Terms of Reference (ToRs) for "Development of a Training Plan and Induction Training System for Scientists and Engineers of CPCB and SPCBs/PCCs" | **Project number/ cost centre: 18.2074.5-001.00**

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
BMZ	German Federal Ministry for Economic Cooperation and Development
MoEFCC	Ministry of Environment, Forest and Climate Change, Government of India
CPCB	Central Pollution Control Board
SPCB	State Pollution Control Board
PCC	Pollution Control Committee
RE	Resource Efficiency
SCP	Sustainable Consumption & Production
ZLD	Zero Liquid Discharge
DEA	Department of Economic Affairs
MoF	Ministry of Finance
SCGJ	Skill Council for Green Jobs
NSQF	National Skills Qualifications Framework
ToT	Training of Trainers
UK	United Kingdom

1. Context

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 II" (SEIP II) is being implemented from March 2019 to February 2022 with a focus on industrial wastewater management. 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:** The need for adaptation of the legal basis and rules and regulations to combat industrial wastewater pollution is identified.
- **Output 2**: Prerequisites for strengthening governance structures in the field of industrial wastewater have been established.
- **Output 3:** Prerequisites for implementing incentive mechanisms to promote key elements of sustainable industrial production, in particular in the area of industrial wastewater, has been established.
- **Output 4 & 5:** Experiences of the strengthening of governance structures to effectively combat water pollution from industrial wastewater are disseminated to affected actors.

For further information, refer to http://seip.urban-industrial.in/.

SEIP II Project works at the national level with the Ministry of Environment, Forest and Wildlife, Government of India and with the Central Pollution Control Board, and at State level with the industrial development corporations and state pollution control boards of Uttarakhand, Bihar and West Bengal. Several activities are taken up under the SEIP II project in 2019-2020 (ref. to http://seip.urban-industrial.in/) for the activities planned under various outputs of the SEIP II project.

The Central and State Pollution Control Boards are involved in enforcing measures for prevention and control of pollution and environment protection in India. The staff structures include scientists and engineers of Grade A in various levels and those in other grades of B and C. There have been growing challenges to deal with the assigned mandates and functions of these regulatory agencies due to increased tasks as well as limited staff strengths. These is a need build their competencies so that the required statutory functions are well performed. There is a need to assess their competency development requirements with the National Skills Qualifications Framework (NSQF) as the benchmark.

The Department of Economic Affairs (DEA), Ministry of Finance (MoF) issued a gazette notification (Refer: https://www.msde.gov.in/nsqf.html) on 27th December 2013 detailing the National Skills Qualifications Framework (NSQF). NSQF is a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude. These levels, graded from one to ten, are defined in terms of learning outcomes which the

learner must possess regardless of whether they are obtained through formal, non-formal or informal learning. NSQF details out for different job levels:

- Process required – for example, job level 6 of NSQ process is defined as, "demands wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices". It is a summary of four other attributes given below.
- Professional knowledge – for example, job level 6 requires the person to have factual and theoretical knowledge in broad contexts within a field of work or study.
- Professional skill - for example, job level 6 requires the person to have a range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.
- Core skill - for example, job level 6 requires the person to be reasonably good in mathematical calculation, understanding of social, political and, reasonably good in data collecting organising information, and logical communication
- Responsibility - for example, job level 6 requires the person to have responsibility for own work and learning and full responsibility for other's works and learning.

After the 5th anniversary (27.12.2018) date of the notification of the NSQF, it has become mandatory for all training/educational programmes/courses to be NSQF-compliant.

There is a need to identify to which job levels the Grade A scientists and engineers of CPCB and SCPCBs/PCCs fall under and assess the requirements of process, professional knowledge, professional skill and responsibility. Accordingly, as a first step a National Level Training Plan is required to be developed to build the competencies of these scientists and engineers. Based on the training plan, as a next development of training modules will be required to be undertaken in alignment with NSQF.

In addition to the Government India's notification for the adoption of NSQF by central and government agencies by 2019, international examples exist where governments using such frameworks, for example, UK Environment Agency uses "Environment Officer Candidate Information Pack" to protect and improve the environment through appropriate orientation, training, professionalism, and dedication of their staff. (Refer: https://www.therrc.co.uk/sites/default/files/files/news/candidate_information_pack_-_environment_officer.pdf).

GIZ proposes to engage a competent national agency to develop a National Level Training Plan for intensive training of the existing scientists and engineers of CPCB and SPCBs/PCCs so as to build competencies in line with NSQF for protecting and improving the environment and to develop an Induction Training System for new recruits of CPCB and SPCBs/PCCs for providing proper orientation and induction to start their jobs well. The Terms of Reference are given below.

2. Tasks to be performed by the consultant

2.1 Objective and scope of the consultancy services

Objective of the consultancy services is to develop a National Training Plan for training of the existing scientists and engineers of CPCB and SPCBs/PCCs so as to build competencies in line with NSQF for protecting and improving the environment and to develop an Induction Training System for new recruits of CPCB and SPCBs/PCCs for providing proper orientation and induction to start their jobs well.

The scope of the development of a National Training Plan for CPCB and SPCBs/PCCs includes:

- Target group – Grade A scientists and engineers of CPCB and SPCBs/PCCs. Cater to various job levels of Grade A scientists/engineers (ref. NSQF).
- Training needs and competency development needs assessment in line with NSQF.
- Specify various training modules such as:
  - » Orientation training.
  - » Competency building on technical topics – wastewater, waste, clean air, monitoring etc.
  - » Competency building on regulatory and enforcement functions.
  - » Communication skills.
  - » Management skills.

  Specify various training modules catering to functions/roles/responsibility, professional knowledge requirements, professional skill requirements and core skill requirements.

- Detail out a capacity building strategy for building the required competencies of the targeted groups within a timeframe.
- Detail out a training calendar.
- Provide a list of training institutions and their competencies and the training modules that they can implement.
- Specify budget estimates for implementation of the training as in training plan.

The scope of the development and pilot implementation of the Induction Training System for new recruits of CPCB and SPCBs/PCCs includes:

- Target group – newly recruited Grade A scientists and engineers of CPCB and SPCBs/PCCs.
- Training needs assessment in line with NSQF.
- Specify various training modules catering to functions/roles/responsibility, professional knowledge requirements, professional skill requirements and core skill requirements.
- Develop standardised training modules with a training handbook and training kits.
- Provide a list of training institutions and their competencies.
- Specify budget estimates for implementation of the training.
- Implement two pilot Induction Training Courses for upto 30 participants in each course and undertake a Training of Trainers (ToT) course for trainers from potential training institutions that can implement Induction Training.

For information collection and assessment purposes, consider the States of Uttarakhand, West Bengal and Bihar, where SEIP II project is active.

2.2 Specific tasks to be performed by the consultant

The tasks to be performed by the consultant are given below.

A) Development of a National Training Plan

Main Task 1: Training and competency	**Sub-task 1:** Collect all relevant information on existing Grade A scientists and engineers of CPCB and SPCBs/PCCs: » NSQF job levels applicable » Number of staff in each NSQF job level

development needs assessment	» For each job level: – Process – existing and required – Professional knowledge existing and required – Professional skill existing and required – Core skill existing and required – Responsibility existing and required Include atleast 3 SPCBs (West Bengal, Uttarakhand, Bihar) in information collection task. Undertake visits to CPCB and SPCBs as may be necessary. **Sub-task 2:** Undertake training and competency development needs assessment for the existing Grade A scientists and engineers of CPCB and SPCBs/PCCs in line with NSQF taking into consideration the following: » Process – requirements » Professional knowledge development needs » Professional skill development needs » Core skill development needs » Responsibility requirements Accordingly, prepare a draft training and competency development needs assessment report. Please note that the needs assessment should take into consideration the mandates of CPCB and SPCBs/PCCs under various environment laws. **Sub-task 3:** Validate the training and competency development needs assessment undertaken with key stakeholders, viz. MoEFCC, CPCB, SPCBs/PCCs, industrial associations, training institutions, experts etc.by seeking comments/suggestions and inputs. Also, conduct a half day workshop with stakeholders to discuss and finalise training and competency development needs. [One day workshop, upto 30 participants, location - Delhi] [Note: Consultant to take care of workshop organisation] **Sub-task 4:** Prepare the final training and competency development needs assessment report.
Main Task 2: Development of a draft National Training Plan	**Sub-task 1:** Necessary consultations shall be carried out by the Consultant with the Skill Council for Green Jobs (SCGJ) of the National Skill Development Corporation (NSDC) to understand the training requirements for qualification purposes. Please take into consideration that the training modules Training Handbooks to be eventually developed shall be in accordance with the requirements of SCGJ.

	Please also note that the participants shall obtain a qualification certificate from SCGJ after successful completion of the training and passing examination as conducted by SCGJ. **Sub-task 2:** Specify various training modules that are required to cater to the training and competency development needs according to functions, roles, responsibility, professional knowledge requirements, professional skill requirements and core skill requirements of the scientists/engineers of CPCB, SPCBs/PCCs. These for example, may include: • Orientation training module. • Professional knowledge development modules – factual and theoretical knowledge in broad contexts within the area of prevention and control of pollution and environment protection. For example, topics include wastewater, waste, clean air, monitoring etc. • Professional skill development modules – development of a range of cognitive and practical skills required to generate solutions to specific problems in the field of prevention and control of pollution and environment protection. For example, wastewater, waste, clean air, monitoring etc. • Core skill development modules - data collection, organising information, communication skills, management skills, documentation skills, results/outcome monitoring etc. • Responsibility related modules - for example, performing job effectively and efficiently, leadership, assessment of performance of staff, leading teams etc. **Sub-task 3:** Briefly details out what should be contents of such modules developed in Sub-task 1 above including detailing their intended objectives and expected results and outcomes, hours of training required for theory and practice etc. **Sub-tasks 4:** Detail out a strategy for implementing the above training/capacity building modules including: • Names of potential training institutions in India that have the required competence and necessary infrastructure, which can implement the envisaged training modules. • Strategy for establishing cooperation with various competent training institutions. • Outline an approach and procedure for steering the implementation of the training measures and the achievement of the targeted results/outcomes. • Detail out key processes which are to be followed, viz. work steps, milestones, schedules etc. • Strategy for monitoring and documenting results/outcomes, including specifying indicators for the measurement of results/outcomes achieved.

	• Strategy for management of the implementation of the training plan, including organisational aspects, funding aspects etc. • Budget requirements. **Sub-task 5:** Detail out a Training Calendar. **Sub-task 6:** Based on the above Sub-tasks 1 to 5, prepare a draft National Training Plan.
Main Task 3: Stakeholder consultations and finalisation of the National Training Plan	**Sub-task 1:** Circulate the draft National Training Plan to various stakeholders (MoEFCC, CPCB, SPCBs/PCCs, training institutions, industrial associations etc.) in the country for their inputs/ comments/suggestions. **Sub-task 2:** Conduct a half day workshop with stakeholders to discuss and finalise training and competency development needs. [One day workshop, upto 30 participants, location - Delhi] [Note: Consultant to take care of workshop organisation] **Sub-task 3:** Finalise the National Training Plan and submit.

B) Development of an Induction Training System

Main Task 1: Training needs assessment	**Sub-task 1:** Necessary consultations shall be carried out by the Consultant with the Skill Council for Green Jobs (SCGJ) of the National Skill Development Corporation (NSDC) to understand the training requirements for qualification purposes. Please take into consideration that the training modules Training Handbooks to be developed shall be in accordance with the requirements of SCGJ. Please also note that the participants shall obtain a qualification certificate from SCGJ after successful completion of the training and passing examination as conducted by SCGJ. **Sub-task 2:** Collect relevant information on planned recruitments of Grade A scientists and engineers of CPCB and SPCBs/PCCs: » NSQF job levels applicable » Number of staff in each NSQF job level » For each job level: – Process – existing and required – Professional knowledge existing and required – Professional skill existing and required – Core skill existing and required – Responsibility existing and required

	Include atleast 3 SPCBs (West Bengal, Uttarakhand, Bihar) in information collection task. Undertake visits to CPCB and SPCBs as may be necessary. **Sub-task 3:** Undertake training needs assessment for induction of new recruits of Grade A scientists and engineers of CPCB and SPCBs/PCCs in line with NSQF: » Process – requirements » Professional knowledge development needs » Professional skill development needs » Core skill development needs » Responsibility requirements Needs assessment should take into consideration the mandates of CPCB and SPCBs/PCCs under various environment laws. Prepare a draft Training Needs Assessment Report for induction of new recruits. **Sub-task 4:** Validate the draft Training Needs Assessment Report with key stakeholders, viz. MoEFCC, CPCB, SPCBs/PCCs, industrial associations, training institutions, experts etc. Seek written comments and suggestions. Also, conduct a half day workshop with stakeholders to discuss and finalise training and competency development needs. [One day workshop, upto 30 participants, location - Delhi] [Note: Consultant to take care of workshop organisation] **Sub-task 5:** Prepare the Training Needs Assessment Report.
Main Task 2: Development of training modules	**Sub-task 1:** Specify various training modules that are required to cater to the induction training of fresh recruits of CPCB and SPCBs/PCCs according to functions, roles, responsibility, professional knowledge requirements, professional skill requirements and core skill requirements of the scientists/ engineers of CPCB, SPCBs/PCCs. These for example, may include: • Basic orientation module. • Orientation on professional knowledge- related to broad contexts within the area of prevention and control of pollution and environment protection. For example, wastewater, waste, clean air, monitoring, environmental laws/rules etc. • Orientation to professional skills- how to generate solutions to specific problems in the field of prevention and control of pollution and environment protection. For examples, permit procedures, dealing with complaints, dealing with non-compliances etc.

	• Orientation to core skills - data collecting, organising information, communication skills, management skills, documentation skills, results/outcome monitoring etc. • Orientation to responsibilities and performance - for example, performing job effectively and efficiently, leadership, assessment of performance of staff, leading teams etc. These training modules shall be in accordance with the requirements of the Skill Council for Green Jobs (SCGJ) of the National Skill Development Corporation (NSDC). Necessary consultations shall be carried with SCGJ beforehand. **Sub-task 2:** Briefly details out what should be contents of such modules developed in Sub-task 1 above including detailing their intended objectives and expected results and outcomes, hours of training required for theory and practice etc. Prepare a draft report on Outline of the Training Modules for Induction Training. **Sub-task 3:** Validate the draft report on Outline of the Training Modules for Induction Training with key stakeholders, viz. MoEFCC, CPCB, SPCBs/PCCs, industrial associations, training institutions, experts etc. Seek written comments and suggestions. Also, conduct a half day workshop with stakeholders to discuss and finalise training and competency development needs. [One day workshop, upto 30 participants, location – Delhi] [Note: Consultant to take care of organisation] **Sub-task 4:** Finalise the report on Outline of the Training Modules for Induction Training. **Sub-tasks 5:** Develop draft training material for each of the above modules in the form a draft Training Handbook for using in implementing Induction Training for the fresh recruits of CPCB, SPCBs/PCCs. The Training Handbook shall be in accordance with the requirements of SCGJ and shall have various training modules that can be mixed as per requirements. Note that the participants shall obtain a qualification certificate from SCGJ after successful completion of the training and passing examination as conducted by SCGJ. **Sub-task 6:** Validate the draft training material and the Training Handbook modules with key stakeholders, viz. MoEFCC, CPCB, SPCBs/PCCs, industrial associations, training institutions, experts etc. Seek written comments and suggestions.

	Also, conduct a half day workshop with stakeholders to discuss and finalise training and competency development needs. [One day workshop, upto 30 participants, location – Delhi] [Note: Consultant to take care of organisation] **Sub-task 7:** Prepare final training materials for various modules in the form of a Training Handbook.
Main Task 3: Develop an Implementation Strategy	**Sub-task 1:** Compile names of potential training institutions in India that have the required competence and necessary infrastructure, which can implement the envisaged training modules. Develop a strategy for establishing cooperation by MoEFCC/CPCB/SCPBs/PCCs with such training institutions. **Sub-task 2:** Outline an approach and procedure for steering the implementation of the training measures and the achievement of the targeted results/outcomes. **Sub-task 3:** Detail out key processes which are to be followed, viz. work steps, milestones, schedules etc. **Sub-task 4:** Details out a strategy for monitoring and documenting results/outcomes, including specifying indicators for the measurement of results/outcomes achieved. **Sub-task 5:** Details out a strategy for management of the implementation of the training plan, including organisational aspects, funding aspects etc. **Sub-task 7:** Prepare a draft Induction Training Implementation strategy based on above sub-tasks (1) to (6). **Sub-task 8:** Validate the draft Induction Training Implementation strategy with key stakeholders, viz. MoEFCC, CPCB, SPCBs/PCCs, industrial associations, training institutions, experts etc. Seek written comments and suggestions. **Sub-task 9:** Finalise the Induction Training Implementation Strategy.
Main Task 4: Conducting of a pilot Induction Training Courses	**Sub-task 1:** Implement a pilot Induction Training Courses for upto 30 participants (new recruits) from CPCB, SCPBs and PCCs in using the Training Handbook developed. [Location: Delhi or any other suitable location; Duration: Upto 5 days] [Note: Consultant to take care of training organisation – venue, full board accommodation of participation. Participants will be responsible for their travel.]

	Note that the participants shall obtain a qualification certificate from SCGJ after successful completion of the training and passing examination as conducted by SCGJ. Note: Costs of the organisation of the training (venue, faculty etc.) to be borne by the consultants. Travels will have to borne by the participants. **Sub-task2:** Undertake a Training of Trainers (ToT) course for upto 30 trainers from potential training institutions that can implement Induction Training. [Location: Delhi or any other suitable location; Duration: Upto 5 days] Note that the participants shall obtain a qualification certificate from SCGJ after successful completion of the training and passing examination as conducted by SCGJ. [Note: Consultant to take care of training organisation – venue, full board accommodation of participation. Participants will be responsible for their travel.]

2.3 Duration of the consultancy services

July 2020 to October 2021

2.4 Deliverables

The following deliverables are expected from the consultant within the below-given timelines.

S. No.	Deliverables	Timeline
A.	**Development of a National Training Plan**	
1	Deliverable as per the Main Task 1: a) Report on existing Grade A scientists and engineers of CPCB and SPCBs/PCCs (Ref. Sub-task 1) b) Draft training and competency development needs assessment report (Ref. Sub-task 2) c) Workshop report (Ref. Sub-task 3). d) Final Training and Competency Development Needs Assessment report (Sub-task 4)	September 2020 October 2020 October 2020 October 2020
2	Deliverable as per the Main Task 2: a) Draft National Training Plan as per requirements	December 2020
3	Deliverable as per the Main Task 3: a) Workshop report (ref. Sub-task 2) b) Final National Training Plan as per requirements	February 2021 March 2021
B.	**Development of an Induction Training System**	

4	Deliverables as per Main Task 1: a) Report on information on planned recruitments of Grade A scientists and engineers of CPCB and SPCBs/PCCs (Sub-task 2). b) Draft Training Needs Assessment Report for induction of new recruits (Sub-task 3). c) Workshop report (Sub-task 4). d) Final Training Needs Assessment Report for induction of new recruits (Sub-task 5).	September 2020 October 2020 October 2020 October 2020
5.	Deliverables as per Main Task 2: a) Draft report on Outline of the Training Modules for Induction Training (Sub-task 2). b) Workshop report (Sub-task 3). c) Final report on Outline of the Training Modules for Induction Training (Sub-task 4). d) Draft training material for various modules in the form of a draft Training Handbook (Sub-task 5). e) Workshop report (Sub-task 6) f) Training Handbook as per requirements (Sub-task 7)	August 2021
6.	Deliverable as per Main Task 3: a) Induction Training Implementation Strategy.	August 2021
7.	Deliverable as per Main Task 4: a) Report on pilot Induction Training Courses for upto 30 participants (new recruits) b) Report on Training of Trainers Courses for upto 30 trainers	October 2021
8.	Final report on consultancy services provided.	October 2021

3. Concept

The bidder is required to **submit a Technical-methodological concept** covering the following aspects to enable GIZ judge the technical competency of the bidder (ref. to attached assessment matrix). If no information is provider, the bidders will not be given any score against that parameter.

3.1 Technical-methodological concept

- **Strategy:** The bidder is required to understand the objectives given in the ToR and do critical examination of the tasks. The bidder is required to elaborate a strategy/ approach for delivering the services put out to tender. The evaluation parameters are:
  - » Interpretation of the objectives in the ToRs, critical examination of tasks
  - » Description and justification of the contractor's 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 detailed out in line with the ToR requirements. The evaluation parameters are:

  - » Presentation and interaction between the relevant actors in the contractor's area of responsibility.
  - » Strategy for establishing cooperation and then cooperating with the relevant actors.

- **Steering Structure:** The bidder is required to outline the approach and procedure for steering the measures with the project partners for effectively and efficiently fulfilling various tasks, viz. needs gathering, seeking approvals, comments to the draft outputs etc. The evaluation parameters are:
  - » Approach and procedure for steering the measures with the project partners
  - » Description of contractor's contribution to results monitoring and the associated challenges
- **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 so that the partners contributions/inputs are well integrated. The evaluation parameters are:
  - » Presentation and explanation of the implementation plan: work steps, milestones, schedule
  - » Presentation and explanation of the integration of the partner contributions
- **Learning and Innovation:** The bidder should include in the technical proposal an explanation of how they would be able to contribute to the knowledge management at UKPCB and at GIZ. The bidder should also include a presentation and explanation of the measures that they would undertake to promote scaling-up effects. The evaluation parameters are:
  - » Contractor's contribution to knowledge management at the partner and at GIZ
  - » Presentation and explanation of the measures undertaken by the contractor to promote scaling-up effects Project
- **Management**: The bidder is required to prepare and submit: a) the approach and procedure for coordination with/in GIZ project; b) Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months; and c) Backstopping strategy (incl. CVs of the technical and administrative backstoppers). The evaluation parameters are: (a), (b) and (c) as above.

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 should include 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 bidder must provide a clear overview of all proposed experts and their individual qualifications in the attached CV format.

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:

- Total – upto 385 mandays (including 36 travel days)
- Team Leader – upto 50 mandays (Including upto 10 travel days)
- Senior Experts – total upto 135 mandays (including upto 10 travel days)
- A pool of Experts (3 nos.) – 200 mandays (including 16 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 training.
- Contact point for the GIZ team while executing the contract.

Qualifications of the Team Leader

- Qualifications (2.1.1): Relevant master or Ph.D. degree in the environment field.
- Language (2.1.2): Excellent writing and communication skills in the English language.
- General professional experience (2.1.3): Minimum 20 years' relevant experience.
- Specific professional experience (2.1.4): Specific experience of atleast 5 years in training/skill courses.
- Regional experience (2.1.6): Working experience with MoEFCC/CPCB/SCPBs is preferred.

4.2 Senior Expert - 2 nos.

Tasks of the Seniors Expert

- Training needs assessment and train plan development.
- Training implementation.
- Documentation.

Qualifications of the Senior Experts

- Qualifications (2.6.1): Relevant master or Ph.D. degree in the environment field.
- Language (2.6.2): Excellent writing and communication skills in the English language.
- General professional experience (2.6.3): Minimum 10 years' relevant experience.
- Specific professional experience (2.6.4): Specific experience of atleast 10 years in training/skill courses.
- Regional experience (2.6.6): Working experience with MoEFCC/CPCB/SCPBs is preferred.

4.3 Pool of Experts – 3 nos.

Tasks of the Pool of Experts – 3 nos.

- Carrying out various tasks as assigned by the team leader.
- Secondary data collection and analysis.
- Undertaking field visits/surveys.
- Conducting interviews and meetings with CPCB/SPCBs/PCCs officials.
- Coordination with different agencies CPCB/SPCBs/PCCs/SCGJ/GIZ representatives.
- Writing reports and documents for the assignment.
- Resource person in workshops, meetings, stakeholder consultations, training.

Qualifications of the Pool of Experts – 3 nos.

- Qualifications (2.7.1): Relevant university degree.
- Language (2.7.2): Excellent writing and communication skills in the English language.
- General professional experience (2.7.3): 5 to 15 years' relevant experience.
- Specific professional experience (2.7.4): Specific experience in skill development/training.
- Regional experience (2.7.5): Working experience with MoEFCC/CPCB/SCPBs is preferred.

The bidder must provide a clear overview of all proposed experts and their 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
- The number of employees of the agency or consortium as at 31.12. of the previous year: at least 20 persons.
- Please provide details of at least 1 similar reference project in the last 3 years of your portfolio in the field of skill development/training with a minimum commission of Euro 20,000
- Minimum of 5 years' experience in conducting skill development/training courses.
- Minimum 5 years' experience in providing skill development/training courses to government agencies in field of environment.
- Experience in working with environmental agencies - MoEFCC, CPCB, SPCBs, PCCs
- Experience of development projects (ODA Financed)

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 assignment
• Implementation	384 days	Mandays for taking up the tasks as defined in the TORs. Including 36 travel days.
• Travel days	36 days	For costing, included in the implementation days
Travel expenses	**Number of days/nights** **up to**	**Comments**
• Per diem	36 days	3 trips x 4 persons x 3 days Bidder to quote per diem costs. Note that costs will be reimbursable upto limits as per GIZ rules.
• Accommodation allowance	36 days	3 trips x 4 persons x 3 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 travels	36	-
• Number of trips abroad	Nil	
Flights	**Number of flights** **up to**	**Comments**
• International flights	0	-
• Domestic flights/trains/road trips	12 round trips	3 trips x 4 persons
Other costs		**Comments**
Institutional overheads	Lumpsum	Institutional overheads (please specify if any) for this assignment to be specified by the bidder.
Workshops – 5 nos.	5 nos. in Delhi	Organisational costs including venue, lunch, coffee/snacks, materials etc.

Trainings – 2 nos.	2 nos.	Organisational costs including venue, full board accommodation for participants (upto 30 nos. per training), materials etc.

5.2 Assignment of personnel and travels

Total 385 expert days (including 36 travel days). The bidder is required to calculate the personnel costs and travel costs with the following scope:

	Team Leader (1 no) Incl. travels	**Senior Experts (2 nos.) Incl. travels**	**Pool of Experts (3 nos.) Incl. travels**
Development of National Training Plan			
Main Task 1: Training and competency development needs assessment	5	15	30
Main Task 2: Development of a draft National Training Plan	10	15	10
Main Task 3: Stakeholder consultations and finalisation of the National Training Plan	5	5	10
Development of National Training Plan			
Main Task 1: Training needs assessment	5	10	20
Main Task 2: Development of training modules	15	60	100
Main Task 3: Develop an Implementation Strategy	5	15	10
Main Task 4: Conducting of a pilot Induction Training Courses	5	15	20
TOTAL	**50**	**135**	**200**

Within these mandays, the travel days are summarised below.

5.3 Workshops/Trainings

The contractor implements the following training programmes:

- Conduct a workshop (one day) with stakeholders (viz. CPCB, SPCBs, PCCs, SCGJ) to discuss training assessment and needs. [One day workshop, upto 30 participants, location - Delhi]

- Conduct a workshop (one day) for the pilot run jointly with CPCB, SPCBs, PCCs, and SCGJ. [One day workshop, upto 50 participants, location - Delhi]

- Conduct a ToT training (three-day) to train a pool of experts for conducting the induction training. [Three-day workshop, upto 30 participants, location - Delhi]

[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

GIZ is expected to make the following available:

- Provide necessary input documents as may be available with GIZ.
- Facilitate in establishing contacts with stakeholders.
- Review of reports and approvals.

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 (Section 3 above) is to be organised following the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 30 pages (excluding CVs & company documents).

The CV of the consultant shall be in accordance with Section **Error! Reference source not found.** of the ToRs and must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV to 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.

8. Annexes

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