

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

Terms of Reference to engage a competent IT firm to provide technical backstopping for the CityScope device, and handhold partner organisation to educate and build capacity of its users in Kochi, Kerala

Project number/ cost centre: 16.2077.2-001.00

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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

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.

Cities in India, like their counterparts in the global South, are facing major problems in managing its growth and infrastructure. As a result, improving social and economic conditions for its citizens and promoting sustainable development is increasingly an urban challenge. However, non-availability of city level data, especially those spatial in nature, causes major hinderances during project conception, planning and implementation. Consequently, new and innovative solutions are continually being explored for these cities. Digital information linked to underlying spatial data infrastructures offers significant potential to assist in managing human settlements in developing countries

GIZ SUD-SC project aims at promoting integrated spatial planning by overcoming working in silos of sectoral departments within the three tiers of government (national, state and city). In order to connect the different dimensions of planning, there is an urgent need for digital tool that visualises spatial data from sectoral departments and provides access to such data for cross-sectoral use and understanding.

CityScope

CityScope, developed jointly by the City Science Lab at HafenCity University, Hamburg (HCU) and MIT Media Lab, US, is an interactive, digital tool that helps to analyse urban relationships and enables simulations of development (‘what-if’) scenarios. CityScope typically consists of a touch table and supplementary info-screen.

With CityScope, multifunctional relationships can be displayed and interacted with to receive fast visual feedback on potential impacts. The tool is particularly suitable for group discussions and participatory workshops in which all key stakeholders, such as government departments, urban professionals, citizens, can participate. The interactive tool, combined with real-time data and custom, open-source applications, fosters openness, transferability and extensibility.

GIZ has previously collaborated with HCU, which will provide the technical know-how and equipment for the CityScope.

In this context, GIZ plans to engage a competent IT firm to provide technical backstopping for the CityScope, and handhold partner organisations to educate and build capacity of its users. GIZ, in collaboration with HCU, shall facilitate these activities in the partner state of Kerala and the city of Kochi.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

The IT firm shall provide the following work/services in close coordination with GIZ SUD-SC, HCU, and partners:

- Provide technical backstopping for the deployment of the CityScope device in the partner organisations in the state of Kerala and the city of Kochi, in coordination with HCU, GIZ-India and other partners, to ensure the timely delivery of quality results and achieving the programmatic targets
- Provide strategic advice and technical guidance to the project partners on CityScope.
- Design and develop customised software features and functionality based on HCU open source software and support its implementation.
- Build and integrate custom hardware and peripherals.
- Collaborate through remote communication channels across different time zones.
- Provide trainings and capacity building on CityScope to partner organisations at the state and city level.
- Assist partner organisations in digitising (if needed) to and managing spatial data, compatible with the City Scope format.
- Serve as the interface between GIZ SUD-SC, HCU, and the partner organisations in the state of Kerala and the city of Kochi,.

The main objectives of the assignment are to provide technical backstopping for the CityScope device, handhold partner organisations, and build the capacity of its users in the state of Kerala and the city of Kochi,

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Sl. No.	Deliverable	Deadline (after the signing of contract)
1	Inception Report (detailing out the approach and methodology, timeline, project implementation plan, allocation of resources)	4 weeks
2	Interim Report (fine-tuning the approach and methodology, and progress (including highlighting of issues, if any))	8 weeks
4	Final Report	End of project

Format (hard copy, soft copy, CD, photos, etc.): **Soft copies of reports, software, training modules, maps.**

Nature / form of deliverables (study, report, financial report, etc.): **Integrated city-level maps, implementation reports, training modules, workshop proceedings, photographs**

Period of assignment: From **Nov 2019** until **Nov 2021**

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Project management of the contractor

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

The IT firm shall be responsible for the tasks as described above (section 2). The firm is expected to cooperate and work closely with GIZ SUD-SC Project Manager, Senior Advisor, New Delhi, along with the SUD-SC state and city teams

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements

- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The IT firm should have experience in the following aspects:

- High experience in web development using technologies such as JavaScript, Node.js, Angular and so on.
- Building and integration of customised touch-enabled audio-visual devices and peripherals.
- Projects involving geo-spatial data and GIS, as well as visualising spatial and attribute data within web interfaces.
- Good experience working with government clients; B2A (Business to Administration) and B2C (Business to Customer).
- Experience working with statistical and geo-referenced data.
- Ability to work with clients remotely, and well networked for remote collaborations/communications, across different time zones.
- Ability to work in an open source context and with commonly used open-source software platforms such as Github.
- At least 3 years of experience in developing similar tools for land use planning / development.

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: Senior Expert

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification Masters in Planning / Geography / allied fields from a recognised institute
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 15 years of professional experience in the Urban planning, spatial planning, land use sector
- Specific professional experience (2.1.4): 10 years of experience in GIS/ IT projects
- Leadership/management experience (2.1.5): 8 years of management/leadership experience as project team leader or manager in a company

- Regional experience (2.1.6): 3 years of experience in projects in South Asia, of which 2 years in projects in India
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in state planning department on DC projects
- Other (2.1.8): Evidence of training and capacity building for clients

Expert 1 – City Level IT Expert

Tasks of expert 1

- Specific tasks covered in chapter 2

Qualifications of expert 1

- Education/training (2.2.1): Masters / Bachelor's in Computer Science / Computer Applications / from recognised institute.
- Language (2.2.2): Good business language skills in **Malayalam** and English
- General professional experience (2.2.3): 5 years of work experience in software development using JavaScript, Node.js, Angular; development using open source
- Specific professional experience (2.2.4): 3 experience of transforming spatial data to different machine-readable formats.
- Regional experience (2.2.6): 2 years of working in the state
- Other (2.2.8): Evidence of development of App/ Webpage and so forth

Expert 2 – GIS Expert

Tasks of expert 1

- Specific tasks covered in chapter 2

Qualifications of expert 1

- Education/training (2.2.1): Masters / Bachelor's in Planning / Remote Sensing - GIS / Geography / Environment Science or any other allied subjects from a recognised institute
- Language (2.2.2): Good business language skills in Malayalam
- General professional experience (2.2.3): 6 years of work preferably in public administration (government) on spatial data/GIS/geo-data, survey
- Specific professional experience (2.2.4): 3 experience in requirement analysis and specification.
- Regional experience (2.2.6): 2 years' experience of working in state
- Other (2.2.8): Evidence of development of spatial App and so forth

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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

5. Costing requirements

Assignment of personnel

Team leader: Senior Expert - On-site assignment for 300 expert days

Expert 1: City level IT Expert - Assignment in country of assignment for 360 expert days

Expert 2: IT Expert - Assignment in country of assignment for 360 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..

30 Domestic round trips

4 International round trips

Other costs

- Visa costs – for international travel contractor will arrange for visa. The cost will be reimbursable on actuals on submission of proof of evidence.

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).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in (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.

The technical proposals submitted by the firms shall be evaluated based on the technical assessment criteria. The shortlisted firms shall be asked to make a technical presentation

(about 30 mins), for evaluation. The presentation should highlight the expertise of the firm, proposed team, prior experiences of working in similar exercises, proposed methodology and work plan for executing the current assignment. The presence of the Senior Expert during the presentation is mandatory

8. Annexes

Project references

Results model

Capacity development (CD) strategy

Process map