

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Engagement of Technical Agency for mainstream climate-smart adaptation practices through the design, development and implementation of Water Security Plans & Agriculture Contingency Plans in Bangra Block, Jhansi, Bundelkhand area of Uttar Pradesh	Project number/ cost centre: 22.2133.1-001.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2024
CAFRI	Climate Adaptation, Resilience, and Climate Finance in Rural India
CCA	Climate Change Adaptation
DoA	Department of Agriculture
DoE	Directorate of Environment
DoPR	Directorate of Panchayati Raj
DRR	Disaster Risk Reduction
GP	Gram Panchayats
IPCC	Intergovernmental Panel on Climate Change
MOEFCC	Ministry of Environment, Forest and Climate Change
NABARD	National Bank for Agriculture and Rural Development
SAPCC	State Action Plan on Climate Change
ToRs	Terms of reference
UP	Uttar Pradesh

1. Context

Within the framework of the Indo-German bilateral cooperation project "Climate Adaptation, Resilience, and Climate Finance in Rural India" (CAFRI-MOEFC II), GIZ is providing technical support to the Directorate of Environment in Uttar Pradesh (UP) in implementing the Agriculture Mission under UP-SAPCC 2021-30. This aligns with the agreed-upon commitment with the Ministry of Environment, Forest & Climate Change to concentrate efforts in Uttar Pradesh on providing technical support to facilitate the execution of selected initiatives under the Water & Agriculture Missions of UPSAPCC 2.0, specifically in the Bundelkhand region.

The proposed initiative is part of the Agriculture Mission of UP SAPCC 2021-30, specifically falling under Strategy/ Action No. 3, which aims to mainstream climate-smart adaptation practices and technologies through the implementation of pilots covering all agro-climatic zones in Uttar Pradesh. In this approach, GIZ aims to offer technical assistance for developing and executing Model on Gender Transformative & Climate Risk Informed contingency plans for agriculture sector at the village level. This initiative will focus on 20 villages selected from the 97,941 villages outlined in UPSAPCC 2021-30. The model plans will diverge from the conventional/BAU agriculture contingency plans, incorporating specific provisions of Agriculture Mission UP SAPCC 2021-30 to make it risk informed & gender transformative and enhance their effectiveness. The model plans may be replicated by Government of Uttar Pradesh in remaining villages with the support of Department of Agriculture, utilizing their existing resources.

Similarly, Under Jal Mission of UPSAPCC 2021-30, specifically falling under Strategy/Action Point No 1, which aims to Enhanced monitoring and research to establish water budgets and manage water at micro-watershed level. In this approach, GIZ also aims to offer technical assistance for developing and executing Model on Gender Transformative and Climate Risk Informed involving Gram Panchayats (GP) and stakeholders to develop their own local water budgets for judicious use across sectors. Water availability and accessibility are the most significant factors for crop production. Addressing this issue is indispensable for areas affected by water scarcity. To design local adaptation practices, micro watershed level for water conservation & harvesting efforts are critical as these efforts serves as a tool to manage the water sustainably in water stressed situation.

Rationale for selection of Intervention area

Agriculture & Water Sector in UP are highly sensitive to weather aberrations. There is a need for preparedness and real time implementation towards sustainable agriculture production systems in the events of extreme climatic events. A ready reckoner for line departments and farming community on prevailing farming systems and climate smart technological interventions to manage various climatic events addressing different sectors of agriculture including horticulture, livestock, poultry, fisheries is essential (ICAR, 2016). This strategy focuses on enhancing climate resilience in agriculture production systems through series of activities at village level. The strategy's implementation schedule envisages to identify barriers towards uptake of climate smart activities, pilot climate smart adaptation technologies and

develop village level contingency plans encompassing analysis of historical climate data and future climate projections, analysis of water availability and soil health, etc.

The Bundelkhand region accounts for only 4 per cent of the state's gross value of agriculture output. This has strong linkages to the agroclimatic conditions in these regions. The reduction in agricultural production can lead to additional pressure on government resources which could be utilized for other productive purposes. IPCC 2007 highlighted that due to global warming, droughts are predicted to turn into more prominent in some of the dry regions of world. Further action researches with adaptation and mitigation measures are required to understand more about droughts and other climate change impacts and its impact on food security.

The parched geography of Jhansi is one of the underdeveloped regions of the Bundelkhand region, Uttar Pradesh being low on human development indices. In addition to undulating terrain and climatic variabilities the drought prone region suffers from high socio-economic vulnerabilities marked by increased climatic sensitivities and low adaptive capacities. The semi-arid geography of Jhansi is highly perturbed with variable climatic conditions intensified by ravines and undulating topography, resource exploitation, weak socio-economic conditions, lack of access to improved technologies and frequent migration. It is largely rainfed and is perturbed with drought conditions frequent in the region leading to unstable socioeconomic conditions and food insecurity.

The growing population and parallel increase in demand for natural resources has left the agricultural and water resources in the region susceptible to increasing climate change risks affecting the livelihoods of the communities. As the climate change impacts are likely to be faced most severely by such vulnerable regions of developing countries like India, there is an urgent need to integrate adaptive strategies at the local level and work towards strengthening national capacities. This region has experienced significant consequences from recurrent monsoon failures in recent years.

The rationale behind this selection of the Bangra block Jhansi block is as under:

- i. Debilitated ecological base (land degradation and fragmentation)
- ii. Overpopulation (relative to current productivity, income, and natural resources)
- iii. Over-dependence on climate-sensitive sectors: agriculture, forestry & fisheries
- iv. Level of economic wealth
- v. Inequities in access to resources and wealth among groups
- vi. Weak socio- cultural (rigidity in land-use practices, social conflicts) infrastructure
- vii. financial/market (uncertain pricing, availability of credit, lack of credit),
- viii. Technological, skills and human resource bottlenecks
- ix. Poor pre-existing health conditions

In this context, mainstreaming of Climate Smart Adaptation practices through design, development and implementation of scalable water security plans & agriculture contingency plans, covering selected parts of Bangra block, Jhansi will help to develop climate resilience among the communities. In addition, these measures will also support to develop climate resilience in the local ecosystem. The implementation, results and lesson learnt will help in

strategies tailored to address climate contingencies in crops and cropping systems. It is expected that the recommendations emerging out of the proposed measures will also provide technical guidance and actions to deal with adverse climatic conditions.

Objective: The proposed set of measures will primarily focus on improved resilience of vulnerable communities against challenges of climate change through promotion of natural farming measures like bio resource input centres, local micro water sheds to conserve soil moisture, improve soil health through innovative models which are scalable and bankable.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Work package 1: Design, Development & Implementation of 15 Gender Sensitive & Risk Informed Contingency Plans

Task I: Strategy Development for gender transformative and risk informed agriculture contingency planning (with due consideration of gender, local geo-climate conditions, local knowledge etc.) that allows integration of gender transformative, and risk informed inclusive planning and includes:

- a) Develop an inception report with methodology and approach with timeline for complete assignment. It should cover the following:
 - Field-based situational analysis and meetings with officials from Department of Agriculture, Department of Irrigation & Water Resources, GoUP & Directorate of Environment, GoUP, State Agriculture Universities and Central Agro-forestry Research Institute (CAFRI), Jhansi and GIZ to understand the requirements and scope of the assignment.
 - Analysis of structure & process of existing documents on Agriculture Contingency Planning.
 - Mapping of existing sectors/programmes and institutional mechanisms (formal, informal) that will be helpful in strengthening agriculture contingency planning for climate risk resilience at local level.
- b) Identification of process for gender transformative & risk informed contingency planning including village level participatory assessments for needs, and approaches to be adopted for approval/ resource allocation.
- c) Collection of required gender-disaggregated data and identification of gender transformative tools used in close cooperation with CAFRI II of GIZ. Application of the selected gender-transformative approach tools throughout the assignment.
- d) Develop a risk inclusive format, checklist & indicators for contingency aligning with existing Government of India guidelines on contingency planning and other guidelines issued by National & State Government. All the documents to be prepared in English & Hindi.
- e) Develop Standard Operating Procedures [SOPs] at block level for gender transformative and risk informed agriculture contingency planning and clearly outlining roles and responsibilities of all stakeholders. SOPs to be prepared in English & Hindi.
- f) Scope of integration of guidelines & framework of agriculture Contingency Plans in Gram Panchayat Development Planning, must also be defined.

Task II: Develop a training of trainers module on gender transformative and climate risk informed Agriculture Contingency Plans for Community/ Farmers. GIZ has to approve of the guidebook before trainings can be launched. Up to three rounds of feedback shall be covered under the agreement. Kindly note that training module will be developed in English & Hindi language.

- Provide technical support (ToT delivery, facilitation, course schedule preparation, conduct trainings) for organizing 02 Training of Trainers (ToTs) Program (03 days each for 15 participants for each ToT) based on above training guidebook for block level officials and faculty/ officials of Department of Agriculture, Department of Irrigation & water resources, and State & District level Resource Persons.

In consultation with GIZ to decide about the list of participants, boarding & lodging, venue & logistics for the ToTs.

Work package 2: Design Development & Implementation of 15 Gender Sensitive & Risk Informed Water Budgeting Exercise/Water Security Plans at Gram Panchayat Level

Task I: Design, Development, and Implementation of 15 Water Security Plans/Water Budgeting Exercise

The water budgeting exercise/ water security plans will be an excellent tool that will help the panchayats analyse water distribution and bridge the gaps between demand and supply. Water budgeting exercise/water security plans will focus on eco-friendly development initiatives in agriculture, water conservation and climate resilient disaster management practices. The water budget will also aid gram panchayats to design interventions that will solve water shortage if any, plan their projects better.

- a) Identification of process for gender transformative & risk informed water budgeting exercise/ water security plans at Panchayat level participatory assessments for needs, and approaches to be adopted for approval/ resource allocation.
- b) Collection of required gender-disaggregated data and identification of gender transformative tools used in close cooperation with CAFRI II of GIZ. Application of the selected gender-transformative approach tools throughout the assignment.
- c) Develop a risk inclusive format, checklist & indicators for water budgeting exercise/ water security plans with existing Government of India guidelines on water budgeting exercise/ water security plans and other guidelines issued by National & State Government. All the documents to be prepared in English & Hindi.
- d) Develop Standard Operating Procedures [SOPs] at Panchayat level for gender transformative and risk informed water budgeting exercise/ water security plans and clearly outlining roles and responsibilities of all stakeholders. SOPs to be prepared in English & Hindi.
- e) Scope of integration of guidelines & framework of water budgeting exercise/ water security plans in Gram Panchayat Development Planning, must also be defined.

Task II: Develop a training of trainer's module on gender transformative and climate risk informed Water Budgeting Exercise/Water Security Plans at Gram Panchayat Level. GIZ has to approve of the guidebook before trainings can be launched. Up to three rounds of feedback

shall be covered under the agreement. Kindly note that training module will be developed in English & Hindi language.

Technical agency will also provide technical support (ToT delivery, facilitation, course schedule preparation, conduct trainings) for organizing 02 Training of Trainers (ToTs) Program (03 days each for 15 participants for each ToT) for Gram Panchayat on Water Budgeting Exercise/Water Security Plans at Gram Panchayat Level.

Scalability and Replicability of the Models:

The proposed plans/exercise can be scaled up & replicate with the support of Centrally Sponsored Schemes such as Integrated Watershed Management Program (IWMP promotes, among other, rainwater harvesting and recharging of the ground water table); Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS prioritizes activities related to water harvesting, groundwater recharge, drought-proofing, and flood protection); the national agriculture development program Rashtriya Krishi Vikas Yojana (RKVY); and the Pradhan Mantri Krishi Sinchayee Yojana (PMKSY seeks to extend the coverage of irrigation and improve water use efficiency, i.e. “More crop per drop”). NABARD (Water Shed Development Funds, Climate Change Funds, Tribal Development Funds etc.) & CSRs and Private sector support etc can also be leverage to scale-up the initiatives on ground.

Note: In the mentioned tasks, (I & II) trainings, consultations, workshops, and meeting with NGOs, and communities to be organized. The numbers of the workshops, consultations and meetings will be finalized and organized (as per requirement & need). All the documents will be prepared in English & Hindi.

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

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception Report	15 th October 2025 / Jhansi or Delhi
Design, Development & Implementation of 15 Gender Transformative & Climate Risk informed Agriculture Contingency Plans	15 th January 2026/Jhansi
Standard Operating Procedures for integration of gender transformative & climate risk informed agriculture contingency plans, clearly outlining roles and responsibilities of all stakeholders at village level.	31 st January 2026/Jhansi
Training of trainers Module on Gender transformative & Climate Risk informed agriculture contingency plans & water budgeting exercise/water security plans for Community & Farmers in English & Hindi.	25 th February 2026/Jhansi

Training of Trainer (ToT) Programs (04 Programs of 03 day each)	30 th March 2026/Jhansi
Design, Development, and Implementation of 15 Water Security Plans/Water Budgeting Exercise	15 th April 2026 /Jhansi
Translation of the documents in Hindi (Module, SOPs, Indicators for Monitoring & Evaluation, Checklists, Action Plan, Guidance note, Matrix, Formats, etc)	15 th May 2026/Jhansi

Period of assignment: October 2025 to 15th May 2026

Location: Uttar Pradesh & New Delhi (Lucknow, New Delhi and Bundelkhand region covering Jhansi district)

Total Person days: 150 days

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering structure (1.3)** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system (1.3.2)**.

The tenderer is required to describe the key **processes (1.4)** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation (1.5)**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; 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 tenderer 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 tender:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Eligibility Criteria:

Criteria for Eligibility of firms

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

I. Commercial Eligibility Assessment

- The bidder must be registered in India.
- The average annual turnover for the last three financial years should be at least 50000 Euros.
- The agency should have at least 05 employees in the past three calendar year.

II. Technical Eligibility Assessment

The agency should provide at least 2 reference projects in Water Resource Management/Water Conservation/Climate Smart Agriculture/Natural Resource Management. The 2 reference projects must be in India in the last 03 years with a minimum commission value of EUR 20,000.

III. Weighted Criteria

1. Technical Experience

- 10 Years of technical expertise in the field of Natural Resource Management/Water Conservation/Water Harvesting, Climate Smart Agriculture & Water Resource Management related projects through the support of National/Regional NGOs/Agencies.

- 10 years of Experience in capacity development work for Natural Resource Management/Water Conservation and Climate Smart Agriculture at Village/Panchayat/Block level.
- 10 years of Experience in Designing & Implementation of Innovative & Scalable models on work for Natural Resource Management/Water Conservation and Climate Smart Agriculture at Village/Panchayat/Block level.
- 2. Regional Experience**
 - The agency should have regional experience in India.
- 3. Experience in development projects (ODA-financed)**
 - The agency should have experience of development projects (ODA Financed)

4.1 Personnel concept

The tenderer 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 in the technical assessment.

Qualifications of the team leader

Team Leader (2.1)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting other experts of the team.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- **Education/training (2.1.1):** PhD or Post Graduate Degree in Environmental Sciences/Economics/Natural Resource Management/Climate Change / Governance
- **Language (2.1.2):** B2-level language proficiency in English & Hindi Language.
- **General professional experience (2.1.3):** 09 years of professional experience in the climate change and rural development/agriculture sectors, working with rural communities and local government institutions.
- **Specific professional experience (2.1.4):** 5 years in capacity development, trainings, local planning for rural development sector with emphasis on Natural Resources 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):** 10 years in Northern India experience of working in Bundelkhand, Uttar Pradesh will be an added advantage.
- **Development Cooperation (DC) experience (2.1.7):** 1 years of experience in DC projects
- **Other (2.1.8):** Profound experience in designing capacity development and institutional development strategies and programmes.

Key Expert 1 - Water Resource Expert (2.2)

- Overall responsibility for the Water related advisory packages of the contractor (quality and deadlines)
- Technical support on water security plans and coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Capacity Development support.
- Personnel management, identifying the need for short-term assignments within the available budget.
- Regular reporting in accordance with deadlines

Qualifications

- **Qualifications (2.2.1):** Post Graduate Degree/Master's in Environment Science/Natural Resource Management/Integrated Water Resource Management or Equivalent
- **Language (2.2.2):** B2-level language proficiency in English & Hindi Language
- **General professional experience (2.2.3):** 08 years of experience in working on Water Resource Management/Water Conservation/Water Harvesting with NGOs/Research Institutions at Grassroot level on various innovative models.
- **Specific professional experience (2.2.4):** 5 years of experience of working on village & Gram Panchayat level planning on agriculture, natural resources management/ water resources management at local level, working with community groups and village councils.
- **Leadership/management experience (2.2.5):** 2 years of management experience
- **Regional experience (2.2.6):** 4 years of experience in Bundelkhand Region
- **Development Cooperation (DC) experience (2.2.7):** 1 years of experience in DC projects
- **Other (2.2.8):** Proven experience of local level planning on Integrated Water Resource Management.

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

Key Expert 2: Agriculture Expert (2.3)

- Overall responsibility for the agriculture advisory packages of the contractor (quality and deadlines)
- Support in development of Agriculture Contingency Plans and Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Capacity Development support
- Regular reporting in accordance with deadlines

Qualifications

- **Education/training (2.3.1):** Masters/Postgraduate in Agriculture /Natural Resources Management or Equivalent.
- **Language (2.3.2):** B2-level language proficiency in English & Hindi Language
- **General professional experience (2.3.3):** 08 years of experience in working on Agriculture sector, with NGOs at district, and village level.
- **Specific professional experience (2.3.4):** 5 years of experience on risk assessment of agri-sector and contingency planning at district & village level and proven working experience on various technological interventions which results into resilient agricultural production systems such as Seed Banks and Bio-resource Centres.
- **Leadership/management experience (2.3.5):** 2 years of leadership & management experience in agriculture related projects
- **Regional experience (2.3.6):** 4 years of experience in Bundelkhand region.
- **Development Cooperation (DC) experience (2.3.7):** 1 years of experience in DC Projects.
- **Other (2.3.8):** Proven experience of working with Grassroot level NGOs on policy planning of agriculture & extension schemes and related capacity building activities.

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

Key Expert 3: Gender Expert (2.4)

- Overall responsibility for the Gender responsive planning and advisory packages of the contractor (quality and deadlines)
- Integration of Gender responsive measures in Agriculture Contingency plans, Water Security Plans and Capacity Development programs conducted under the said assignment.
- Personnel management, identifying the need for short-term assignments within the available budget.
- Regular reporting in accordance with deadlines.

Qualifications

- **Qualifications (2.4.1):** Master in Gender Studies/Social Work or relevant subject.
- **Language (2.4.2):** B2-level language proficiency in English & Hindi Language
- **General professional experience (2.4.3):** 09 years of experience in working on Social/ rural development sector with NGOs government departments at district and village level.
- **Specific professional experience (2.4.4):** 5 years of experience on gender transformative rural development/social development, governance issues at local level,

working with community groups (with focus on designing gender responsive measures) and Panchayati Raj Institutions

- **Leadership/management experience (2.4.5):** 2 years of leader experience in gender related work
- **Regional experience (2.4.6):** 1 years in Bundelkhand region.
- **Development Cooperation (DC) experience (2.4.7):** 1 years of experience in DC projects.
- **Other (2.4.8):** Proven experience of training and capacity building activities at Gram Panchayat /Village level

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Expert 4: Capacity Development (2.5)

- Overall responsibility for the capacity development related advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Capacity development related inputs, module development and conduct of trainings
- Personnel management, identifying the need for short-term assignments within the available budget.
- Regular reporting in accordance with deadlines

Qualifications

- **Education/training (2.5.1):** Bachelor / master's degree in education/Rural Development/Management/ Mass Communication or Equivalent.
- **Language (2.5.2):** B2-level language proficiency in English & Hindi Language
- **General professional experience (2.5.3):** 09 years of experience in working on capacity development, organisational development, and institutional development in Bundelkhand region.
- **Specific professional experience (2.5.4):** 5 years of experience of working on trainings content development in climate change/environment sector and designing and delivering gender responsive training modules.
- **Leadership/management experience (2.5.5):** 2 years of management experience
- **Regional experience (2.5.6):** 2 years in Bundelkhand region
- **Development Cooperation (DC) experience (2.5.7):** 1 years of experience in DC projects
- **Other (2.4.8):** Not Applicable

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
- Required Qualification/experience for the consulting agency.

5. Costing requirements

Assignment of personnel and travel expenses

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Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	30	30	Number of days required during the assignment
Key Expert 1 Water Resource Expert	1	35	35	Number of days required during the assignment
Key Expert 2 Agriculture Expert	1	35	35	Number of days required during the assignment
Key Expert 3 Gender Expert	1	20	20	Number of days required during the assignment

Key Expert 4 Capacity Development Expert	1	30	30	Number of days required during the assignment
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	60	1	60	Lucknow, Jhansi district and New Delhi Allowance for settlement against evidence will be based on actual locations and as per actual cost.
Overnight allowance in country of assignment	20	1	20	Lucknow, New Delhi and Jhansi district Accommodation Allowance for settlement against evidence will be based on actual locations and as per actual cost Kindly note that the selected technical agency will arrange twin-sharing accommodation for the officials specified in the ToR, as and when they visit the field or as per requirement.
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car) • Taxi/local taxi (35) • Train (15)	50	1	50	Travel sector: Lucknow, Jhansi and New Delhi only.
Workshops 04 Training of Trainers (03 days each for 15 participants for each ToT)	04	1	04	The budget contains the following costs Food cost, trainers cost, agenda, short module for ToTs cost, pen, pad cost

Workshops, events and trainings

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

- 04 training of trainer's program at village/panchayat level. It will be *03 days each for 15 participants for each ToT.*
- Technical support to conduct trainings i.e. Arrangement of Resource persons, Facilitation, Coordination and Quality control etc)

6. Inputs of GIZ or other actors

- Introduce the agency to the state administration at the start of the project.
- Suggest additional participants for any meetings, trainings, and workshops.
- Any technical support required for the success of this initiative.
- Support in the field visit of the participants.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted. The CVs shall not exceed 4 pages each. They 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. [EUROPASS](#) format.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.