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

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Developing SDG dashboard for cities, implementation and Capacity Building	**Project number/ cost centre:** **16.2077.2-001.00**

0.   List of abbreviations

AMRUT   Atal Mission for Rejuvenation and Urban Transformation

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

DAY-NLUM   Deendayal Antyodaya Yojana-National Urban Livelihoods Mission

DC   Development Cooperation

GIS   Geographic Information System

GoI   Government of India

MIS   Management Information Systems

MoHUA   Ministry of Housing and Urban Affairs

MoSPI   Ministry of Statistics and Programme Implementation

SDGs   Sustainable Development Goals

SUD-SC   Sustainable Urban Development Smart Cities

ToRs   Terms of reference

UNDP   United Nations Development Program

UNICEF   United Nations Children's Fund

1.   **Context**

The Ministry of Housing and Urban Affairs (MoHUA) and GIZ India are jointly
implementing the "Sustainable Urban Development - Smart Cities" (SUD-SC) project.
The project supports the National Ministry and the State Governments (Odisha, Tamil
Nadu, and Kerala) in the policy formulation on housing for all, basic services, planning
framework, and monitoring of the Sustainable Development Goals (SDGs). It also
supports the three select Smart Cities (Bhubaneswar, Coimbatore, and Kochi) in
implementing concepts of integrated spatial urban development planning. Under the
broad agreement of providing technical cooperation for the SDGs and Governance
component of the SUD-SC, GIZ intends to support its partner organizations by
providing technical support for developing strategies for implementing and localising
SDGs.

The successful implementation of SDGs, at its core, requires an unprecedented level of
co-ordination, transparency and accountability across different levels of government.
Government of India (GoI) through NITI Aayog has undertaken significant steps in
bolstering its commitment to the SDGs by developing a composite SDG Index for
ranking the states and presented in the form of a digital dashboard. In consequence to
developing National Indicator Frameworks by Ministry of Statistics and Programme
Implementation (MoSPI), several states have drafted or in the final stages of drafting
their SDG State Indicator Frameworks, targets, SDG State Vision documents among
others.

However, such efforts have not trickled down to the cities. The disproportionate levels
of urban migration in the last two decades combined with rapid urbanisation and
unbridled development, have gradually changed the role and responsibilities of cities
over time. But, in a layered governance ecosystem characterised by local, state and
para-statal agencies, cities are facing a constant struggle in juggling economic, social
and environmental development goals.

The inter-linkages and inter-dependencies of various urban activities extends the ambit
of influence of cities well beyond the scope of targets as articulated in SDG 11. Hence,
the performance of cities acts as a crucial indicator in assessing the overall progress of
SDGs in India.

To this end, several state and centre sponsored urban missions and schemes are
zealously collecting large arrays of datasets on key urban indicators. But the siloed
nature of the available data acts as a roadblock in developing a cohesive narrative on
the status of development of the cities.

Against this, the project has been conceptualised to guide and compartmentalise the
urban agenda of Coimbatore under the SDG lens and through a dedicated city-level
Urban Indicator dashboard for capturing, collating, analysing and visualising the urban
progress report of the city.

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

The contractor is responsible for providing the following services:

   a) Conduct a comprehensive analysis of datasets from central sponsored urban missions
      and urban indicator frameworks applicable to cities including but not limited to: *Ease of*

Living 2019, Municipal Performance Index, Swachh Survekshan Score, Climate Smart City Assessment Framework, Jal Shakthi Abhiyan, Management Information Systems (MIS) portals related to Atal Mission for Rejuvenation and Urban Transformation (AMRUT), Pradhan Mantri Awas Yojana (PMAY), Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NLUM) and Fame II schemes amongst others and map their linkages to corresponding SDG goals, targets and indicators.

b) Develop an encompassing "*City Indicator Framework*" aligned to SDGs that captures the relevant urban indicators from the national indices applicable for cities.

c) Desk Research of central and state sponsored urban missions and schemes relevant to Coimbatore including the city development plan, city mobility plan, district development plan, smart city vision and other related vision documents and develop a *Customised City Indicator Framework for Coimbatore* aligned to SDGs.

d) Develop an SDG Localisation strategy that includes targeted recommendations, activity roadmap based on an institutional mapping exercise

e) Develop an interactive real-time web-based urban indicator dashboard based on the generic "*City Indicator Framework*" and implement the same for the city of Coimbatore capturing the city's progress on SDGs and all the relevant urban missions

f) Develop a training module for capacity building to utilise the tool to aggregate, monitor, visualise and analyse urban indicator datasets at the city level and conduct training and knowledge transfer for city officials.

g) Prepare a comprehensive report on the methodology and blueprint for scaling the initiative to other cities

h) Provide maintenance, support and hosting of the dashboard platform

i) Prepare a case study documenting the challenges and learnings from user experiences

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
Inception Report workplan, resource plan, methodology—including list of datasets used to report various indicators and targets, activity timeline, risk assessment and mitigation	4th week from the commencement of the project
Interim report Analysis of relevant central missions that have a bearing on cities including indicator frameworks and reporting mechanisms. Mapping indicators to the relevant SDG goals, indicators and targets, dashboard template	10th week from the commencement of the project
City Indicator Framework Comprehensive city indicator framework capturing the national indices applicable for cities	12th week from the commencement of the project
Coimbatore City Indicator Framework Customised indicator framework for Coimbatore based on applicable national state and local urban indices and analysis	14th week from the commencement of the project

of relevant city development plans and vision documents	
Coimbatore SDG Localisation Strategy Targeted recommendations for localising SDGs, Activity Map and Institutional responsibilities	16th week from the commencement of the project
Draft Urban Indicator Dashboard Design a working version of the dashboard and run pilot tests with government data	18th week from the commencement of the project
Final Urban Indicator Dashboard Incorporate comments/suggestions from key stakeholders and develop the final version of the dashboard	20th week from the commencement of the project
Training Module Develop customised training modules including: User manual, troubleshooting, database management etc.	24th week from the commencement of the project
Capacity Building and Training for city officials	28th week from the commencement of the project
Draft Final Report Prepare a final report synthesising the process, findings, learnings from the workshops, localisation strategies and key outcomes	30th week from the commencement of the project
Final Report Prepare the final designed report incorporating comments from key stakeholders	32nd week from the commencement of the project
Maintenance, Support and Hosting of Platform	Week 20 – Week 48 from the commencement of the project
Case study Document learnings and challenges from user experiences	48th week from the commencement of the project

*GIZ shall be responsible to give inputs/comments/suggestions on all the deliverable/reports submitted by the selected bidder as per the aforesaid table

* During the period of contract, the selected bidder should not share the deliverables with third parties without the approval of GIZ

Period of assignment: **From August 2020 until July 2021**

Coordination and Reporting: The firm is expected to work in close coordination with the GIZ and will report to

a) Senior Advisor, SDG & Governance, SUD-SC project
b) Technical Expert, SDG & Governance, SUD-SC Project

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.

Methodology:

Background Work:

This phase will involve collection of data via government MIS portals, literature reviews consisting of government documents, journal articles, news reports, and white papers along with interviews with relevant actors to understand the relevant urban missions, national indicators, existing plans and vision documents applicable to cities. In addition, roles and responsibilities of the relevant government departments will be clearly delineated to articulate how the institutional environment is constituted. The results from this system mapping process and interviews with key actors will also be leveraged to build buy-in for future phases of the project requiring participation and consultation.

City Indicator Framework:

The findings from the previous phase will be consolidated and analysed to develop a generic *City Indicator Framework* and *Customised City Indicator Framework for Coimbatore*. The framework will consider:

- Existing national indices including but not limited to: Ease of Living 2019, Municipal Performance Index, Swachh Survekshan Score, Climate Smart City Assessment Framework, Jal Shakthi Abhiyan, MIS portals related to AMRUT, PMAY, DAY-NLUM, Fame II schemes.
- Existing development plans including but not limited to: City Development Plan, City Mobility Plan, District Development Plan, Smart City Vision and other related vision documents

The framework will be submitted for consultations with government officials and other relevant stakeholders. The framework and the outcomes from the background research will be used as key reference points to develop a set of targeted recommendations for localising SDGs in Coimbatore based on their priorities and challenges.

Scope of Dashboard:

i. The dashboard will capture the urban missions and SDGs applicable for cities based on the generic *City Indicator Framework*.
ii. The dashboard will be populated with data from the relevant SDGs, urban missions and indicator frameworks applicable for Coimbatore
iii. The existing formats for collecting and storing data will be analysed
iv. The data will be validated using additional publicly available government datasets at the district, state or centre
v. The available datasets will be analysed, mapped and monitored against relevant SDG goals, targets and indicators
vi. This exercise will result in a single data platform for all the relevant SDGs and urban related programs in the city

vii.   The dashboard will include data analysis and visualisation tools (graphs, charts, maps etc.) that are downloadable

viii.   The firm will co-ordinate with the relevant State departments of Tamil Nadu to find avenues for feeding the urban indicator dashboard data into the State SDG Dashboard

Training and Capacity Building:

i.   A comprehensive training module will be developed and will include: User guide, Sample case studies, database management, protocols for data upload and download, troubleshooting amongst others

ii.   Capacity Building and Knowledge transfer will be conducted to train the city/state officials in evidence informed decision making using the dashboard

iii.   Virtual training sessions will be further facilitated based on the requirements

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**).

Other specific requirements

Specification of gender ratio for contractor team. The aspects related to gender equality, use of a specific method for a study shall be encouraged.

Details about backstopping

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

- Average annual turnover for the last 3 financial years should be at least 90,000 Euros
- The firm should have at least 10 full-time employees
- At least 3 reference projects related to data analysis tools for government and donor agencies with a minimum commission value of 25.000 EUR
- At least 1 reference project related to localizing SDGs in the last three years
- 20 years of experience of working with the Government of India, multilateral and bilateral agencies on issues related to urban development including governance, planning, sustainability amongst others
- 15 years of experience in national or international projects for designing **management information systems, dashboards, Geographic Information System (GIS) applications, database management, data collection, data analytics and data visualisation for government and donor agencies**
- 10 years of experience in conducting **training and capacity building** for **government, bilateral and multilateral agencies**
- 10 years of experience in developing digital tools using **open source platforms**, **JavaScript, ASP.NET, HTML, CSS, XML etc.**
- Proven experience in **developing indicator registries related to urban development and SDGs**
- Extensive network with government and multi-lateral agencies including United Nations (United Nations Development Program (UNDP), UN-Habitat, United Nations Children's Fund (UNICEF) UN Statistics Division etc.)

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/Project Advisor

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): Post-graduate qualification (PhD or Masters) in Computer Science, Information Technology or related fields
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): If a PhD, 8 years or if a Masters, 10 years of professional experience in developing data analytical products on urban governance, data governance, social development and sustainability issues
- Specific professional experience (2.1.4): 8 years of working with government, bi-lateral and multi-lateral organisations on data related projects
- 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): 6 years of experience in projects in South Asia (region), of which 4 years in projects in India (country)
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): Proven knowledge of SDGs and urban missions, schemes, programmes of Govt of India

Expert 1 (Developer)

Tasks of expert 1
- Specific tasks covered in chapter 2

Qualifications of expert 1
- Education/training (2.2.1): Post-graduate qualification (Masters) in Information Technology, Computer Science or related fields
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 6 years of experience in working with tools such as HTML, CSS and JavaScript.
- Specific professional experience (2.2.4): 4 years of experience in web and software development for data analytics, data visualisation and database design and management for government, bilateral and multilateral agencies
- Leadership/Management experience (2.2.5): 3 years of management experience as project manager on similar projects
- Regional experience (2.2.6): 3 years of experience in projects in South Asia (region), of which 2 years in projects in India (country)
- Development Cooperation (DC) experience (2.2.7): 3 years of working with DC on data related projects
- Other (2.2.8): Proven knowledge of SDGs and urban missions, schemes, programmes of Govt of India

Expert 2 (Data Analyst)

Tasks of expert 2
- Specific tasks covered in chapter 2

Qualifications of expert 2
- Education/training (2.3.1): Post-graduate qualification (Masters) in Computer/Data Science, Information technology or related fields
- Language (2.3.2): Good business language skills in English

- General professional experience (2.3.3): 4 years of experience in quantitative data collection and analysis, including tools such as GIS, STATA, R, Python, SQL and MS Excel
- Specific professional experience (2.3.4): 3 years of experience in urban topics on SDG, governance, economics, policy and other related projects;
- Regional experience (2.3.6): 2 years of experience working with Indian public datasets
- Other (2.3.8): Proven knowledge of SDGs and urban missions, schemes, programmes of Govt of India

Expert 3 (Graphic Designer)

Tasks of expert 3
- Specific tasks covered in chapter 2

Qualifications of expert 3
- Education/training (2.4.1): Bachelor's degree in Graphic Design, Art or related fields
- Language (2.4.2): Good business language skills in English
- General professional experience (2.4.3): 3 years of experience in developing UI using tools such as UXPin, Adobe Creative Cloud, CorelDRAW
- Specific professional experience (2.4.4): 2 years of experience in developing UI for government, bilateral and multilateral agencies

Expert 4 (Technical Writer)

Tasks of expert 4
- Specific tasks covered in chapter 2

Qualifications of expert 4
- Education/training (2.5.1): Bachelors in English Literature, Mass Communication or related fields
- Language (2.5.2): English
- General professional experience (2.5.3): 3 years of experience in deveoping training modules for government, bilateral and multilateral agencies
- Specific professional experience (2.5.4): 2 years of conducting workshops for government, bilateral and multilateral agencies
- Regional experience (2.5.6): 2 years of conducting workshops for Indian government agencies
- Other (2.5.8): Proven knowledge of SDGs and urban missions, schemes, programmes of Govt of India

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

5. Costing requirements

Assignment of personnel

SI. No.	Designation of the Expert	Person-days
1	**Team Leader**/Project Adviser	30
2	**Expert 1**: Developer	100
3	**Expert 2**: Data Analyst	150
4	**Expert 3**: Graphic Designer	60
5	**Expert 4**: Technical Writer	40

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.

Designation of the Expert	Travel details	No. of trips
Team Leader	Round trips (5 for team leader and 5 for two experts) to Coimbatore from the place of assignment of the firm for a) for 4 consultations / workshops b) for 1 training workshop	5
Expert 1: Developer		10
Expert 2: Data Analyst		
Expert 3: Graphic Designer		
Expert 4: Technical Writer		

* Any travel to be undertaken by the contractor/bidder under the contract must be in consensus/approval from GIZ person responsible for the project.

Workshops, training

The cost of workshops for stakeholder consultation and training/capacity building will be borne by GIZ

The contractor implements the following workshops (if situation is not conducive for conducting physical workshops / meetings, virtual means to be explored):

- 4 consultations workshops / meetings with city officials
- 1 training workshop for capacity building/knowledge transfer

6. Inputs of GIZ or other actors

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

- Overview of stakeholders working with the SUDSC Project
- Communication with the implementing partners will be established

- Workshops logistics

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.

The complete bid shall not exceed 10 pages (excluding CVs and company documents).

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 submitted shall not exceed the personnel requirement articulated in Chapter 4. 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.

Prior to award of the contract, the selected bidder will make a brief presentation to GIZ in the presence of the project team proposed to be part of the assignment. Under the present circumstances where physical presence is not possible, it can be done through virtual platforms.

8. Option

NA

9. Annexes

NA