

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

Terms of Reference Integrated Climate Risk and Vulnerability Assessment for Value Chains	Project number/ cost centre: 14.0967.1-012.00
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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

Background

Climate change has been recognised as one of the key challenges for India together with increasing population, poverty alleviation and environmental degradation. Adaptation to the inevitable effects of climate change needs to be taken into account especially for the agricultural sector. To do so, whole value chains, their vulnerabilities and adaptation potentials have to be considered.

Farmers have dealt with climate risks throughout the entire history of agriculture. Climate change is now increasing the intensity, frequency and variety of those risks. Successful value chain interventions can in themselves be beneficial to climate change adaptation, as they build farmers' assets and institutional linkages. But climate change can have major effects on the outcomes of the value chain interventions for smallholder beneficiaries; these outcomes may be negative or positive, and in many cases are uncertain.

Climate-related risks can cause major losses of revenue for the farmers and their value chain returns. The livelihoods of smallholders tend to be most at risk. However, climate change also has the potential to offer new opportunities for some agricultural value chains. Therefore, it is crucial to analyze and assess the potential climate risks and impacts and devise risk management and adaptation strategies to maximize the benefit and avoid losses along the value chains.

Brief information on the projects

1) Green Innovation Centres for the Agriculture and Food Sector – India

The project "Green Innovation Centres for the Agriculture and Food Sector" in India (hereafter called as the project or GIC) is part of the special initiative "One World – No Hunger" (SEWOH) of Germany's Federal Ministry for Economic Cooperation and Development (BMZ). The project addresses poverty and hunger in 16 countries, amongst them India. For the Green Innovation Centres India, sustainable agri-business, local innovation systems and competence development are the core concerns. In addition, the project is committed to the cross-cutting issues of water and soil management, climate change adaptation, renewable energy, gender, youth employment, digitalisation and agri-research.

The **Green Innovation Centre India** wants small-scale farming enterprises and rural entrepreneurs to get more money out of their work and to increase rural employment in the agri-food sector. To achieve this, it disseminates innovations along value chains based on three crops: **tomato, potato and apple** in the Indian states **Maharashtra, Karnataka, Andhra Pradesh and Himachal Pradesh**. Field operations are ongoing since early 2016.

The project works in line with priorities of the Government of India, such as 'Doubling Farmers' Income by 2022'. Detailed information on the project can be found under <http://bit.ly/GIC-India>.

2) Climate Change Adaptation and Finance in Rural Areas of India

GIZ, on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), has been partnering with Ministry of Environment, Forest & Climate Change (MoEFCC) in implementing Indo-German Technical Cooperation projects on climate change. In this context, the follow-up initiative “Climate Change Adaptation and Finance in Rural Areas of India” as an integral part of the BMZ programme “Climate and Environment in Rural India” was initiated in January 2020 in partnership with MoEFCC. The overall aim of this project is to support partners in reducing climate change risks for vulnerable groups and sectors as well as capacity building of actors (different levels) in the planning, implementation and financing of climate adaptation initiatives at the State level. The project further supports stakeholders at the national and subnational level in policy formulation, preparation and implementation of tools and instruments which address climate change adaptation.

2. Tasks to be performed by the contractor

Climate change impacts and adaptation potentials are to be analyzed for the following value chains:

1. Apple in Himachal Pradesh (Kullu and Shimla Districts)
2. Tomato in Himachal Pradesh (Sirmour and Mandi districts), Maharashtra (Pune) and Karnataka (Chikmagalur)
3. Potato in Maharashtra (Pune) and Karnataka (Chikmagalur, Hassan)

In total, the Green Innovation Centre aims to reach out to 139.000 farmers. The approach is via so-called Farmer Study Groups (FSG) which consist of approximately 20 farmers each with two selected innovation farmers. FSG meet several times per month to discuss ongoing topics and challenges. The innovation farmers provide experimental slots on their fields. The project works with two main implementing partners (AFC and local NGO APMAS)

Methodological guidance/ framework:

For assessing and managing climate risks and impacts, GIZ has developed a six-step approach called Climate Risk Management (CRM) Framework. It gives guidance on how to conduct a climate risk assessment and devise suitable adaptation options while being linked to a learning framework, which allows for updating decisions over time with mounting evidence and insights. Climate-related risks may not only require new innovative response measures, but attention paid to locally applicable techniques for understanding risks and risk management interventions, such as Vulnerability Capacity Assessments (VCAs) and community-led focus groups. The assignment will follow the methodological guidance provided in the framework for the given value chains.

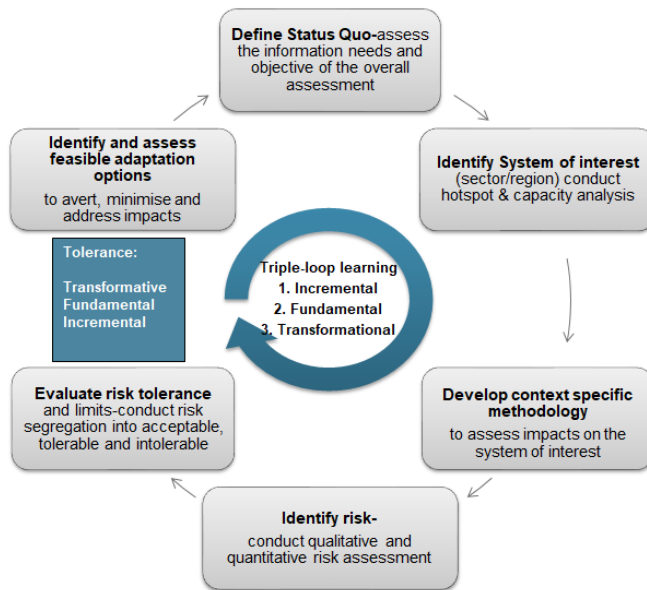


Figure 1: Climate risk management (CRM) process

The overall objective is to apply the climate risk management framework with a risk-based approach for managing both the current and future risks in the given value chains. The study will do a comprehensive risk assessment to identify and manage risks and opportunities of the given value chains. A special focus will be given on how to assess and deal with unavoidable and residual loss and damage. Overall goal is to give practical recommendations to farmers on how to adapt to climate change.

Task I: Examine existing data for assessment

- All stages of the value chain have associated climate risks. At the local level, climate change related data is staggered and not uniformly available. For example, there may be insufficient information to analyse the exact risks of flooding at proposed sites for processing hubs. In general, much less research has been done on climate risks in the non-production stages of value chains than on risks to agriculture; as yet, there is little guidance on appraisal or management of climate risks in transport and storage of agricultural produce, or on how to deal with the impacts of climate variability on consumer demand or producer prices. Given that it is not possible to include all interventions in a single project, prioritization of a top set of climate risks is critical.
- Therefore, the first task will be to assess status quo, screen for exposure to climate change & climate parameters of interest, stages of value chain to focus on, screen the information and data requirements and frame the objective of the overall CRM framework application; identify methodology and data needs and potential gaps in data availability as well as quality
- Organise an inception meeting to with all team members of the consortium and agree on a written distribution of roles, a common timeline, approach for the assignment and mode of cooperation

- Plan and organise inception meeting with relevant stakeholders in all states to assess value chain priorities and needs for climate risk & vulnerability assessment and adaptation needs
- Assessment of data needs and availability for the 6 step CRM framework.
- Identify System of Interest within the value chain with actors and stakeholders and aspects (district/ region) on which the CRM framework will be applied

Outputs

Report detailing the priority stages of value chain for CRM, needs and identification of these priority stages and key climate risks with a proposed methodology and work plan for the assignment duration

Task II:

Climate Change Vulnerability and Risk Assessment

- Develop a detailed methodology based on forward looking climate risk analysis including new climate scenarios for undertaking the risk assessment. The methodology should build on risk modelling determined by hazard, exposure and vulnerability analysis for value chains.
- Further climate vulnerability and risk assessments would go through a structured process for calculating risks and the benefits of relevant adaptation measures. Thereby, direct as well as indirect, economic as well as non-economic impacts have to be assessed, e.g. by employing an impact chain logic.
- Identify the prevailing climate change hazards and slow-onset events, assess associated risks on along the stages of value chain
- Follow a comprehensive approach that include top-down modelling approach as well as bottom-up information on households' and communities' risks gathered through participatory processes (Semi-qualitative survey or focus group-based evaluation).
- Construct climate change scenarios; estimate future biophysical impacts & assign probabilities to identified impacts
- Identify vulnerabilities-- biophysical socioeconomic drivers of vulnerabilities

Estimate Risk Tolerance:

- Evaluate risks by establishing risk tolerance thresholds to acquire understanding of risks affecting the value chain stages
- Assess risk coping capacity of the communities and other stakeholders and ongoing government programmes in the region/ sector that address the risk or have the potential to address the risks
- Risk identification should focus on assessment of monetary and non-monetary assets/losses while risk evaluation should focus on socio-economic assessment to understand strengths and weaknesses of communities in a region.

Identify Feasible Options:

- Based on risk tolerance, Assess and propose potential options to avert, minimise and address the identified climate risks and potential losses and damages, including promising combination of different options
- Conduct economic analysis and prioritize adaptation options/combinations based on cost benefit analysis
- Identify technical, capacity and financial needs for implementation of prioritized options
- Identify potential funding sources (national/state/private/business model if applicable) for the adaptation options
- Identify suitable performance indicators to support monitoring & evaluation

Outputs Task II

Draft CRM report for the specified stages of all the given value chains

Task III: Synthesis Report and Outreach Workshop

- Organize a technical exchange workshop/ consultation for wider outreach and dissemination of results, reporting on data gaps
- Finalise the report after taking feedback from stakeholder consultation.

Outputs Task III

Report on discussions at state level including data requirements, challenges and next steps.
Finalised CRM report

Deliverables with timeline and format for delivery

Task	Deliverable	Timeline	Number of days
Task I	Report detailing the CRM needs and identification of priority stages for all value chains	Contract signature + 4 weeks	20
Task II	Draft Scientific assessment report on CRM for all value chains	Contract signature + 24 weeks	110
Task III	Workshop proceedings Final report Executive summary for policy makers	Contract signature + 32 weeks	30

Period of assignment: From 1 October 2020 until 30 June 2021.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 0 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 0).

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 0 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 0.

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

Other specific requirements

Format for delivery:

- Inception and monthly progress report: Soft copy via email
- Final report: Soft copy via email
- All copy rights are reserved for the project.
- All designs must follow the corporate design standards of GIZ as defined here: <https://www.giz.de/cdc/en/html/3097.html>
- All text/illustrations/infographics are to be sent separately in editable files and can be used for any other purposes within the GIZ project.

Project management of the contractor

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

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

4. Eligibility of Consulting Firms

The following criteria would be assessed to shortlist eligible firms:

- Legal status of firm
- In case of bidding consortia: Declaration by consortium (Ref. bidding conditions)
- At least € 200,000 average annual turnover for the last three financial years.
- At least 10 employees in the firm as on 31st December 2019

Technical Assessment

The technical assessment is only based on reference projects with a minimum commission value of € 30,000

➤ Minimum requirements:

At least 5 reference projects in the area of Agriculture and at least 2 reference projects on Climate Change Adaptation in the last three years.

Technical Experience

- ✓ 10 years of experience in agricultural value chains
- ✓ 5 years of experience in climate change adaptation
- ✓ 5 years of experience in climate risk and vulnerability assessment in agriculture sector
- ✓ 5 years experience in collaboration with government agencies, local government bodies on environment and climate change
- ✓ 5 years of experience in working with community groups, women groups on natural resources management and livelihood issues
- Regional Experience
 - ✓ To have worked / carried out similar assignments in Maharashtra, Karnataka & Himachal Pradesh
- Experience of Development Projects

Personnel concept

The agency should bring in experts with long standing scientific expertise, experience and proven skills in the development and (in country) application of loss and damage and/or risk and vulnerability assessment methodologies in the field of disaster risk management and climate change adaptation; economic and non-economic analysis; the processing and interpretation of both physical climate information and socio-economic data.

- Expertise in the development and implementation of suitable, practical solutions for disaster risk management and climate change adaptation that are required to put assessment results into action (in an environment characterized by limited capacities and resources) are an asset.
- Understanding of the institutional framework and policies in the field of adaptation and disaster risk management in India
- Hands on experience in the economics of climate change adaptation, climate modelling, disaster risk assessments, economic assessments.
- Experience of conducting highly analytical work in the field of climate change adaptation and disaster risk management.
- Experience of working with policy makers and translation of scientific information to actionable evidence.

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
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Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master/Phd) in Environment/Climate Change/Economics/natural resource management
- Language (2.1.2): Good business language skills in English and Hindi
- General professional experience (2.1.3): 15 years of professional experience in the climate change/rural development/Disaster Risk Reduction and working with rural communities in agriculture sector
- Specific professional experience (2.1.4): 5 years in vulnerability and risk assessments in field of climate change or DRR with expertise in analysing data from top down and bottom up approaches and presenting policy relevant recommendations
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in India
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): Experience in working on crop value chains
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Expert 1: Agriculture and climate change thematic experts (3 Experts with one in charge of each of the three states)

Qualifications

- Education/training (2.2.1): Masters/Phd in Environmental Sciences/Natural Resource Management
- Language (2.2.2): English and Hindi
- General professional experience (2.2.3): 8 years of experience in climate change adaptation, vulnerability and risk assessment, economic modelling, climate modelling, or disaster risk management with understanding of the institutional framework and policies in the field of adaptation and disaster risk management in India.
- Specific professional experience (2.2.4): 4 years of experience of working in the agriculture or allied sector and assessing impacts and risks while devising climate smart management practices
- Leadership/management experience (2.2.5): 2 years of management experience
- Regional experience (2.2.6): India
- Development Cooperation (DC) experience (2.2.7): 3 years

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

Expert 2: Vulnerability and Risk Mapping (2 experts)

Qualifications

- Education/training (2.3.1): Masters/Phd in Environmental Science/Disaster Management/Climate Change
- Language (2.3.2): English and Hindi
- General professional experience (2.3.3): 5 years of experience of working on climate change especially on climate adaptation issues with experience of climate proofing, climate modelling and climate change adaptation
- Specific professional experience (2.3.4): 4 years of experience of working with local level communities and organizations on rural development. Using community based approaches for vulnerability and risk assessment.
- Leadership/management experience (2.3.5): 2 years of management experience
- Regional experience (2.3.6): India
- Development Cooperation (DC) experience (2.3.7): 3 years
- Other (2.3.8): Proven experience of Vulnerability and Risk Assessment

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

Expert 3: NRM & Rural Livelihood and Agriculture (2 Experts)

Qualifications

- Education/training (2.4.1): Masters/Phd in Environmental Science/ Climate Change/Natural Resources Management
- Language (2.4.2): English and Hindi
- General professional experience (2.4.3): 5 years of experience of experience the field of natural resource management, rural livelihoods, agriculture value chain
- Specific professional experience (2.4.4): 4 years of experience on community engagement and climate smart practices
- Leadership/management experience (2.4.5): 2 years of management experience
- Regional experience (2.4.6): India
- Development Cooperation (DC) experience (2.4.7): 2 years
- Other (2.4.8): Proven experience of capacity building activities with government agencies.

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills

- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 20 expert days

Expert 1: Assignment in country of assignment (*broken down by country of assignment*) for 60 expert days (20 per expert)

Expert 2: Assignment in country of assignment (*broken down by country of assignment*) for 40 expert days (20 per expert)

Expert 3: Assignment in country of assignment (*broken down by country of assignment*) for 40 expert days
Note:

Expert inputs are calculated in expert months or expert days. Please note that an expert month is calculated based on 30 calendar days (in accordance with the AVB). Expert days should thus simply be formulated as work days, where applicable.

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 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. 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 30 pages (excluding CVs & Other company profile documents).

The CVs of the personnel proposed in accordance with Chapter **Error! Reference source not found.** 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 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.