

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Engagement of Technical Agency for Development of Monitoring and Evaluation Framework for Haryana State Action Plan on Climate Change	Project number/ cost centre: 2022.2133.1.001
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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
MoEFCC	Ministry of Environment, Forest & Climate Change
NAPCC	National Action Plan on Climate Change
SAPCC	State Action Plan on Climate Change
ToRs	Terms of reference
NDC	Nationally Determined Contributions
AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Indo-German Climate Adaptation, Resilience and Climate Finance in Rural India (CAFRI II) - MoEFCC project, GIZ India is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) is supporting the Ministry of Environment, Forestry and Climate Change (MoEFCC) with the overall objective of planning, implementation, financing, and monitoring of gender-responsive, transformative, and climate risk-informed interventions to enhance climate resilience in rural India in selected states and at the national level is strengthened. CAFRI II's focus states are Haryana, Tamil Nadu, Uttarakhand, Uttar Pradesh and Himachal Pradesh.

The key areas for the project comprise:

1. Strengthening localization of climate risk informed planning and implementation.
2. Improving implementation of SAPCC in key vulnerable sectors in rural India
3. Strengthening institutional and individual capacities of relevant public institutions for the financing and implementation of gender-responsive climate risk informed adaptation and resilience measures.

Climate adaptation planning efforts in the country have become a key component of India's National development agenda. In addition to the national-level planning documents (NDC and National Action Plan on Climate Change (NAPCC)), particularly the State Action Plan on Climate Change (SAPCCs) have become the priority for state governments for addressing climate adaptation and create an action plan for adaptation action at the sub-national level. For each state, SAPCCs describe in detail the climate change impacts, vulnerability assessments, adaptation and mitigation measures as well as financing and capacity building needs to implement the identified interventions. In this regard, the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India (GoI) has advised all states to develop their SAPCC aligning with the latest commitments at Nationally Determined Contributions (NDCs) and National Action Plan on Climate Change (NAPCC)) and international level (such as Paris agreement, Sustainable Development Goals (SDGs) and Sendai Framework), and state government priorities (SDG 2030 Vision document).

Against this background, under the framework of the Indo-German bilateral cooperation project "Climate Adaptation and Finance in Rural India" (CAFRI), GIZ has been supporting the State government of Haryana, Environment and Climate Change Department for the development and operationalization of a Monitoring and Evaluation (M&E) system for the revised SAPCC.

In the state of Haryana, with technical support from GIZ, the revision of the State Action Plan on Climate Change has been completed in 2023. Furthermore, in collaboration with Environment and Climate Change Department under the Chairmanship of Additional Chief Secretary of Environment and Climate Change Department Haryana, Government of Haryana, GIZ India aims to support the development of monitoring and evaluation strategy for the revised SAPCC.

Monitoring and evaluation (M&E) frameworks are essential for ensuring the effectiveness of climate change action plans and achieving their intended objectives. The framework is crucial as it supports evidence-based planning and tracking while helping to identify relevant activities through their development and implementation. Additionally, M&E plays a key role in detecting data gaps over time, uncovering errors, facilitating learning and improvements, and enhancing expertise and knowledge. A well-structured M&E framework enables policymakers and implementers to recognize successes and challenges, allowing them to make data-driven decisions and refine their strategies accordingly.

Given the significant impact of climate change on vulnerable segments (e.g. women, indigenous communities, etc.) of the society, it is essential for the M&E strategy to closely monitor these effects by ensuring the effective implementation of activities outlined in the Haryana SAPCC.

The M&E strategy is envisioned to be developed taking into considerations the synergies with ongoing monitoring mechanisms in the state of Haryana and identifying capacity needs of line departments that are relevant to SAPCC activities. The developed M&E strategy containing a list of indicators when implemented should allow for comprehensive monitoring of all the activities listed in the revised SAPCC.

Furthermore, it will support the establishment of a coordinated data collection, flow, and management system across relevant departments. This will ensure effective tracking of implementation progress and accountability in meeting targets associated with each indicator. Once the M&E strategies for the revised SAPCC for Haryana is developed, the hired technical agency is expected to develop an implementation mechanism for operationalizing the state-level M&E system.

The purpose of this assignment is to support the Government of Haryana in strengthening the Monitoring and Evaluation (M&E) system for the revised SAPCC by identifying and finalizing mission-level indicators, mapping them with state SDGs, facilitating structured consultations with line departments and working groups, and developing a comprehensive and operationalized M&E framework aligned with state planning and review systems.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Task I: Identification, shortlisting and finalization of list of indicators** – Based on the existing reporting system used by the government of Haryana to track the progress of activities outlined in the revised SAPCC, the agency is expected to undertake a detailed review and critical assessment of the existing format. The agency will conduct an extensive review of the current format and identify relevant indicators for each SAPCC missions. Map all the SAPCC activities against relevant state SDG indicators. Through mapping, create a comprehensive list of indicators. In consultation with line departments the list of indicators against each activity under SAPCC needs to be developed and finalized.

- **Task II: Consultation with Line Departments and Working Groups-** The agency will organise and facilitate structured consultations with in line departments, nodal officers and SAPCC working groups. The agency is expected to conduct three key rounds of consultations as part of the assignment: the first at the inception stage with all relevant departments to align on objectives and expectations; the second during the development phase to present and seek feedback on the draft indicators and strategy; and the third after finalization, in the form of a validation workshop, to confirm consensus and formally endorse the proposed Monitoring and Evaluation framework.
- **Task III: Reviewing and Finalizing mission level indicators-** Based on the feedback received during the consultations, the agency will refine and finalize mission-level indicators. Each indicator will be assessed for its data source, frequency of reporting, and baseline availability.
- **Task IV: Operationalized M&E Framework template and final report-** The agency is expected to design a practical M&E template that specifies indicators, data sources, frequency, reporting responsibilities, and institutional arrangements. The framework will outline mechanisms for data collection, analysis, reporting, and feedback, along with tools for periodic reviews and updates. The final deliverable will be a comprehensive report detailing the M&E system, final indicator list with metadata, suggested institutional arrangements, and implementation roadmap. The report will be structured to support integration with Haryana's planning and review systems and future revisions of SAPCC.

In addition to the reports required by GIZ in accordance with the 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)

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 meeting with Nodal Departments, Desk review & draft indicators, Internal review and refinement of indicators	October 30 th 2025
Mapping of SAPCC missions with relevant SDG indicators, integration with draft indicators	November 15 th 2025
Consultations with line Departments	February 15 th 2026
Finalization of mission-level indicators	March 15 th 2026
M&E template and structure along with final report	May 30 th 2026

Period of assignment: from 1st October 2025 until 30th May 2026.

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 (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. 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.

2.1 Team leader

Tasks of the team leader

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

Qualifications of the team leader

- Education/training (2.1.1): University degree (German 'Diplom'/Master) in Environmental sciences/Economics/Natural Resource Management
- Language (2.1.2): C1-level language proficiency in English and Hindi (Scoring Distribution is 5 each).
- General professional experience (2.1.3): 9 years of professional experience in the climate change and environmental management sectors working with local governments and local government institutions.
- Specific professional experience (2.1.4): 5 years' experience on climate change adaptation and mitigation strategies, development of M&E frameworks for climate change.
- Leadership/management experience (2.1.5): 5 years' experience on climate change adaptation and mitigation strategies, development of M&E frameworks for climate change
- Regional experience (2.1.6): 4 years of experience in projects in India.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): Not applicable

2.2 Key expert 1 - Environment Management Experts

Tasks of key expert 1

- Responsibility for Developing Monitoring & Evaluation Strategies for Adaptation & Mitigation Activities in Haryana
- Internal coordination of responsibilities especially with Knowledge Management Expert and short-term Expert Pool
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines.

Qualifications of key expert 1

- Education/training (2.2.1): University qualification (German 'Diplom'/Master) in Environmental Sciences or another field relevant to this consultancy, preferably with a specialisation in climate change adaptation & mitigation impact monitoring
- Language (2.2.2): B2 -level language proficiency in English and Hindi (Scoring Distribution is 5 each)
- General professional experience (2.2.3): 9 years of experience in Adaptation to Climate Change, Mitigation of Climate Change as well as Monitoring and Evaluation
- Specific professional experience (2.2.4): 5 years of experience in impact Monitoring and Reporting of Adaptation to Climate Change; experience with international standards of Impact Monitoring of adaptation to climate change as well as experience with Monitoring & Adaptation in India
- Leadership/management experience (2.2.5): 4 years of Management Experience
- Regional experience (2.2.6): 4 years of experience in South Asia or India
- Development Cooperation (DC) experience (2.2.7): 4 years of experience with development cooperation projects
- Other (2.2.8): 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
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

2.3 Short-term experts – 2 nos members

Mid-level Environment Management Experts (based out of Panchkula/Chandigarh)

For the technical assessment, an average of the qualifications of all specified members of the experts is calculated. Please send a CV for each expert (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term experts

- Working in coordination with the Team Leader, Environment Management Experts and Knowledge Management Expert
- Organisation of stakeholder consultations and review meeting
- Quality control and data collection
- Helping senior expert assigned for tasks with regular reporting in accordance with deadlines

Qualifications of the short-term experts

- Education/training (2.7.1): University qualification (German 'Diplom'/Master) in Environmental Sciences or another field relevant to this consultancy, preferably with a specialisation in climate change adaptation and impact monitoring
- Language (2.7.2): Minimum 2 experts with B2-level language proficiency in English and Hindi (Scoring distribution is 5 each).
- General professional experience (2.7.3): 2 experts with minimum 8 years of professional experience in the Adaptation to Climate Change, Mitigation of climate change as well as Monitoring and Evaluation in India
- Specific professional experience (2.7.4): 2 experts with minimum 5 years of professional experience in working with government stakeholders
- Regional experience (2.7.5): Minimum 2 experts with 2 years of experience in Haryana/Punjab/Chandigarh, 2 years of experience in India
- Development cooperation (DC) experience (2.7.6): 2 experts with minimum 2 years of experience in DC

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

5. Criteria for Eligibility of firms

- The bidders must submit the documentary evidence for the criteria's cited below:
 - I. Commercial Eligibility assessment**
 - a) Firm must be legally registered in India.
 - b) The average annual turnover for the last three financial years should be at least 60,000 Euros.
 - c) The average number of employees and managers in the past three (3) calendar years should be at least 5 people.

II. Technical Eligibility Assessment

- a) The Agency should provide at least 05 reference projects with a focus on MIS System & Digital Dashboard (web and mobile app based) design & development on e-governance/ climate change/Environment management.
- b) The 2 reference projects must be India in the last 03 years.
- c) The minimum commission value of reference projects must be 28,000 euros.

[InforEuro, the exchange rate of the Euro currency](#)

III. Weighted Criteria

1. Technical Experience.
 - 5 Years of technical expertise in the field of Monitoring and evaluation framework development in the Climate Change sector.
 - 5 years of Experience and knowledge of working with National/State Government bodies/UN Bilateral agencies on Monitoring and Evaluation framework development.
 - 3 years of demonstrated experience in Monitoring and Evaluation Framework development in India
2. Regional Experience
 - The agency should have 5 years of regional experience in India.
3. Experience of development projects
 - The agency should have 5 years of experience in Other Development Assignments.

6. Costing requirements

Assignment of personnel and travel expenses

All business travel must be agreed in advance by the officer responsible for the project

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader (Cluster 2, Level 3)	1	50	50	Number of days required during the assignment
Expert 1 Environment management expert (Cluster 2, Level 3)	1	80	80	Number of days required during the assignment

Short term expert 1 Mid-level Environment management expert (Cluster 2, Level 3)	1	40	40	Number of days required during the assignment
Short term expert 2 Mid-level Environment management expert (Cluster 2, Level 3)	1	40	40	Number of days required during the assignment
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	4	Team Leader: 20 Days Expert 1 (Environment Management Expert): 30 days Short term expert pool: 15 days each	80	Per-diem allowance
Overnight allowance in country of assignment	2	Team Leader: 20 Days Expert 1 (Environment Management Expert): 30 days	50	Overnight stays Panchkula/Chandigarh: To be provided by the agency during financial proposal submission/It will be part of Financial Proposal
Transport	Quantity	Number per expert	Total	Comments
International flights Enter destination country	NA	NA	NA	
Domestic flights	NA	NA	NA	

CO₂ compensation for air travel	NA	NA	NA	
Travel expenses (train, car) • Train • Taxi • Private Vehicle	1	Team Leader: 20 days	90	Travel within the country of assignment, transfer to/from airport etc.
	1	Environment Management Expert: 20 days		Travel within the country of assignment, transfer to/from airport etc.
	2	Two Mid-level Environment Management Expert: (2 experts * 25 days)		Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	NA	NA	NA	

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.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

7. Inputs of GIZ or other actors

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

- Introduce the agency to the Environment and Climate Change Department, Haryana, 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.

8. 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 technical bid must not exceed 15 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 using the format specified in the terms and conditions for application. 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.

Please calculate your financial tender based exactly on the parameters specified in Chapter 6 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.