

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

State of the Urban Transport in Tamil Nadu	Project number/ cost centre: 15.2197.0-001.00
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0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the Contractor.....	5
3.	Concept.....	11
	Technical-methodological concept	11
	Other specific requirements.....	11
	Project management of the contractor.....	12
4.	Personnel concept	12
	Team Leader cum Transportation Specialist	12
	Expert 1 Finance Expert.....	13
	Expert 2 Regulatory /Institutional Expert.....	13
	Expert 3 Transport Planner - I	14
	Expert 4 Transport Planner – II.....	14
	Expert 5 Transport Planner – III.....	15
5.	Costing requirements	15
	Assignment of personnel.....	15
	Travel.....	16
	Workshops, training.....	16
6.	Inputs of GIZ or other actors	16
7.	Requirements on the format of the bid.....	16
8.	Option	Error! Bookmark not defined.
9.	Annexes	Error! Bookmark not defined.

0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
GSDP	Gross State Domestic Product
CAGR	Compound Annual Growth Rate
IPT	Intermediate Public Transport
NMT	Non-motorised Transport
CDP	City Development Plan
CMP	Comprehensive Mobility Plan
DPR	Detailed Project Report
STU	State Transport Undertaking

1. Context

Brief description of the Project

Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH and Ministry of Housing and Urban Affairs (MoHUA) is jointly implementing the “Integrated Sustainable Urban Transport Systems for Smart Cities technical (SMART-SUT)” project to improve the planning and implementation of sustainable urban transport in selected Indian cities. The implementation focuses on the pilot cities of Bhubaneswar, Coimbatore, and Kochi, which were selected by the German Government for special support on their way to becoming a Smart City.

The Project combines transport-oriented and methodological advisory services and training of the political partner and the implementing organisations (meso-level) with selected demonstration measures for sustainable urban transport at the micro level (multi-level and multi-actor approach). The project has four components namely: (i) planning and implementing sustainable urban transport projects; (ii) institutional performance and coordination; (iii) learning and exchange formats, (iv) state-level capacity building

Background

Tamil Nadu is one of the leading urbanized states in India. With nearly half (49%) of the state’s population residing in urban areas¹, the state is the most urbanized among India’s major states. The state is particularly strong in service sector which contributed 50% to the state GSDP in terms of gross value added in 2013-14² and employs 58% of state’s employees/workers. These point to significant need for affordable, reliable and robust urban transport system in the state’s cities and towns.

Previously Tamil Nadu’s cities were characterized by high non-motorised transport mode shares, significant levels of public transport use, and a growing paratransit share³. However the scenario is changing rapidly. The Public transit modal share is declining. The modal share of buses has declined from 41.5% in 1970 to 26% in 2008. At the same time, the modal share of two wheelers has increased from 1.7% to 25% in 2008⁴. Also, the cities are witnessing rapid motorization, along with an increase in associated congestion and pollution. The growth in private vehicles during the last 8 years (9.87% CAGR) has significantly outpaced growth in number of Buses (0.93%) during the same period⁵. The total registered number of IPT (Autos) has increased from 44,973 to 82,889 in 2018 in Chennai⁶.

Public transport service has now become unreliable, infrequent and unsafe to meet demand, resulting in peak-hour overcrowding and a shift toward informal paratransit services. A look at

¹ Census 2011

² Source: Planning Commission

³ ITDP, 2013

⁴Source : Source: MATS (1968-69), Short-term Traffic Improvement Programme Report (MMDA & KCL, 1984) & CTTS (MMDA, RITES, KCL & PTCS, 1992-95), & Short term study to Update CTTS (1992-95)(CMDA, RITES & PTCS, 2004), HHI Survey of the DPR for the Chennai Metro Rail Project, DMRC, 2005

⁵Source : Source- Transport Department Policy Note 2018-2019 of Tamil Nadu

⁶Tamil Nadu Transport Authority

mode wise accidents in Tamil Nadu shows that two wheelers, three wheelers and four wheelers together accounted for 72% of accidents and 60% of fatalities⁷. In cities such as Coimbatore, Madurai, Salem, Tiruppur and Tiruchirappalli, the share of Non-Motorised Transport was in the range of 33%- 38% in 2013⁸. This mainly comprised of walking and cycling. Though walking and cycling are critical modes for many urban residents in above cities, dedicated pedestrian and cycle facilities are almost non-existent in most cities.

Most public transport supply in Tamil Nadu comprises of bus services operated by the Tamil Nadu State Transport Corporation (TNSTC) and its constituent organizations along with shared auto rickshaws and some private bus services. The top ten large metropolitan areas of the state based on population to assess presence of urban transport sector are presented in table below -

Sr. No	Place	Population*	Key PT mode (Bus based/ Rail based)	Operator
1	Chennai Metropolitan Region	8,653,521	Both Bus and Metro	Metropolitan Transport Corporation (Chennai) Limited, Chennai operates city buses whereas Chennai Metro Rail Corporation Limited operates Rail
2	Coimbatore Metropolitan Region	2,136,916	Bus based	Tamil Nadu State Transport Corporation (Coimbatore) Limited, Coimbatore (Operates 640 Buses) and Private Operator (Operates 300 Buses) ⁹
3	Madurai Metropolitan Region	1,465,625	Bus based	Tamil Nadu State Transport Corporation (Madurai) Limited, Madurai
4	Tiruchirappalli Metropolitan Region	1,022,518	Bus based	N.A.
5	Tiruppur Metropolitan Region	963,173	Bus based	N.A.

⁷Krishnan, D. S., K.Geetha, & Basri, R. (2017).Road Accidents And Road Safety Measures In Tamil Nadu:- An Analysis.

⁸*ITDP's report (2013)on Transport Budget Proposals for Coimbatore, Madurai, Salem, Tiruppur and Tiruchirappalli

⁹ Smart City Concept Plan for Coimbatore (Oct-2015)

6	Salem Metropolitan Region	917,414	Bus based	Tamil Nadu State Transport Corporation (Salem) Limited, Salem
7	Erode Metropolitan Region	521,891	Bus based	N.A.
8	Tirunelveli (Municipal Corporation)	473,637	Bus based	Tamil Nadu State Transport Corporation (Madurai) Limited, Madurai
9	Ambattur (Municipality)	466,205	Bus based	N.A.
10	Avadi (Municipality)	345,996	Bus based	N.A.

Source: *Census 2011, Tamil Nadu Transport Policy Note-2018

The table above shows that bus based Public Transport (PT) is the key PT mode and it is provided by legacy public sector systems in the most of cities. These institutions are facing multiple challenges and are in need for reform.

The situation in urban transport in Tamil Nadu calls for concerted action at highest level with solutions/measures for improving and strengthening urban transport. It is thus necessary to assess the state of urban transport sector in Tamil Nadu, identify lacunas/gaps and bring out comprehensive inputs for measures that can address these gaps. Such measures could be in the form of policy actions, interventions at the program or project level, or even action at the organizational level.

2. Tasks to be performed by the Contractor

Objectives

The key outcome from this assignment is to provide inputs to the State/City Governments in Tamil Nadu to formulate comprehensive measures to strengthen urban transport in Tamil Nadu. The objectives are enumerated below:

- To assess the current status of urban transport in Tamil Nadu
- Identify gaps in terms of capacity, quality, institutional strength, regulation and funding in the PT in Tamil Nadu
- Identify issues, gaps and areas for improvement from the above analysis
- To suggest specific improvement plans that address the above gaps by prioritizing the action areas and suggesting measures that could address the identified gaps

Scope of Work

With above defined objectives and expected outcomes from this project, following is the scope of work:

Part 1: State Level Assessment of Urban Transport in Tamil Nadu

Part 2: City Level Assessment of Urban Transport in Tamil Nadu

Part 3: Identifying priority areas for actions and suggesting corresponding policy, program, project, funding or organizational measures for strengthening urban transport in Tamil Nadu

Above parts are elaborated hereunder:

Part 1: State Level Assessment of Urban Transport in Tamil Nadu

T1 – Conduct state level assessment of urban transport in Tamil Nadu

As a starting point in the assignment, the contractor will build a picture of existing status of urban transport at the State level in Tamil Nadu. It will involve the following:

- i. The contractor shall assess existing situation in terms of demographic and urbanization trends, population density, city sizes, trip rates, accident rates, modal split including PT share, IPT share, per capita income etc. Understanding the trends in this regard, the contractor shall assess key cities of Tamil Nadu to form a broader picture for the state in urban transport in Tamil Nadu. This analysis will be based on the secondary information available
- ii. Projections on urbanization levels in the state in terms of number of cities under various tiers, population trends, million plus cities etc. This should be primarily done based on secondary information and in case of unavailability, Contractor is expected to do such projections
- iii. Assessment of governance structure of urban transport in the state in terms of regulatory and legal framework, rules and policies in urban transport related areas. This should include an assessment of central urban transport regulatory structure as it may affect the state to form a comprehensive picture. The assessment must also include any policies or programs for “Green Mobility” including policies to encourage electric/hybrid vehicles
- iv. Assessment of organizations/ institutions responsible for delivery of urban transport in selected cities of Tamil Nadu in terms of their capacity, financial and institutional strength
- v. Identify state level initiatives, programs and projects including those in the pipeline in the area of urban transport and overall urban development and urban planning which may impact PT
- vi. Identify issues and challenges at state level in terms of gaps in policies, regulations, projects, funding program, institutional capacity and so on

The outcome of this part is expected to help in forming an understanding of the broad framework of urban transport by identifying gaps, issues and challenges at state level. It is also expected to provide an understanding of previous attempts at strengthening PT in the state and learn from the experience. Thus, in case any previous case studies or experiences are available in terms of impact or outcome of certain regulatory or policy measures in the state, the same should be noted and brought into discussion.

T2 – Conduct Workshop 1: State level workshop to validate findings of task T1

The contractor is expected to present the findings of the state level assessment of urban transport to representatives of respective ministries/ institutions/ regulatory authorities involved

in formulating such policies and programs at the state level to have the findings validated at a workshop. Representatives of the cities may also be invited to be part of this workshop.

The venue of the workshop shall be arranged and paid for by the SMART-SUT Project. The contractor will be responsible for organizing all the logistics of the workshop, including developing and sharing workshop material in both hard & soft formats.

T3 – Submit final report of Part 1 work incorporating workshop outcome

The Contractor shall submit a final report of the part 1 work, incorporating workshop suggestions and outcomes. The contractor shall also make a presentation with all suggested changes to GIZ.

Part 2: City Level Assessment of Urban Transport in Tamil Nadu

As an important second part of this assignment, the contractor is expected to study “City Level Experiences in PT” in Tamil Nadu with the following scope:

T4 – Conduct city level assessment of urban transport in Tamil Nadu

Identify and select 5 cities of Tamil Nadu for detailed study of urban transport characteristics. An attempt shall be made to select cities in different population brackets since problems faced by cities with differing sizes may vary. Principally the selection may be based from the list of cities provided in background section, though request for exceptions with reasoning are welcome. The contractor shall provide process/criteria for selection of cities to GIZ for review. Cities shall be selected in consultation with GIZ.

Each of the selected cities may be further taken up for detailed study in terms of the following:

- i. Assessment of city growth drivers (i.e. sectors of the city economy)
- ii. Review of previous literature/ documents such as Master Plans/ CDP/ CMP /DPRs relevant to urban transport sector in each city
- iii. Transport demand and demand drivers in the city: Trip rates, modal shares such as PT share (bus, rail in case of Chennai), IPT share, private modes, taxis and aggregator presence, NMT, city geography and compactness, pollution levels, safety levels and city level regulatory stipulations or restrictions affecting PT (Such as restriction on diesel vehicles). The contractor shall also study trends impacting PT drivers (i.e. How modal share and ridership is changing over a period of time)
- iv. Assessment of PT supply in the selected cities:
 - a) Rolling stock, network (route lengths, coverage), load factor, ridership etc.
 - b) STU's institutional capacity and financial health.
 - c) Experience in outsourcing/private participation in operations and maintenance if any
 - d) Brief of bus transport providers and operator market
 - e) Rail based transport in Chennai
 - f) Intermediate PT (IPT)
 - g) Preparedness for electrification and “Green Mobility”
- v. Assess city level measures undertaken for PT in terms of programs, projects and other measures. An assessment of the investment made at the city level in PT or direct PT related infrastructure may also be included
- vi. Benchmarking of the cities against with other cities (national/international) and target setting
- vii. Identification of issues and challenges for strengthening urban transport in each city

The contractor shall undertake the above studies from secondary sources and literature and no primary surveys are envisaged. Contractor shall undertake detailed stakeholder consultations with STUs and other stakeholders through structured interviews. The outputs of these interviews must be made available in raw formats also.

The outcome of this part should help in identifying demand-supply gaps as well as gaps in overall eco-system including institutional capacities at city level. This will help in formulating key priority areas at city level to strengthen urban transport.

T5 – City level workshops to validate findings of task T4.

The contractor shall support the project in conducting workshops in all five cities studied to present the findings of the city level assessment of urban transport to representatives of respective institutions /local authorities involved in providing urban transport services in selected cities. The aim of the workshop is to validate findings of city level assessment and understand views of service providers pertaining to measures required in strengthening urban transport in respective cities.

T6 – Submit final report of part 2 work incorporating workshop outcome

The contractor shall submit a final report of the part 2 work, incorporating workshop suggestions and outcomes. The contractor shall also make a presentation with all suggested changes to GIZ.

Part 3: Identifying priority areas for actions and suggesting corresponding policy, program, project, funding or organizational measures for strengthening urban transport in Tamil Nadu

T7 – Compiling interventions in terms of policies, programs or projects or other measures in urban transport in other cities in India/abroad (includes preparing successful case studies and benchmarking)

- i. Contractor shall identify states/ cities in India/abroad having undertaken interventions/measures for strengthening urban transport.
- ii. Contractor shall identify key PT interventions from other jurisdictions in India/abroad in terms of policy, projects or programs. The contractor shall also understand and document broad impact of such interventions.
- iii. Contractor shall prepare a limited number of case studies of identified cities/states as per sub tasks i) and ii) above having positive impact of policy interventions in urban transport sector.

T8 – Identifying priority areas and suggesting corresponding measures with suitable reference for next steps

- i. Identifying key priority action areas for action based on Part 1 and Part 2 with rationale and justification of each action area for strengthening urban transport in the state.
- ii. Corresponding to each action area, the contractor shall identify the nature of intervention, its scope and feasibility from institutional, financial and regulatory points of view. The possible nature of interventions could be in any of the forms, some of which are listed below:
 - a) Legislation improvements and regulatory changes
 - b) Policy measures

- c) Capacity building measures
- d) Measures for institutional and financial strengthening
- e) Specific projects suggestions
- f) Funding programs
- g) Outreach or other measures for promoting PT
- h) Travel Demand Management (TDM)
- i) Promoting NMT and Green and Clean energy
- j) Any other

The contractor shall divide the areas under high, medium and low priority over short term and long term. Policy measures suggested may be backed by precedents wherever possible.

- iii. The contractor shall recommend broad roadmap/ next steps for implementing suggested interventions and measures in terms of phasing, institutional support and broad funding requirement.

T9 – Comprehensive State and City level workshop to discuss identified interventions/measures with state and city level stakeholders

The contractor shall plan and organize a workshop at the State level with participation from city level representatives upon completion of tasks T7 and T8. The aim of this workshop is to inform respective authorities about interventions required and elicit their feedback.

T10 – Submit final report of part 3 work incorporating workshop outcome

The contractor shall submit a final report of the part 3 work, incorporating workshop suggestions and outcomes. The contractor shall also make a presentation with all suggested changes to GIZ.

Deliverables and Timeline

The contractor shall undertake scope pertaining to State Level and City Level Assessment concurrently (parallel) by deploying teams for each upon submission of inception Report. The Part 3 of the scope (deliverables specified in point no 4 in table below), shall be undertaken upon completion of Part 1 and Part 2 (deliverables specified in point no 2 and 3 in table below).

Sr. No.	Deliverables	Details	Suggestive Timeline
1	Inception Report	<ul style="list-style-type: none"> • Approach & Methodology • Identifying cities for assessment • Staffing and activity plan • Support required from GIZ 	1 month (D1)
2	State level assessment of urban transport in Tamil Nadu		

(i)	Draft Report on State Level Assessment of Urban Transport (Task 1)	<ul style="list-style-type: none"> • Key Cities and their Status • State Level Urban Transport Review • Projections of demographic and urbanisation of the state • Institutional and governance structure • Regulatory framework and Policies in urban transport related areas. • Programs and Projects • Issues and Challenges 	D1 + 2 months (D2)
(ii)	Workshop outcome Report and Final State Level Assessment Report (Task 2 and Task 3)	<ul style="list-style-type: none"> • Incorporating inputs on key findings of state level assessment received during state level workshop and finalizing report 	D2+ 1 Month (D3)
3	City level assessment of urban transport in Tamil Nadu		
(i)	Draft Report on City Level Assessment of Urban Transport (Task 4)	<ul style="list-style-type: none"> • Assessment of city growth drivers • Review of literature (CDP/ CMP /DPRs) • Transport demand drivers • Assessment of Demand – Supply gaps in the selected cities • Issues and Challenges 	D1 + 3 months (D4)
(ii)	Workshop outcome Report and Final City Level Assessment Report (Task 5 and Task 6)	<ul style="list-style-type: none"> • Incorporating inputs on key findings of city level assessment report received during city level workshop and finalizing report 	D4+ 1 Month (D5)
4	Identifying priority areas for actions and suggesting corresponding measures		
(i)	Benchmarking Report	<ul style="list-style-type: none"> • Compiling and preparing case studies pertaining to interventions /measures as per Task 7. • Relevance to Tamil Nadu situation and learnings for carrying forward to next part 	D5+ 1 Month (D6)
(ii)	Draft Report on Priority Action areas and Suggested Policy Measures	<ul style="list-style-type: none"> • key priority action areas • Justification for the solution/measures • Policy recommendations • Road map for implementation and evaluation 	D5 + 2 Months (D7)

(iii)	Workshop outcome Report and Final Report (Task 8 and Task 9)	<ul style="list-style-type: none"> Incorporating inputs on sub tasks 4(i) and 4 (ii) received from GIZ and stakeholders during state level and City level workshop and finalizing report 	D7+1 month
	Total Time Period		8 months

Period of assignment: From 01 November 2019 until 31 July 2020 (9 months)

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).

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 2). 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

Not Applicable

Project management of the contractor

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 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 1.000.000 EUR.
- The number of employees as at 31.12. of the previous year: at least 30 persons
- Please provide 2 reference projects in the field of City level/State level Urban Mobility and Strategic Planning with a minimum commission value of 38.000 EUR.

Technical Experience;

- Min Experience of one project in preparing policies/strategic plans in Urban transport
- Min two projects experience in preparing mobility plans
- Min two projects experience in preparing the plans related to urban transport financing/funding for cities/states.
- Min two projects experience in preparing public transport plans

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 cum Transportation Specialist

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 (Post Graduation or equivalent) in Urban Planning /Transportation Planning/ Transportation Engineering
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 20 years of professional experience in the Transport Planning /Urban Transport Planning / Transportation Research and Operation/Transport Policy/ Traffic and Transportation studies inclusive of route network planning, analysis and travel demand analysis.
- Specific professional experience (2.1.4): Must possess understanding and exposure to transport policies (national or state), projects, and to public transport authorities/ institutions in the Indian context. Experience in formulating or implementing institutional reforms and policies will be an added advantage
- 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): Must have experience of one assignment pertaining to Transport Policy/ Transportation planning / Traffic and Transportation Studies/ Transportation Project/Urban Sector assignment in Tamil Nadu
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8):

Expert 1 Finance Expert

Tasks of expert 1

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Qualifications of expert 1

- Education/training (2.2.1): Master's degree in Management with Finance Specialization/ Chartered Accountant
- Language (2.2.2): English
- General professional experience (2.2.3): 10 years of experience in Financing and Costing
- Specific professional experience (2.2.4): Project Structuring / Public-Private Participation/ Contracts-Design of Urban Transport Projects/ Budgeting and/ Or Subsidy Requirement Analysis for Public Transport Agency
- Leadership/management experience (2.2.5):
- Regional experience (2.2.6):
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

Expert 2 Regulatory /Institutional Expert

Tasks of expert 2

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Qualifications of expert 2

- Education/training (2.3.1): Graduation in Law
- Language (2.3.2): English
- General professional experience (2.3.3): 7 years of experience in dealing with legal aspects related to transport system
- Specific professional experience (2.3.4): Detailed knowledge of legal and regulatory provisions applicable to public transport system / acts and rules applicable to incorporation of PT agency, institutional and governance framework, funding, operation of an urban PT agency, contracts management etc. and should have knowledge of Policy making.
- Leadership/management experience (2.3.5):
- Regional experience (2.3.6):
- Development Cooperation (DC) experience (2.3.7):
- Other (2.3.8):

Expert 3 Transport Planner - I

Tasks of expert 3

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Qualifications of expert 3

- Education/training (2.4.1): Post-graduation in Transportation Planning/engineering or equivalent
- Language (2.4.2): English
- General professional experience (2.4.3): 6 Years of Experience In Urban Transport Planning And Research
- Specific professional experience (2.4.4): Experience in planning transportation studies inclusive of network analysis, demand analysis, operations and management of transport systems, must be conversant with the latest analysis and planning tools and should have good communication and writing skills
- Leadership/management experience (2.4.5):
- Regional experience (2.4.6):
- Development Cooperation (DC) experience (2.4.7):
- Other (2.4.8):

Expert 4 Transport Planner – II

Tasks of expert 4

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Qualifications of expert 4

- Education/training (2.5.1): Post-graduation in Transportation Planning/engineering or equivalent
- Language (2.5.2): English and Tamil
- General professional experience (2.5.3): 3 Years of Experience In Urban Transport Planning And Research
- Specific professional experience (2.5.4): Experience in planning transportation studies inclusive of network analysis, demand analysis, operations and management of transport systems, must be conversant with the latest analysis and planning tools and should have good communication and writing skills
- Leadership/management experience (2.5.5):

- Regional experience (2.5.6):
- Development Cooperation (DC) experience (2.5.7):
- Other (2.5.8):

Expert 5 Transport Planner – III

Tasks of expert 5

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Qualifications of expert 5

- Education/training (2.6.1): Post-graduation in Transportation Planning/engineering or equivalent
- Language (2.6.2): English
- General professional experience (2.6.3): 3 Years of Experience In Urban Transport Planning And Research
- Specific professional experience (2.6.4): Experience in planning transportation studies inclusive of network analysis, demand analysis, operations and management of transport systems, must be conversant with the latest analysis and planning tools and should have good communication and writing skills
- Regional experience (2.6.5):
- Development Cooperation (DC) experience (2.6.6):
- Other (2.6.7):

Note: Evaluation of expert 5 will be done as per assessment criteria mentioned under “short-term expert pool 1” in Technical Assessment Grid

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 experts and their individual qualifications.

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 80 expert day

Expert 1: Assignment in country of assignment for 50 expert days

Expert 2: Assignment in country of assignment for 50 expert days

Expert 3: Assignment in country of assignment for 50 expert days

Expert 4: Assignment in country of assignment for 75 expert days

Expert 5: Assignment in country of assignment for 75 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. A tentative schedule of 30 round trips (inclusive of travel to Delhi and 5 selected cities) has been envisaged by the GIZ.

- Economy class Airline tickets shall be procured by the contractor and reimbursed by GIZ against provision of receipts, flight tickets, and boarding passes.
- Accommodation will be arranged by contractor and shall be reimbursed by against provision of invoices

Workshops, training

The venue of the workshop shall be arranged and paid for by the GIZ from own expense. The contractor will be responsible for organizing all the logistics of the workshop, including developing and sharing workshop material in both hard & soft formats.

6. Inputs of GIZ or other actors

Not Applicable

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 shall 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.