation of climate change actions.
b. The Department of Science and Technology (DST) has set up 20 Climate Change Knowledge Centres under the mandate of the National Mission on Strategic Knowledge on Climate Change (NMSKCC). The aim of these Knowledge centres is basically to support Nodal Agencies (formed by MoEFCC) in ensuring implementation of State Level Climate Change activities by facilitating the following i) Preparation of projects aiming at addressing climate change vulnerabilities; ii)R&D initiatives for developing suitable Climate resilient technologies; iii)Technology identification and pilot scale demonstration; iv)Development of target specific resource material; v) Integrating Climate Change concerns in the policies and programmes; and vi) Review and realigning of objectives through mid-course evaluation.
c. The Department of Science and Technology (DST) has designated 6 Centres of Excellence focusing on Training and Capacity Building for policy makers at national and state levels, e.g. Indian Institute of Public Administration (IIPA).

In most states the Nodal Agency and the Knowledge Centre are performed by the same agency, e.g. State Pollution Control Board SPCB in Rajasthan, Environment Protection Training and Research Institute EPTRI in Telangana.

Currently, there is no institutional mechanism to coordinate the work and exchange learnings of these three types of institutions implementing climate change actions. Neither the MoEFCC Nodal Agencies nor the DST's Knowledge Centres nor the Centres of Excellence have an institutional structure to coordinate and exchange knowledge among fellow institutions on other states. Further, there is no structure. available to streamline and coordinate the work of all three types of institutions.

The feasibility study shall explore options to create institutional structures for cooperation and knowledge exchange including concrete options how to operationalise them, e.g. by annual conferences, a common platform etc.

Further, the feasibility study shall explore and recommend options to bring all institutions at national and state levels together to enhance exchange of knowledge and experiences and mutual learning. The options shall include recommended formats for cooperation as well as options who could take the lead to organize the cooperation at Ministerial level. One approach to be explored could also be a regional structure.

Thus, the feasibility study will assess, analyse and recommend:

1. Feasible institutional mechanisms to coordinate and facilitate dialogue, networking and effective exchange of knowledge and experiences among Climate Change Nodal agencies in India;
2. Feasible institutional mechanism to coordinate and facilitate dialogue, networking and effective exchange of knowledge and experiences among Knowledge Centres on Climate Change;
3. Feasible institutional mechanism to coordinate and facilitate dialogue, networking and effective exchange of knowledge and experiences among Centres of Excellence to coordinate capacity building and training.
4. Feasible institutional mechanisms to coordinate and facilitate dialogue, networking and effective exchange of knowledge and experiences among all three types of institutions at national and state levels working on CC in India: that is Climate Change Nodal agencies; Climate Knowledge Centres; Centres of Excellence on Climate Change

3.1 Technical and methodological concept

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 **Error! Reference source not found.** 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 **Error! Reference source not found.**.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

3.2 Geographical Focus

The feasibility study would be based on literature review and web searches as well as focused expert consultations/meetings with the three level of institutions located across the country.

3.3 Objective

The objective of the feasibility study is to propose coordination structures which enable the different institutions to learn from each other, exchange knowledge and experiences and thus benefit from each other in implementation of state specific climate actions.

The proposed options for institutional mechanisms to coordinate and strengthen dialogue, networking and exchange of the different levels should cover the following topics:

- Science-Policy-Practice interface;
- Synergies between NDCs and State Actions; Centre - State relations/coordination;
- Priority sectors as per respective SAPCCs and NAPCC;
- Climate finance for enhanced action on climate change;
- Capacity development to achieve their respective mandates;
- Monitoring & Evaluation;
- Synergies between the above institutions with other regional/global CC initiatives

The assignment shall consist of following consecutive tasks and respective outputs:

Task I: Mapping of nodal agencies, knowledge centres and centres of excellence
identification of all nodal agencies, knowledge centres and centres of excellence working on climate change and analyse functional modalities of these institutions
Output: A compendium of nodal agencies, knowledge centres and centres of excellence

Task II: Analysing structures and functional modalities of respective institutions to identify capacity gaps to compile, analyse and share knowledge on topics mentioned in the Scope Section
Methodology for consultation/ questionnaire for meeting with key stakeholders
Assessment of capacity gaps and needs of these three types of institutions on climate change
Output: Mapping of capacity gaps and needs of all above mentioned three types of institutions

Task III: Design feasible options for institutional mechanisms to facilitate dialogue, networking and effective exchange of knowledge and experiences for a) Nodal Agencies, b) Climate Change Knowledge Centres, c) Centres of Excellence and d) all three types of institutions.

- Development of models for cooperation of a), b) and c)
- Development of models for cooperation and exchange of d): explore and recommend options to bring all institutions at national and state levels together to enhance exchange of knowledge and experiences and mutual learning. The options shall include recommended formats for cooperation as well as options who could take the lead to organize the cooperation at Ministerial level. One approach to be explored could also be a regional structure.
- Options of concrete formats to operationalise them, e.g. by annual conferences, a common platform etc.

Output: Report on options for establishing institutional mechanisms for coordination and networking of Nodal Agencies, Knowledge Centres, Centres of Excellence and all three types of institutions.

4. Personnel concept

4.1 The Agency should present a pool of experts

Team Leader (1)
Minimum 10-12 years of experience and technical expertise in the field of climate change, national and international policy paradigm on climate change, research and development plans and policies, knowledge of institutional landcapse at national/state level and non-government/civil society stakeholders in India. CV with Advanced degree (Phd/Masters) in Economics/ Finance, Climate Change, or a related field. Proficiency in English and Hindi.

Coordinator (1)
Minimum 7-8 years of experience of working on regional, national/ sub-national planning process related to climate change with focus on national and international climate change policy (Paris Agreement/NDCs), etc. CV with Advanced degree in Environmental science/ Climate Change/ NRM detailing expertise in research and related areas should be included. Proficiency in English and Hindi.

Technical Experts (2)
Minimum 5 years of experience of working on climate change, climate policy (NAPCC/SAPCC/Paris agreement/NDCs), etc. CV for 2 experts with Master's degree environmental science/climate change/development studies/Economics and related areas detailing expertise should be included. Proficiency in English and Hindi.

Documentation Expert (1)
Minimum 5 years of experience of documentation and editing related to climate change and development issues. CV with detailing expertise in related areas should be included.

4.2 Required qualification/ experience for the consulting agency

Agency should have following administrative and financial requirement in conducting the assignment:

- Average annual turnover for the last three financial years should be at least 150,000 Euro.
- Number of employees as at 31.12.2018 should be at least 10 persons.
- Agency must have handled at least 3 projects on Climate Change and Natural Resource Management in India in the last three years with minimum commission valune of Euro 50,000.

Agency should have following experience in conducting the assignment:

- Minimum 10 years of experience and technical expertise in the field of climate change, NRM, development plans and policies, institutional landscape on climate chnage and in engaging and liaising with different government and non-government stakeholders in India.
- Experience and knowledge of various institutional strcutures on climate chnage, engaging with regional, national and sub-national climate change planning process related to climate change with focus on planning and capacity building.

- Experience of preparing technical and policy documents on climate change, sectoral brainstorming session and capacity building programmes on various climate change and environmental issues.
- Excellent reporting and writing skills with the ability to coordinate inputs form a wide variety of sources as well as structure and synthesize the inputs.
- Necessary socio-cultural skills and working experience in India with experience of multi-stakeholder engagement.

5. Costing Requirement

5.1 Assignment of personnel

- **Team leader (1):** On-site assignment for 25 expert days
- **Coordinator (1):** Assignment in country of assignment for 25 expert days
- **Technical Expert (2):** Assignment in country of assignment 60 (30x2) expert days
- **Documentation expert (1)**: 40 expert days

5.2 Timeline
150 person days between June 2019 – November 2019. Estimated budget is enclosed separately.

6. Travel
Travel for Research, Data collection, Consultations for the assignment needs to be considered across the country. The travel for individual personnel would be as follows:

Personnel	Number of Persons	Number of Trips	Days involved	Total Number of Days
Team leader	1	2	2	4
Coordinator	1	2	2	4
Technical Expert	2	8	2	32
Documentation Expert	1	2	2	4

7. Supervision
The consultant will work under the direction of Director- Climate Change, GIZ, in close cooperation with I-CCC project team.

8. Payment schedule
40% advance upon signing of contract
30% mid-term payment
30% final payment after acceptance of the report

9. Submission Requirements:
- A presentation of the professional experience and knowledge of the consultants in the fields of climate change, Environemntal science, social science, economics, as well as quantitative and qualitative research methods;

- A list of relevant project experience and/or publications in the field of technology needs assessment, water sector vulnerability assessment or climate risk assessments of the consultants.
- A brief (1-2 pages) outline of a draft methodological approach for the assignment.

The financial offer should include all relevant costs for the completion of the assignment (total number of days; daily consultant fees, travel and other expenditures) for field research, meetings and workshops.