

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

**Mapping of Climate Change Institutions- Advancing Institutional Matrix and Analytical Tool** **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 recognised as a key global and national challenge by the Government of India - as evident in the National Action Plan on Climate Change (NAPCC) the subsidiary State Action Plans on Climate Change (SAPCC), as well as Nationally Determined Contributions (NDCs). With the submission of the NDCs to the United National Framework Convention on Climate Change (UNFCCC) in 2015, there is an increased need to develop the necessary capacities to implement these commitments. The Ministry of Environment, Forest and Climate Change (MoEFCC) plays a key role in the NDC implementation process; and therefore, requires strengthened capacities to process relevant expert knowledge, formulate effective policy, put it into practice and monitor results. At the same time, the exchange of Indian research on climate change impacts and action needs to be enhanced.

## 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
<ul style="list-style-type: none"> <li>• Action plan for the mapping</li> <li>• Customised mapping matrix framework</li> <li>• List of identified institutions</li> </ul>	June 2019
<ul style="list-style-type: none"> <li>• Draft Advanced Institutions matrix</li> </ul>	July-August 2019
<ul style="list-style-type: none"> <li>• Final Advanced Institutions Matrix and Analytical Tool</li> </ul>	September-October 2019
<ul style="list-style-type: none"> <li>• Final Report on Advanced Institutions Matrix and Analytical Tool on climate change institutions</li> <li>• One detailed training and dissemination session with GIZ</li> </ul>	November 2019

**Timeline:** 140 person days between June 2019 – November 2019. Estimated budget is enclosed separately.

## 3. Concept

The project “Supporting the Institutionalisation of Capacities on Climate Change Studies and Actions” (ICCC), implemented by the MoEFCC and GIZ, aims to develop and institutionalise capacities in the areas of climate protection, resilience and NDC implementation as well as trans-disciplinary issues. The project will further promote network-building with relevant stakeholders, create links with national and international research institutions and support the establishment of a publicly available knowledge platform. To assist in network building and

knowledge exchange and thus strengthen capacities for enhanced science-policy-practice interaction of the MoEFCC, a key profiling of institutions providing climate change capacity development and allied services is of utmost importance.

In this context, GIZ has successfully completed an assignment on “Mapping of Climate Change Institutions in India” wherein 40 National and International institutions working in the domain of climate change, some with sector focus and cross cutting areas, were identified and deeply analysed. As core outcome, GIZ has already prepared a state of art evaluation matrix and a sophisticated macro enabled tool to assess the institutions with respect to strength of knowledge and network, implementation potential and demonstrated past experiences.

Based on this work, GIZ now invites proposals for the assignment “Mapping of Climate Change Institutions- Advancing Institutional Matrix and Analytical Tool”. The assignment shall expand the data base tool to covering all relevant Institutions in India (approx 250+) as well as the most relevant international Institutions for well-established Indo-German cooperation, focusing on extensive review for upgradation of the institutional landscape of climate change.

The objective of the assignment is to use the highly advanced matrix and tool to perform deep dive research and studies based on focus group consultations on an extended set of national and international institutions operating in various sectors of climate change. The comprehensive evaluation matrix will aid decision making by the MoEFCC on climate change calls and set the foundation for the later formulation and execution of a capacity development strategy as well as the envisaged network-building and knowledge management.

### **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 assignment shall expand the data base tool to covering all relevant Institutions in India as well as the most relevant international Institutions for well-established Indo-German cooperation, focusing on extensive review for upgradation of the institutional landscape of climate change.

### **3.3 Objective**

The number as well as diversity of institutions and partnerships working on climate change within countries and across national and regional borders has significantly increased in the last years. Climate change country focal points, regional agencies, and international agencies have all been engaged in the search for viable responses in order to achieve the targets of the Paris Agreement. This assignment is expected to build on the strong base of the advanced matrix and tool to identify additional national (approx. 250+) and international institutions which are well positioned to offer climate change capacity development services to the MoEFCC and perform an evaluation of the level of maturity of each entity to provide services on climate change to the Ministry.

Institution hereby refers to research partnerships/ networks, research institutions, NGOs/ CSOs, academia, private sector, and governmental organisations, etc. The identification and analysis of institutions should reflect the projected outcome areas:

- Typology wise gradation – Functional, legislative, regional/ state focus, service
- Detailed scope of services
- Collaborations and associations
- Capacity building and institutionalising the same
- Grass-root implementation focus

This analytical task will evaluate all identified Indian institutions approximately 250+ with respect to human resource base, research area, funding, collaboration with development agencies and communities, multidisciplinary/ trans-disciplinary research practices, research output on impact assessment and feedback; engagement with policymakers and dissemination of research outputs. Further, this analysis shall be transferred to the existing matrix and results shall be extrapolated into the tool.

This assignment should be conducted using desk based secondary research and primary interviews with sample institutions triangulating and collecting data on ground, along with focussed expert consultations.

### **Tasks & outputs**

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

**Task I: Assignment Inception-** Customise the existing mapping matrix and plan the mapping study Identify relevant additional national and international institutions.

**Output:**

- Action plan for the mapping
- Customised mapping matrix framework
- List of identified additional institutions

**Task II: Advanced Institutions Matrix** -Collect and synthesize detailed secondary data on identified national and international institutions. Perform primary interviews in sample institutions in India at national and state level. Categorise and profile institutions in the comprehensive matrix.

**Output:**

- Draft Advanced Institutions matrix

**Task III: Final Advanced Institutions Matrix and Analytical Tool**-Finalise and populate the matrix for national (additional approx. 250+) and international climate change institutions after incorporating GIZ review comments and Leverage the tool to perform the analysis for selected institutions.

**Output:**

- Final Advanced Institutions Matrix and Analytical Tool

### **Task IV: Final Report Development**

Prepare a detailed report on the Advanced Institutions Matrix and Analytical Tool elaborating on the methodology, assessment results and key takeaways as well as way forward and Develop a training module for using the tool and undertake one detailed training session with GIZ to disseminate the Advanced Institutions Matrix and Analytical Tool usability and key results of analysis.

**Output:**

- Final Report on Advanced Institutions Matrix and Analytical Tool on climate change institutions

## 4. Personnel concept

### 4.1 The Agency should present a pool of experts

- a. **Team Leader (01)**
  - i. Minimum 15 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 landscapes at national/state level and non-government/civil society stakeholders in India. Advanced degree in environment/ economics/ climate change or a related field from a recognised and reputable institution.
  - ii. Experience of leading the development of analytical tools and methodology to critically analyse and map institutions in the field of climate change
  - iii. Proficiency in English and Hindi
- b. **Thematic Expert (01)**
  - i. Minimum 5 years of experience in the field of climate change. Technical expertise of developing analytical tools and methodology to critically analyse and map institutions
  - ii. Advanced degree in environment/ economics/ climate change or a related field from a recognised institution;
  - iii. Proficiency in English and Hindi
- c. **Technical Expert (01)**
  - i. At least 3 years of proven experience of developing analytical and user friendly tools. Experience of climate change and environmental issues.
  - ii. Degree in the field of computer science/ Information Technology
  - iii. Proficiency in English and Hindi

All the experts should have substantial exposure on international climate change projects and be back-staffed with adequate and competent resource pool having relevant climate change experience.

### 4.2 Required qualification/ experience for the consulting agency

The Agency should have the following administrative and financial requirements for 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 value of Euro 50,000.

The Agency should have the following experiences for 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 change and in engaging and liaising with different government and non-government stakeholders in India.
- Substantial experience in the field of climate change and sustainable development, UNFCCC negotiations and matters related to national and international policy paradigm

on climate change, capacity building and engaging and liaising with national/ state government and nongovernment/ civil society stakeholders in India.

- The Agency must have executed at least one project with GIZ India preferably under the project Institutionalisation of Capacities on Climate Change Studies and Actions (ICCC)
- The Agency must demonstrate project experience of developing analytical and user-friendly tools and scoring methodologies in the field of climate change.
- The Agency must have excellent reporting and writing skills with the ability to coordinate inputs from a wide variety of sources as well as structure and synthesize the inputs.

## 5. Costing Requirement

### 5.1 Assignment of personnel

- **Team leader (1):** On-site assignment for 40 expert days
- **Thematic Expert (1):** Assignment in country of assignment 50 expert days
- **Technical expert (1):** 50 expert days

### 5.2 Timeline

140 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	4	2	8
Thematic Expert	1	6	2	12
Technical 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, Environmental 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.

**Other submissions**

Scanned copy of registration details

Service tax registration number

Detailed technical and financial proposal (separated according to tasks)

Profile of the experts and agencies/organization involved in the consortium

Scanned copy of PAN Card

Service tax registration number

Scanned copy of cancelled cheque