

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

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<b>Implementation of small peanut holder development program for higher incomes and water use efficiency in Junagadh, Gujarat</b>	<b>Project number/ cost centre:</b> 12.1003.8-231.01
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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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Mars GmbH under develoPPP.de platform have made a strategic alliance and is expected to directly reach 3000<sup>1</sup> small-holder farmers by enhancing production systems and strengthening Farmer Producer Organisations (FPO), while contributing to a comprehensive transformation of the sustainable peanut farming sector in Junagadh, Gujarat, India. It will bring fundamental change to the existing system and structural changes to achieve the desired impact on peanut production and the supply chain

Gujarat is one of the main peanut growing regions in India. Despite being a potentially rewarding crop, the area under cultivation of peanuts in India, in general and Gujarat in particular has come down. The reason behind that the most of the area is under rainfed and remain as an unpredictable legume, showing inconsistency in pod and oil yields. Further, it has been proved that water is most critical input that effects on crop growth and yield, their unavailability leads to great reduction in productivity of groundnut Surface irrigation with small furrow are the age old and traditional systems in the region, bears very low irrigation efficiencies, especially the distribution uniformity. This indicates that there is a wide scope to increase the overall productivity of groundnut through improved irrigation techniques and one of the viable options for expanding area under cultivation. Hence, Micro-irrigation which includes drip and micro sprinkler method of irrigation, proved to be an efficient method in saving water and increasing water use efficiency as compared to the conventional surface method of irrigation.

Gujarat is one of the few states in India where the scope of doubling income levels is within the realms of possibility. The farm income sources are also well diversified as farmers derive sizeable incomes from both crop and animal sectors. With 53 per cent of its work-force dependent on non-farm operations, small-scale industries and enterprises are also a key factor to the rural economy and contribute much in taking-off the burden of income-dependency from agriculture. With the technologies available for today's agriculture, yield levels can be increased up to 75 per cent in Gujarat besides improving farm profitability up to 50 per cent. there is a need for effective strategies right from proliferating protected cultivation; scaling down production cost, leveraging custom hiring centres and evolving real-time comprehensive measures. Besides, the strategies should also exploit the natural advantage of the state and need to tap the entrepreneurial spirit of the farmers in Gujarat. At the same time, the strategies need to be of inclusive nature so that the bulk of the farm population comprising of small and marginal farmers are not left out from receiving the benefit streams arising from income enhancement and sustainability of farm profits.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- To demonstrate 30 drip irrigation systems in peanut crop spread over 30 villages under project. The drip system equipment for first year (10 demonstration) will be procured by GIZ separately.

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<sup>1</sup> Till date approximately 2181 farmers have been registered under the project

- To liaison with Gujarat Green Revolution Company (GGRC) to access the subsidies for at least 20 farmers for installation of drip irrigation system in 20 demo plots out total 30 demos
- To demonstrate 10 rural income generating farm & non-farm based activities pre-identified by GIZ in addition to peanut farming
- To liaison for respective state government schemes like State Rural Livelihoods Mission to facilitate the additional income generating activities for the select households
- To organise Farmer Field Schools events (30) at each demonstration site related to drip irrigation systems in which up to 1000 farmers learn about drip system
- To organise relevant trainings, at least 2 (up to 20 in total) for each type of income generating activity demonstration and at least one exposure visit for each category of the activity depicting positive impacts on peanut production system and enhanced incomes of the rural households and in each training & exposure visit 30 household adult members should participate
- To identify the 10 case studies capturing positive impacts of project interventions
- To facilitate the other studies, exposure visits, workshops / trainings etc. related to above activities or additionally conducted by GIZ or partner agencies

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

<b>Milestone</b>	<b>Timeline<sup>2</sup></b>
Support to GIZ partner for water budget trainings in 20-25 villages	April - May 2020
Develop a relationship GGRC and understand the process of subsidies for drip irrigation	30 April 2020 & continue till end of the project
Selection of first 10 Demo plots in 10 different villages equally spread in two blocks under the project, followed by 20 additional drip systems subsidized by GGRC and in contribution from farmers	31 May 2020 & 2021
Installation of drip irrigation system; 10 in first year & 20 in second year	May - June 2020 & 2021
Two Orientation / Trainings of demo, lead and FPO member farmers for drip irrigation in two blocks & conduct impact sharing workshops at each demo site (First year at 10 locations; Second year 20 locations)	30 June 2020 & 31 October, 2020 30 June 2021 & 31 October, 2021
Support the external water use efficiency monitoring agency	May – November 2020
Support the video documentation team for drip system	May – November 2020
Support the digital extension service partner for field visits as and when required	May – November 2020 & 2021
Identify the 10 (4 in first year) mix case studies for good agricultural practices in peanut including at least two for water use efficiency and successful rural income generating interventions in two calendar years of project	November 2020 & 2021

<sup>2</sup> Timelines could be changed in the inception report after initial assessment on ground

implementation and support the knowledge product development agency identified by GIZ and partners	
Demonstrate the pre-identified 4 farm & non-farm based income generating activities in year one and other 6 in year two	April 2020 to November 2021
Up to 20 Trainings and up to 10 exposure visits for additional income generating activities	April 2020 to November 2021
Liaison with district & state MGNREGA cell of Rural Development department for pursuing the implementation of IWRM plans developed by GIZ partner	April 2020 – November 2021

**Period of project: From April 2020 until December 2021**

**Location of the project:** Mendarda and Vanthali blocks in Junagadh District of Gujarat

### 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**).

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

#### Typical project management requirements

- 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 guidelines of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

In addition to the reports required by GIZ, the contractor submits the following reports:

- Inception report within 30 days signing off the service contract (20 pages)
- Contributions to reports to GIZ's commissioning party
- Brief quarterly reports on the implementation status of the project (5-7 pages)
- Annual report by the end of each cropping season (30 -40 pages)
- Final project completion report at the end of assignment (60-70 pages)

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**

4.1 The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), 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 (2.1)**

###### 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 within the available budget, as well as planning and steering
- Regular reporting in accordance with deadlines

###### Qualifications of the team leader

- Education qualification (2.1.1) Master in Agribusiness
- Language (2.1.2) Good business language skills in English & Hindi
- General professional experience (2.1.3): 10 years of professional experience in the agriculture sector
- Specific professional experience (2.1.4): 5 years in project management
- 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): 1 years of experience in projects in western states, of which 5 years in projects in India
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other : (2.1.8)

## **Expert 1 : State Liaison Officer (2.2)**

### Tasks of expert 1

- To liaison with GGRC and access state subsidies for drip irrigation
- To liaison with State, District & Block Rural Development / Agriculture department to trigger the implementation of IWRM activities under MGNREGA / PMKSY
- To liaison with state schemes like State Rural Livelihoods Mission for agriculture & non agriculture based livelihoods for project farmers
- To coordinate with field teams at Junagadh supporting the implementation of the key project interventions
- To document the process of accessing the drip irrigation subsidies from GGRC and other technical & financial assistance from SRLM, MGNREGA, PMKSY etc.

### Qualifications of expert 1

- Qualifications (2.2.1): Master in Agribusiness / Agriculture
- Language (2.2.2): English, Gujarati or Hindi
- General professional experience (2.2.3): 10 years
- Specific professional experience (2.2.4): 2 years turnkey projects for drip irrigation/ precision farming
- Regional experience (2.2.6): 5 years in Gujarat
- Other (2.2.8) :

### 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 : Micro Irrigation Executive (2.3)**

### Tasks of expert 2

- Identification of progressive / lead farmers in each project village for demonstration of drip system in the peanut crop in coordination with GIZ partner team
- Liaison with drip system supplier for its installation and maintenance
- Orient the farmers with demo plots with drip system
- Organise the trainings related drip system in peanut crop
- Identify the desired case studies for positive impacts of drip systems and any other technical interventions demonstrated under the project
- Facilitate the exposure visits of lead and other interested farmers for drip systems in peanut and other crops
- Facilitate the field visits and activities of other key & non-key experts deputed by GIZ and partners
- Provide the relevant data and inputs from field for reporting as and when required by GIZ and partners

### Qualifications of expert 2

- Qualifications (2.3.1): Graduate in Agriculture / Agricultural Engineering / Soil Water Engineering OR related field experience
- Language (2.3.2): English, Gujarati, Hindi

- General professional experience (2.3.3): 5 years
- Specific professional experience (2.3.4): 1 years turnkey projects for micro irrigation
- Leadership/management experience (2.3.5): 0 years
- Regional experience (2.3.6): 1 year in western / central states
- Other (2.3.8) :

#### 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 : Rural Livelihoods Executive (2.4)**

#### Tasks of expert 1

- Identification of households among registered project farmers for demonstration of additional income generating activities
- Coordinate with non-key experts for farm & non- farms activities implementation
- Coordinate with State Liaison Officer to access the public schemes for rural livelihoods benefit for the participating house holds
- Organise the trainings related to livelihoods
- Facilitate the relevant exposure visits of participating households / farmers
- Identify the desired case studies related to positive impacts of project activities especially for enhanced incomes of the households
- Facilitate the field visits and activities of other key & non-key experts deputed by GIZ and partners
- Provide the relevant data and inputs from field for reporting as and when required by GIZ and partners

#### Qualifications of expert 1

- Qualifications (2.4.1): Graduate in Social Science / Rural Development / Agriculture & allied or relevant field experience
- Language (2.4.2): English, Gujarati or Hindi
- General professional experience (2.4.3): 5 years
- Specific professional experience (2.4.4): 1 years turnkey projects for rural livelihoods
- Regional experience (2.4.6): 1 year in western & central states

#### 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



## **Short-term expert pool 1 (2.6)**

### Tasks of the short-term expert pool

- To design the farm & non-farm based income generating additional interventions
- To support the project implementation team for demonstrations for above activities

### Qualifications of the short-term expert pool

- Education qualification (2.6.1): Post Graduate in relevant field of rural livelihoods
- General professional experience (2.6.3): Both experts with at least 10 years of experience in the rural livelihood sector,
- Specific professional experience (2.6.4): Both experts with at least 5 years of experience in farm, and non-farm based interventions for enhanced incomes
- Regional experience (2.6.5): Both experts with at least 2 years of experience in north - west region, experts with 5 years of experience in national level

## **Short-term expert pool 2 (2.7)**

### Tasks of the short-term expert pool

- To design the farm & non-farm based income generating additional interventions
- To support the project implementation team for demonstrations for above activities

### Qualifications of the short-term expert pool

- Education qualification (2.7.1): Post Graduate in relevant field of rural livelihoods
- General professional experience (2.7.3): Both experts with at least 10 years of experience in the rural livelihood sector,
- Specific professional experience (2.7.4): Both experts with at least 5 years of experience in farm, and non-farm based interventions for enhanced incomes
- Regional experience (2.7.5): Both experts with at least 2 years of experience in north - west region, experts with 5 years of experience in national level

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

## **4.2 Required Qualification / experience for the consulting agency**

The Agency should have the following administrative and financial requirements for conducting the assignment:

- Average annual turnover for the last three financial years should be at least 250,000 Euros.
- Number of employees as at 31.12.2018 should be at least 10 persons.
- Agency must have managed / managing at least one high value project equal or more than 2,50,000 Euros on rural development with a focus on agribusiness / livelihoods / farm & non - farm incomes

The agency should have the following experiences for conducting the assignment:

- Minimum 10 years of technical expertise in consulting and implementation of development projects in agribusiness
- Minimum 3 years experience in collaboration with public sector enterprises for the welfare of the farmers and farm incomes
- Minimum 3 years of experience in developing strategies for farming sector to improves the rural households incomes from farm & non- farm activities

- Minimum 3 years of experience of collaboration with private sector to improve the agricultural value chains

## 5. Costing requirements

### Assignment of personnel

Team leader: On-site assignment for 84 expert days

Expert 1: Assignment in country of assignment for 210 expert days

Expert 2: Assignment in country of assignment for 462 expert days

Expert 3: Assignment in country of assignment for 462 expert days

Short-term expert pool: Assignment in country of assignment for 42 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. Some of the pre-defined travel limits for each expert is given below.

Team leader: To be base location at his/ her office with regular travel to Junagadh, Ahmedabad and Delhi with at least 3 days of travel in a month and is eligible for air travel along with other local travel. Original boarding passes along with invoices will be required for air travel reimbursement

Expert 1: Preferably to be based at Ahmedabad, Gujarat, India with 5 days travel in a month to Junagadh. Expert can travel up to 1000 KM in a month with hired vehicle within the Gujarat state. Original duty slip along with invoice for each single trip will be required for reimbursement

Expert 2: Preferably to be based at Junagadh, Gujarat, India with 20 days travel in a month to farmer fields / demonstration sites. Expert can travel with motorbike up to 2000 KM per month. Once in a fortnight a four-wheeler up to 300 KM is allowed for special field conditions such as rainy day, exposure visit, training event etc for the expert 2 & 3 jointly. A motorbike logbook has to be maintained and original duty slip and invoice is required in case of use of four- wheeler for reimbursement

Expert 3: Preferably to be based at Junagadh, Gujarat, India with 20 days travel in a month to farmer fields / demonstration sites. Expert can travel with motorbike up to 2000 KM per month. A travel logbook has to be maintained and submitted to GIZ for reimbursement

Short-term expert pool: Flexible in base location with occasional travel to Junagadh, Ahmedabad and Delhi with up to 5 days of travel in a quarter and is eligible for

air travel along with other local travel. Original boarding passes along with invoices will be required for air travel reimbursement

### **Workshops, training**

The contractor implements the following workshops/study trips/training courses:

- Two training in each village under project for drip irrigation (up to 50 batches in total)
- Two trainings in each village under demonstration of rural income generating activities (20 batches in total)

## **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 15 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 2 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 only 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.