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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Piloting of Horticulture based community nutrition garden in Sheopur and Chhatarpur district of Madhya Pradesh	**Project number/ cost centre:** 14.0968.9-005.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
MGNREGA-EB	Environmental Benefits through Mahatma Gandhi National Rural Employment Guarantee Act
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
SHG	Self Help Groups
CNGs	Community nutrition Gardens
SRLM	State Rural Livelihood Mission
PMKSY	Pradhan Mantri Krishi Sinchai Yojana
TAG	Technical Assessment Grid

1. Context

The Food and Nutrition Security, Enhanced Resilience (FaNS) Project of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH works in the Sheopur and Chhatarpur district of Madhya Pradesh to improve the nutrition situation of women of reproductive age (15-49 years) and small children (6-23 months). The project is being implemented in close cooperation with Department of Food and Public Distribution at central and state level and Department of Women and Child Development, Government of Madhya Pradesh.

To promote nutrition security, FaNS project reaches out to women, in farming and non-farming communities in its intervention areas to raise awareness regarding dietary diversity, household nutrition management with available resources, food content as per age and needs etc. One activity which is crucial to make this happen is promotion of nutrition gardens. Due to various reasons, like shortage of water, migrations, fairly less tangible benefits through small homestead nutrition gardens, no scientific management and training on set up of nutrition gardens has led to lesser than expected benefit to the beneficiaries.

An Indo-German bilateral project on Environmental Benefits through Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA-EB) demonstrated an innovative Antyodaya Vatika (HORTICULTURE PLANTATIONS) model in their project area, Dhamtari District which can be successfully replicated in water scarce districts, Chhatarpur and Sheopur. This initiative aims to address nutritional security with the involvement of women SHG members in community land to promote commercial vegetable and horticulture cultivation to ensure a sustainable livelihood and nutrition model. The model of 'Community nutrition garden' is primarily targeted to be piloted in the current project districts with the involvement of multiple stakeholders at district and block level with one of them being MGNREGA.

The importance of Community Nutrition Gardens in meeting the required nutritional needs to maintain a healthy living is also fostered through Anganwadi centres. Specific capacity building programmes will be conducted for government officials to incorporate district officials and SHG women to bring this concept in regular practice and thus help in raising awareness regarding nutrition practices, food diversity and hygiene.

Towards the implentiation of this very fast track project an agency needs to be engaged who has prior experience of working in Bundelkhand and Chambal region of Madhya pradesh and is well versed in watershed, livelihood and mobilising SHGs.

2. Tasks to be performed by the agency

The agency is responsible for providing the following services:

Task 1: Identification of Project Sites & Communities

- To identify the conflict free public land in 10 villages among 50 Project villages in each district for piloting with minimum area 1 acre and accessible source of irrigation
- To mobilise the communities and panchayats to develop CNGs under public funded schemes like MGNREGA, SRLM, PMKSY
- To identify local women SHGs in liaison with SRLM project and mobilise them to participate in establishment of CNGs and later on awarding them maintenance and usufruct rights of the CNGs under the framework of MGNREGA / local MoUs

Expected Output: Inception Report highlighting selected sites, along-with their photographs and geo-coordinates.

Task 2: Mobilisation

- To liaise with respective blocks and district officials of MGNREGA associated with selected GPs to get approval for implementations (to get Technical and Administrative sanctions)
- To facilitate exposure visits of the project beneficiaries, officials from MGNREGA, Forest, SRLM departments to Dhamtari District, Chhattisgarh
- To identify and liaise with government nurseries for getting good quality seedling for the selected species of fruits, vegetable and other nutritional plants
- To organise the planting of seedlings and ensuring the presence of government officials for smooth operation

Expected Output: Exposure visit and plantation is conducted by July 2019

Task 3: Monitoring and Capacity Building

- To provide the technical trainings to Mates, Technical staff of MGNREGA for establishing horticultural orchids of selected plots (pre- plantation, during plantation and post plantation modules)
- To design a framework for proper Monitoring of the growth of the plants CNGs by communities
- To train community members to develop and provide monthly progress reports and project completion reports
- To support in development knowledge products for sustainability and scalability of CNGs models
- To conduct the workshop of Line departments on convergence and scaling up opportunities

Expected Output: Monthly workshops, discussion are conducted within the community members in presence of designated government officials. Trainings of mates, and 150 people from community is organised.

Task 4: Knowledge Exchange

- To organise exposure visit of selected members/officials to Sheopur/ Chhatarpur to share the knowledge and experiences of Chhatarpur/ Sheopur.
- To facilitate organisation of a consultation workshops at state level, in Bhopal, bringing various stakeholders to mainstream Community Nutrition Garden activity

Expected Output: Exposure visits and Consultation workshop is conducted.

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
M1: Identification of Project Sites & Communities as part of Inception Report	Within 15 days of the contract
M2: Field visit of government officials & village head to Dhamtari district	31 August, Dhamtari District
M3: Mobilisation 150 trained persons on CNG activity	31 August December 2019

M4: **Monitoring and Capacity Building** Regular briefing by the team to the selected village functionaries, and SHG groups every month and to help them monitor their progress, Submission of participants and event photographs Monthly Training programs to be organised in participation with district officials for mates, and SHG members	Monthly, by 25th of each month
M5: Knowledge Exchange Three workshops with Line departments on convergence and scaling up opportunities Consultation workshop	Aug-19, Oct-19, Jan-20 in both districts March 2020, in Bhopal

Period of assignment: From 01 August 2019 until 31 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). (Point 1.1.- TAG)

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them. (Point 1.2 – TAG)

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. (Point 1.3 - TAG)

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. (Point 1.4 - TAG)

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**). (Point 1.5 - TAG)

Project management of the contractor (Point 1.6 - TAG)

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 agency makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The agency manages costs and expenditures, accounting processes and submits invoices in line with the requirements of GIZ.
  The agency reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from June 2019

4. **Profile of the Organization**: (Refer to Grid for Assessing Eligibility of firms)

The organisation should fulfil the following criteria:

- Average annual turnover for the last three financial years should be at least 1,00,000 Euros
- The agency should have minimum 25 employees as on 31st March 2019
- The agency should have previous work experience in agriculture, natural resource management, community mobilisation, kitchen gardens with international development organizations and experience of working with different government schemes such as MGNREGA, SRLM, PMKSY
- The agency must submit at least 3 reference projects on agriculture/ natural resource management and at least 3 projects with the international development organizations in the last three years
- The agency must be based in Delhi with regional experience in Bundelkhand and Chambal region of Madhya Pradesh

5. Personnel concept

The bidder is required to provide personnels who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications. Apart from these positions, agency is to submit the resumes for the personnel who will work in the district for implementation.

The below specified qualifications represent the requirements to reach the maximum number of points.

Specification of gender ratio for contractor team: In order to support the gender equality, agency should engage a minimum of 2 female staff and should submit their CVs during the bidding process.

Team leader (Point 2.1 - TAG)

<u>Tasks of the team leader</u>

- 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): Master's in agriculture, Environmental sciences, Social work etc.
- Language (2.1.2): Good business language skills in English, Hindi
- General professional experience (2.1.3): 10 years of professional experience in the rural development sector
- Specific professional experience (2.1.4): 7 years in horticulture, agriculture or natural resource management in Madhya Pradesh
- 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 Bundelkhand (region), of Madhya Pradesh
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Expert 1 (Point 2.2 - TAG)

Tasks of expert 1
- Overall responsibility for the implementation of Community Nutrition gardens in Chhatarpur (quality and deadlines)
- Coordinating and ensuring communication with various district officials, GIZ, partners and others involved in the project
- Field Coordination on daily basis with the local communities, participants of CNGs, district officials and maintaining a smooth operation. Regular reporting in accordance with deadlines

Expert 2 (Point 2.3 – TAG)

Tasks of expert 2
- Overall responsibility for the implementation of Community Nutrition gardens in Sheopur (quality and deadlines)
- Coordinating and ensuring communication with various district officials, GIZ, partners and others involved in the project
- Field Coordination on daily basis with the local communities, participants of CNGs, district officials and maintaining a smooth operation. Regular reporting in accordance with deadlines
- Updating the GIZ team of progress along-with any delays and risks

Qualifications of expert 1+expert 2
- Education/training (2.2.1): Masters in Social Work, Rural Development, Natural resource Management etc
- Language (2.2.2): Proficient in Hindi, English(desirable)
- General professional experience (2.2.3): Minimum of 8 years
- Specific professional experience (2.2.4): A minimum of 5 years, working with government departments in state is desirable
- Project management experience (2.2.5): 3 years
- Regional experience (2.2.6): Knowledge of and experience in Bundelkhand and Chambal region is highly desirable
- Development Cooperation (DC) experience (2.2.7): 2 years

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

6. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 60 expert days

Expert 1: 150 expert days on site
Expert 2: 150 expert days on site

Numbers of Field agents and community mobilisers to be decided by Agency. Estimated number of their human resource days is 150 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 agency implements the following workshops/study trips/training courses:

- Field trip of selected participants(in consultation with District officials) to Dhamtari district
- Training of mates in Mate School on Community Nutrition Gardens, and related operational aspects of convergence between various government departments to streamline the activities.
- Monthly Workshops of SHG women on CNGs, and its technical and specific nutritional aspects
- Field visits of participants from SHG groups to the Sheopur/ Chhatarpur districts
- Consultation workshop at state level, in Bhopal, bringing various stakeholders to mainstream Community Nutrition Garden activity

7. Inputs of GIZ or other actors

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

- Introduce the agency to the district administration at the start of the project.
- Suggest additional participants for any meetings, trainings, and workshops
- Financial resources for organization of consultation workshops logistics in Bhopal

- Any technical support required for the success of this initiative
- Support in the field visit of the participants

8. Quality Assurance and Other Bidding Requirements

9.

To ensure the quality of the outputs the firm of consultants has to meet the following requirements:

- GIZ honors intellectual copyrights and strictly prohibits any copyright violations and plagiarism;
- The consultant must at all times of the assignment possess the copyrights (licenses in the case of software packages) of the documents, pictures, technical papers etc. used in the assignment;
- GIZ will hold the copyrights for all the documents/data collected in the process of assignment as well as the electronic media (photographs, videos etc.);
- Reports or documents pertaining to the project and prepared by the agency need to be thoroughly verified prior to submission. Sub-quality deliverables would not be accepted;
- It is expected that all documents will undergo a final proof read by the team leader;
- The agency ensures that GIZ staff is briefed continuously on the progress of the project and informed immediately on any changes whatsoever (e.g. updates, delays, availability of information etc.);
- All meetings at the district levels should be documented by the agency;
- The agency is not allowed to replace project staff without prior approval by the staff of GIZ;
- All work results and deliverables have to be acceptable to GIZ;
- All the steps of the scope shall be coherent and complimentary in nature and they should not be considered as individual isolated steps
- The agency has to maintain the confidentiality of the data. The data and any other classified information collected under this assignment shall not be used by the agency anywhere and in any manner without GIZ permissions. It is not encouraged that based on the information collected through the assignment any research work is conducted with an intention to publish research papers and/or conduct thesis work in individual capacity

8. 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 5 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.

Structure of the Proposal

- The proposal should contain a very brief company profile followed by a detailed approach and methodology to execute the project. The proposal should also contain the project timeline highlighting milestones and deliverables. Please elaborate the roles and responsibilities of the different team members in the proposal;
- The entire proposal including approach and methodology proposed, CVs etc., needs to be in English. The CVs need to be in uniform format with a maximum of three pages; The length of technical proposal should not exceeds 25 pages;
- The template for financial quotes has been attached with the tender documents. The potential bidders are advised to follow the attached budget template;
- Strategy for backstopping-services and Ad-hoc activities need to be specified. Back stoppers and Ad-hoc support providers have to be listed and need to be available during the contract duration;
- The bidder is expected to keep separate budgetary provision for workshops as well as likely training cum capacity building activities
- Consideration of local resources should be clearly outlined in the proposal. Local resources could be used for coordination purposes and also local logistics;
- The bidder, in the above case, must keep necessary budgetary provision for necessary software(s) in their financial proposal.
- The agency is expected to be flexible in their approach when it comes to successfully implementing these pilots for community nutrition gardens depending upon the requirements of the government officials;
- The agency must outline the perceived risks associated with the different tasks under the defined scope of work? How does the agency propose to mitigate these risks? How does the agency ensures the quality of deliverables (for all processes, indicators and project steps);
- While the key activities envisaged (as discussed above), the agency is also encouraged to suggest additional activities or even propose alternate approaches, which may help achieve the same end objective.

9. Annexes

Background note on Antyodya Vatika Scheme developed by Environmental Benefits through Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA-EB) project.