

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

Mapping India's urban missions with respect to the goals, indicators and targets set forth by the SDGs	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
CSR	Corporate social responsibility
DC	Development Cooperation
FCRA	Foreign Contribution (Regulation) Act, 2010
GoI	Government of India
HRIDAY	Heritage City Development and Augmentation Yojana
MoHUA	Ministry of Housing and Urban Affairs
NMSH	National Mission on Sustainable Habitat
NULM	National Urban Livelihoods Mission
SDGs	Sustainable Development Goals
UNFCC	United Nations Framework Convention on Climate Change

1. Context

Brief information on the project and background

The Ministry of Housing and Urban Affairs (MoHUA) and GIZ India are jointly implementing the “Sustainable Urban Development - Smart Cities” (SUD-SC) project. The project supports the National Ministry and the State Governments (Odisha, Tamil Nadu, and Kerala) in the policy formulation on housing for all, basic services, planning framework, and monitoring of the Sustainable Development Goals (SDGs). It also supports the three select Smart Cities (Bhubaneswar, Coimbatore, and Kochi) in implementing concepts of integrated spatial urban development planning.

The UN- Sustainable Development Summit in 2015, adopted new framework to guide the global development efforts between 2015 and 2030, referred popularly as the ‘Agenda 2030 for Sustainable Development’. The agenda set 17 goals and 169 targets to address the social, economic, and environmental dimensions of development, their interrelations, aspects related to peaceful societies and effective institutions, including means of implementation (finance, technology, capacity development and so forth). Globally, countries have committed to undertake systematic review and follow up of the implementation of Agenda 2030.

The rapid pace of urbanisation is negatively impacting the environmental, social and economic well-being of the society, led to UN dedicating Goal 11 pertaining to making cities and human settlements inclusive, safe, resilient and sustainable. For instance, between 2001-11, India’s urban population increased by 91 million, and by 2030, it is expected to be home to six mega-cities with populations above 10 million. The country clearly needs to thread the path of sustainable development of its cities in order to reap the optimal benefits of urbanisation.

The SDG indicators could provide advisory guidance to policy-making. In India, the seventeen goals are coordinated by different Ministries, depending on the nature of the goal and the mandate of the Ministry set forth under the Rules of Business Allocation, 1961. MoHUA, which supports several Centrally Sponsored Schemes related to urban development and housing, including (but not restricted to) the Atal Mission for Rejuvenation and Urban Transformation (AMRUT), Pradhan Mantri Awas Yojana (PMAY), Smart Cities Mission, Swachh Bharat Mission among others, is assigned to coordinate SDG 11.

In order to deepen the knowledge base with respect to SDG in the context of the various urban missions such as the Smart Cities, AMRUT, Swachh Bharat, NULM, Housing for ALL and HRIDAY, a project is commissioned to map such schemes and results, with respect to the goals, indicators and targets set forth by the SDGs.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Identify the various urban mission of the Government of India
- Establish linkages and inter-linkages between the on-going urban missions, to the SDGs and formulate strategies to foster and strengthen such linkages
- Provide strategic advice and technical guidance to the project partners for linking the missions, program or scheme results for achieving the programmatic targets
- Map the mission inter-linkages to climate change goals/ missions and programs of the Government of India (GoI), ratified under the various international climate conventions

- Analyse urban ministry's budget and expenditure of the Govt of India, from 2003 onwards till date- including overall and across different missions, scheme and programs
- Analyse the state budgets for urban programs for Kerala, Odisha and Tamil Nadu, and for the cities of Bhubaneshwar, Coimbatore and Kochi from 2010
- Develop a course module linking urban mission with SDGs
- Develop strategies for localising SDGs and integrating reporting framework for monitoring SDG

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

Milestone	Deadline/place/person responsible
Inception report Project understanding, approach and methodology—including list of datasets required to report various indicators and targets, timelines, template structure (draft), any identified risks, strategies to address them	3rd week from the commencement of the project
Data collection and analysis Interim report Review of urban missions, programs and schemes of the Govt of India and its linkages to SDGs; mapping key SDG indicators to the urban missions, programs and schemes targets/indicators; identify data gaps, if any Budget and expenditure analysis of the Govt of India and selected states/cities and its linkages to SDG	12th week from the commencement of project
Workshop Data for identified indicators collected, analysed and presented	16th week from the date of commencement
Draft report and module Prepare a draft project report on SDG framework for cities Develop training modules on SDG	20th week from the date of commencement
Final report Updated report covering all the content discussed in the interim report, incorporating all comments / suggestion from experts departments, advisory committee for SDG	24st week from the date of commencement

Period of assignment: From **October 2019** until **March -2020**.

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

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

4. Personnel concept

Eligibility requirements of the firm (please add the following also)

- Undertake research and consulting assignments relating to developmental issues especially those related to urban development and housing and its various facets including governance, finance, planning, urban sustainability, SDG among others
- Experience of working with the government of India, Ministries, organisations and multilateral and bilateral agencies on emerging issues such as the SDGs, New Urban Agenda and climate – related developments
- 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 a combination of qualitative and quantitative methods, including desk work for producing short-think pieces, literature review, data collection and analysis, discussion with

experts, budget analysis among others. Data for various indicators will be collected from different sources including ministries, department, published data among others sources--collated, and appended from the already available data. The work is largely based on secondary information, including existing datasets from various line ministries / departments, annual report, peer-reviewed research papers, among others for relevant SDG indicators and targets¹. Interviews, discussions with experts and workshops 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 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/Senior Advisor:

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
- Team Leader shall ensure performance for all the tasks through team members based on the requested services

Qualifications of the Senior Advisor

- Education/training (2.1.1): Post-graduate qualification (PhD or Master's) in Economics, Urban and Regional Planning or Urban Sociology with high quality publications
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): If a PhD, 25 years or if a Master's, 30 years of professional experience in research/ teaching / consultancy on urbanisation, urban governance, finance and sustainability issues.
- Specific professional experience (2.1.4): 10 years of working in UN agencies; on UN Sustainable Development Goals, especially SDG 11
- Leadership/management experience (2.1.5): 20 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 15 years of global experience, especially in projects in South Asia (region), and 15 years in projects in India. Senior Advisor should be familiar with UN-SDGs, particularly SDG 11, and acquainted with the Government of India's approach to these goals
- Development Cooperation (DC) experience (2.1.7): 15 years of experience in DC projects

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

Expert 1: Coordinator (Urban Economist)

Tasks of expert 1

- Specific tasks covered in chapter 2

Qualifications of expert 1

- Education/training (2.2.1): Post-graduate qualification (Ph.D/M.Sc/M.A) in Economics/ Econometrics from recognised university.
- Language (2.2.2): English
- General professional experience (2.2.3): 4 years of research experience in the fields of urban economics, governance, data analysis.
- Specific professional experience (2.2.4): 2 years of working with Govt of India on policy and data analysis in relation to urban missions, schemes, programmes of the Govt of India, SDG and monitoring framework; good understanding on UNFCCC/NMSH
- Regional experience (2.2.6): 1 year of regional experience, including India.

Expert 2: Senior Researchers (2 nos)

Tasks of expert 2

- Specific tasks covered in chapter 2

Qualifications of expert 2

- Education/training (2.3.1): Master's degree in Urban Planning/ Regional Planning/ Economics
- Language (2.3.2): English
- General professional experience (2.3.3): 3 years of research experience in urban topics on SDG, governance, economics, policy and other related research projects; familiar with urban missions
- Specific professional experience (2.3.4): 2 Excellent research and analytical skills and familiar with Arc GIS, Auto CAD, MS Excel

Expert 3: Data entry operator

Tasks of expert 3

- Specific tasks covered in chapter 2

Qualifications of expert 3

- Education/training (2.4.1): Bachelor / Master's Degree in Commerce / Economics
- Language (2.4.2): English
- General professional experience (2.4.3) : 2 years of experience in data entry operation
- Specific professional experience (2.4.4): 1 year of reviewing data for deficiencies or errors, correcting any incompatibilities and checking output; verifying accuracy and sorting information to prepare source data for computer entry.
- Other (2.4.8): Good experience in working with MS-Office- Excel, Word, Powerpoint

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

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, Senior Expert, Coordinator (Urban Economist), Senior Researchers (2 nos.), and Data Entry operators are required. Number of man-days per expert requested is as given below

Sl. No.	Designation of the Expert	Person-days
1	Team Leader /Senior Adviser	36
2	Expert 1: Urban economist	132
3	Expert 2: (2nos)	
	Research Associate-1	132
	Research Associate-2	132
4	Expert 3	
	Data operator	132

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 may need to travel to Kerala, Tamil Nadu and Odisha for data collection and other supporting tasks and visit GIZ Delhi office for regular updates and presentation. A tentative schedule as envisaged by the SUDSC project is given below for ease of understanding of the bidder.

Designation of the Expert	Travel details	Total travel envisaged
Team Leader /Senior Adviser	Delhi to Coimbatore, Kochi and Bhubaneshwar	9 round trips
Expert 1: Urban economist		
Expert 2: Research Associate (2nos)		
Expert 3: Data operator		

Workshops, training

- The cost of workshop will be borne by GIZ

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 SUDSC Project
- Communication with the implementing partners will be established

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.

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 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.

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.

7. Option

Not applicable

8. Annexes

Not applicable