
Consultancy Services for the project on “Improvement to Site Conditions in Gagillapur (India)”	PN12.1003.8-223.01
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0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	3
3.	Concept.....	5
	Technical-methodological concept	5
	Other specific requirements.....	6
	Project management of the contractor.....	6
4.	Personnel concept	7
	Team leader	7
	Expert 1 (Project Coordinator)	9
	Expert 2 (GIS Data Analyst)	9
	Expert 3 (Socio-economic expert)	9
	Short-term expert pool with minimum 4, maximum 10 members	10
5.	Costing requirements	11
	Assignment of personnel.....	11
	Travel.....	11
	Workshops, training.....	11
6.	Inputs of GIZ or other actors	12
7.	Requirements on the format of the bid	12
8.	Option	Error! Bookmark not defined.

0. List of abbreviations

AMRUT	Atal Mission for Rejuvenation and Urban Transformation
AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
DM	Dundigal Municipality
FGD	Focussed Group Discussions
ICT	Information and Communication Technology
LUPM	Land Use Planning and Management Project
NRSC	National Remote Sensing Centre
SUDSC	Sustainable Urban Development – Smart Cities
ToRs	Terms of reference
URDPFI	Urban and Regional Development Plan Formulation and Implementation
UTM / WGS	Universal Transverse Mercator / World Geodetic System

1. Context

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Hoermann KG, are jointly supporting the project on “**Improvements to site conditions in Gagillapur (India)**” and working with the partners: Dundigal Municipality (DM) and Directorate of Municipal Administration, Telangana. Hoermann KG aspires to improve the site conditions in Gagillapur one of their industrial sites of Dundigal along with the support of GIZ. Hence, it is proposed to have a Master Plan for Gagillapur, which was earlier a village and now a ward within the newly formed Municipality of Dundigal, demonstrating improved site conditions in tandem with industrial development.

2. Tasks to be performed by the contractor

The overall objective of the assignment is to develop organised data base required for integrated master planning and coordinate with hired IT Consultancy for transferring database into City Scope.

- a. To list type of data and maps required to prepare Detailed Development Plan with integration of all basic services.
- b. To collect, process, prepare and organise data, in a manner that is suitable to upload in the City Scope device
- c. To support transfer of database to City Scope device and coordinate with IT Consultancy hired by GIZ
- d. To develop detailed development plan for Gagillapur
- e. To coordinate with Dundigal Master Plan whenever required

Note: All tasks should follow standard guiding documents prepared in GIZ under the SUDSC Project and LUPM project. The work should also be tallied with rules and regulations of the Directorate of Town and Country Planning, Telangana.

The contractor is responsible for providing the following services:

Reconnaissance of the area

1. Study existing Land Use and land use transition in last 15 years
2. Study and document evolution of the ward of Gagillapur

Preparation of Base map

1. Preparation of existing Land Use with standard scale and colour codes following URDPFI Guidelines. (NRSC land use land cover classes may be refereed). The sheet should contain standard scale representation with North line.
2. Overlay of administrative boundaries, rail, road, airport etc. following Survey of India Standards
3. Scale of work 1:1000 suggested. If need be then may be done in 1:500

Prepare thematic layer map and data base on the following key points

1. Regional linkages
2. Public and Private transport routes and availability of frequency of public transport

3. Transport demand in the ward, gap and demand with respect to surveys (Origin-destination, speed delay, modal split, road inventories, traffic surveys etc.)
4. Basic services (water supply, sanitation, solid waste, industrial waste water, electricity, ICT, mobile network etc.) layout, coverage, access, quality, treatment facility, gap and future demands.
5. Quality of basic services according to service level benchmark, gap and demand
6. Availability, quality and access to educational, health services, gap and demand
7. Availability, accessibility and quality of forest areas or green areas, gap and demand
8. Conflict of land uses to be mapped
9. Disaster and vulnerability issues to be mapped
10. Dependency on regional infrastructure and administrative offices
11. Household surveys
12. Literacy, employment status, skill development gap etc to be identified
13. Parking requirements to be estimated
14. Population projection of Gagillapur considering investments in Gagillapur, in the region of 25 km radius, fertility rate, death rate, migration etc.
15. Sex ration and working group sex ration for women work force participation
16. Documentation of informal unrecorded activities if any
17. Surface drainage map and manmade drainage map
18. Water sheds and micro water sheds map
19. Digital elevation model
20. Skill mapping
21. Land prices and ownership (market rates, government rates, holdings etc.)
22. Human to green area ration vs emissions
23. Total flora fauna and importance of special species if any
24. Notified boundaries by legal act
25. Wetlands/ any other sensitive areas
26. Pollution levels
27. Green network
28. Existing and proposed development work
29. Documentation on Participatory Planning conducted on site

Preparation of Draft Detailed Development Plan

1. GIS-based Spatial plan as a final map.
2. Report describing plan proposals with justifications and all maps with descriptions
3. The draft Detailed Development Plan prepared should focus on integration of discussions with all stakeholders including detailed participation sessions/FGD with citizens in the ward.
4. The plan should be strictly based on all the criteria of analysis above and provide an integrated solution with more than two plan options
5. The planning should follow established standard and guidelines of URDPFI 2018, Survey of India Mapping Standards, NRSC Guidelines, AMRUT Guidelines and select relevant one to follow.
6. The plan should be innovative to reduce resource wastage, attempt to be self-sustainable and address needs of women and other under privileged citizens
7. All the maps should be prepared in GIS with standard legends, scale and UTM / WGS 84 coordinate system.

Spatial Budgeting and Finance

1. Percentage of Municipal taxes invested for ward
2. External funds for development available or be made available
3. Self-sustainable models

Institutional Development and Reforms

1. Existing capacities of various officers
2. organizational structures
3. Number of workers and their duties
4. Gap analysis in capacities

The team should coordinate with Consultant hired for Dundigal Master Plan database creation as and when required. Any other work felt required to coordinate with other consultants or stakeholders to make the exercise meaningful must be carried out.

A copy of raw data and final data in both soft and hard copy format should be submitted to GIZ team.

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
Relevant Secondary data collection and stakeholder consultation report	Jan 15, 2020/New Delhi/Team Leader
Draft detailed development Plan preparation	Feb 29, 2020/New Delhi/ Team Leader
Draft Final report	July 31, 2020/New Delhi/Team Leader

Period of assignment: From December 2019 until August 2020.

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**).

Other specific requirements

Cross cutting themes like basic services and functional flows must be considered for further coordination with other teams. The plan should include innovations to reduce resource wastage, and address needs to women and other under privileged citizens.

Also, the contractor may have to coordinate with the German Consultant/ Consultancy firm for review of the *Detailed Development Plan* created by them if planned by GIZ in later days.

Project management of the contractor

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

- The contractor is responsible for finding out local language speaking institutions/NGOs for carrying out integrated spatial planning trainings.
- The contractor is responsible presenting cases on different platforms that GIZ invites for their participation.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs for conducting training on integrated spatial planning training to citizen of Gagillapur and Government officials.
- The contractor finds out in detail Solid Waste Management action plan under the basic services component of the detailed development plan.
- 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

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief monthly and quarterly reports on the implementation status of the project (5-7 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.

Details about backstopping

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package: **No separate fee/budget should be provided for backstopping team.**

- 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 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.

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

There should be at least one lady staff in the contractor's team.

Eligibility Criteria of the Firm

1. The lead consulting firm should be registered in India with an annual average turnover for 3 years (2015-16; 2016-17; 2017-18) of Rs. 50 Lakhs.
2. The consultants/JV should have carried out at least TWO similar projects on database generation and archiving for part of ULB / Rural for a population not less than 20,000 in last 3 years.
3. Atleast ONE land use plan for part of ULB / Rural for a population of 20,000 in last 3 years.
4. Consultants / JV should be in GIS development / urban / environment planning sustainability sector preferably in environmental planning or related projects during last 7 years.
5. Consultant / JV should have carried out at least one of the above studies with an order minimum value of Rs. 25 Lakhs for landuse planning related project.

Desirable Criteria

1. The consultants / JV should have developed detailed database for peri-urban areas of India

2. The consultant / JV should have 1 expert and 1 member who has good knowledge in Telugu
3. If it is JV, then a joint letter stating their interest and contribution towards Landuse planning of peri-urban areas.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor to prepare realistic and implementable plan ensuring detailed participation of various types of stakeholders and current and ongoing development projects.
- Ensuring long term vision of plan
- Has to do quality checks of GIS maps prepared
- Ensuring interlinkages with larger plans like Hyderabad Municipal Development Authority master plans
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Masters in Planning) in Urban and Regional Planning / Environmental Planning/ Equivalent/ graduation in Urban planning / Master in Business administration with good idea of spatial planning finance and budgeting.
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 20 years of professional experience in the spatial planning sector with solution to environmental concerns
- Specific professional experience (2.1.4): 10 years in spatial planning and 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): 5 years of experience in projects in states of southern India (region), of which 2 years in projects in India. Having projects conducted earlier in the HMDA region and having considerable understanding of the local culture and governmental structures as well as operations.
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): evidence of specific trainers' certificate, experience in financial management

Expert 1 (Project Coordinator)

Tasks of expert 1

- Coordinate the entire plan making process from reconnaissance survey up to preparing the draft Detailed Development Plan
- Support in all plan making processes such as conduct surveys, analyse secondary data, interact with stakeholders and gather knowledge on contextual relevance of attributes of Gagillapur
- Coordinate data collection, analysis and public participation processes with the team and GIZ
- Design the draft Detailed Development Plan based on vision, existing conditions, gap and demand

Qualifications of expert 1

- Education/training (2.2.1): Masters degree in planning with bachelors in Architecture/Civil or environmental Engineering/ Geographer
- Language (2.2.2): English / Hindi with good knowledge on Telugu
- General professional experience (2.2.3): 10 years in spatial planning
- Specific professional experience (2.2.4): 5 years in preparation of plans
- Leadership/management experience (2.2.5): 2 years in leading Master Plan process
- Regional experience (2.2.6): 5 years of experience in projects in states of southern India
- Development Cooperation (DC) experience (2.2.7): 2 years
- Other (2.2.8): past experience of participatory plan development (preferable)

Expert 2 (GIS Data Analyst)

Tasks of expert 2

- Linking attributes of spatial planning for data analysis
- Develop draft Detailed Development Plan in adherence to standard guiding documents prepared in GIS.
- To collect, process, prepare and organise data, in a manner that is suitable to upload in the City Scope device
- Prepare all maps in GIS with standard legends, scale and UTM / WGS 84 coordinate system

Qualifications of expert 2

- Education/training (2.3.1): Master degree in GIS and considerable understanding of spatial planning as certified course or bachelors.
- Language (2.3.2): English/ Telugu/ Hindi
- General professional experience (2.3.3): 12 years
- Specific professional experience (2.3.4): 8 years
- Regional experience (2.3.6): 5 years

Expert 3 (Socio-economic expert)

Tasks of expert 3

- Conduct all necessary surveys required for draft Detailed Development Plan
- Qualitative and quantitative data collection through secondary data sources and primary sources via interviews, surveys, discussions, FGD etc.\
- Prepare base documents, questionnaires and surveys to be carried out on site

- Interviews with Dundigal Municipality authorities as and when required
- Analyse the data captured during surveys and assimilated on GIS

Qualifications of expert 3

- Education/training (2.4.1): Master degree in Geography/ economics/ sociology/ communication/ equivalent having fair understanding of all the disciplines mentioned as degree certification requirement.
- Language (2.4.2): English/ Hindi with excellent reading, and writing skills in Telugu
- General professional experience (2.4.3): 10 years experience working in the urban development sector
- Specific professional experience (2.4.4): 5 years in qualitative and quantitative data collection, analysis and conducting interviews in the area of socio-economic development
- Leadership/management experience (2.4.5): 2 years
- Regional experience (2.4.6): 5 years
- Other (2.4.8): past experience of participatory plan development (preferable)

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

Location of the Office of Contractor should be within HMDA. Site office preferably in Gagillapur/ Dundigal Municipality (to be negotiated with Partner office)

Short-term expert pool with minimum 4, maximum 10 members

Tasks of the short-term expert pool

- Household survey
- Traffic and transportation surveys
- Land Use surveys
- Basic infrastructure surveys

Qualifications of the short-term expert pool

- Education/training (2.6.1): communication/ social experts with university qualification in sociology/geography, planning experts with university qualification in geography/planning
- Language (2.6.2): 4 experts with very good language skills in Telugu, good language skills in Hindi and English with local accent
- General professional experience (2.6.3): 1 expert with at least 20 years of experience in the planning survey sector,
- 1 expert with at least 5 years of professional experience in the social sector (2.6.4)
- Regional experience (2.6.5): 2 experts with at least 2 years of experience in Hyderabad Metropolitan Region (region), 2 experts with 2 years of experience in India (country)

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

Travel

The bidder is required to calculate the travel by the specified experts 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.

Expert Personnel	No. of Domestic Trips (applicable only to firms outside Hyderabad)
Team Leader	2 trips
Expert 1: Project Coordinator	2 trips
Expert 2: GIS Expert	2 trips
Local Travel in Dundigal & Hyderabad	48 trips

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 25 expert days

Expert 1: (Project Coordinator): for 40 expert days

Expert 2: (GIS Expert): for 60 expert days

Expert 3: (Socio-Economic Expert): for 20 expert days

Short-term expert pool: total 100 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.

Data

Data to be collected from different departments

Workshops, training

The consulting firm implements the following workshops/study trips/training courses:

- Integrated spatial planning training to at least 25 officials / citizen representatives

6. Inputs of GIZ or other actors

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

- Coordination support
- Technical guidance

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 30 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs of each expert shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

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

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.