

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

A knowledge partner for the SDG Symposium as well as a trainer for on Data Visualisation under the SDG component	Project number/ cost centre: 16.2077.2-001.00
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0. List of abbreviations

AMRUT	Atal Mission for Rejuvenation and Urban Transformation
SDG	Terms of reference
NULM	National Urban Livelihoods Mission
HRIDAY	National Heritage City Development and Augmentation Yojana
DC	Development Cooperation
CSR	Corporate social responsibility
FCRA	Foreign Contribution (Regulation) Act, 2010
UNFCCC	United Nations Framework Convention on Climate Change
NMSH	National Mission on Sustainable Habitat

1. Context

Sustainable cities and communities is one of the 17 Sustainable Development Goals (SDGs) outlined in 'Transforming Our World: the 2030 Agenda for Sustainable Development' adopted by the General Assembly of the United Nations in September 2015. It addresses the issue of live-ability and sustainability of cities by having an objective to 'make cities inclusive, safe, resilient and sustainable'. It covers a broad range of sectoral issues, and if effectively steered, can largely overcome major global challenges of climate change, environmental degradation, poverty and inequality.

Indian cities contribute to more than 65% of the country's economic output and are the main recipients of capital investment, driving employment generation and consumption expenditure. Almost 70% of the future employment generation is projected to occur in cities that now have a population less than 1 million. In addition, urban India is expected to need another 2.4 million homes to be built by 2020, to prepare for the evolving urbanization and linked growth in its urban centers. Yet, India's rapid urbanisation has put given pressure on infrastructure, basic services, land, housing, and the environment in urban areas and hinterlands, with complexity in accompanying governance and institutional arrangements.

India, through NITI Aayog, is addresses its urban-centric challenges by coordinating efforts of various ministries/departments towards achieving these goals. NITI Aayog has encouraged the State governments to prepare Strategic plan and action plan documents at the sub-national level. This approach will benefit from a deeper understanding of interactions between the SDGs. Till date, 23 states and UTs have prepared their Vision plan documents based on the SDGs. The Ministry of Housing and Urban Affairs (MoHUA), Government of India is the identified nodal ministry for achieving the targets of SDG 11, among others Urban sector development in India is being steered by MoHUA through centrally designed programmes and missions such as the Smart Cities Mission, AMRUT, PMAY, and HRIDAY.

Against this backdrop, GIZ under Sustainable Urban Development- Smart Cities (SUD-SC) in partnership with MoHUA is organising a two-day high-level International Symposium with the aim to explore opportunities and identifying innovative practices to aid in its journey towards the achievement of the targets defined by SDG 11, on sustainable cities and communities. The symposium would provide a platform to bring together exemplary global knowledge and experience to facilitate a dialogue that informs strengthening of SDG implementation across Indian cities. Deliberations are expected to be held to discuss issues pertaining to localization of SDG11, examining multi-level governance structures, models of inter-departmental cooperation, and local partnerships (with a special emphasis on the convergence with SDG 17) and discuss current challenges faced by governments in India. It would, in addition, focus on the role of policy, finance and capacity in achieving the goals of SDG 11, enabled through dialogue envisioned in the SDG Symposium.

In order to explore opportunities and identifying innovative practices that could help strengthen reporting and localisation of SDG 11 as well as to better appreciate the purpose of data and its reporting pertaining to SDG 11, a project is commissioned to identify an institute to be a (a) knowledge partner for the SDG Symposium, as well as a (b) training provider on data visualisation.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Knowledge partner for the SDG Symposium

- Develop and finalise concept note and an agenda for the international symposium on SDG 11
- Support SUD-SC in
 - identifying experts and resource persons --both national (up to 10) and international (up to 8), who can bring in various view points on SDGs for cities;
 - Coordinate with the identified experts/resource persons in assuring their active participation and compile relevant presentations/documents from the event
- Devise an effective communication strategy, a detailed communication plan and knowledge products with timelines, for utilising online media for promotional and dissemination purposes including live streaming, social media update (viz., tweets). This shall be jointly developed in close coordination with GIZ-India based on the requirements of present and future context.
- Support in setting up an Advisory Committee (max 5-6 members) to monitor various activities for the symposium/workshop. The committee shall include stakeholders/representatives from MoHUA, GIZ, among others.
- Document symposium proceedings and submit the final product that include summaries of the key outcomes from deliberations, recommendations based on the analysis, and document lessons learned from national and international experiences presented at the sessions and plenaries.
- All the final products (concept note, knowledge products, and the final report, IEC products) shall be well-designed for the purpose of dissemination to a wider audience and be the property of GIZ.
- Branding: (i) Branding for the symposium (including theme, banners and logo designs etc); and (ii) design the smart conference kit (including branding of the bag, folder, writing pad, diary, and any other dissemination materials to be put inside the kit) shall be developed in consultation with GIZ

Training on Data Visualisation

- Develop modules focussing on Urban Data Analysis, data collection, visualisation, interpretation and analysis.
- Provide training on using data visualisation tools.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term.

Work package 1 : SDG SYMPOSIUM

Milestone	Deadline/place/person responsible
Pre-Symposium activities	
Concept note and agenda Develop and finalise concept note and an agenda for the international symposium on SDG 11	2 nd week from the date of commencement of the project
Resource persons Identify experts and resource persons and confirm their participation	2 nd week from the date of commencement of the project
Communication strategy Produce a communication plan and knowledge products with timelines	4 th week from the date of commencement of the project
Branding Branding for the symposium, design smart conference kit, backdrop, standees etc,...to be developed in coordination with GIZ.	5 th week from the date of commencement of the project
Advisory Committee Set up an Advisory Committee to monitor activities for the symposium/workshop	5 th week from the date of commencement of the project
Compilation of abstracts for conference folder	8 th week from the date of commencement of the project
Post Symposium activities	
Documentation Document proceedings and summaries of key outcomes	14 th week from the date of commencement of the project
Final report for dissemination Well-designed final products for dissemination	21 st week from the date of commencement of the project

Work package 2 : TRAINING ON DATA VISUALISATION

Milestone	Deadline/place/person responsible
Module development Modules on Urban Data Analysis, data collection, visualisation, interpretation and documentation	6 th week from the date of commencement of the project
Training (1st batch)	10 th week from date of the commencement of project
Training (2nd batch)	22 nd week from date of the commencement of project
Latest online/offline and web-based interactive tools to be used for training	

The consulting firm is expected to cooperate and work closely with the following GIZ India

Senior Advisor and Technical Expert of GIZ SUD-SC Project

Period of assignment: From November 2019 until April 2020

Location

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

– None –

Project management of the contractor

4. Personnel concept

Requested services / Qualification

- Undertakes research and consulting assignments relating to developmental issues especially those related to SDGs focussed on cities
- Experience of organising workshops with the Governments, multi and bilateral agencies

- Experience of providing training with specific expertise in data visualisation and presentation
- Has a network that extends to national, state and local governments.
- Has a faculty dedicate to research and training in urban issues.
- Has a record of research publications in the area of urban

Methodology

The work entails desk work for producing short-think pieces, literature review, data collection and analysis, discussion with experts among others. Data for various indicators will be collected from different sources including ministries, department, published data among others-- collated, and appended from the already available data. The work is based on secondary information, including existing datasets from various line ministries / departments, annual report, among others for relevant SDG indicators and targets¹. Workshops and roundtable, discussions with experts will be held to solicit their opinion on the findings.

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), 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's in Social Sciences, - Law, Public Policy and allied field from a recognised university
- Language (2.1.2): Good business language skills in English and Hindi
- General professional experience (2.1.3): 20 years of experience in interdisciplinary project related to sustainable development, public policy and governance, urban issues, human settlements, global environmental and technological changes;
- Specific professional experience (2.1.4): 10 years in leading global research projects on Sustainable Development with 3 years of Global experience in SDG and 6 years on data visualization
- Leadership/management experience (2.1.5): 10 years of management/leadership experience

¹ For data requirement identified in the developed SDG framework that is readily available / collected or generated by line ministries / departments, develop suitable proxies/ substitutes to derive the data

- Regional experience (2.1.6): 5 years of experience in projects in South Asia (region), of which 2 years in projects in India (country)
- Development Cooperation (DC) experience (2.1.7): 10 years of experience in DC projects

SDG SYMPOSIUM

Expert 1: Sustainable Development, Disaster Risk, Climate Change Expert

Tasks of Expert 1

- Specific tasks covered in chapter 2

Qualifications of Expert 1

- Education/training (2.2.1): Post-graduate qualification (Master's) in Social Sciences- Law, Economics, Public Policy Urban Governance and allied fields from a reputed university
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 10 years of professional experience in teaching/research in interdisciplinary project related to sustainable development, public policy and governance, urban issues, global challenges- climate change, disaster risk
- Specific professional experience (2.2.4): 8 years of experience in climate change, disaster risk, urban environment; Extensive regional experience in dealing with issues related to climate change, disaster management; experience in conducting research projects on climate change, disaster risk, SDGs, urban issues
- Leadership/management experience (2.2.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.2.6): 3 years of experience in projects in India (country)
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Expert 2: Urban Design Expert (2 nos)

Tasks of expert 2

- Specific tasks covered in chapter 2

Qualifications of expert 2

- Education/training (2.3.1): Bachelor's/Master's in Architecture/Urban Planning from a recognised institute
- Language (2.3.2): English
- General professional experience (2.3.3): 8 years of experience in site planning, architecture, transit-oriented development and urban design with Good understanding of regional urban issues and experience in working on them
- Specific professional experience (2.3.4): 6 years of experience on conducting research on urban design.
- Regional experience (2.3.6): 2 years of experience in projects in India (country)

TRAINING ON DATA VISUALISATION

Expert 3: Urban informatics Expert

Tasks of expert 3

- Specific tasks covered in chapter 2

Qualifications of expert 3

- Education/training (2.4.1): Bachelor's/Master's in Geography/ Data Sciences/ Public Affairs and allied field from a recognised Institute
- Language (2.4.2): English
- General professional experience (2.4.3): 10 years experience in urban development, data analytics, big data, informatics
- Specific professional experience (2.4.4): 5 years of experience in teaching data-management, analytics, and visualisation courses at professional level
- Leadership/management experience (2.4.5): 3 years of management/leadership experience

Expert 4: Capacity Building Expert

Tasks of expert 4

- Specific tasks covered in chapter 2

Qualifications of expert 4

- Education/training (2.5.1): Bachelor's/Master's in Geography/ Data Sciences/ Social science and allied field from a recognised Institute / University
- Language (2.5.2): English
- General professional experience (2.5.3): 8 years of experience in teaching and pedagogical design, capacity building for various sectors, data analysis and visualization
- Specific professional experience (2.5.4): 5 years of experience in capacity building, data analysis and visualisation, quantitative modelling especially on issues related to urban

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

Short-term expert pool with minimum 2, maximum 2 members

Tasks of the short-term expert pool

- Specific tasks covered in chapter 2

Qualifications of the short-term expert pool: Senior Research Associate (SDG)

- Education/training (2.6.1): Bachelor's/Master's in Architecture/City planning and allied fields from a recognised institute

- Language (2.6.2): English/ Hindi
- General professional experience (2.6.3): 5 years of experience in working on projects related to urban development, governance, SDGs, planning, poverty, resilience, land use planning and the impact of planning policies
- Specific professional experience (2.6.4): 2 years of experience of working on urban issues, SDGs, climate change, disaster management, poverty, institution among others.

Qualifications of the short-term expert pool - Senior Research Associate (GIS)

- Education/training (2.7.1): Bachelor's/ Master's in Geography/ Geo-Information Science, Data Sciences and allied field from a recognised institute
- Language (2.7.2): English
- General professional experience (2.7.3): 5 years of experience in teaching, research and consultancy, using remote sensing and geographic information systems, spatial data analysis and visualization
- Specific professional experience (2.7.4): 2 years of teaching experience on using GIS and data

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel

For the undertaking the task, number of man-days per expert requested is as given below

Sl. No.	Designation of the Expert	Person-days
1	Team Leader	12
2	Expert 1: Sustainable Development, Disaster Risk, Climate Change Expert	25
3	Expert 2: Urban Design Expert (2 nos.)	25
4	Expert 3: Urban informatics Expert	15
5	Expert 4: Capacity Building Expert	15
6	Short-term expert pool (2nos): Senior Research Associate (SDG & GIS)	40

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.

The bidder has to travel to Delhi for the SDG Symposium and visit MoHUA/ GIZ Delhi office for regular updates and presentation. A tentative schedule as envisaged by the SUD-SC project is given below for ease of understanding of the bidder.

Designation of the Expert	Travel details	Total travel envisaged
Experts (as required)	For firms outside Delhi need to travel to Delhi for Symposium	10 round trips

Workshops, training

The consulting firm implements 2 training courses on Data Visualisation for GIZ staff and Partners.

Other costs

- Not applicable

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Overview of stakeholders working with the SUD-SC Project
- Communication with the implementing partners will be established

7. 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.

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 of each 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 can also be submitted in English.

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

8. Option

Not applicable

9. Annexes

Not applicable