giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Terms of Reference

Supporting development of Strategic Knowledge Products under CCA-RAI project

1. Background:

In synergy with Government of India's Action Plans on Climate Change both at the National and State levels, MoEFCC and GIZ are jointly implementing a bilateral cooperation project titled 'Climate Change Adaptation in Rural Areas-India (CCA-RAI)' since 2009, which aims to integrate climate change adaptation measures into the national and state development planning through capacity development, generating pilot experiences on adaptation and knowledge management at the national level and in four partner states of Himachal Pradesh, Punjab, Tamil Nadu & Telangana. CCA-RAI has four work packages namely, Capacity building at national level; Climate change relevant model projects at local level; Accessing National and International climate finance at state level; Capacity development at the state level and knowledge management at both national and state levels.

2. Scope of the assignment:

CCA-RAI project under its 'Knowledge Management' work package aims at generating strategic knowledge on various aspects of climate change to support mainstreaming climate change adaptation into development planning process; capacity development; monitoring and evaluation and mobilising/accessing climate finance in the form of case studies, assessment reports, documentaries and approach papers for wider outreach including to policy makers, implementers and researchers. Such knowledge products are envisaged to promote policy advocacy and sharing of best practices and experiences for replication and scaling up. The qualified agency/consortium is therefore requested to support GIZ in developing relevant knowledge products under various components of CCA-RAI project:

Task 1: Develop a short infographic animation/documentary on CCA-RAI project

To develop an infographic animation video (duration about 3-4 minutes) with the objective to present activities undertaken during the implementation of the project and showcase it in a visually appealing manner using photographs, text and graphics to showcase the process. The infographic video will include entire project implementation approach for climate risk management; localizing climate change adaptation; mobilizing/accessing climate finance; capacity development and thus promoting integration of climate change adaptation in the government plans and policy; contribution to India's Nationally Determined Contributions (NDCs) & Sustainable Development Goals (SDGs) and strengthen community resilience.

Task 2: Develop knowledge products for CCA RAI components on:

2.1: Capacity building at national level

This component aims to support MoEFCC on priority topics of loss and damage, monitoring & evaluation, strengthening of State Action Plans on Climate Change (SAPCC) and accessing climate finance. Under the component, various studies on following topics have been completed/ on-going. Based on the studies, following knowledge products in the form of policy briefs needs to developed and finalized. The content for the same will be provided by GIZ.

i. Loss and Damage (L&D)
ii. Monitoring and Evaluation (M&E) for Climate Change Adaptation (CCA)

2.2: Climate Change Adaptation Demonstration project

This component aims to demonstrate approaches to integrate climate change adaptation in local level planning process through implementation of about 6 pilot projects in Project Partner States. Experiences generated through the implementation of these projects proposed to be documented which are as follows:

i. Documentation of the approach for integrating climate change adaptation into development planning including clear guidelines on process at state and local levels and supporting power point presentation on the same.
ii. Factsheets on 6 demonstration projects including documentation of impact
iii. Policy brief on gender mainstreaming on climate adaptation measures at the local level
iv. Documentary films (two versions one about 15 min and a condensed version of about 7-9 min on the same) showcasing interventions as part of the demonstration projects on site in the partner states as well as overall approach for capacity development including impact of such interventions.

2.3: Accessing National and International climate finance

This component aims to support States/UTs for accessing fund from various international and national windows of climate finance. Under this component, following knowledge product is proposed:

i. Working paper on approaches to accessing and leveraging climate finance including success stories, opportunities and challenges and supporting power point presentation

2.4: Capacity Development at the state level

This competent aim to support capacity development activities for nodal & key line departments and other relevant stakeholders on climate change adaptation planning, implementation, financing SAPCCs, accessing climate finance and Monitoring and Evaluation. In addition, various studies are being undertaken like climate change impact and vulnerability assessment for water sector in 4 Project Partner States. Under this component, following knowledge product are proposed:

i. Documentation on capacity development strategy on climate change for key stakeholders (state officials, district officials, NGOs, media etc) and supporting power point presentation
ii. Brochures on capacity development activity at the State level for 4 partner State
iii. Science briefs on water sector impact and vulnerability assessment studies for 4 partner States.

3. Expected Output

- Strategy cum inception document highlighting approach and mode of delivery of the knowledge products as highlighted above
- Component wise policy brief/ science briefs/ briefing papers/ brochure/factsheets for the activities highlighted above
- Infographic video capturing key results of the initiatives mainstreaming climate change adaptation (duration: 3-4 minutes)
- Documentary (2 versions—15 minutes & 7-9 minutes videos) on capacity building and demonstration projects piloted in the partner states

4. Deliverables with timeline and format of delivery

S. No.	Task	Deliverable	Timeline	Number of days
1.	To prepare a strategy cum inception document highlighting the approach and mode of delivery of the documents and films highlighted above	-Draft inception report - Revised report based on GIZ input, if any.	April 2018	Up to 20
2.	Component wise policy brief/ science briefs/ briefing papers for the activities highlighted above. This will comprise of following steps: • Development and finalisation of reports/documents • Editorial/layout finalization • Power point presentations where indicated	Policy brief/presentations on following topics: ○ Accessing and addressing risk and vulnerability due to climate change L&D ○ M&E for CCA interventions ○ Approach for integrating CCA into development planning ○ Factsheets on 6 demonstration projects including documentation of impact ○ Policy brief on gender mainstreaming on CCA measures at the local level ○ Accessing, leveraging and mobilising climate finance	Nov 15, 2018 Nov 15, 2018 Nov 15, 2018 March 15, 2019 March 15, 2019 November 15, 2018	Up to 90
3.	Infographic video capturing key results of the initiatives mainstreaming climate change adaptation. This will comprise of following steps: • Develop a storyline based on the content, objective and target group in consultation with GIZ • Develop a script based on agreed storyline • Preparation of first cut of the film and finalization based on GIZ input	Infographic video on CCA-RAI project activities and its impact	August 31, 2018	Up to 30
4.	Documentary on capacity building and demonstration projects piloted in the project partner states. This will comprise of following steps: • To develop a draft script and finalization in consultation with GIZ • Preparation of first cut of the film and finalization based on GIZ input • Development of power point presentation	Documentary and power point presentation on capacity building and demonstration projects for the partner states	March 15, 2019	Up to 60

5. **Supervision:** The consulting agency/consortium will work as knowledge and outreach partner under the direction of Director (Climate Change), GIZ in close cooperation with climate change nodal agencies/ departments from partner States

6. **Duration of the contract:** 200 days (from start date until March, 2019)

7. **Required qualification/ experience for the consulting agency/consortium**

a. *Agency/consortium should have following administrative and financial requirement in conducting the assignment:*

- Average annual turnover for the last three financial years should be at least 350,000 Euro
- Number of employees as at 31.12.2017 should be at least 25 persons
- Agency/consortium must have handled at least 3 projects on Climate Change and Natural Resource Management in India in the last three years (with a minimum commission value of Euro 100,000).

b. Agency/consortium *should have following experience in conducting the assignment:*

- Technical experience (up to five specialists areas, including cross - cutting themes)
- Technical experience (Climate Change, Environment and NRM themes)
- Prior experience of working with GIZ and other multi-lateral and bilateral organisations would be preferred.
- Minimum 10 years of experience and knowledge of working with government bodies and a wider group of stakeholders both individual and institutional level in India
- Preferably 10 years of experience in developing science policy briefs, impact documentation and films

c. *Required Experience of Personnel:*

S. No.	Position	Professional Qualification & Experience	Total Man days
1.	Team Leader (1)	Professionally qualified in communication/ documentation with experience (at least 10 years) of film direction/editing/script writing/ production on development issues including environment, climate change and NRM issues.	25
2.	Video/ Film Editor (1)	Professionally qualified in editing films especially documentaries and short films with past experience of at least 5 years in editing films and documentaries/ short films especially on development issues including environment, climate change and NRM issues	45
3.	Reporter, content editors and documentation specialists (4)	Reporter, content editors and documentation specialists will be responsible for on ground reporting (if needed), editorial planning, rewriting, editing, design, layout and graphics. These specialists should have atleast 5 years of experience and knowledge on climate change and development issues is must.	80

4.	Camera persons (2)	Professionally qualified for film shooting and still photography (indoor and outdoor) on development issues related to environment, climate change and NRM. Camera Persons should have an experience of at least 3 years.	20
5.	Voiceover, graphic artist & illustrator (2)	The consulting team should also include (either direct/ contracted) suitable number of expertise for voiceover, graphic development & illustration. The experts should be suitably qualified to do the job and with past experiences of at least 3 years.	30

8. **Place of assignment**: New Delhi with travel to Project Partner States (Himachal Pradesh, Punjab, Tamil Nadu and Telangana)

9. **Travel & Logistics:** The assignment requires travel to project location in 4 partner States. The proposer should suitably indicate travel cost and cost of facilities such as editing studio, sound recording studio, Graphic studio etc.