

Terms of reference (ToRs) for “Restructuring and Upgrading of UKPCB Website”

Consultancy services for the “Restructuring and Upgrading of UKPCB Website” under the project “Sustainable Environment-friendly Industrial Production (SEIP) Phase 2”	Project number/ cost centre: PN: 2018.2074.5- 001.00
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List of abbreviations

ToRs	Terms of reference
SEIP II	Sustainable and Environment-friendly Industrial Production (SEIP) Phase II
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
BMZ	German Federal Ministry for Economic Cooperation and Development
MoEFCC	Ministry of Environment, Forest and Climate Change, Government of India
UKPCB	Uttarakhand Pollution Control Board
SPCB	State Pollution Control Board
RE	Resource Efficiency
SCP	Sustainable Consumption & Production
SIDC	State Industrial Development Corporation
SIIDCUL	State Infrastructure & Industrial Development Corporation Uttarakhand Ltd.
ULB	Urban Local Bodies
SPMG	State Programme Management Group
ICT	Information and Communications Technology

1. Context

1.1 Background

GIZ is engaged in the field of international cooperation for sustainable development and international education work, dedicated to shaping a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment promotion, energy and the environment, and peace and security. GIZ's main commissioning party is the German Federal Ministry for Economic Cooperation and Development (BMZ). As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development in more than 120 countries worldwide.

Under the Indo German Development Cooperation, a project on “Sustainable and Environment-friendly Industrial Production II” (SEIP II) is being implemented from March 2019 to February 2022 with a focus on abatement of industrial wastewater pollution and strengthening of framework conditions. The Ministry of Environment, Forest and Climate Change (MoEFCC) of the Government of India is the main implementing partner at national level. The project is working at national level with MoEFCC and the Central Pollution Control board (CPCB) and at the State level in Uttarakhand, Bihar and West Bengal with the environmental agencies and the industrial development agencies. For details on SEIP II project, ref. to <http://seip.urban-industrial.in/>.

The objective of the SEIP phase 2 project is, “The strategic and operational governance structures of the Indian Government to effectively combat water pollution from industrial wastewater are strengthened.” The SEIP II phase works on the following main outputs:

- Output 1: Strengthening of the Legal Framework
- Output 2: Strengthening of Organisational Procedures and Processes
- Output 3: Strengthening of Incentive Mechanisms
- Output 4: Guidelines/e-portals/reference documents
- Output 5: Resource efficiency (RE) and Sustainable Consumption & Production (SCP)

Under the SEIP II project, the Uttarakhand Pollution Control Board (UKPCB) is one of the implementing partners. For strengthening of UKPCB, it is proposed to upgrade the existing website of UKPCB to make it more effective as well as to support in inter-departmental collaboration/networking with various relevant Government of Uttarakhand departments and to strengthen internal (for UKPCB staff) coordination. Brief details are given below:

- **Modernisation of Existing Website of UKPCB:** The existing website of UKPCB was designed to include most of the information that the general public as well as stakeholders require (ref. <http://ueppcb.uk.gov.in/>). However, as this was done several years back, there is a need to assess the adequacy of the website of UKPCB and upgrade it as may be necessary.
- **Online Inter-departmental Collaboration Platform:** Various departments of the Government of Uttarakhand are involved in addressing environmental issues of Uttarakhand. These departments include the Urban Department, Industries Department, ULBs/municipalities, SIIDCUL, Jal Nigam, Jal Sansthan, SPMG etc. It is proposed to upgrade the UKPCB existing website to enable inter departmental coordination through an online platform hosted on the UKPCB website. Several times, time bound actions are needed from various departments due to questions from the

UK State Assembly, public complaints, directions from the courts, directions from the Central Government and in the events of adverse environmental impacts. Inter-departmental collaboration through online web platform is foreseen as a solution for coordinated efforts.

- **Online Internal Coordination Platform:** As a part of modernising UKPCB and strengthening its effectiveness, it is proposed to develop an online internal coordination platform with provisions for coordinated efforts among UKPCB staff to address public complaints, court cases, assembly and parliamentary questions etc. in real time to have good interface and timely resolution of issues as well as strengthen efforts for environmental protection in Uttarakhand. This is intended to make functioning of UKPCB more efficient with its various statutory functions as well as to respond in a timely manner whenever needed. The coordination platform should be accessible, simple, quick, fair, responsive and effective.

GIZ is proposing to engage a consulting firm for providing consultancy services on “Restructuring and Upgrading of UKPCB Website” to upgrade the existing website of UKPCB with appropriate ICT based tools addressing the above (a), (b) and (c) aspects as per the Terms of Reference given below.

1.2 Objectives of the assignment

The objective of the consultancy services is to restructure, design, develop and upgrade the website of UKPCB with the ICT based solutions catering to: a) Modernisation of the existing website of UKPCB; b) Online inter-departmental collaboration/networking platform, and c) Online internal coordination platform.

1.3 Scope of services of the consultant

The scope of the services of the consultant includes tasks related to:

- Needs gathering:** Needs gathering on design, development and upgrading requirements of the website of UKPCB with the ICT based solutions: a) Modernisation of the existing UKPCB website, b) Online inter-departmental collaboration tool, and c) Online internal coordination platform.
- Designing, development and hosting:** Design, develop and host the upgraded website of UKPCB, including: a) Modernisation of the existing UKPCB website, b) Online inter-departmental collaboration tool, and c) Online internal coordination platform.
- Conduct training:** Conduct training on the operating aspects of the website and e-portal.

The Modernisation of the Existing Website of UKPCB should consider the following:

- Restructure and redesign the existing website of UKPCB to make it more functional and integrate the requirements of UKPCB so that the website supports in performing the functions of UKPCB more effectively and efficiently.
- All relevant information intended to be displayed on the website for public with ease of access and easy navigation of information.
- Improve overall visual look of the website, use a dynamic and responsive theme, making it full screen width and responsive to mobile devices.
- Improve the overall taxonomy of the site and tagging of contents.

- Design with user friendly content management system with possibility of easy integration of information and data in later state with possibility of sharing links of other website and knowledge exchange platforms existing and for future.
- Improve webforms styling, translation and result management interface.
- The new sites should be optimized for low bandwidth users and also ensure search engine optimization (SEO), thereby making the websites more visible in popular search engines like Google, Bing, Yahoo etc.
- The new website must be compatible with the all-electronic devices such as laptop, desktop, mobile, tablet etc.
- The site must be compatible with the current versions of the major web browsers, including Firefox, Microsoft Edge, Opera and Chrome.

The online Inter-Departmental Collaboration/Networking Platform should include the following features:

- Restructure and redesign of existing UKPCB website (<http://ueppcb.uk.gov.in/>) to integrate the online collaborative platform.
- The tool must integrate various Government of UK departments.
- The online tool must be suitable for access of information, read, edit, download and upload relevant documents for reporting compliance internally with departmental login facility.
- Facilitate planning, tracking and collaboration between users (designated officials) from multiple departments/ organisations.
- Role-based access to projects, tasks and visualising/reporting features.
- Organise projects on one dashboard for easier view and tagging for follow-up.
- File sharing and document management.
- Project-specific message boards for sharing information between project partners.
- Time tracking, integration with Google Calendar and Outlook Calendar and alert generation.
- Dashboard for reported cases with responsibility (Department) status, daily and monthly analysis.
- Possibility to host online meetings with invitation link through mail as per requirement with classification of meetings as SPCB regional offices/Government Inter Department/Technical appraisal committee etc.
- The site must be compatible with the current versions of major web browsers, including Firefox, Microsoft Edge, Opera and Chrome.
- Fully responsive to the screen size of computers and mobile devices.
- User manual that provides details of usage of the application.

The Online Internal Coordination Platform should include following features:

- Restructure and redesign of existing UKPCB website (<http://ueppcb.uk.gov.in/>) to integrate the complaint redressal system for internal use by UKPCB and not for public.
- Lodging of complaints by UKPCB officials.
- Uploading information related to court cases as well as parliamentary and assembly questions as well as other information proposed by UKPCB.
- View status of lodged complaints.
- Redressal mechanism and process flow documents.
- Designing of complaint filing web page / document upload system with access from mobile devices to upload information / pictures with geo tag feature/complaints as text.
- Linkage with the online collaborative tool for departmental collaboration/networking.

- The site must be compatible with the current versions of major web browsers, including Firefox, Microsoft Edge, Opera and Chrome.
- Fully responsive to the screen size of computers and mobile devices.
- User manual that provides details of usage of the application.

2. Tasks to be performed by the consultant

2.1 Tasks

The tasks to be performed by the consultant are given below.

<p>Main Task 1: Needs gathering</p>	<ul style="list-style-type: none"> • Sub Task 1: Collect the required information for fulfilling the objectives and deliverables of the consultancy services. Information collection to include: primary information through visits of UKPCB, one-to-one meetings, group meetings etc.; Secondary information through review of websites of UKPCB and other UK State Government departments. • Sub Task 2: Compile information on good case examples from within India (example, CPCB, SPCBs etc.) and international case examples (example, USEPA, UBA Germany etc.) related to similar requirements, viz. a) Modernisation of the existing website; b) Online inter-departmental collaboration/networking platform, and c) Online internal coordination platform. Prepare a compilation report on case examples. • Sub-task 3: Identification of relevant stakeholders: State Government departments with whom UKPCB is required to collaborate, users of website such as the industrial associations, NGOs etc. • Sub-task 4: Needs Gathering on the requirements through extensive meetings/consultations with UKPCB, with other government departments (SIIDCUL, SPMG, Jal Sansthan, Urban Department etc.) and other relevant stakeholders (industries, industrial associations etc.) for the three online web-based outputs: a) Modernisation of the existing website for effective public information; b) Online inter-departmental collaboration/networking platform, and c) Online internal coordination platform. Prepare a draft Scoping Report based on the needs gathered as well as based on the case examples (Sub-task 2) for the three outputs. • Sub-task 5: Obtain feedback, comments and suggestions on the Scoping Report by circulating the report to various stakeholders as well as through a half day workshop at UKPCB, Dehradun for finalising the needs. Accordingly, finalise the Scoping Report for the three proposed outputs. <p>[Note: Organisational aspects of the meetings/workshop</p>
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	including venue, tea/coffee etc. will be the responsibility of GIZ]
Main Task 2: Design, development and hosting	<ul style="list-style-type: none"> • Sub task-1: Develop concepts for the design, development and hosting of the three proposed online web-based outputs based on the scoping report - a) Modernisation of the existing UKPCB website, b) Online inter-departmental collaboration/networking platform, and c) Online internal coordination platform. Prepare draft concept report. • Sub-task 2: Conduct a stakeholders' workshop (½ day) at UKPCB Dehradun with various stakeholders (as identified at sub-task 3, Main task 1) to obtain feedback, comments and suggestions on the concepts developed for the three outputs. Prepare workshop report. <p>[Note: Organisational aspects of the meetings/workshop including venue, tea/coffee etc. will be the responsibility of GIZ]</p> <ul style="list-style-type: none"> • Sub-task 3: Finalise the concept for the design, development and hosting of the three proposed outputs - a) Modernisation of the existing UKPCB website, b) Online inter-departmental collaboration/networking platform, and c) Online internal coordination platform. Prepare final concept report. • Sub-task 4: Develop offline the three online web-based systems: a) Modernisation of the existing UKPCB website, b) Online web-based tool for inter-departmental collaboration/networking, and c) Online internal coordination platform. Upload all the relevant information on the upgraded website, including all relevant data and information available on existing website of UKPCB. <p>Note: Applicable data protection laws to be complied with. Applicable online portal security systems to be complied with.</p> <ul style="list-style-type: none"> • Sub-task 6: Develop user manuals that provides details of usage of: a) Modernised UKPCB website, b) Online web-based tool for inter-departmental collaboration/ networking, and c) Online internal coordination platform. • Sub-task 7: Seek approval of the contents from UKPCB and accordingly host the website online with the three outputs. • Sub-task 8: Host the website online with the three outputs: upgraded UKPCB website, inter departmental collaboration online tool and online internal coordination platform. • Sub-task 9: Provide operation and maintenance service for

	UKPCB for 3 months from the date of hosting the upgraded site with collaboration tool and internal coordination platform.
Main Task 3: Training on the three web-based portals	<p>Sub Task 1: Conduct training (1 nos.) upto 3 days to the officials of UKPCB and their service agency as may be appointed by them on - operating, updating and maintenance of: a) Modernised UKPCB website, b) Online web-based tool for inter-departmental collaboration/networking, and c) Online internal coordination platform.</p> <p>Sub Task 2: Conduct training (1 nos.) upto 1 day to the officials of UKPCB and the targeted State Government departments on operating: Online inter-departmental collaboration web-based tool.</p> <p>[Note: Organisational aspects of the training including venue, tea/coffee etc. will be the responsibility of GIZ]</p>

Note: Website and all the web-based tools shall be in compliance of the requirements of the National Informatic Centre web server. Any data protection clauses that are applicable shall be complied with (Applicable Regulations of the Ministry of Electronic & Information Technology, Government of India).

Contractor should take note of following:

- When enhancing the Website, the principles of general data protection law, such as purpose limitation, data economy and avoidance, transparency and necessity must be taken into account and the requirements of data protection law, such as the obligation to provide proof, storage and deletion, must be anticipated. A time-limited processing and storage of the data shall be ensured.
- Furthermore, the contractor must ensure compliance with the local law and privacy formalities. The necessary information on the processing of personal information shall be included in a protocol of processing activities.
- Personal data shall be hosted in a secure environment that prevents unauthorized access and an access and authorization concept that complies with the principle of data security and where access to the backend is granted only to very limited user groups shall be prepared. The storage and transmission of sensitive and/or personal data must also comply with current encryption standards.
- Further requirements under data protection law include the provision of a specific data protection declaration for the Website.

2.2 Period of assignment

From July 2020 until July 2021.

2.3 Deliverables

Required deliverables from the consultancy services and the timelines are given below.

Milestone	Deadline/place
Inception report	July 2020
<u>Report on Main Task 1:</u> <ul style="list-style-type: none"> • Case examples report related to the three outputs. • Draft scoping report including good case examples and needs gathering tasks related to the three outputs. • Stakeholders' workshop report. • Final scoping report. 	September 2020
<u>Report on Main Task 2:</u> <ul style="list-style-type: none"> • Draft concepts report for the three outputs. • Stakeholders' workshop report. • Final concepts report. 	November 2020
<ul style="list-style-type: none"> • Offline/prototype of modernised UKPCB website and web-based tools for departmental collaboration and internal coordination platform. • User manual on the usage and operating of the website and e-web-based tools. 	February 2021
<ul style="list-style-type: none"> • Approval of the contents from UKPCB and accordingly host the website online with the three outputs. 	March 2021
<ul style="list-style-type: none"> • Online hosting of the modernised UKPCB website and web-based tools for departmental collaboration and internal coordination platform. 	April 2021
<ul style="list-style-type: none"> • Operation and maintenance of the website and web-based tools. 	May-July 2021
<u>Report on Main Task 3:</u> <ul style="list-style-type: none"> • Training reports for the trainings 1 & 2. 	May 2021
<u>Other Reports:</u> <ul style="list-style-type: none"> • Final Report on the assignment including all the main tasks of ToR. 	July 2021

3. Technical Concept

The bidder is required to **submit a Technical-methodological concept** covering the following aspects to enable GIZ judge the technical competency of the bidder (ref. to attached assessment matrix). If no information is provided, the bidders will not be given any score against that parameter.

- **Strategy:** The bidder is required to understand the objectives given in the ToR and do critical examination of the tasks. The bidder is required to elaborate a strategy/approach for delivering the services put out to tender. The evaluation parameters are:
 - » Interpretation of the objectives in the ToRs, critical examination of tasks
 - » Description and justification of the contractor's strategy for delivering the services put out to tender.
- **Cooperation:** The bidder is required to interact with relevant actors for successful implementation of the contract. Therefore, a clear strategy for establishing cooperation and then cooperating with the relevant actors needs to be detailed out in line with the ToR requirements. The evaluation parameters are:
 - » Presentation and interaction between the relevant actors in the contractor's area of responsibility.
 - » Strategy for establishing cooperation and then cooperating with the relevant actors.
- **Steering Structure:** The bidder is required to outline the approach and procedure for steering the measures with the project partners for effectively and efficiently fulfilling various tasks, viz. needs gathering, seeking approvals, comments to the draft outputs etc. The evaluation parameters are:
 - » Approach and procedure for steering the measures with the project partners
 - » Description of contractor's contribution to results monitoring and the associated challenges
- **Processes:** The bidder should include in the technical proposal an explanation of the implementation plan: work steps, milestones, schedule. The description of the key processes which it intends to follow for delivering the services so that the partners contributions/inputs are well integrated. The evaluation parameters are:
 - » Presentation and explanation of the implementation plan: work steps, milestones, schedule
 - » Presentation and explanation of the integration of the partner contributions
- **Learning and Innovation:** The bidder should include in the technical proposal an explanation of how they would be able to contribute to the knowledge management at UKPCB and at GIZ. The bidder should also include a presentation and explanation of the measures that they would undertake to promote scaling-up effects. The evaluation parameters are:
 - » Contractor's contribution to knowledge management at the partner and at GIZ
 - » Presentation and explanation of the measures undertaken by the contractor to promote scaling-up effects Project
- **Management:** The bidder is required to prepare and submit: a) the approach and procedure for coordination with/in GIZ project; b) Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months; and c) Backstopping strategy (incl. CVs of the technical and administrative backstopper). The evaluation parameters are: (a), (b) and (c) as above.

4. Personnel concept

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 should include information on assignment dates (duration and expert days).

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved and the required qualifications. The bidder must provide a clear overview of all proposed experts and their individual qualifications in the attached CV format.

The below specified qualifications represent the requirements to reach the maximum number of points. The numbers given in brackets refer to the respective lines in the document “Grid for the technical assessment of bids”.

The estimated man-days are given below:

- Team leader : 70 person days
- Senior Expert : 30 person days
- Pool of IT experts : 300 person days

Details of responsibilities and qualification requirements of various experts are given below.

4.1 Team Leader (1 No.)

Tasks of the Team Leader (National)

- Overall responsibility for the assignment, coordinating with various team members and ensuring quality control, fulfilment of deadlines and timely deliverables.
- Responsible for creative concept, design inputs and development of the three web-based outputs.
- Responsible for planning and execution of various technical tasks in close cooperation with the Senior Expert and the pool of IT experts.
- Coordination with UKPCB, various government departments and public and private stakeholders.
- Organising of meetings/workshops/trainings and ensure adequate involvement and participation so that outputs are customer oriented.
- Preparation/finalisation of reports before submitting to GIZ.

Qualifications of the Team Leader (National)

- Qualification (2.1.1): Relevant Post Graduate Degree from a recognised university or institution.
- Language (2.1.2): Proficiency in English language
- General Professional Experience (2.1.3): Minimum 15 years of IT based working experience.
- Specific Professional Experience (2.1.4): Specific work experience in managing projects on development of websites and web-based online tools, preferably for government or its institutions.
- Regional experience (2.1.6): Work experience in India. Experience in Uttarakhand is preferred.

4.2 Senior Expert (1 No.)

Tasks of the Senior Expert (National)

- Technical inputs on environmental aspects related to various tasks, viz. needs gathering, inputs for concept development, inputs for training etc.
- Inputs for preparation of various reports as required.

Qualifications of the Senior Expert (National)

- Qualification (2.2.1): Relevant Post Graduate Degree from a recognised university or institution.
- Language (2.2.2): Proficiency in English language.
- General Professional Experience (2.2.3): Minimum 15 years of relevant professional experience.
- Specific Professional Experience (2.2.4): Specific experiences in the field of environment and knowledge of web-based portals and decision support tools.
- Regional experience (2.2.6): Work experience in India. Experience in Uttarakhand is preferred.

4.3 Pool of IT experts (Upto 5 Nos.)

Tasks of the IT Pool of Experts (National)

- Responsible for development of the three web-based tools including needs gathering, concept development, website designing, development and hosting.
- The pool of IT experts will be responsible for gathering information (e.g. purpose, main goals, and target audience), planning (e.g. sitemap and wireframe creation), design (e.g. page layouts), content writing and assembly, coding, testing, review and launch and maintenance.
- Preparation of presentations, dummy websites and presenting before the stakeholders.
- Resource persons in the meetings, workshops and training programmes.

Qualifications of the IT Pool of Experts (National)

- Qualification (2.6.1): Relevant graduate degree.
- Language (2.6.2): Proficiency in English language.
- General Professional Experience (2.6.3): Relevant IT experience ranging from 5 years to 10 years.
- Specific Professional Experience (2.6.4): Proficient with CSS, Java, JavaScript, C#, VB.Net, Python, HTML5, Node.Js and related framework and programming languages, databases like MS SQL Server, Oracle, MySQL, PostgreSQL and with software / web portal or tool testing.
- Regional experience (2.6.5): Work experience in India is preferred.

5. Eligibility requirements for the bidders/Firms participating in the tender

5.1 Commercial Assessment

- Please provide the legal status of your firm.
- In case of bidding consortia: Declaration by consortium
- Average annual turnover of the agency or consortium for the last three financial years: at least Euro 1,00,000
- The number of employees of the agency or consortium as at 31.12. of the previous year: at least 10 persons.

5.2 Technical Assessment

The bidder shall have reference projects with a minimum commission value of 10,000 EUR:

- At least 3 reference projects in the technical development of websites and web-based portals/tools.

- At least 1 similar reference project in the last 3 years of your portfolio – similar to the current assignment.

5.3 Technical Experience

- Minimum 5 years' experience in developing websites and web-based tools.
- Minimum 5 years' experience in developing IT based decision support systems.

5.4 Regional Experience

- Experience in working with Central or state government agencies in India.

6. Costing requirements

6.1 Specification of inputs

The days of engagement during the contract period, travel days, eligible travel allowances etc. are given below, which can be referred to by the consultant for calculating costs for the financial proposal to be submitted.

Fee days	Number of days up to	Comments
• Preparation/debriefing	1 day	Preparation/debriefing on the assignment by GIZ
• Implementation	399 days	Mandays for taking up the tasks as defined in the TORs. This includes travel days.
• Travel days	80	Travel to Dehradun as may be required. These days are included in 399 days.
Travel expenses	Number of days/nights up to	Comments
• Per diem	80	Bidder to quote per diem costs. Note that costs will be reimbursable upto limits as per GIZ rules
• Accommodation	80	Bidder to quote per accommodation costs. Note that costs will be reimbursable upto limits as per GIZ rules.
Other travel expenses		Comments
• Number of local trips (flight /train/road)	80	Travel to Dehradun
• Number of trips abroad	0	
•		
Flights	Number of flights up to	Comments
• International flights	0	
• Domestic flights	20	Travel to Dehradun could be by flights or train or road. Please specify the cost as per indicated total number of local trips. Costs may be quoted accordingly, reimbursement subject to actuals for the meetings in Dehradun.

Other costs		Comments
Institutional overheads	-	Institutional overheads (please specify if any) for this assignment to be specified by the bidder.

6.2 Assignment of personnel

Indicatively, the total requirements of experts are about 400 expert days (including 80 travel days) as below for the assignment:

Tasks	Mandays of Team Leader	Mandays of Senior Expert	Pool of IT Experts (5 Nos.)
Main Task 1	15	5	20
Main Task 2	50	20	270
Main Task 3	5	5	10
Total	70	30	300

Within these mandays, the travel days are summarised below.

6.3 Workshops and trainings

- Organise a half day stakeholders' workshop at UKPCB, Dehradun for obtaining feedback, comments and suggestions on the Scoping Report. [upto 25 participants, Location – Dehradun, Venue: Office of UKPCB] [Ref. Main-task 1]
- Organise a half day stakeholders' workshop (½ day) at UKPCB Dehradun with various stakeholders (as identified at sub-task 3, Main task 1) to obtain feedback, comments and suggestions on the concepts developed for the three outputs. [upto 25 participants, Location – Dehradun, Venue: Office of UKPCB] [Ref. Main-task 2]
- Conduct training (1 nos.) upto 3 days to the officials of UKPCB and their service agency as may be appointed by them on - operating, updating and maintenance of: a) Modernised UKPCB website, b) Online inter-departmental collaboration tool, and c) Online internal coordination platform. [upto 25 participants, Location – Dehradun, Venue: Office of UKPCB] [Ref. Main-task 3]
- Conduct training (1 nos.) upto 1 day to the officials of UKPCB and the targeted State Government departments on operating: Online inter-departmental collaboration web-based tool. [upto 25 participants, Location – Dehradun, Venue: Office of UKPCB]

[Note: Organisational aspects of the meetings/workshop including venue, tea/coffee etc. will be the responsibility of GIZ. As GIZ will organise the event, bidder need not quote costs for organisational aspects of the workshop.]

7. Inputs of GIZ or other actors

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

- Support in establishing contact with UKPCB - the main project partner.
- Review of progress and approvals on deliverables.

8. 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 (ref. Section 3 above of TORs) is to be organised in accordance with the positively weighted criteria in the technical assessment grid. It must be legible (font size 11 or larger) and clearly formulated. The bid is to be drawn up in English.

The complete bid shall not exceed 40 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Section 4 above of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 6 pages. The CVs must clearly show the relevant qualification and experience. 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 bidder may be called for a technical presentation during the stage of technical 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.

9. Annexure
