

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

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<b>Vulnerability Assessment and Adaptation Project Proposal for Tea Sector in Five States of India</b>	<b>Project number/ cost centre: 17.9078.1-001</b>
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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

## 1. Context

India produces around 24% of the world's tea production and consumes about 21% of the world's tea consumption. Nearly 80% of the tea produced is consumed within India. Tea industry is India's second largest employer with over 3.5 million people. Assam, at 304.40 Thousand Hectares (Th. Ha), is the largest tea producing state in India. West Bengal has 140.44 Th. Ha, Tamil Nadu has 69.62 Th. Ha., Kerala has 35.01 Th. Ha. and Tripura has 6885 Ha under tea cultivation. Around 40% of the tea is grown by small tea growers. Erratic rains, floods and temperature variations are already having adverse impacts on the tea sector in India and adaptation to climate change is necessary for sustainable future of the tea sector. According to the Nationally Determined Contribution (NDC) submitted by India to the United Nations Framework Convention on Climate Change (UNFCCC) on 2<sup>nd</sup> October 2015 adaptation is inevitable and an imperative for the development process. It is of immediate importance and requires action now.

The EU Strategic Partnerships for the Implementation of the Paris Agreement (SPIPA) project with Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India as the nodal ministry is implementing activities across adaptation, mitigation, knowledge management and networking. The project is being implemented by the EU Delegation in India with the support of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. As part of the adaptation component of the SPIPA project "**Vulnerability Assessment and Adaptation Project Proposal for Tea Sector in Five States of India**" is proposed. The Tea Board of India under the Ministry of Commerce and Industry along with relevant state government departments are partners for implementation of the project. Adaptation planning experiences from EU will be included in developing the adaptation project proposal.

The specific objectives of the assignment are as follows:

- i. Assessing the vulnerability of the tea sector value chain to adverse impacts of climate change across five states including Assam, West Bengal, Tamil Nadu, Himachal Pradesh or Uttarakhand and Tripura.
- ii. Developing a project proposal for financing through NAFCC for implementation of the adaptation project across five states.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### ***Work Package 1: Past Climate Data and Climate Projections Data Analysis to Determine Climate Risk and Vulnerability Assessment of the Tea Sector Value Chain across five states in India***

- i. Collating and analysing past climate data for the project region.
- ii. Analysing output of climate models and downscaling climate model studies to provide projections of climate change for 2030, 2050 and 2100 for the project region.
- iii. Analysing impact model results and relevant studies to determine the impact of climate change on tea plantation crop.
- iv. Elaborating based on secondary research the implications of climate change on Tea Sector value chain across five states.
- v. Assessing the key indicators for all components of climate risk (hazard, exposure, vulnerability);

- vi. Preparing qualitative or semi-quantitative assessment of aggregate climate risks;
- vii. Assessment of relationship between tea yield and climate.
- viii. Assessment of land suitability for tea planting under future climate scenarios.
- ix. Identifying indicators for assessing climate impacts along with the development of the key impact chains.
- x. Determining the current level of vulnerability of the tea sector value chain to climate change impacts.
- xi. Reviewing documents including state action plans on climate change (SAPCCs), national missions on climate change to determine their relevance to the tea sector value chain.
- xii. Including inputs from small tea growers and other relevant stakeholders regarding past and current experiences related to climate and their autonomous adaptation activities through around 5 stakeholder consultations in the respective states.
- xiii. Identifying climate change adaptation strategies for the tea sector and its associated costs.

***Work Package 2: Developing a project proposal for financing through NAFCC for implementation across the five states.***

- i. Selecting suitable adaptation measures based on the climate change vulnerability analysis, inputs from stakeholders, experts and based on national and international projects focusing on adaptation in tea sector.
- ii. Conducting secondary research on adaptation planning in EU for providing inputs to the adaptation activities to be included for the tea sector in the selected states.
- iii. Preparing application for seeking financing through the National Adaptation Fund for Climate Change (NAFCC) for implementing climate change adaptation project across tea sector value chain in the five states of India.
- iv. Conducting 5 stakeholder consultations for seeking inputs on the project proposal from relevant stakeholders.

Finalizing and submitting the project application for funding to NAFCC.

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 to discuss the approach	Day 1
An inception report providing details of activities for vulnerability assessment, stakeholder consultations, identification of adaptation options and preparation of adaptation proposal.	Week 3
Draft report of 5 Consultations organized across 5 states	Week 8
Draft report of Work Package 1	Week 12
Draft Report on Work Package 2	Week 22
Final Report and adaptation project application	Week 24 (6 months from the Initiation)
Slide deck on the report	Week 24

### 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

The EU Delegation and 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 EU Delegation and 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 the EU Delegation and GIZ is informed of all meetings and progress. The EU Delegation and GIZ will facilitate coordination with government stakeholders, as needed.

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 and Required Qualification**

### **4.1 Personnel Concept**

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), 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**

##### 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 relevant to Climate Change Vulnerability Assessment, Climate Modelling, Climate Change Impact Across Value Chains, Adaptation Planning, 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 modelling, Climate Change Vulnerability Assessment, Climate Change Adaptation Activities, Environmental Conservation;
- Specific professional experience (2.1.4): Knowledge and Experience of local issues in designing and implementing climate change adaptation projects. 6 years of leadership/management experience and leading development of at least 2 climate change adaptation project proposals;
- 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 climate change adaptation, livelihood, value chains;
- Profound knowledge on climate change adaptation in agriculture sector;

### **Vulnerability and Impact Assessment Expert:**

#### Qualifications of expert 1

- Education/training (2.2.1): Advanced degree in Environmental Science, Impact Assessment, or a related field from a recognised and reputable institution;
- Language (2.2.2): English
- General professional experience (2.2.3): 15 years of professional experience in climate change vulnerability, impact assessment related projects and issues.;
- Specific professional experience (2.2.4): 10 years of specific climate change adaptation related experience;
- Leadership/management experience (2.2.5): 5 years of management experience
- Regional experience (2.2.6): India
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects
- Other (2.2.8): Proven experience in conducting climate change vulnerability assessment.
- Proven experience of climate change vulnerability and impact assessment in India;

### **Climate Change Adaptation Expert:**

#### Qualifications of expert 2

- Education/training (2.2.1): Advanced degree in Environmental Science, Climate Change, or a related field from a recognised and reputable institution;
- Language (2.2.2): English
- General professional experience (2.2.3): 5 years of professional experience in climate adaptation project planning and implementation.;
- Specific professional experience (2.2.4): 3 years of specific tea sector adaptation related experience;
- Leadership/management experience (2.2.5): 3 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 implementing climate change adaptation projects in India.
- Proven experience of working on adaptation project proposals;

### **Climate Change Adaptation Financing Expert:**

#### Qualifications of expert 3

- Education/training (2.2.1): Advanced degree in Environment, International Development, Finance, Public Policy, 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 climate change adaptation financing;
- Specific professional experience (2.2.4): Experience and knowledge in developing adaptation proposals for international and national funding opportunities 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 project planning, project design etc.

### **GIS Expert (Expert 4):**

#### Qualifications of expert 4

- Education/training (2.2.1): Advanced degree in GIS, Remote Sensing, Environmental Science 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 GIS mapping;
- Specific professional experience (2.2.4): Experience and knowledge in GIS mapping and representation of climate change impact 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 project planning, project design 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

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

### **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 80,000 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 10,000.

The Agency should have the following experiences for conducting the assignment:

- Minimum 5 years of experience and technical expertise in the field of climate change, vulnerability assessment, adaptation planning in India.
- Substantial experience in the field of climate change vulnerability assessment.
- The Agency must have executed at least one project at state level in India.
- The Agency must demonstrate project experience of managing large datasets related to climate and agriculture.

### Costing requirements

#### Assignment of personnel

1. **Team leader:** On-site assignment for 40 expert days
2. **Vulnerability and Impact Assessment Expert:** Assignment in country of assignment for 80 expert days
3. **Adaptation Expert:** Assignment in country of assignment for 80 expert days
4. **Climate Change Adaptation Financing Expert:** Assignment in country of assignment for 40 expert days
5. **GIS Expert:** Assignment in country of assignment for 25 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:

- 10 state level consultations

### 5. Inputs of GIZ or other actors

EU Delegation to India and 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 EU Delegation & 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 EU Delegation and GIZ and they are informed of all meetings and progress. EU Delegation and GIZ will facilitate coordination with government stakeholders, as needed. The consultant is required to make a request for EU Delegation & GIZ participation in meetings or interviews, at least 7 days in advance.

## **6. 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.