

Terms of reference for consultancy services for “Development of Guidelines for Greening of Industrial Areas in Uttarakhand”

**Project number/
cost centre:**

PN: 18.2074.5-001.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
SEIP II	Sustainable and Environment-friendly Industrial Production (SEIP) Phase II
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GIS	Geographic Information System
MoEFCC	Ministry of Environment, Forest and Climate Change, Government of India
CPCB	Central Pollution Control Board
UEPPCB	Uttarakhand Environment Protection & Pollution Control Board
SIIDCUL	State Infrastructure & Industrial Development Corporation of Uttarakhand Ltd.

1. Context

1.1 Background

GIZ is engaged in the field of international cooperation for sustainable development and international education work, dedicated to shaping a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment promotion, energy and the environment, and peace and security. GIZ's main commissioning party is the German Federal Ministry for Economic Cooperation and Development (BMZ). As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development in more than 120 countries worldwide.

Under the Indo German Development Cooperation, a project on "Sustainable and Environment-friendly Industrial Production" (SEIP) was taken up from March 2015 to February 2019. SEIP project focused on finding solutions to industrial wastewater and water so as to reduce pollution, besides working on corresponding state level action plans and national level policy instruments. Ref. www.seip.urban-industrial.in.

The second phase of the Sustainable and Environment-friendly Industrial Production (SEIP) that will be implemented from March 2019 to February 2022 is based on the experiences from the preceding SEIP project that ended in 02/2019. The second phase of SEIP will continue to have a focus on abatement of industrial wastewater pollution in the context of urban areas as well as the pollution of rivers and other water resources. The aim of the project is the promotion of sustainable industrial development in the urban sphere by reducing industrial wastewater pollution through the strengthening of strategic and operational governance structures including framework conditions for regulating, implementing and monitoring. The Ministry of Environment, Forest and Climate Change of the Government of India is the implementing partner.

The objective of the SEIP phase 2 project is, "The strategic and operational governance structures of the Indian Government to effectively combat water pollution from industrial wastewater are strengthened." The SEIP II phase works on the following main outputs:

- Output 1: Strengthening of Legal Framework
- Output 2: Strengthening of Organisational Procedures and Processes
- Output 3: Strengthening of Incentive Mechanisms
- Output 4: Guidelines/e-portals/reference documents
- Output 5: Resource efficiency (RE) and sustainable consumption & production (SCP)

The industrial areas in Uttarakhand are being targeted to have about 30% area under greenery. The green areas are meant to serve various environmental functions such as air purification, micro climate control and buffer to the neighbouring land uses, besides providing aesthetic and landscaping value. Currently, Uttarakhand has 50 industrial areas. It is not clear how much of the lands are under green cover in the industrial areas and how much potential existing for increasing the green cover with a target of 30%. Also, guidelines are needed for undertaking plantation in the industrial areas.

Under the ongoing Indo German Development Cooperation, GIZ proposing to support the Uttarakhand Environment Protection and Pollution Control Board with development of guidelines for undertaking plantation in industrial areas. Towards this, GIZ is proposing to engage a national consultant as per Terms of Reference given below.

1.2 Objective of the consultancy services

The objective of the consultancy services is to develop guidelines for undertaking plantation in the 50 industrial areas of Uttarakhand to serve various environmental functions such as air purification, micro climate control and buffer to the neighbouring land uses, besides providing aesthetic and landscaping value.

1.3 Scope of services

The scope of services includes the following:

- GIS based mapping of existing green areas in the selected 5 industrial areas of Uttarakhand.
- Mapping of potential areas in the selected 5 industrial areas where additional plantation can be taken up.
- Develop guidelines for undertaking plantation in the selected 5 industrial areas. The guidelines should include:
 - » Areas where plantation can be undertaken, viz., road dividers, road side, industrial premises, parks, buffer areas, farming/horticulture areas etc.
 - » Type of trees, size of trees in accordance with each area planned for plantation.
 - » Procurement of plants.
 - » Landscaping/design aspects.
 - » Pre-plantation preparation requirements.
 - » Requirements for undertaking plantation.
 - » Post plantation care.
- Conduct training on undertaking plantation.
- The tasks to be performed are specified in Section 2 and the deliverables in Section 4 of this TOR.

2. Tasks to be Performed

The international consultant is required to undertake the main tasks and sub tasks as given below.

Main Task 1: Needs gathering	<ul style="list-style-type: none"> • Sub-task 1: Through appropriate means such as personal interviews, surveys, small group workshops etc. with the relevant stakeholders (UEPPCB, SIIDCUL etc.), gather the needs for development of greenery in the industrial areas. • Sub-task 2: Identify 5 industrial areas where mapping of plantation will be taken up, in consultation with UEPPCB and SIIDCUL. • Sub-task 3: Prepare a needs assessment report specifying the requirements of guidelines for plantation in industrial areas.
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Main Task 2: Development of Guidelines	<ul style="list-style-type: none"> • Sub-task 1: GIS based mapping of existing green areas in the selected 5 industrial areas of Uttarakhand. Prepare a report showing existing green areas. • Sub-task 2: Mapping of potential areas in the selected 5 industrial areas where additional plantation can be taken up. Prepare a report showing potential areas for greening. • Sub-task 3: Develop draft guidelines for undertaking plantation in the 50 industrial areas. The guidelines should include: <ul style="list-style-type: none"> » Areas where plantation can be undertaken, viz., road dividers, road side, industrial premises, parks, buffer areas, farming/horticulture areas etc. » Type of trees, size of trees in accordance with each area planned for plantation. » Procurement of plants. » Landscaping/design aspects. » Pre-plantation preparation requirements. » Requirements for undertaking plantation. » Post plantation care. • Sub-task 4: Conduct a workshop (half day) with stakeholders to discuss on the proposed guidelines to obtain their feedback/comments/suggestions. Prior to the workshop, circulate the draft guidelines with an aim to obtain written comments/suggestions. [half day workshop, upto 30 participants, location - Dehradun] <p>[Note: GIZ will organise the workshop at a suitable venue in Dehradun].</p>
Main Task 3: Training	<ul style="list-style-type: none"> • Sub-task 1: Conduct training (2 nos.) to the officials of UEPPCB/ SIIDCUL, industrial associations etc. on undertaking plantation using the developed guidelines. <p>[Note: Organisational aspects of the training including venue, tea/coffee etc. will be the responsibility of GIZ]</p>

Period of Assignment

From February 2020 to September 2020

Deliverables

Certain deliverables, as laid out in the table below, are to be achieved by the specified dates during the contract term:

Deliverables	Deadline
<u>Report on Main Task 1:</u> <ul style="list-style-type: none"> Needs assessment report 	February 29, 2020
<u>Report on Main Task 2:</u> <ul style="list-style-type: none"> Report on existing green areas for 5 industrial areas Report on potential green areas for 5 industrial areas Guidelines for undertaking plantation in industrial areas 	July 31, 2020
<u>Report on Main Task 3:</u> <ul style="list-style-type: none"> Training reports (2 nos.) 	August 31, 2020
<u>Other Reports:</u> <ul style="list-style-type: none"> Final Report on the assignment including all the main tasks of ToR. 	September 30, 2020

3. Concept

The technical proposal to be submitted by the bidder should include details as per the following:

- **Technical-methodological concept:** In the bid, the bidder is required to submit a technical concept note explaining the concept and approach on how the objectives and various tasks defined in ToR would be achieved. Examples and best practices could also be quoted.
- **Strategy:** The bidder is required to understand the objectives given in the ToR and do critical examination of the tasks. Subsequently, the elaborated strategy for delivering the services put out to tender.
- **Cooperation:** The bidder is required to interact with relevant actors for successful implementation of the contract, therefore a clear strategy for establishing cooperation and then cooperating with the relevant actors needs to be drawn in line with the ToR requirements.
- **Steering Structure:** The bidder is required to outline the approach and procedure for steering the measures with the project partners for the purpose of seeking approvals, comments on the concepts and contents etc.
- **Processes:** The bidder should include in the technical proposal an explanation of the implementation plan: work steps, milestones, schedule. The description of the key processes which it intends to follow for delivering the services.
- **Project Management:** The bidder is required to prepare and submit the approach and procedure for coordination with/in GIZ project.

4. Personnel concept

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).

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points. The numbers given in brackets refer to the respective lines in the document "Grid for the technical assessment of bids".

The estimated man-days are given below:

- Team Leader – 25 mandays (Including 10 travel days)
- Pool of Experts – 100 mandays (including 20 travel days)

Details of responsibilities and qualification requirements of various experts are given below.

4.1 Team Leader – 1 no.

Tasks of the Team Leader

- Overall responsibility for the assignment.
- Quality assurance of the deliverables.
- Coordination with various team members.
- Conducting of training.
- Contact point for the GIZ team while executing the contract.

Qualifications of the Team Leader (International)

- Qualifications (2.1.1): Relevant university degree
- Language (2.1.2): Excellent writing and communication skills in English language
- General professional experience (2.1.3): Minimum 15 years' relevant experience in dealing with plantation/forestry
- Specific professional experience (2.1.4): Specific experience on undertaking plantation in industrial/urban areas.
- Regional experience (2.1.6): Working experience and knowledge of state (Uttarakhand) is preferable.

4.2 Pool of Experts – 2 nos.

Tasks of the Pool of Experts – 2 nos.

- Carrying out various tasks as assigned by the team leader.
- Data collection.
- Undertaking field visits/surveys.
- GIS based mapping.
- Resource person in workshops, meetings, stakeholder consultations, training.

Qualifications of the Pool of Experts – 2 nos.

- Qualifications (2.2.1): Relevant university degree
- Language (2.2.2): Excellent writing and communication skills in English language
- General professional experience (2.2.3): 2 to 15 years' relevant experience, viz. GIS, field surveys, mapping, preparation of guidelines etc.
- Specific professional experience (2.2.4): Specific experience related to plantation in urban/industrial areas.
- Regional experience (2.2.6): Working experience and knowledge of state (Uttarakhand) is preferable.

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

Eligibility requirements for the bidders / Firms participating in the tender:

- Please provide the legal status of your firm.
- Average annual turnover of the agency or consortium for the last three financial years: at least Euro 50,000 (approx. INR 40,00,000)
- The number of employees of the agency or consortium as at 31.12. of the previous year: at least 5 persons.
- Please provide details of at least 1 similar reference project in the last 3 years of your portfolio in the field of Plantation in industrial/urban areas with a minimum commission of Euro 20,000 (approx. INR 16,00,000).
- Minimum 2 years' experience in developing guidelines for environment improvement in industrial areas
- Minimum 2 years' technical experience in conducting surveys and data collection from industrial areas

5. Costing requirements

5.1 Specification of inputs

The days of engagement during the contract period, travel days, eligible travel allowances etc. are given below, which can be referred to by the consultant for calculating costs for the financial proposal to be submitted.

Fee days	Number of days up to	Comments
• Preparation/debriefing	01 day	Preparation/debriefing on greening of industrial areas in UK project and tasks
• Implementation	94 days	Mandays for taking up the tasks as defined in the TORs. It doesn't include travel days.
• Travel days	30 days	Travel to industrial areas in Uttarakhand. The experts will also get the fee for the travel days.
Travel expenses	Number of days/nights up to	Comments
• Per diem	30 days	Bidder to quote per diem costs. Note that costs will be reimbursable upto limits as per GIZ rules.

• Accommodation allowance	30 days	Bidder to quote per accommodation costs. Note that costs will be reimbursable upto limits as per GIZ rules.
Other travel expenses		Comments
• Number of local trips	10	Please specify the cost as per indicated total number of local trips. Costs may be quoted accordingly, reimbursement subject to actuals for the meetings in Uttarakhand or required project locations with the partners, stakeholders, or for any other project meetings.
• Number of trips abroad	Nil	
Flights	Number of flights up to	Comments
• International flights	0	-
• Domestic flights/trains/road trips	15	Trips to industrial areas.
Other costs		Comments
Institutional overheads		Institutional overheads (please specify if any) for this assignment to be specified by the bidder.
Procurement of maps, data, etc.		Please specify if any for this assignment by the bidder

5.2 Assignment of personnel and travels

Total 125 expert days (including 30 travel days). The bidder is required to calculate the personnel costs and travel costs with the following scope:

Tasks	Days of Team Leader (incl. travel days)	Days of Pool of Experts (incl. travel days)
Main Task 1	5	5
Main Task 2	15	90
Main Task 3	5	5
Total	25	100

Within these mandays, the travel days are summarised below.

Travel Days of Team Leader	Travel Days of Pool of Experts
10	20

5.3 Workshops

The contractor implements the following training programmes:

- Conduct a workshop (half day) with stakeholders to discuss on the proposed guidelines to obtain their feedback/comments/suggestions [ref. Main Task 2]. Prior to the workshop, circulate the draft guidelines with an aim to obtain written comments/suggestions. [half day workshop, upto 30 participants, location - Dehradun].
- Conduct 2 nos. of training programme for relevant stakeholders e.g. UEPPCB, SIIDCUL, industrial associations etc. [ref. main task 3] [location: Dehradun; 1 day each training; upto 30 participants]

[Note: Organisational aspects of the meetings/workshop including venue, tea/coffee etc. will be the responsibility of GIZ. As GIZ will organise the event, bidder need not quote costs for organisational aspects of the workshop, if any]

6 Inputs of GIZ or other actors

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

- Support in providing contact with the implementing partners of the project and key stakeholders.
- Review of progress and approvals on deliverables.

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 (ref. Section 3 above of TORs) is to be organised in accordance with the positively weighted criteria in the technical assessment grid. It must be legible (font size 11 or larger) and clearly formulated. The bid is to be drawn up in English.

The complete bid shall not exceed 40 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Section 4 above of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 6 pages. The CVs must clearly show the relevant qualification and experience. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. The bidder may be called for a technical presentation during the stage of technical assessment.
