

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

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<b>Handholding of Urban Design Competition- Bhubaneswar</b>	<b>Project number/ cost centre: 16.2077.2-001.00</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

### Brief information on the project and background

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.

### Context

The rapid and unplanned urbanisation of India is likely to continue and further intensify in the future. The current trends indicate that over half of country’s population will live in cities by 2050, which will further increase the current challenges. The latter comprise: supplying the urban population with adequate housing and basic services including water, sewage, road, solid waste management, energy, transport services, apart from ensuring improving the economic conditions, which are all key challenges for urban institutions.

The Government of India has responded to the problem by initiating and implementing various reforms, programs and missions to address the problems of urban housing and infrastructure. More recently, the government initiated the Smart City, PMAY and the AMRUT mission to address urban challenges. However, capacities for sustainable urban development and the application of integrated spatial planning approaches are generally very limited.

The module objective of the SUD-SC TC-Measure aims at: "*Responsible national, state and local institutions have applied concepts for sustainable urban development for the provision of urban basic services and housing in selected smart cities*". The TC-Measure supports approaches for sustainable urban development at multiple levels in the area of integrated spatial planning, provision of pro-poor housing and basic services (water, wastewater and solid waste management) with particular focus on multi-stakeholder coordination/collaboration approaches.

The Government of Odisha has particularly been in the forefront of executing large state-level urban poverty reduction and sustainable habitat missions, which have a strong spatial component. In 2017, it enacted a landmark legislation – The Odisha Land Rights to Slum Dwellers Act – which aims to grant in-situ land rights to all eligible slum dwellers in the cities and towns of the state and then undertake comprehensive upgrading of the slum settlements. The objective of Mission Jaga – as the initiative has come to be named – is to turn all slums in the state into liveable habitats.

The Government's vision is to create inclusive cities where social amenities, emergency facilities and basic infrastructure facilities such as water supply, sanitation, street lighting, solid waste management shall be equally accessible to both the slum and non-slum parts of the city. The data collected during this Mission has also re-iterated how the conventional proposed land-use plans ignore reality by either zoning out or re-zoning existing slum areas in the city.

Normally inclusive city projects talk about including slums and informal settlements into the planning process of the city. The vision of the Housing & Urban Development Department of the Government of Odisha reverses that process by creating a bottom up integrated planning system, starting with the slums as nodes and then including the city at large.

Such a unique policy vision requires creative, integrated and out-of-the-box spatial planning techniques and approaches. The urban design competition will allow the best minds in the field of urban planning, architecture, urban design and related fields to generate ideas that could be helpful to the Government in executing its sustainable urban development Missions.

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

### **Urban Design Competition**

The main objective of the proposed activity, carried out in the form of an urban design competition, is to showcase the possibilities and opportunities of an integrated spatial urban development approach through a participatory process, with a human centered focus, which can be then up-scaled. This activity is to be conducted in selected locations (up to 2) within Bhubaneswar. It is envisaged that the design competition shall attract creative mind and experts in the field of Urban Planning, Architecture and related fields to generate innovative and 'out of the box' ideas that incorporate the principles of environmental, social and cultural sustainability, cross-sectoral departmental involvement, financial viability, participation and gender equity among others. Besides this integrated planning approach, the general topic of energy and renewable energy in an urban context is a major focus of this exercise. The selected area within the said city will not necessarily be inside the Smart City ABD Area.

However, the selected area must provide an ideal test-bed for the ideas of integrated spatial development. It must contain a fair representation of the range of spaces that exist in the city of Bhubaneswar. The list should include, but not be restricted to the elements below:

- Slums and informal settlements
- Natural drains and water channels
- Open spaces
- High capacity traffic corridors
- Mixed-use zones
- Commercial spaces

The idea is to find a site with either latent or active conflict of land-use (e.g land requirements for transportation, housing, commercial development and the rights of slum settlements and open spaces to remain in high value zones) and see how ideas of integrated spatial development could alleviate such conflicts and create an inclusive paradigm.

In this context, GIZ plans to engage a competent Indian planning firm / consortium (one of the firm from the consortiums should be the lead firm) to be responsible for providing the following services:

- (I) develop a framework for steering the design competition along with the process including design brief, criteria, rules and Indian regulations (in collaboration with a German planning expert)
- (II) implement the competition incl. facilitation of hiring of the winning teams
- (III) Engagement with winners of the competition to develop the selected ideas. Cross cutting during the before mentioned tasks, the Indian planning firms is responsible to
- (IV) facilitate Stakeholder engagement
- (V) hold trainings on how to plan and prepare design competitions and tender documents that include the integration of principles of sustainable urban planning
- (VI) facilitate and conduct public outreach for the competition.

In addition to the Indian firm, a German planning specialist will be hired separately for the overall coordination. It is expected that the Indian firm and the German specialist work in close coordination.

### **Requested services:**

Planning and technical backstopping for running the design competitions in Bhubaneswar:

#### **Phase 1: Competition**

- 1.1 *Definition of Scope and Design Brief of the respective City*
  - Support the conceptualisation of the content for the different phases of the competition and local in-depth work in close coordination with the SUD-SC team, partners and the German planning specialist
  - Lead the review of existing sectoral and integrated planning strategies of Indian Partner Organisations
  - Prepare an assessment of potential locations of pilot areas and support the selection of appropriate locations (up to 2) in Bhubaneswar based on established criteria, in collaboration with the German planning specialist and in consultation with partners and SUD-SC
  - Identify and select suitable partners and contact persons of the selected areas in the city (mapping of local stakeholders incl. officials, private sector, academia, civic society)
  - Support the development of the design brief and provide a short description of the genesis and development of the selected areas during the last 20 years. The design brief must include developed criteria for conducting the urban design competition including the main principles for integrated urban development
  - Support the development of an operation plan, along with the international planning specialist
  - Develop a public outreach strategy and implement the same. This comprises content creation, updating of website, social media channels and print media (cf. Cross cutting tasks)
  - Support the conceptualisation a Kick-off Event #1 for announcing the design competition and implement the same.

- **1.2 Urban Design Competition**
  - Support the design and steering of the anonymous competition process cf. German competition regulations - (incl. confidential administrative check after the closing date (e.g. handed in in time, completeness of handed in documents, aged over 18, etc., contact name and address) in collaboration with the German planning specialist
  - Conduct the pre-selection of entries, according to criteria developed in collaboration with GIZ and the international planning specialist
  - Review the shortlisted competition entries in collaboration with GIZ and the international specialist
  - Prepare posters of approx. 20 shortlisted competition entries, develop and implement an exhibition (open for approx. 7 days) and a framing public outreach event (within the latter 3 winning ideas will be selected).
  - Support the setting of criteria for the selection of expert jury members; Coordinate the process of extending invitations for the same
  - Document the competition entries and the activities under Phase 1. The documentation should comprise the entire process and events incl. the list of participants, agendas, awareness-building and outreach activities, public relation materials, maps, plans, photographs, etc. Ongoing coordination with the international planning specialist, e.g. via Skype

Note: The documentations are to be duly supported with high resolution pictures and submitted to GIZ in hard and soft copies for dissemination. The knowledge product should adhere to the GIZ communication guidelines.

## Phase 2: **Development of selected Ideas**

- **2.1 Detailing of winning ideas and Enriching Process**
  - Lead the contracting of the three selected winners of the Design Competition, including supporting GIZ in the ToR drafting process
  - Lead the process of consulting various local actors with regard to an integrated, participatory urban development strategy and design, which includes the facilitation of site visits and interactions with local technical experts
  - Support the conceptualisation of the Kick-off Event #2 for detailing the three winning ideas from each city
  - Lead the preparation and coordination activities for the implementation of the Kick-off Event #2
  - Support the contextualisation and localisation of approx. three Capacity Training Workshops *on both integrated urban development and the designing and steering of sustainable design competition processes for a) producers of the three selected ideas and b) involved partner institutions. The content for the workshops shall be designed by the international planning specialist.*
  - Support the conducting of the Capacity Training Workshops in coordination with the SUD-SC team and partners
  - Support the *development of a common, integrated and sustainable vision with the three winning teams for the selected location in the city, focusing on a contextualization to local parameters*
  - *Support the facilitation of linkages with energy topics - in coordination and close exchange with the German Planner and GIZ experts of this field*
  - Provide ongoing backstopping for producers of the three selected ideas e.g. via interim meetings and via Phone/ Skype (frequency to be defined)

- Support the conceptualisation and coordination of a Review Event, which is focusing on selecting implementable measures, which are part of the three concepts developed by the three winning teams
- Lead the preparation and implementation of the Review Event
- Document the Kick-off Event #2, the vision development process and the Review Event
- Lead the development of criteria for further developing selected measures to be eligible within existing Indian missions (cf. mission guidelines and templates), in preparation of phase 2.2; in close coordination with the SUD-SC team and partners

#### **Cross cutting:**

- Facilitate the public outreach and PR for the competition
  - Develop and implement a public outreach strategy incl. different online media (e.g. Website, Facebook, Instagram; Twitter; partner websites) and offline (e.g. neighbourhood walks; print media; poster).
  - The website environment needs to ensure high number of users / readers; provide the option to download the competition brief and extras; to give participants the possibility to register online for the competition; to make a space for questions and answers; upload the project idea and to provide current news and follow up information. Furthermore, the website must be accessible also after the competition, min. of 3 years

Note: public announcements and graphical content shall be approved by GIZ.

- Facilitate community engagement activities to gain more public support for the project
  - With the local community as a key stakeholder, the engagement activities to keep the local public motivated is key to the success of the project. The Resident Welfare Associations (RWAs); Neighbourhood Groups, and Civil Society Organisations (CSOs) have a key role to play in ownership and sustainability of the initiative.
- Facilitate Stakeholder engagement
  - Organise local workshops/meetings with technical experts, government and corporate stakeholders to enable productive development of the project with the winning teams

**Schedule :**

Phase 1: Competition		Phase 2: Development of selected Ideas		
1.1	1.2	2.1	2.2	2.3
Scope Definition & Public Announcement	Design Competition & Selection of winners (Jury) & and Exhibition	Detailing of selected Ideas, training and exposure visits+ Review Event (Jury) for selection of interventions	Draft DPRs/ Feasibility Studies & Implementation of selected measures	Design/ Pilot Implementation Celebration, Public Outreach and Stakeholder Round-table
Jan 2020	March 2020	June 2020	June 2020- Feb. 2021	March 2021
Period of assignment				

Follow-on contract might be considered if applicable after phase 2.1 (**refer chapter 8**)

**Deliverables**

Milestones	Deadline / place/ person responsible
Inception Report - detailing out the approach and methodology, work plan and timeline (in coordination with international expert)	2 weeks from contract start date
Design Brief for Competition for public announcement (in coordination with international expert) in English and Odia	After 1.5 month
Running social outreach channels (website and social Media Channels functioning)	After 1.5 month
Posters, Exhibition,	After 4 month
Comprehensive documentation of phase 1 (soft and hard copy)	5.5 month
Draft TORs for hiring selected winning companies	After 6 month
Small Guideline incl. criteria for the further development of selected measures to be eligible within existing Indian missions	After 7 month

The consultancy firm shall be responsible for the tasks as described above (section 2). The firm is expected to cooperate and work closely with the following GIZ India Delhi resources, along with the SUD-SC State and City Level employees:

GIZ SUD-SC Project Manager, New Delhi
GIZ SUD-SC Nodal Person, New Delhi
GIZ SUD-SC Nodal Person, Bhubaneswar



**Period of assignment:**

From April 2020 until Dec 2020.

**Location(s) of assignment:**

Bhubaneswar (Odisha), and New Delhi (on request)

It is preferred if the selected firm has a branch office in the respective city

**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

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**).

Strategic inputs for the phases 2.2 *Draft DPRs/ Feasibility Studies & Implementation of selected measures* and 2.3. *Design / Pilot Implementation Celebration* to be discussed with GIZ based on outcomes of phase (0)/1 – 2.1.

Technically qualified firms will be called to make a presentation based on the understanding of the assignment in person or via skype

## **Project management of the contractor**

The bidder is required to explain its approach for coordination with the GIZ project.

### **4. Personnel concept**

#### **Eligibility requirements of the firm**

- Please provide the legal status of your firm.
- In case of bidding consortia – Declaration by consortium
- Average annual turnover for the last three financial years: at least 100.000 EUR.
- The number of employees as at 31.12. of the previous year: at least 5 persons.
- Please provide at least 1 reference projects related to urban design/ development/ infrastructure with a minimum commission value of 20.000 EUR

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. The numbers given in brackets refer to the respective lines in the document “Grid for the technical assessment of bids”.

#### **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
- Team leader shall allocate and ensure performance for all the tasks through team members based on the requested services (Chapter 2 – Task to be performed by contractor)

##### Qualifications of the team leader

- University degree (Master's) in urban / regional / housing / infrastructure / environment planning, architecture / geography / allied fields from a recognised Institute (2.1.1)
- Good business language English; plus knowledge of local language (Odia) preferred (2.1.2)
- 10 years of professional experience in the field of urban planning / design, urban governance, policy framework, participatory planning, etc. in the relevant sector (2.1.3)
- 5 years specific professional experience in the field of stakeholder engagement (public, private, civil society, academia) and integrated urban development planning and implementation (2.1.4)
- 5 years of management/leadership experience as project team leader or manager (technical and process oriented) (2.1.5)

- Very good knowledge of the Indian institutional landscape and good knowledge of the SDGs, New Urban Agenda, and experience in capacity development activities and in the field of development cooperation. (2.1.7)

## **Expert 1 : Junior Planner**

### Tasks of Expert 1

As per the requested services in Chapter 2 – Task to be performed by contractor

### Qualifications of expert 1

- University degree (Master's) in urban / regional / housing / infrastructure / environment planning, architecture / geography / allied subjects from a recognised institute (2.2.1)
- Business-fluent English skills and ability to speak and write fluently in the local language (Odia) (2.2.2)
- 5 years of professional experience in the field of urban planning / design, project formulation and implementation. (2.2.3)
- 2 years of professional experience in the field of stakeholder engagement (public, private, civil society, academia) and integrated urban development planning and implementation (2.2.4)
- good knowledge of the Indian institutional landscape, experience in capacity development activities and in the field of development cooperation. (2.2.7)

## **Expert 2: Graphic Designer**

### Tasks of Expert 2

As per the requested services in Chapter 2 – Task to be performed by contractor

### **Graphic Designer**

- Degree in Arts / Mass Communication / Graphics Design from a recognised institute (2.3.1)
- 3 years of professional experience in designing knowledge products related to public outreach, exhibition design, print media, web design (2.3.3)
- Work experience in the field of urban planning and architecture (2.3.4)

### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team-working skills
- Own initiative
- Communication skills
- Sociocultural competence
- Able to work under time pressure
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

## Short-term expert pool with minimum 3, maximum 6 members

### Tasks of the short-term expert pool

As per the requested services in Chapter 2 – Task to be performed by contractor

### Qualifications of the short-term expert pool

- University degree (Master degree) in urban planning/design, architecture, civil engineering, geography, environment, energy, social and political science or related fields (2.6.1)
- Business-fluent English skills, ability to speak local language (Odia) is a plus (2.6.2)
- At least 5 years of professional experience in the field of urban planning/design, architecture, governance, policy consulting, basic infrastructure, geography, climate, energy, gender, community mobilisation, social and political science (2.6.3)
- Experience in planning and implementing integrated urban development projects (2.6.4)

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications. A mix of different backgrounds is preferred.

## 5. Costing requirements

### Assignment of personnel

Team leader: On-site assignment for 75 expert days

Expert 1: Assignment in country of assignment (*Bhubaneswar*)  
for 110 expert days

Expert 2: Assignment in country of assignment  
for 45 expert days

Short-term expert pool: total 60 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.

Travel of the experts to Bhubaneswar is envisaged as per the table below

Experts	Sectors	No. of trips	No. of days
Team Leader	Travel will be to, Bhubaneswar and Delhi from cities within India	25 round trips	30
Expert 1-Junior Planner			70
Pool of Experts			30

## **Workshops, training**

The contractor implements/ supports the following workshops/study trips/training courses, as indicated under requested services in Phase 2.1.

## **Other cost**

Not applicable

## **6. Inputs of GIZ or other actors**

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

Relevant background information to be provided by GIZ Project team.

## **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 (language).

The complete bid shall not exceed 10 pages (excluding CVs and reference projects).

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.

*Curricula vitae* for the experts proposed for the project should include the following information:

- name, title, nationality, date and place of birth, education and professional training (from age 17),
- professional experience showing length of employment, countries of assignment, employers, positions held, projects and programs and responsibilities and management experience,
- special knowledge, language skills showing fluency (categories: spoken, written, reading/comprehension, time spent in language region),

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 afore-mentioned 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. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points:

### 1. Type and scope:

The intended additional required services are comprising the phases 2.2 and 2.3 (see schedule, page 6)

- **2.2 Draft DPRs/ Feasibility Studies & Intervention Development for selected aspects**
  - Develop criteria (fundable, time-line, etc) for integrating e.g. other existing Mission guidelines and templates. One implementable 'quick-win' intervention should be included.
  - Facilitate a focus on linking with energy topics (exchange with GIZ experts in this field, who support technically)
  - Guidance/ backstopping of the participating firms in coordination with the international Planning Specialist, e.g. via interim meetings and via Phone/ Skype
  - Review of submitted documents
  - Document the process
  
- **2.3. Design / Pilot Implementation Celebration**
  - Support the conceptualisation of the final exhibition and Stakeholder round table
  - Coordinate the final exhibition including conduction of Stakeholder round-table (later includes consulting for the further implementation of the work plans, project management)
  - Support the definition of advisory services/support needs of ongoing/ new project activities for Bhubaneswar with regards to sustainable, integrated urban development based on the project indicators
  - Support the documentation the final phase including recommendations

### Assignment of personnel for follow on contract

Team leader: On-site assignment for 23 expert days

Expert 1: Assignment in country of assignment (*Bhubaneswar*)  
for 63 expert days

Expert 2: Assignment in country of assignment  
for 10 expert days

Short-term expert pool: total 32 expert days

### Travel

The travel detail under the follow on contract depends on the requirement after completion of preliminary contract. And travel anyways is reimbursable cost on actuals. So the no. of trips and days will be decided later.

### Requirements:

The option is exercised in the form of an extension to the contract based on the already offered individual rates.

## 9. Technical Backstopping Team

The consultant should mention about the technical Backstopping experts in the technical proposal, but without proposing any additional cost(s) in the financial proposal.

Technical Backstopping Experts, is like a replacement of the proposed expert(s) and can be offered within the technical bid with CV's. But for these backstopping experts, the bidders should not calculate/propose any budgets (like fees, travel costs, etc.). Since, backstopping expert will replace another expert.

## 10. Annexes

Not Applicable

Module proposal  
Results model  
Capacity development (CD) strategy  
Analysis of actors  
Process map  
Programme  
Country strategy  
Priority area strategy paper  
Other relevant documents