

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

<b>National Level Capacity Building and Training Initiatives in Urban Transport</b>	<b>Project number/ cost centre: 15.2197.0-001.00</b>
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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work
ToRs	Terms of reference

## **1. Context**

### **Brief description of the Project**

Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH and Ministry of Housing and Urban Affairs (MoHUA) are jointly implementing the “Integrated Sustainable Urban Transport Systems for Smart Cities (SMART-SUT)” project to improve the planning and implementation of sustainable urban transport in selected Indian cities. The implementation focuses on the pilot cities of Bhubaneswar, Coimbatore, and Kochi, which were selected by the German Government for special support on their way to becoming a Smart City.

The Project combines transport-oriented and methodological advisory services and training of the political partner and the implementing organisations (meso-level) with selected demonstration measures for sustainable urban transport at the micro level (multi-level and multi-actor approach). The project has four components namely: (i) planning and implementing sustainable urban transport projects; (ii) institutional performance and coordination; (iii) learning and exchange formats, (iv) state-level capacity building

### **Background**

India is fast emerging as an economic industrial power. The burgeoning population and accelerated urbanisation has left cities facing environmental risk. Government of India has rolled out ambitious missions in states/cities which requires large scale capacities for planning, design, procurement, implementation and management of stakeholders. As a result, there is a need for capacity building of Urban Local Bodies. Capacity building will help in ensuring successful roll out of these missions. MoHUA will be providing capacity building support to agencies/authorities at the national/ state/ city level.

As part of the capacity building program GIZ is supporting MoHUA in developing a Capacity Building framework for urban transport by conducting a Training Needs Assessment to identify areas where training and capacity building is required to be imparted at various levels through various means. The initiative will help in improving the capacities and skills of authorities at national/ state/ city level resources engaged in achieving sustainable urban transport goals.

### **Objectives**

The objective of the study is to assess the gaps in the capacities of resources/ authorities to plan, operate, manage and implement sustainable urban development missions. Training Needs Assessment is a framework to establish capacity building programs for authorities in the area of urban transport.

The assignment intends to take up following capacity building and technical assistance initiatives related to urban transport:

#### **a) Capacity Building Initiatives**

- i) Training Needs Assessment
- ii) Organise webinars
- iii) Organise training & capacity building programs for senior and mid-level officials
- iv) Conducting research on identified topics

#### **b) Technical Assistance Activities**

- i) Develop a framework for Urban Transportation Association/ Forum
- ii) Develop a framework for Mobility Start-ups

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

The tasks to be performed by the contractor are given in detail below:

### **Task 1: Training Needs Assessment (TNA) in Urban Transport**

This component deals in identifying the areas where training and capacity building is required to be imparted at various levels through various means. This will help in improving the capacities and skill sets of national/state/city level resources engaged in achieving sustainable urban transport goals.

**Objective:** The objective of the task is to assess and prioritize the areas which require immediate efforts in capacity building in urban transport sector.

The contractor will perform following tasks:

- i) Formulation of methodology for assessment of training and capacity building need based on the international/national literature and agree with MoHUA and GIZ
- ii) Understanding of existing and upcoming urban transport scenario in the country in terms of new technologies, development/operational model, new modes etc.
- iii) Identification of stakeholders in urban transport field and conduct consultation & group discussion to identify the training needs
- iv) Recommendation on training need assessment and phasing
- v) Listing of available national training materials and institutions providing such training
- vi) Identify different subjects/topics/themes which lacks relevant training material
- vii) Prioritize the topics/themes are to be finalised in consultation with GIZ and MoHUA.
- viii) Identify the target audience for the identified topics
- ix) Identify alternatives methods for disseminating training on the prioritised themes. Some of the methods are discussed in the subsequent tasks.

### **Task 2: Organise Webinars**

This will help in building capacity of officials, technical staff, students, academicians, etc. by imparting online training on topics/issues related to urban transport, identified as a result of task 1.

**Objective:** To design an interactive set of webinars to impart online knowledge and engage the participants in a meaningful discussion over the course period. The contractor will perform following tasks:

- i) Select maximum 6 topics identified as part of TNA in consultation with GIZ & MoHUA to be disseminated through webinars
- ii) Prepare an action plan for conducting the webinars
  - a) Design Approach and Methodology for conducting the webinars
  - b) Propose structure of the presentation and discuss/agreed with GIZ
  - c) Identification of external speakers/experts for developing the material and delivering the webinar and undertaking Q&A sessions

- d) Preparation of webinar material following the agreed structure including slides, manuals, webinar evaluation criteria and forms
- e) Invite participants for the webinars
- f) Prepare an interactive user interface as well as methodology to disseminate
- iii) Conduct 6 webinars spread across the contract duration
- iv) Prepare proceedings post every webinar

Note: if required, based on the project need and/or partners interest, number of webinars can be increased. In this regard, GIZ will timely notify to the contractor.

### **Task 3: Training & Capacity Building for Senior and Middle level Officials**

This task aims to take forward the initiative of MoHUA of building the capacities of senior and middle level Government officials and decision makers to build their awareness on urban transport issues and develop their skills in urban transport planning and management in a comprehensive way for better results and decision making.

**Objective:** To conduct a training programme on a relevant urban transport topic derived as a result of TNA and with the consent of GIZ & MoHUA, for 20 senior & mid-level officials dealing with urban transport in their respective cities.

The contractor will perform following tasks:

- i) Prepare a framework for the program (how, when, where, who should be trained)
- ii) Concept & Structure of the program, e.g.
  - a) Identify target trainees and invite participation
  - b) Training workshops in India
  - c) International study tour
- iii) Identification of topic from TNA (task-1)
- iv) Preparation of training material, case studies, etc.
- v) Identification of trainers/mentors etc.
- vi) Evaluation of training program

Note: if required, based on the project need and/or partners interest, number of such training programs and/or number of officials can be increased. In this regard, GIZ will timely notify to the contractor.

### **Task 4: Conducting Applied Research on Identified Topic**

This task is aims at conducting applied research on one topic identified as part of Task-1: TNA, in agreement with the MoHUA & GIZ.

**Objective:** Research outcomes should lead to relevant policies or improving the existing policies at National level solving transport needs/issues in urban areas.

The contractor will perform following tasks:

- i) Identify one topic based on TNA in consultation with GIZ & MoHUA
- ii) Setting-up the objectives of research
- iii) Prepare a Concept note and detail out Approach & Methodology

- iv) Detail out the tasks to be performed in consultation with GIZ & MoHUA. Broad tasks include:
  - a) Review of existing literature, regulations, policies available in India and internationally
  - b) Identify the need, gaps, issues and challenges
  - c) Conduct research
- v) Organize round table/workshop on research outcomes

#### **Task 5: Develop framework for Urban Transport Forum**

To create a national level platform/forum/association for all urban transport modes which can be used for the purpose of discussion, data exchange/collection, knowledge exchange on the common objectives.

**Objective:** To develop a framework for establishing a national level urban transport association/forum, this will also help in collecting and analysing facts and figures to provide quantitative and qualitative information on key aspects of public transport and urban mobility.

The contractor will perform following tasks:

- i) Setting-up the scope, need and objectives of such institution
- ii) Identify and review the objectives, roles and responsibilities of existing national associations /forums
- iii) Identify and study the objectives, roles, responsibilities, performance etc. of similar international institutions
- iv) Develop a draft framework including identification of a nodal agency for setting up such forum, its staff, roles and responsibilities, etc. Identify the role of MoHUA with the identified institution
- v) Conduct a stakeholder meeting/ expert panel discussion and present the draft framework
- vi) Finalise the framework based on comments/ inputs received

#### **Task 6: Develop framework for setting up Mobility Start-up Platform**

To recognize innovations in the field of urban transport, there is a need to establish framework for start-ups which would help in nurturing early stage start-ups and uplifting of revolutionary innovations & ideas which can expedite urban transport options in India.

**Objective:** To develop a platform at national level for providing opportunity and innovation to start-ups in urban transport. The contractor will perform following tasks.

The contractor will have to perform following tasks

- i) Identify the need for setting up an association/forum of urban mobility start-ups in India
- ii) Identify & review the objective, structure, roles, responsibilities, performances, etc. of such associations in India (if any exists) and internationally
- iii) Design approach & methodology to maintain a list of urban mobility start-ups in India and along with the other important information

- iv) Develop a draft framework including identification of a nodal agency for setting up association/forum, its staff, roles and responsibilities, etc. Identify the role of MoHUA
- v) Conduct a stakeholder meeting/ expert panel discussion and present the draft framework
- vi) Finalise the framework based on comments/ inputs received.

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

S. No.	Deliverables	Main Content of the Deliverables	Time frame (M- date of signing the contract)
1	Inception Report	<ul style="list-style-type: none"> <li>Understanding of the Project</li> <li>Approach &amp; Methodology</li> <li>Staff deployment and task completion plan</li> <li>Support required from SMART-SUT</li> </ul>	M+15 days
2	Task 1	<ul style="list-style-type: none"> <li>List out the plan and methodology for carrying out the Training Needs Assessment Program</li> </ul>	M+2 months
3	Task 2 & 3	<ul style="list-style-type: none"> <li>Framework for conducting Task-2 &amp; 3</li> <li>Timelines for activities under task-2 &amp; 3 agreed with GIZ and MoHUA</li> </ul>	M+3 months
4	Task 4	<ul style="list-style-type: none"> <li>Approach and methodology agreed with GIZ and MoHUA</li> <li>Interim report</li> <li>Final report</li> </ul>	M+6 months
5	Task 5 & 6	<ul style="list-style-type: none"> <li>Report on framework task 5&amp; 6</li> </ul>	M+7 months
6		Delivery of activities agreed under Task 2&3	M+ 4 to 10 months
7		Evaluation report of training & capacity building program	M + 11 months

Period of assignment: **11 months** (Expected to start from **November, 2019**)

### 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 1 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**).

### **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 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.

## **4. Personnel concept**

**Eligibility requirements of the firm** *(Refer worksheet: Assessing the eligibility of consulting firms)*

- Please provide the legal status of your firm
- Average annual turnover for the last three financial years: at least 200.000 EUR.
- The number of employees as at 31.12. of the previous year: at least 10 persons
- Please provide 2 reference projects in the field of training and capacity building of urban transport projects with at-least one reference project in last 3 years
- Minimum commission value of reference projects shall be 20.000 EUR.

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

**Technical Experience** *(Refer worksheet: Assessing the eligibility of consulting firms)*

- Experience of at-least 2 projects in conducting training of Government officials from various agencies
- Experience of at-least 1 project in developing training modules or toolkits in urban transport
- Tie-up with at-least 1 international training institute



- At-least 1 research project in urban transport

The below specified qualifications represent the requirements to reach the maximum number of points.

### **Team Lead cum Senior Transport Planner**

#### Tasks of the team leader cum transportation planner expert

- 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, 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 (Post-graduation or Equivalent) in Transportation Planning/Transportation Engineering/Urban Planning/ or other relevant disciplines
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 20 years of experience in Transport Planning/Transportation Research/Bus Operation/Transport Policy/Traffic and Transportation Studies and Management/Capacity Building
- Specific professional experience (2.1.4): 10 years of experience in Bus based Transport System/Bus Technologies/Non-motorised Transportation/Intermediate Public Transport in India or abroad. Should have thorough understanding of the governing policies, processes of public transport authorities/institutions in the Indian context. Experience in Training Needs Assessment/Capacity building programs/Preparing training modules in India or abroad will be an added advantage
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company

### **Expert 1 Transport Expert**

#### Qualifications of Expert 1

- Education/training (2.2.1): University qualification (Post-graduation or Equivalent) in Transportation Planning/Transportation Engineering/Urban Planning/ or other relevant disciplines
- Language (2.2.2): English
- General professional experience (2.2.3): 10 years overall experience in Transport Planning/Transportation Research/Bus Operation/Transport Policy/Traffic and Transportation Studies and Management/Capacity Building.
- Specific professional experience (2.2.4): 5 years of experience in Bus based Transport System/Bus Technologies/Non-motorised Transportation/Intermediate Public Transport in India or abroad and should have worked in five Non-motorised Transportation Projects. Should have thorough understanding of the governing policies, processes of public transport authorities/institutions in the Indian context. Experience in Training Needs Assessment/Capacity building programs/Preparing training modules in India or abroad will be an added advantage

## **Expert 2 Training and Capacity Building Expert**

### Qualifications of expert 2

- Education/training (2.3.1): Graduate Degree in Transportation Planning/Transportation Engineering/Urban Planning/ or other relevant disciplines
- Language (2.3.2): English
- General professional experience (2.3.3): 10 years of extensive experience in imparting training activities in the area of urban transport with specific experience in bus transport, non-motorised transport, electric vehicles etc.  
specific professional experience (2.3.4): The candidate must have experience in organizing and managing training programs for government agencies, should be aware of/ familiar with latest training pedagogies

## **Expert 3 Senior Transport Planner**

### Qualifications of expert 3

- Education/training (2.4.1): University qualification (Post-graduation or Equivalent) in Transportation Planning/Transportation Engineering/Urban Planning/ or other relevant disciplines
- Language (2.4.2): English
- General professional experience (2.4.3): 5 years of experience as a Urban Transport Planner/Engineer in mobility plans/urban transport projects
- specific professional experience (2.4.4): 3 years of experience in Urban Transportation Research/Transport Policy

## **Expert 4 Junior Transport Planner**

### Qualifications of expert 4

- Education/training (2.5.1): University qualification (Post-graduation or Equivalent) in Transportation Planning/Transportation Engineering/Urban Planning/ or other relevant disciplines
- Language (2.5.2): English
- General professional experience (2.5.3): 3 years of experience as a Urban Transport Planner/Engineer in mobility plans/urban transport projects.
- specific professional experience (2.5.4): 1 year experience in Urban Transportation Research/Transport Policy

## **5. Costing requirements**

### **Assignment of personnel**

Team leader:	Assignment in country of assignment for <b>60</b> expert days
Expert 1:	Assignment in country of assignment for <b>80</b> expert days
Expert 2:	Assignment in country of assignment for <b>50</b> expert days
Expert 3:	Assignment in country of assignment for <b>80</b> expert days
Expert 4:	Assignment in country of assignment for <b>100</b> 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 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

A tentative schedule of 12 domestic round trips and 2 international round trips along with 25 nights of accommodation and 50 days of per diem has been envisaged by the GIZ.

- Economy class Airline tickets shall be procured by the contractor and reimbursed by GIZ against provision of receipts, flight tickets, and boarding passes.
- Accommodation will be arranged by contractor and shall be reimbursed by GIZ against provision of invoices

## **Workshops, training**

The contractor would need to conduct round tables/workshops and stakeholder consultation at various stages of the assignment (to be decided mutually at project inception stage). Format of the such meetings, types and number of participants will be decided in consultation with GIZ. A total of 4 such meetings/workshops/round tables are envisaged. Apart from this, the contractor will responsible for –

- Developing workshop materials, brochures, agenda etc. in soft & hard formats (in consultation with SMART-SUT team)
- Communication with participants, making presentations, preparing minutes, follow-ups with participants etc.

Cost distribution for organizing the workshop will be as follows:

- Workshop logistics - Venue including lunch/dinner, stay and local travel of participants (SMART-SUT)
- Costs towards travel, boarding, lodging related to trainers/faculty/institutes (SMART-SUT)

## **Other costs**

Visa costs of international expert's (if any) travel to India and travel of Indian experts abroad shall be borne by SMART-SUT project

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

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

- Introduction of the contractor to the city level/state level stakeholders

## **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 must be drawn up in English.

The technical-methodological concept as described in Chapter 3 shall not exceed 30 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 of each expert 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 must be submitted in English.

If any of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

## **8. Option**

N.A.

## **9. Annexes**

N.A.