

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

---

Operationalizing 'Green Credits' Programme in India	<b>Project number/ cost centre: 17.9048.9-002.00</b>
---	--

---

<b>0. List of abbreviations .....</b>	<b>2</b>
<b>1. Context.....</b>	<b>3</b>
<b>2. Tasks to be performed by the contractor .....</b>	<b>4</b>
<b>3. Concept.....</b>	<b>5</b>
Technical-methodological concept .....	5
Other specific requirements.....	<b>Error! Bookmark not defined.</b>
Project management of the contractor.....	6
<b>4. Personnel concept .....</b>	<b>7</b>
Team leader .....	7
Expert 1.....	<b>Error! Bookmark not defined.</b>
Short-term expert pool with minimum ..., maximum ... members .....	9
<b>5. Costing requirements .....</b>	<b>9</b>
Assignment of personnel.....	9
Travel.....	10
Workshops, training.....	10
Other costs.....	<b>Error! Bookmark not defined.</b>
Flexible remuneration item .....	<b>Error! Bookmark not defined.</b>
<b>6. Inputs of GIZ or other actors .....</b>	<b>10</b>
<b>7. Requirements on the format of the bid .....</b>	<b>10</b>
<b>8. Option .....</b>	<b>Error! Bookmark not defined.</b>
<b>9. Annexes .....</b>	<b>Error! Bookmark not defined.</b>

**0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference

## 1. Context

India's economic growth is guided by key concern for balancing overall development with sustainability. India faces a multitude of challenges arising as a result of climate change and environmental degradation. As a response to this, India has taken several commitments at the international level. India has committed itself to effective implementation of Sustainable Development Goals. To address specific climate change concerns, India has developed a comprehensive and balanced set of actions for its Nationally Determined Contributions (NDCs) for the period of 2021-2030 to address mitigation as well as adaptation taking into consideration the need for economic growth and development. Emphasis is laid on promoting sustainable lifestyles and clean economic development.

India is encouraging sustainable living as a concept and a practice at the heart of its climate change efforts. India is emphasising greater engagement with civil society and making climate change a peoples movement, to motivate a sharing economy and other collaborative consumption models. Indian society already demonstrates several examples of sustainable models of living at the local level. Indian Industry is also at the forefront in delivering transformational solutions on climate challenge and sustainable development.

Operationalizing 'green credit' programme in the country would not only supplement India's ambitious climate change actions but also help in improving environmental protection by deploying an incentive mechanism to drive action and stimulate greater public engagement on climate change and environmental issues. This would help meet India's overarching climate change, environmental and sustainable development objectives by resulting in improvements in resource efficiency, promoting clean energy solutions, tackling local environmental challenges and stimulating investments in sustainable infrastructure and technologies.

The 'green credits' programme will be designed to help mitigate climate change, build adaptive capacity and improve the overall state of the environment by increasing energy and resource use efficiency, encouraging environmental conservation among other measures. The green credits would include a set of instruments that would provide monetary and/or non-monetary rewards for verifiable climate and environmental action. It will serve as an incentive-based form of regulation which will provide a stimulus for technological change and innovation. This would not only improve the environmental effectiveness of traditional regulatory strategies but also reduce compliance costs.

The specific objectives of the work are as follows:

- i. Enable a transition from a linear economy model to a circular economy model resulting in resource efficiency gains.
- ii. Develop a package of instruments, both monetary and/or non-monetary to address both climate change and broader environmental concerns
- iii. Effect behavioural shift in consumption patterns to help transition towards sustainable consumption and production for a just and sustainable future.
- iv. Mobilize citizen action to engage in 'Green Credits' programme.

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services:

### ***Work Package 1***

- i. Review global and domestic examples/initiatives/case studies on green credit instruments and incentive structures.
- ii. Formulate a clear articulation of what is meant by 'green credits'.
- iii. Identify Government of India policies, programmes and schemes on climate change and environment which can support operationalizing the 'Green Credit' programme.
- iv. Identify initiatives by the private sector, public sector, civil society and citizens and highlight potential of linking such initiatives to the 'green credit' program. Propose new and alternate measures that can be adopted and considered under the programme.
- v. Conduct a detailed stakeholder mapping, participation requirements and list eligible activities for each stakeholder category.

### ***Work Package 2***

- i. Identify information and enforcement requirements as well as other requirements.
- ii. Develop Monitoring, Review and Verification (MRV) mechanism and identify quantifiable and verifiable indicators to assess effectiveness of initiatives in terms of scale, effectiveness and sustainability to develop a score-card to rank activities for acquiring green credits. Environmental integrity of the eligible activities should be insured by avoiding double counting and any perverse incentives. The eligible activities should be additional and not funded or incentivized under any on-going scheme of Government of India.
- iii. Propose and design realistic and feasible package of instruments- monetary and non-monetary that incentivize green actions by different categories of stakeholders.
- iv. Propose design elements and procedures for operationalizing the programme which should include data collection practices for activities such as setting baselines, MRV, measuring impacts and mechanism for ensuring sustainability.
- v. Develop a stakeholder engagement strategy and plan.
- vi. Provide estimates of the potential quantity of 'green credits' from different activities.

### ***Work Package 3***

- i. Propose institutional and governance arrangement to manage Green Credit programme.
- ii. Prepare draft guidelines for participating in 'green credits' programme including eligibility criteria, application procedure, MRV mechanism and issuance of green credits and sustainability plan.
- iii. Define the roll out plan/roadmap for the green credits programme.

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

<b>Milestone</b>	<b>Deadline/place/person responsible</b>
An inception meeting with MoEFCC & GIZ to discuss the approach	Day 1
A presentation to the MoEFCC & GIZ of an (Inception Report) that will serve as an opportunity for MoEFCC & GIZ to review the approach for conducting the study and provide comments and suggestions prior to final submission. The presentation will include among other things: a. An annotated list of case studies/examples/best practices on the use of green credit instruments and incentive structures a. The analytical approach and methodology for the study, data requirements and sources, stakeholder engagement plan b. Report Outline c. Work Plan and Timelines	Week 1
Draft report of Work Package 1	Week 4
Draft Report on Work Package 2	Week 16
Draft Report on Work Package 3	Week 22
Final Report	Week 24 (6 months from the Initiation)
Slide deck on the report	Week 24

Period of assignment: From 1<sup>st</sup> August 2019 until 31<sup>st</sup> January 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**).

### **Project management of the contractor**

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

MoEFCC & GIZ will support a consultant or group of consultants for this study. In case of group, it should not comprise of more than 5 individual members, including one identified as the lead. The lead consultant will coordinate and submit technical and financial reports to the MoEFCC & GIZ at intervals identified in the agreement. Each consultant will submit technical and financial reports to the lead consultant who will in turn synthesize and ensure a coherent report is submitted. Each consultant will be expected to ensure accountability to the group and lead consultant.

The selected consultants will be required to ensure that they are fully guided by MoEFCC and MoEFCC is informed of all meetings and progress. MoEFCC will facilitate coordination with government stakeholders, as needed. The consultant is required to make a request for MoEFCC & GIZ participation in meetings or interviews, at least 7 days in advance.

In derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements

- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

#### **4. Personnel concept**

##### **Eligibility requirements of the firm**

- Please provide the legal status of your firm.
- Average annual turnover for the last three financial years: at least 100,000 EUR.
- The number of employees as at 31.12. of the previous year: at least 10 persons.
- Please provide at least 3 reference projects of your portfolio in the field of both video production and photography with a minimum commission value of 40,000 EUR.

##### **Technical Experience of the Firm:**

- 5 years of technical expertise in consulting on incentive mechanisms on environmental conservation
- 5 years of experience in data analysis for assisting policy makers in their choice of appropriate regulatory policies, laws and instruments to support emission reduction and environmental conservation
- 5 years of experience in developing Monitoring, Review and Verification (MRV) mechanism and identifying quantifiable and verifiable indicators for environmental conservation
- 5 years of experience in working with MoEFCC and other relevant ministries for environmental conservation projects
- 5 years of experience in Report writing and presentations on incentive mechanisms and environmental conservation

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. The numbers given in brackets refer to the respective lines in the document “Grid for the technical assessment of bids”.

##### **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 in Economics, Climate Change, GHG accounting International Development/Relations, or a related field from a recognised and reputable institution;
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 15 years of professional experience of climate policy, economics, GHG emission accounting, environmental conservation; development of incentive mechanisms and expertise in economics of low carbon emissions growth;
- Specific professional experience (2.1.4): Knowledge and Experience of local issues in designing and implementing incentive mechanisms. 6 years of leadership/management experience and leading development of at least 1 innovative incentive mechanisms on climate change and environmental conservation;
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in India
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): Demonstrable experience of working on developing projects on emission reductions, energy and resource use efficiency, environmental conservation;
- Profound knowledge on MRV, NDCs, national and international case studies on environmental conservation;
- Strong knowledge on what type of enabling environment is necessary to support incentive mechanisms for environmental conservation;
- Profound experience in designing capacity development and institutional development strategies.
- 

### **Two Environmental conservation experts**

#### Qualifications of expert 1 & 2

- Education/training (2.2.1): Advanced degree in Environmental Science, Economics, International Development/Relations, or a related field from a recognised and reputable institution;
- Language (2.2.2): English
- General professional experience (2.2.3): 8 years of professional experience in market-based instruments and incentive mechanisms for climate change and environmental conservation, and MRV;
- Specific professional experience (2.2.4): 2 years of specific experience in developing incentive mechanisms for climate change and environmental conservation
- Leadership/management experience (2.2.5): 2 years of management experience
- Regional experience (2.2.6): India
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects
- Other (2.2.8): Proven experience in conducting assessment of environmental impacts, initiatives of the private sector, public sector, civil society on climate change and environmental conservation
- Proven experience of training and capacity building activities market-based mechanisms and incentive mechanisms;

### **Economist (Expert 3):**

- Education/training (2.2.1): Advanced degree in Economics, Statistics or a related degree from a reputable and recognized university/institution
- Language (2.2.2): English
- General professional experience (2.2.3): 5 years of professional experience in environmental economics and incentive mechanisms;
- Specific professional experience (2.2.4): Experience and knowledge in developing economic instruments for environmental conservation, emission reductions, etc.
- Leadership/management experience (2.2.5): None
- Regional experience (2.2.6): India
- Development Cooperation (DC) experience (2.2.7): 1 years of experience in DC projects
- Other (2.2.8): Experience and knowledge in developing economic instruments for environmental conservation, emission reductions, etc.

#### 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 1, maximum 3 members**

##### Qualifications of the short-term expert pool

- Education/training (2.6.1): Advanced degree in Environmental Science, Economics, International Development/Relations, or a related field from a recognised and reputable institution;
- Language (2.6.2): Environmental and economic experts with very good language skills in working with large data sets and conducting statistical analysis, good language skills in English
- General professional experience (2.6.3): 2 experts with 10 years of experience and excellent knowledge on Indian climate change policy landscape, market based instruments and incentive mechanisms, environmental conservation sector,
- Specific professional experience (2.6.4): 1 expert with 10 years of recognized expertise in assisting policy makers in their choice of appropriate regulatory policies, laws and instruments to support emission reduction and environmental conservation;
- Regional experience (2.6.5): 2 experts with 8 years of experience in India
- Development Cooperation (DC) experience (2.6.6): 2 experts with at least 6 years of experience in DC

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

## **5. Costing requirements**

### **Assignment of personnel**

Team leader: On-site assignment for 10 expert days

Environmental Conservation Expert 1: expert days	Assignment in country of assignment for 80
Environmental Conservation Expert 2: expert days	Assignment in country of assignment for 80
Economist: expert days	Assignment in country of assignment for 40
Short-term expert pool:	total 20 expert days

## **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.

## **Workshops, training**

The contractor implements the following workshops/study trips/training courses:

- 4 regional consultations

## **6. Inputs of GIZ or other actors**

MoEFCC & GIZ will support a consultant or group of consultants for this study. In case of group, it should not comprise of more than 5 individual members, including one identified as the lead. The lead consultant will coordinate and submit technical and financial reports to the MoEFCC & GIZ at intervals identified in the agreement. Each consultant will submit technical and financial reports to the lead consultant who will in turn synthesize and ensure a coherent report is submitted. Each consultant will be expected to ensure accountability to the group and lead consultant.

The selected consultants will be required to ensure that they are fully guided by MoEFCC and MoEFCC is informed of all meetings and progress. MoEFCC will facilitate coordination with government stakeholders, as needed. The consultant is required to make a request for MoEFCC & GIZ participation in meetings or interviews, at least 7 days in advance.

## **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 (language).

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 (language).

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.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.