

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

Pilot study on the user behaviour and acceptance towards e-cooking in India: Testing induction cooktops and rice cookers	Project number/ cost centre: 1995.3511.3-100
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Federal Ministry for Economic Cooperation and Development
e-cooking	Electric cooking
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
LPG	Liquefied petroleum gas
MNRE	Ministry of New and Renewable Energy
PNG	Piped natural gas
RE	Renewable energy
SDG	Sustainable Development Goals
ToRs	Terms of reference

1. Context

“Access to energy in rural areas – Phase II” component of the Indo-German Energy Program (from now on referred to as IGEN-Access II module) is a bilateral cooperation measure carried out by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Indian Ministry of New and Renewable Energy (MNRE). IGEN Access II aims to improve the energy supply in rural areas of selected federal states.

Access to clean cooking energy is one of the areas that the previous and current measures have been focusing on. MNRE has requested GIZ to support the electric cooking (e-cooking) to provide reliable, affordable and secure access to clean cooking energy.

As per the latest report from SE4ALL on Tracking SDG 7: The Energy Progress Report, SE4ALL, 2019 (<https://www.seforall.org/publications/tracking-sdg7>), the number of people without access to clean cooking has not changed significantly since the launch of the SDGs in 2015, with 2.9 billion people across the world still dependent on traditional fuels to meet their cooking energy needs. While India has performed better in this regard, with over 80 million LPG connections (exceeding the target set for 2020 by the government) under the Ujjwala scheme, it is estimated that this addresses the cooking needs of only around 50% of the households without access to clean cooking (more than 160 million households were estimated to rely on solid fuels such as fuel wood, dung-cakes, crop-residue or other types of biomass for their cooking energy needs as per the Census 2011, Government of India). India’s SDG dashboard shows that only 43% of all Indian households had access to clean cooking fuels by end of 2018.

A recent Council for Energy Environment and Water study indicates that only 15% of the households surveyed (8500 households across 6 states) use LPG as their primary fuel for cooking, though this is up from 5% in a previous survey conducted in 2015. In addition, despite the connections, the average annual refill under Pradhan Mantri Ujjwala Yojana is as low as three cylinders, while the national average is approximately seven refills per year. This is primarily due to access and affordability of LPG cylinders. Low utilisation/refill rates pose a risk to attaining the intended benefits of the scheme and pose a risk of pushing the users back to traditional cookstoves.

Cooking on highly inefficient traditional stoves using solid fuels leads to life-threatening levels of household air pollution, resulting in over 1.3 million premature deaths in India as per WHO estimates. It also leads to environmental impacts at the macro level due to deforestation and black carbon emissions.

Moreover, India is the world’s second-largest LPG importer. LPG consumption is expected to grow to 30.3 million tonnes by 2025 and 40.6 million tonnes by 2040. If the government continues to provide subsidy on LPG refills, this will put a lot of burden on exchequer. As per the petroleum ministry, India is projected to spend over €2.7 billion on LPG imports in year 2019-20 to fulfil the growing demand (https://www.ppac.gov.in/content/212_1_ImportExport.aspx).

Thus, it is imperative that the government redoubles its efforts in addressing the cooking energy needs through cleaner options. Despite the LPG programme, there are certain districts in India, where reliable supply and affordability of LPG refills is still an issue to be resolved.

Previously, the Indian government has worked on multiple other cooking technologies and programs, including biogas, biomass cookstoves and solar cooking. National level programmes on biogas and biomass cookstoves, particularly in rural areas have been going on for a long time, but the numbers are conservative. A couple of pilots on solar PV induction

have also been tested in rural areas, however this option is less financially and operationally viable.

The Government of India has conveyed India's intentions to promote e-cooking, including through solar (and other RE technologies). However, there is a gap in broader understanding on the supply and demand factors, which are crucial for promotion and adoption of e-cooking in India. With the rising penetration of e-cooking, Brookings India estimated that culinary power demand may add 48 to 72 billion units of consumption by 2030. The projection was subject to uncertainties related to service demands, technologies, policy allocations and enabling infrastructure.

To better understand the various challenges and opportunities of e-cooking, GIZ's IGEN-Access II is planning to conduct an assessment of e-cooking in India. Multiple factors including market analysis, user preferences and behaviours, grid readiness will be explored. The objective of this assignment is to conduct a pilot study with induction cooktops and rice cookers in different field sites across India and assess the user behaviour towards those devices. Based on an analysis, the user behaviour is investigated and compared to alternative cooking technologies.

The pilot will help to explore the potential of both devices in more detail and assess their future potential. The pilot should address and answer the following questions with regard to induction cooktops and rice cookers:

- Induction cooktops: Are induction cooktops a useful addition/complement to existing options? If yes, what are they best suited for? If no, why? Can induction cooktops be considered as the primary/sole cooking solution?
- Rice cookers: Are rice cookers a suitable substitute for existing cooking options? If not, why? If yes, what can they replace? Additionally, are rice cookers a good substitute for pressure cookers?

The pilot study should be designed and implemented in a way to address those questions adequately. Additional questions to fully explore the user behaviour can be suggested by bidders.

2. Tasks to be performed by the contractor

This pilot will assess the user behaviour towards e-cooking devices in order to get a better understanding of the users and their perceptions. E-cooking currently only plays a minor role in India as biomass or LPG are mostly used for cooking. However, e-cooking has many benefits over the alternatives, ranging from environmental reasons to health protection. Users need to accommodate not only to the technological component, but eventually also the way in which they prepare their dishes. Analysing the behaviour and perceptions is a key if e-cooking devices are supposed to play a larger role in the Indian market. The numbers of e-cooking devices have been growing and this pilot will help to evaluate the potential as well as challenges that users are facing. GIZ is looking for a contractor that can support in implementing such a pilot in the field and analyse the findings.

The contractor is responsible for providing the following services:

Work package 1

- Plan and design the pilot which will take place in at least four and up to six Indian states.
- Implement the pilot in the field and monitor the results over the duration of this project.

Work package 2

- Use the collected data for a thorough analysis and prepare a report with the pilot and its findings.
- Organise and conduct a workshop with concerned stakeholders to present the findings and discuss the future of e-cooking in India.

The specific requirements for the services are described below.

WP 1.1: Design the pilot

The objective of this pilot is to understand the user behaviour towards e-cooking devices in detail and explore the future potential from the demand side. Hence, the pilot should be planned to fulfil this objective. The bidders are asked to provide a detailed approach in how they would implement the pilot based on the requirements and aspects described below.

The pilot shall take place in at least four states and maximum up to six states. The states need to cover the south, north, east and west of India. As cooking and the needed devices are different across India, the different regions shall be covered. The finalisation of states shall take place in consultation with GIZ after the conclusion of the contract. The bidders can suggest states for the pilot.

GIZ has an agreement with a 3rd party to provide equipment and maintenance. This 3rd party will provide 100 induction cooktops and 50 rice cookers. This equipment will be used for the pilot. The bidders are asked to provide a detailed approach for the pilot based on the parameters given below.

Induction cooktops:

- 100 induction cooktops will be used in four states that cover different geographical areas. That means that 25 induction cooktops will be available in each state.
- In each state, the 25 induction cooktops will be used in two different pilot sites: one urban and one peri-urban area. That means that in total 50 households in each state will be using the devices in this project (overall 200 households for the induction cooktops).
- There will be two cycles for the field implementation – each four months long. In each state, 25 households in an urban area will be using the induction cooktops for four months and then 25 households in peri-urban areas will be using the devices for four months.
- The bidders are asked to explain their strategy in finding the project sites as well as households that will participate. Certain requirements (listed further below) need to be fulfilled.
- Order for urban/peri-urban: Two states will start with the urban area first, followed by the peri-urban area and vice-versa.

Rice cookers:

- 50 rice cookers will be used in two states that cover different geographical areas. That means that 25 rice cookers will be available in each state.
- In each state, the 25 rice cookers will be used in two different pilot sites: one urban and one peri-urban area. That means that in total 50 households in each state will be using the devices in this project (overall 100 households for the rice cookers).
- There will be two cycles for the field implementation – each four months long. In each state, 25 households in an urban area will be using the rice cookers for four months and then 25 households in peri-urban areas will be using the devices for four months.
- The bidders are asked to explain their strategy in finding the project sites as well as households who will participate. Certain requirements (listed further below) need to be fulfilled.
- Order for urban/peri-urban: Two states will start with the urban area first, followed by the peri-urban and vice-versa.

The states for induction cooktops and rice cookers can be the same. The selection of states and project sites will be chosen depending on current sales and the potential to promote e-cooking in the region further. The use of induction cooktops and rice cookers might vary from state to state. Therefore, the total amount of states and pilot sites varies between 4-6. As mentioned above, the bidders can suggest the states and pilot sites, but the final decision will be taken after concluding the contract and in consultation with GIZ and the 3rd party providing the equipment.

The pilot sites are in urban or peri-urban areas. Rural areas will not be considered for this pilot. The bidders shall outline their approach for finding appropriate locations where the pilot can be conducted. The participating households should be in the same areas. The households need to provide their written consent of participating in this pilot. This contractor needs to provide the written consent before starting the field activities. The bidders are asked to outline their approach for choosing the pilot sites and sampling the households in their bids. The sampling strategy needs to fulfil the following:

- Households that currently do not use induction cooktops or rice cookers
- Households where at least two meals are prepared a day
- Households that use rice with at least 50% of their meals (applicable only for households testing rice cookers)
- Households that have (i) one LPG cylinder connection or use PNG; (ii) use one LPG cylinder in < 6-8 weeks (applicable only for households testing induction cooktops)
- Lower- or middle-income households
- Grid connected
- At least 4 people within the household
- Urban or peri-urban area

The cooking equipment is provided by a 3rd party. The participating households are not charged for using the devices. After the field activities are finished, the induction cooktops and rice cookers can be given to the participating households. As there are more households than devices, the bidders are asked to outline their strategy in the bids on how the e-cooking devices are handed over and which household would receive them.

After the field sites and households have been finalised, the equipment shall be given to the users. The contractor is required to do that together with the 3rd party providing the equipment. The actual field activities are supposed to last up to eight months. The equipment should be

given to the households not later than January. After completing the first cycle, the contractor is responsible to deliver the devices to the participating households of the 2nd batch. The contractor needs to make sure that the devices are functioning and clean.

The bidders are asked to describe their strategy for monitoring and steering the pilot in the pilot sites. Ideally the bidders have staff in the specific regions to regular visit the project sites and coordinate the activities. Due to the ongoing impact of the Covid-19 pandemic, long-distance travel across states should be kept to a minimum. Hence staff in the respective states is essential to guarantee the implementation of the project. Moreover, the bidders are asked to provide a robust monitoring and data collection process of the pilot. The following requirements need to be fulfilled:

- Interviews with the participating households: The contractor needs to conduct regular interviews with the households on the devices. Those interviews need to cover the (daily) usage, problems, benefits etc. The interview structure and questions need to be discussed with GIZ beforehand. Any suggested changes need to be incorporated. There shall be at least 3 interviews with each household: one interview within the first month, one interview at the of the 2nd/ beginning of the 3rd month and one final interview at the end. The bidders are asked to provide their strategy in conducting the interview (telephone or face-to-face). The final interview must be done in person in the respective household.
- Logbooks: Each household is required to have a logbook where the households will enter the usage data. The logbooks need to be prepared and given out by the contractor. The logbook should cover, for instance, start and end of cooking, dish/food prepared, duration. In the bids, the bidders are required to explain what they will cover in the logbooks and how they monitor and check the entries and validate the data. Furthermore, the contractor should measure and monitor how much LPG has been saved.
- Documentation: The contractor needs to take pictures of the set-up of e-cooking devices in each household. At least one picture needs to be taken after the initial set-up and at the of the four-month period. The consent from the participating households is required for that.

The final design and implementation plan shall be finalised after the conclusion of the contract between GIZ and the contractor.

WP 1.2: Implementation of the project

The contractor is responsible for the implementation of the project. Based on the design of the pilot, the contractor will need to implement the activities in the different project sites. The actual field activities are supposed to start in the 3rd month of this project and shall last until September 2021. During the implementation phase, the contractor will be responsible for the following tasks:

- Delivering the e-cooking devices (induction cooktops and rice cookers) to the participating households. This activity will happen in coordination with the 3rd party that is providing the equipment.
- Brief the participants on the pilot and on what they need to do (e.g. logbook entries) and how the devices function.
- Monitoring the progress of the activities: See WP 1.1 on the details for monitoring.

- Reporting to GIZ: Regular update calls with GIZ to report on field activities; interim report and mid-review discussion (see timeline below) are part of the reporting.
- Contact person for participants: The contractor is the focal point for the users. In case of issues or questions from the participants, the contractor is responsible for solving the problems or answer the questions.

The bidders are asked to address the implementation phase in their pilot design. Furthermore, field presence in the respective projects states is crucial. It is required that the contractor has at least one person present in the region/state to implement the pilot. Due to the ongoing pandemic and the restrictions, travel will continue to be a challenge in the foreseeable future. As the pilot requires interaction on the ground, staff should be able to reach the locations in a reasonable amount of time. The bidders are also asked to describe their safety measure for their own staff and the participants in the pilot. In the bids, the bidders are asked to address any potential problems and possible mitigation measures regarding Covid-19 or other issues.

WP 2.1: Report

Based on the pilot and the implementation in the field, a final report needs to be prepared and written. The report will summarise the pilot and analyse the findings. For some sections, some additional secondary research will be necessary. The length of the report is supposed to be between 35-50 pages (excluding the annex). The questions introduced in the first section of this ToR need to be answered in an appropriate manner. The final report is expected to cover the following content (indicative) and requirements:

- Clear layout with illustrative figures where needed; logical structure with clear messages delivered to the target audience; precise formulations; very good writing style (in English); use of appropriate language (no jargon, technical terms are explained) to avoid misunderstandings
- Contents, list of abbreviations, introduction of authors, acknowledgements
- Executive summary
- Introduction to the pilot and context/background
- Methodology and approach: Set up of the pilot and the goals
- Implementation of the pilot and its findings: user behaviour, analyse quantitative and qualitative material
- Analysis and comparison: Place the findings in context with the general e-cooking market in India and compare it to other cooking alternatives (LPG, PNG, biomass, biogas, etc.) with regard to financing and costs, user convenience, comparative advantages over other technologies. A comparison between urban, peri-urban and rural areas with the potential and challenges needs to be done.
- Lessons learnt and recommendations to concerned stakeholders
- Conclusion (summarise the results and short future outlook)
- References
- Annexures

WP 2.2: Workshop

A workshop needs to be conducted after the field activities have been finished and the analysis has been undertaken. The contractor is expected to deliver the following services:

- The contractor needs to find an appropriate location in Delhi in order to conduct the workshop. The selection of the location will be done in consultation with GIZ and needs to be approved. In case a workshop in Delhi is not possible due to some external reasons (e.g. Covid-19), the workshop will be conducted virtually.
- Prepare a list of possible participants in consultation with GIZ. Participants should include concerned stakeholders from e-cooking/clean cooking in India. This should include government/ministry employees, companies, manufacturer, researchers etc. The final selection needs to be approved by GIZ. In total, the workshop should be conducted with 30-50 participants. The contractor needs to invite the participants.
- The contractor needs to design an agenda. The agenda will be finalised in consultation with GIZ. The specific content will be decided at a later stage. The workshop should use different modes such as presentations, panel discussion, structured discussions with stakeholders etc. The duration of the workshop will be finalised at a later stage. It will be at least half a day long and maximum one day (overall 4 to 8 hrs.).
- Appropriate catering for participants needs to be provided.
- A final list of participants as well as a short report (3-5 pages) will be shared with GIZ within 2 weeks after the workshop.

Timeline

Due to the on-going Covid-19 pandemic and its effects, the bidders are asked to provide details on the strategy and how the effects can be mitigated. As the pilot will be implemented in at least four states and in up to six states, this poses risks to a smooth implementation. Additionally, other potential risks and mitigation measures shall be described in the bid.

An inception meeting after the contract is concluded as well as monthly meetings or update calls (including minutes of the meetings between 2-3 pages) are mandatory. In the inception meeting, the contractor is required to give a presentation on the approach, methodology, details on schedule and milestone and discuss the assignment with GIZ. An inception report (15 - 20 pages) will be sent to GIZ within 2 weeks afterwards. The detailed approach has to be submitted and finalised within the first month of the contract and needs to be between 20-25 pages.

Furthermore, GIZ will provide a project monitoring sheet to the contractor. The contractor is responsible to fill in the sheet and send an updated version at the end of each month to GIZ.

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

Milestone	Deadline/place/person responsible
Inception meeting	Within 2 weeks after signing the contract
Finalisation of design and choosing pilot sites	1 st month from the start of the contract
Finding participating households, creating logbook, strategy for delivering equipment to households and deliver devices	2 nd month from the start of the contract
Start implementation of field activities with first batch of households	3 rd month for the start of the contract
Interim report (20-25 pages)	7 th month from the start of the contract
E-cooking devices are given to 2 nd batch	7 th month from the start of the contract

Mid-review: discussion on pilot, preliminary findings, activities for next months	8 th month from the start of the contract, New Delhi
Conclusion of field activities	11 th month from the start of the contract
Final study	14 th month from the start of the contract
Organise and conduct workshop with concerned stakeholders	New Delhi, last quarter of 2021

Period of assignment: From November 2020 until December 2021 (14 months).

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 contractor is responsible for selecting, preparing, training and steering the experts (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

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 selection process involves eligibility criteria for the bidders. Please refer to the bidding guidelines for details. The bidders who are unable to meet the requirements will not be evaluated any further. Hence, the bidder will have to provide all the necessary documents/evidence to meet the pre-selection criteria. The pre-selection process will be followed by the technical evaluation followed by the financial assessment.

Eligibility Criteria for Firm

- The bidder requires an average turnover over the last three financial years of at least 120,000 Euro (or equivalent in other currencies) per year and must have employed, as on the 31.12. 2019, at least 15 persons full time. In the case of a consortium, the lead agency should meet the stated criteria.
- The bidder has experience in managing high value contracts (at least 5 projects; each, larger than 20,000 Euro or equivalent) from comparable organisations.
- At least 5 reference projects in conducting pilot studies for assessing the user behaviour towards consumer durables, e-cooking devices or other product testing; and 3 reference projects in primary research (focus group discussions and interviews), secondary research and data analysis (quantitative and qualitative).
- Experience of min. 10 years in working in demand side analysis on consumer durables, cooking appliances or other household based electronic equipment
- Experience of min. 10 years in analysing primary and secondary data and writing thorough reports.
- Experience of min. 5 years in undertaking field pilots, data collection and working with people in the field
- Experience of min. 5 years in working and managing projects pan-India

If the bidder is a consortium, then they must provide the signed agreement/letter from the consortium partner, highlighting the willingness to collaborate.

Team

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. Only personnel that is listed by the bidder in the proposal can conduct work for this project. In case the bidder wants to use other personnel during the project, it needs approval from GIZ.

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

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 short-term experts
- Regular reporting in accordance with deadlines
- Provide expertise to the project team on designing and implementing a pilot study

Qualifications of the team leader

- Education/training (2.1.1): University qualification (German 'Diplom'/Master) in a relevant field (RE, economics, social sciences, etc.)
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 20 years of professional experience in designing and implementing primary research of consumer durables
- Specific professional experience (2.1.4): 10 years in undertaking pilot studies and field activities
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company
- Development Cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): 5 years of experience in renewable energy sector and/or clean cooking/electric cooking

Expert 1

Tasks of expert 1

- Develop approach for pilot study and coordinate implementation for the different pilot sites
- Evaluate field data to analyse user behaviour
- Prepare and write final report in a clear and logical manner
- Conduct secondary research for final report and provide inputs on e-cooking
- Plan, organise and conduct workshop

- Field visits to project sites
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems

Qualifications of expert 1

- Education/training (2.2.1): University qualification (German 'Diplom'/Master) in economics, social sciences or related field
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 10 years of professional experience in conducting primary research, including pilot studies
- Specific professional experience (2.2.4): 5 years of professional experience in clean cooking, e-cooking or other consumer durables for demand side analysis
- Leadership/management experience (2.2.5): 5 years of management/leadership experience as project team leader or manager in a company
- Other (2.2.8): Very good skills in preparing and writing reports

Expert 2

Tasks of expert 2

- Responsible for qualitative and quantitative data collection and validation of data
- Design logbook and structure interviews; brief field researcher on data collection and implementation
- Analyse primary data and process data; prepare data in a meaningful, understandable and visual appealing way
- Conduct secondary research for final report
- Field visits to project sites
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
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Qualifications of expert 2

- Education/training (2.3.1): University qualification (German 'Diplom'/Master) in statistic, economic or social sciences
- Language (2.3.2): Good business language skills in English
- General professional experience (2.3.3): 8 years of professional experience in designing and implementing primary research
- Specific professional experience (2.3.4): 6 years of experience in analysing primary data and use of statistical tools
- Leadership/management experience (2.3.5): 3 years of management experience as project team leader or manager in a company
- Other (2.3.8): Clear understanding of qualitative and quantitative methods

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 with minimum 4, maximum 6 members

Tasks of the short-term expert pool

- Regular visits to assigned project site for monitoring and data collection
- Conduct interviews and check logbooks on a regular basis
- Prepare data for analysis

Qualifications of the short-term expert pool

- Education/training (2.6.1): 4-6 experts with university qualification (Bachelor) in economics, social sciences or related field
- Language (2.6.2): 4-6 experts with good language skills in English, good language skills in local language (depending on state and project site) required for 4-6 experts
- General professional experience (2.6.3): 4-6 experts with at least 5 years of experience in primary data collection with appropriate quantitative and qualitative methods
- Specific professional experience (2.6.4): 4-6 experts with at least 3 years of experience in field research/working with people on the ground
- Regional experience (2.6.5): 4-6 experts with at least 5 years of experience in the respective states where projects will be implemented

The bidder must provide an overview of all proposed short-term experts and their individual qualifications. The CVs must be provided.

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment (in India) for 8 expert days

Expert 1: Assignment in India for 40 expert days

Expert 2: Assignment in India for 35 expert days

Short-term expert pool: total 210 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.

Workshops, training

The contractor implements the following workshops:

- Organise and conduct workshop in the last quarter of 2021 in Delhi. Specified details are provided above.

6. Inputs of GIZ or other actors

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

- 100 induction cooktops
- 50 rice cookers

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 15 pages back to back (excluding CVs and company documents).

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 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.

The shortlisted candidates may be invited for a presentation in GIZ Delhi Office within 40 days after the last date for submission of the proposal. If a presentation in GIZ Delhi office is not possible due to certain circumstances (e.g. Covid-19 and travel restrictions) this meeting might be conducted virtually.

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.

GIZ does not pay for the cost of a software license or its renewal.

GIZ honors intellectual copyrights and strictly prohibits any copyright violations and plagiarism; The bidder ensures that GIZ staff is briefed continuously on the progress of the project and informed immediately on any changes whatsoever (e.g., delays, availability of information, etc.);

The bidder has to maintain the confidentiality of the data. The data/information/findings/outputs and any other classified information collected under this assignment shall not be used by the bidder anywhere and in any manner without GIZ permissions. It is not encouraged that based on the information collected through the assignment any research work is conducted with an intention to publish research papers and perform thesis work in an individual capacity;

Timelines shall strictly adhere, and delay in any of the deliverables shall be reported and aligned with GIZ in advance.

GIZ reserves the right to cancel / modify this tender and / or reject a bid document including subsequently a technical and financial proposal, without assigning any reasons.

GIZ reserves the right to terminate the contract at any given time with a prior notice to the consultant.