
	Project number/ cost centre:
Situation assessment and recommendations for improvement of stormwater management in Panaji and Coimbatore	P.20.9015.7-003.00

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..... Error! Bookmark not defined.	
	Project management of the contractor.....	6
4.	Criteria for Eligibility of firms	7
4A.	Personnel concept.....	7
	Team leader	7
	Expert 1.....	8
	Short-term expert pool with minimum , maximum members Error! Bookmark not defined.	
5.	Costing requirements	9
	Assignment of personnel.....	9
	Travel.....	9
	Workshops, training.....	9
	Other costs.....	9
6.	Inputs of GIZ or other actors	10
7.	Requirements on the format of the bid.....	10
8.	Option	10
9.	Annexes	10

0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
DPR	Detailed Project Report
GHG	Green House Gases
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
ToRs	Terms of reference

1. Context

Owing to its ranking as the third largest GHG emitting country globally, India becomes highly vulnerable to the impacts of climate change. Moreover, India is ranked 7th on the Global Climate Risk Index for 2021, making it one of the most affected countries in the world to combat climate change. India has established several policy and institutional frameworks to channel resources for implementing climate action and aligning with global initiatives (such as the UN Sustainable Development Goals and Nationally Determined Contributions). However, much of the climate science and policy instruments have been developed at the national and state level. While climate mitigation and adaptation should be planned at the local level, the mandates for their implementation, financial resources as well as availability of local level tools/data are limited. The national and subnational policy framework requires operationalization, clear guidance for implementation, and better mechanisms for consulting the local level.

The Integrated Urban Climate Actions for Low-Carbon & Resilient Cities (Urban-Act) project aims to improve the enabling environment (effective multi-level climate governance frameworks and instruments) for climate-sensitive urban development in its partner countries as well as at the regional level. In the Indian context, the project enables a multi-level governance and participatory approaches through improved policy instruments, tools for evidence-based decision making, technical analysis, vertical integration of climate sensitive urban planning solutions and capacity building at the city-level.

Stormwater management has been identified as the project intervention area in the cities of Panaji and Coimbatore. The assignment is to undertake a rapid assessment of the existing situation of water bodies and the overall stormwater management in the cities of Panaji and Coimbatore and identification of measure for its effective management.

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

Analysis of existing conditions in Panaji and Coimbatore

- The consultant must conduct a rapid assessment of the city with regards to the existing conditions of water management – that is water supply, wastewater, storm water and drainage, water recharge areas, water bodies.
- Analysis of current status of measures being undertaken by the city in the field of water, storm water management, urban flooding, rejuvenation of water bodies, Wetland management etc.
- Support the team in identification of stakeholders involved in the sector at city and state level.
- Measures taken at state level for stormwater management or rejuvenation of water bodies in the UT including master plans etc.

Review of existing regulations – state and city level

- The consultant must review the existing policies, regulations or plans both at city, state like development control regulations, disaster management plan for city and state, state action plan, master plans etc. and identify measures undertaken by the city/state with regards to stormwater management or integrated water management or rejuvenation of water bodies.

- Review of urban development plans and budgets /annual investment plans of the city wrt to stormwater management/improvement, rejuvenation waterbodies

Recommendations and wayforward

- Based on the situation assessment and policy review identify gap in the existing system and identify short term (1-5yrs), medium term (5-10yrs) and long term (>10yrs) measures that can be implemented by the city/ state for effective management of stormwater management and rejuvenation of water bodies taking into consideration the CSCAF
- The recommendations and roadmap to be presented to the city.

Provide technical inputs/ support for planning and implementation:

- Provide inputs or formulate advisory/guidelines on stormwater management and rejuvenation of water bodies at state and city level considering the climate change aspects including wetland management.
- Review of DPRs/ tender documents to provide technical inputs as well as climate change related aspects in the DPRs/ tender documents in the 2 cities and – upto 2 DPRs/ tender documents.
- Developing two (2) concepts including concept plan and tentative cost estimate for efficient stormwater management also taking into consideration the regional watershed like
 - a. water sensitive urban design
 - b. Municipal Stormwater Management Plan which outlines specific stormwater design and performance standards for new development. Preventative and corrective maintenance strategies to be included in the plan to ensure long-term effectiveness of stormwater management facilities.
 - c. Wetland conservation and management
- Develop Standard Operating Procedures (SOP) for Operation and Maintenance (O&M) of storm water drains and water bodies.
- The consultant team to support GIZ in identification of suitable funding options for implementation of climate relevant project identified during the study and support in filling the application if any.

Training and capacity development

- Undertake one training (two days) for city officials based on topic identified during the project. The topic to be finalized based on discussion with 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 report – (work plan including days utilization, city overview)	Within 1 week of signing of contract
Site visit report	Within 1 month (s) of signing of contract
Gap analysis report including policy analysis	Within 2 month (s) of signing of contract
Recommendation and way forward	Within 3 month (s) of signing of contract
SOP for O&M	Within 5 month (s) of signing of contract
Formulation of advisory or guideline	Within 7 month (s) of signing of contract
Review of tender document/DPR for both cities	Within 9 month (s) of signing of contract
Finalization of one concept for both cities	Within 10 month (s) of signing of contract
Finalization of second concept for both cities	Within 12 month (s) of signing of contract
Undertaking training for city official in both cities	Within 13 month (s) of signing of contract

Period of assignment: From July 2023 until August 2024.

Note: “The duration of the contract will be extended up to {date}, a period of **3/6/12** months. The extended contract duration is defined keeping in view the changing conditions due to ongoing Covid pandemic. However, it is expected that the assignments/work/deliverables will be completed as per the defined timeline in the contract. Accordingly, the final payment can be processed subject to the approval from the AV/Project. The final payment settlement shall not bound by the contractual timeline but measured by successful completion of deliverables as agreed upon”

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 0 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 0).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the cooperation with them.

The bidder is required to present and explain its approach to steering the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 0 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 0.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (learning and innovation).

Project management of the contractor

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

The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

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 quarterly or half-yearly 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.

4. Criteria for Eligibility of firms

Note: Bidders must submit the documentary evidence for the criteria's specified below.

Commercial eligibility

- a. The firm must have an average annual turnover of EUR 25.000 in last three financial years and have minimum technical staff strength of 8.
- b. The firm must have worked in at least 4 projects in stormwater management /integrated water management sector of value more than EUR 10000 and at least 2 projects should be in the last three years.

Technical eligibility

- a. At least 08 years of experience in integrated water management & stormwater management
- b. Experience of working in project supporting the national or state in the developing advisories and guidelines. Also, must have experience of developing tender documents and/or SOPs. Must submit evidence for at least 2 tender documents.
- c. Showcase at least two projects with experience of working in stormwater management (DPR/Master plan/Stormwater improvement plan).
- d. At least 5 years' of working experience with Urban Local bodies

4A. 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.

Team leader and water Expert (Man -days required : 60 days)

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 and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Post Graduation in Planning, Engineering, Environmental science, water resources or related subjects
- Language (2.1.2): Good business language skills in English and Hindi. Knowledge of Tamil or Konkani will be an advantage.

- General professional experience (2.1.3): 15 years of professional experience in the Water sector
- Specific professional experience (2.1.4): 10 years in experience in area of stormwater management, rejuvenation of water bodies, stormwater master plans , preparation of DPRs and other works related to stormwater management and rejuvenation of water bodies
- Leadership/management experience (2.1.5): 4 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in India and advantage for project experience in Panaji or Coimbatore
- Development Cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): Experience from other countries in Asia related to water or stormwater sector. Having experience in development of training modules and undertaken trainings related to water sector will be an advantage.

Expert 1 : Urban Planner (Man days required – 82 days)

Tasks of expert 1

- Data collection for field
- Preparation of reports and presentations
- Regular coordination with GIZ team

Qualifications of expert 1

- Education/training (2.2.1): Post Graduation in Planning, Engineering, Environmental science or related subjects
- Language (2.2.2): Good business language skills in English and Hindi. Knowledge of Tamil or Konkani will be an advantage.
- General professional experience (2.2.3): 5 years' experience in area of Urban Planning or Urban Development
- Specific professional experience (2.2.4): 3 years' experience in area related to stormwater management, Master plans, Urban flooding, rejuvenation of waterbodies or wetlands rejuvenation.
- Leadership/management experience (2.2.5): Nil
- Regional experience (2.2.6): 5 years' experience in India. Experience in Panaji or Coimbatore will be an advantage.
- Development Cooperation (DC) experience (2.2.7): Nil
- Other (2.2.8): Experience in Integrated urban water management or water sensitive urban design concepts would be an advantage.

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

5. Costing requirements

Assignment of personnel

Team leader & Water Expert: Assignment in country of assignment for 60 expert days

Expert 1- Urban Planner: Assignment in country of assignment for 82 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

The field trips and number of days envisaged mentioned in the table below. The consultant has to travel to the cities of Coimbatore and Panaji for data collection and presentation to cities.

One trip to Delhi to be included for agencies based out outside Delhi

Experts	Flights (To-&Fro trip to Panaji, Coimbatore & New Delhi)	Accommodation (Panaji, Coimbatore, New Delhi)	Local travel – <i>Outstation travel In travel sector and airport transfers can be factored here</i>	Per diem
Team Leader	3 trips to Panaji & Coimbatore and 1 trip to New Delhi	24 Nos	Total of 24 local travels envisaged	24 Nos
Urban Planner	3 trips to Panaji & Coimbatore and 1 trip to New Delhi	24 Nos		24 Nos

Workshops, training

The contractor has to undertake training for city officials on the topic identified during the course of the project in mutual discussion with GIZ.

The cost for organizing the training will be borne by GIZ

Other costs

- NA

6. Inputs of GIZ or other actors

GIZ will support in facilitating meetings with city officials and other official approvals needed for the project's completion. All the correspondences to partners and city officials will go from GIZ.

All the expenses related to training or workshop will be taken by GIZ.

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 & other supporting company documents)

The CVs shall not exceed 3 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English (language) only.

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

8. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points:

1. **Type and scope:** Implementation support including Detailed project reports, tender supports etc. to any concept submitted to the city under this assignment or of a new concept in case requested by the city
2. **Requirements:** The option can only be exercised subject to the approval from the GIZ based on the requirement from the city and Urban-Act project

The option is exercised in the form of an extension to the contract based on the already offered individual rates.

9. Annexes

Nil