Terms of reference (ToR) for procurement of services for Pilot project on strengthening Solid Waste Management practices in selected area of one identified ward of a ULB in the district Udham Singh Nagar, Uttarakhand

CONFIDENTIAL

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I. General information

1.1 Brief information on the project

Support to Ganga Rejuvenation (SGR) Project

The River Ganga is one of India's most vital ecological, economic, and cultural lifelines, sustaining over 500 million people and contributing to one-third of the country's surface

water resources. Despite its significance, the river faces severe pressures from untreated sewage, agricultural runoff, excessive water extraction, climate change impacts, and fragmented governance structures.

To address these challenges, the Government of India launched the Namami Gange programme, implemented by the National Mission for Clean Ganga (NMCG). Initially established as a society in 2011, NMCG was granted regulatory authority in 2016, enabling it to more effectively steer river rejuvenation efforts and to move towards becoming a fully functional RBO.

In response to the Government of India's call for international collaboration, the Indo-German Technical Cooperation began supporting Ganga rejuvenation in 2015 through the Support to Ganga Rejuvenation (SGR) project. This initiative, implemented by GIZ and commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), draws on international experience—particularly the EU Water Framework Directive—to promote integrated River Basin Planning and Management (RBM) approaches tailored to the Indian context.

Under its current phase (SGR Phase III), GIZ continues to support the National Mission for Clean Ganga and other national, state, and local stakeholders. The objective is to strengthen institutional capacities for implementing RBM strategies for the protection and rejuvenation of the River Ganga and its tributaries.

1.2 Context

Background and rationale of the assignment

District Ganga Plan

NMCG Authority Orders (2016) mandates that each of the Ganga Districts develops its own District Ganga Plans for protection and rejuvenation of River. In coherence with this mandate, GIZ has supported District Ganga Committees (DGCs) in coordination with NMCG & SMCG on development of District Ganga Plans (DGP) for pilot districts in Ramganga Basin (Udham Singh Nagar and Shahjahanpur) using a common methodology and framework developed and agreed with NMCG. The DGP preparation process has adopted a participatory approach with involvement of relevant line departments, stakeholders including community participation. The DGP of Udham Singh Nagar has been formally approved by NMCG in 2024 and is under implementation process. (Link of DGP document:- nmcg.nic.in/action_plan/dgp/Udham_Singh_Nagar.pdf)

Key issues as identified in the DGP of Udham Singh Nagar are-

- Domestic sewage, septage in urban/peri-urban areas
- Liquid waste management – industrial effluents
- Solid waste management in rural and urban areas
- Water storage capacities and GW recharge to address declining groundwater tables and increase base flow
- Floodplain encroachment
- Capacity building and human resources development at the DGCs

The District Ganga Plan for Udham Singh Nagar (DGP–USN) identifies Solid Waste Management (SWM) in both rural and urban areas as one of the key issues impacting the river rejuvenation actions in the district.

SWM Gaps & Potential interventions as highlighted in the DGP Udham Singh Nagar

Solid waste is not sufficiently managed and appropriately disposed in many areas of USN. The total solid waste produced in USN is assessed to be 242.8 MTPD. Waste management operations in the district vary from ULB to ULB. Partial Segregation of waste at the source is conducted in 6 ULBs among 16 where Kashipur, Mahua Kheraganj, Jaspur, and Khatima achieved less than 60% of source segregation Solid waste is presently dumped at Paharganj, Rudrapur on an area of 7.8 Hectares Similarly, the extent of segregated waste transport also varies. As a consequence, much of the waste is being mixed, hampering recycling and material recover efforts. These issues are being compounded by a lack of material recovery facilities in the district. There are two in operation in Kashipur and Rudrapur, but there is a need of ideally 7-8 material recovery facilities. However, these will still not cover many ULBs in the district. Coordination of the various involved parties is lacking, as every ULB has established separate links with NGOs or private organisations, among other things for waste collection or transportation.

The Potential Interventions as suggested in the DGP USN for addressing the gaps in SWM are:

- Promote segregation at source by instructing waste collectors to pick only segregated waste and introducing financial incentives for households and generators.
- Conduct house-to-house awareness campaigns in collaboration with NGOs and community groups to encourage responsible waste practices.
- Encourage decentralized waste processing by setting up composting and separation units in housing complexes, bio-waste processing at large markets, and involving local entrepreneurs in developing sanitary landfills.
- Improve waste infrastructure by creating waste deposit points with separate compartments in areas lacking door-to-door collection and establishing municipal-level centers for material recovery, micro-composting, bio-gas generation, and hazardous waste disposal.
- Protect water bodies through riverbank clean-up drives and installation of plastic traps in rivers, with active participation from NGOs and local communities.

Improper segregation at source and unsafe disposal of municipal solid waste continue to affect environmental and river health. These challenges are compounded by limited coordination among stakeholders and insufficient public awareness. To address these gaps, a focused initiative needs to be undertaken at household/ward level of ULBs to promote segregation of waste at source and ensure safe and scientific waste management practices with community participation.

1.3 Pilot Model on SWM

In above context, GIZ is intending to avail the services from a suitable firm to develop and implement **an operational model for solid waste management in selected area of one pilot ward within an identified ULB (Kashipur/Rudrapur or other) in Udham Singh Nagar district as a pilot project**.

This model focuses on source segregation and proper disposal of waste, while ensuring community engagement, gender inclusion—especially through the active participation and empowerment of women—and collaboration with NGOs for awareness generation, behaviour change, and implementation support. The initiative aims to establish a sustainable, inclusive, and replicable model aligned with the goals of the DGP–USN and the broader Namami Gange mission for the rejuvenation of the Ganga and its tributaries.

Objectives

- To build a collaborative and functional system by developing linkages with key stakeholders and strengthening institutional mechanisms for effective solid waste management.
- To demonstrate a functional, scalable and gender-inclusive decentralised SWM model in selected area of one identified pilot ward.
- To empower communities and local stakeholders with knowledge and skills to adopt sustainable waste practices and drive long-term behavioural change.
- To capture, document and disseminate learning from the pilot to enable replication other ULBs and district

The assignment will support the development and implementation of sustainable, inclusive, and replicable model of solid waste management (SWM) in one selected district of Udham Singh Nagar (USN). The model will focus on source segregation, decentralized processing, institutional coordination, and community engagement in alignment with District Ganga Plan of USN, Solid Waste Management Rules (2016), Swachh Bharat Mission 2.0 and the Namami Ganga mandate.

1.4 Scope of Work

The scope includes:

- ***Strengthening institutional/community linkages*** between ULBs, authorized waste carriers, private operators, NGOs, women, communities and self-help groups

- ***Establishing a pilot decentralized SWM model*** with a focus on effective segregation at source, door to door collection, and environmentally sound disposal including decentralized processing of MSW

- ***IEC and Community Participation*****:** Conducting capacity building, public awareness, and behaviour change programs to encourage responsible waste practices at the household level. This initiative aims to create a scalable model for achieving sustainable and inclusive solid waste management across USN.

- ***Tools for upscaling:*** Developing a knowledge and replication package for scale-up in other wards/ ULBs of the Ramganga basin and beyond.

Broadly, the contractor will support the District Ganga Committee (DGC)/ULB in cooperation with GIZ and State Mission for Clean Ganga (SMCG) Uttarakhand in developing and implementing a pilot SWM model in Udham Singh Nagar, aligned with the District Ganga Plan (DGP), SWM Rules 2016, SBM 2.0, and Namami Gange mandate. The contractor will be responsible to provide support strengthen systems & linkages, establish a pilot decentralized SWM model, build capacities & drive behaviour change, and document and scale-up learnings for replication across ULBs in the Ramganga basin and beyond. The detailed activities/tasks to be undertaken are elaborated below.

Tasks to be undertaken

The Contractor may be a single firm or a consortium of two consulting firms with a Team of Experts to cover all tasks. The contractor shall undertake the following tasks*:*

Work Package 1: System Strengthening through Stakeholder Linkages and Institutional Coordination

Key Activities:

- Establish formal coordination mechanisms with ULB authorities for planning, monitoring and accountability, to streamline waste collection, segregation, and disposal processes.
- Engage and formalize partnerships with authorized waste carriers, NGOs, SHGs, women's groups, and other community-based organizations.
- Develop a monitoring and reporting framework with Key Performance Indicators (KPIs) on segregation rates, collection coverage and waste recovered for improving inter-agency coordination and operational efficiency.
- Develop a mechanism for engaging community level workers for door to door waste collection, segregation, transport, and decentralised processing, including designated handover points to ULB authorised waste collection vehicles for segregated waste.

Work Package 2: Establishment of a Pilot Unit for Segregation and Decentralized Waste Management

Key Activities:

- Select an area within identified ward (covering upto 200 households/properties) in one ULB (Kashipur/Rudrapur/other) and conduct baseline survey in consultation with ULB officials and GIZ team.
- Develop a mechanism together with the ULB for door-to-door collection of segregated waste and handover the collected waste to designated waste collectors (of the ULB).
- Distribute and facilitate usage of colour-coded bins to support proper segregation (biodegradable, recyclable, non-recyclable).
- Implement source segregation at household and community levels in the selected pilot area of one ULB. Procurement and distribution of bins (2 bins for each household, upto 200 households/properties) and deployment of one tricycle for usage in the selected area is to be done for effective implementation of MSW collection from households and its transportation/hand over to designated collection system of ULB. The Tricycle needs to be handed over to the ULB/ULB authorised waste collectors at the end of the project.
- Create a small-scale replicable composting unit at household/community level for compost production from segregated organic/green waste (fruits/vegetables/garden waste) within the identified ward. This may be through using composting bins/bucket composting or composting pits (NADEP Pits). The compost produced should be applied at local level as manure.
- Involve SHGs or women's groups in the operation and maintenance of decentralized composting units, and in tracking segregation compliance at the household level.
- Promote household or community-level composting to reduce pressure on centralized facilities.
- Improve waste collection routes and schedules to minimize indiscriminate dumping.
- Monitor the performance of the pilot model and document learnings for replication.

Work Package 3: Capacity Building and Public Awareness for Behaviour Change

Key Activities:

- Develop a local strategy for campaigns including its sustainability

- Develop gender-sensitive training modules to empower women and SHGs as leaders in waste management awareness for household waste segregation and local monitoring efforts.
- Conduct on site capacity building sessions/trainings (2 numbers) and facilitate engagement forums (e.g., ward-level meetings, SHG-led events, FGDs) for ULB staff, Safai Mitras (sanitation workers), SHGs, women's groups, and community leaders on safe handling, segregation, and decentralized processing of waste).
- Launch gender inclusive public awareness campaigns (6 numbers, one per month) focused on:
    - Proper waste segregation at the source
    - Colour-coded bin usage
    - Environmental and health risks of improper waste disposal
    - Safe disposal of municipal waste to protect nearby water bodies and reduce contamination of local water sources
- Develop and disseminate IEC (Information, Education & Communication) materials, customized for various groups (including women, children, and youth) to support inclusive engagement.
- Establish ongoing feedback mechanisms to monitor impact, capture community perspectives, and adapt outreach strategies.

Work Package 4: Knowledge Management and Scaling Up

Key activities:

- Document pilot processes, challenges, success factors and lessons learned.
- Participation and present in DGC meetings as and when needed.
- Facilitate knowledge exchange/site visits organized by ULB for other ULB officials, SHGs, DGC members, GIZ delegation
- Create a repository with case studies, documentation and implementation processes
- Coordinate with ULB officials, GIZ team for integration of implemented measures in the District Ganga Plans and reporting into the existing portals by DGC (eg. GDPMS).

Deliverable:
Design, implement, and document a sustainable, gender-inclusive, and replicable decentralized solid waste management pilot in Udham Singh Nagar, with strengthened institutional coordination, community engagement, and a replication toolkit for scale-up across the Ramganga basin and beyond

1.5 Milestones

Milestones/partial works	Date/location/ responsibility	Criteria for acceptance
Inception Report & Work Plan (covering methodology, initial discussions with stakeholders, city selection, stakeholder mapping, monitoring framework)	Nov 2025 / Udham Singh Nagar (USN)/Dehradun, Consultant team/GIZ	Inception report submitted, Work plan agreed with GIZ, SWM pilot implementation plan shared with UDD/ULB/SMCG UK/DGC

Stakeholder Linkages & Institutional coordination developed (formal agreements with UDD/ULB, NGOs, SHGs, waste carriers, private operators)	Nov 2025 / USN/Dehradun (ULBs, UDD) / GIZ, Consultant	Agreed framework with UDD/ULB; coordination platform established; roles/ responsibilities defined; monitoring indicators developed.
Baseline Assessment & Pilot Ward Finalized (socio-economic, waste generation patterns, current SWM practices)	Dec 2026 / Pilot ULB (e.g., Kashipur/Rudrapur) / Consultant with ULB	Baseline assessment done , pilot ward agreed and validated by ULB; baseline report submitted and accepted.
Establishment of source segregation and collection mechanism (colour-coded bins, tricycle, collection routes designed)	Jan 2026 / Pilot ward, USN / Consultant & ULB	Segregation and collection systems, established
Implement source segregation and door to door collection of MSW at ward level	Jan 2026 onwards / Pilot ward, USN / Consultant & ULB	functional door-to-door collection system operational; photographic and documentary evidence submitted.
Establishment & operation of small scale composting Unit	Feb 2026 / Pilot ward / Consultant with ULB, SHGs	Facility installed and functional; SHGs trained to operate system; trial run successfully conducted.
Capacity Building of Stakeholders (ULB staff, Safai Mitras, SHGs, ward councillors, women's groups)	Jan-Feb 2026/ April-May / USN / Consultant	Minimum 2 training conducted; attendance records maintained; pre- and post-assessments show increased knowledge/skills.
Behaviour Change & IEC Campaigns Rolled Out (awareness drives, SHG events, school/youth engagement, IEC material dissemination)	Jan-June 2026 / Pilot ward / Consultant with NGOs, SHGs	Minimum 6 campaigns/events conducted; IEC materials distributed; ≥70% households report awareness of segregation practices.
Monitoring & Performance Assessment of Pilot Ward (segregation compliance, collection efficiency, waste recovery rates)	Feb-June 2026 / Pilot ward / Consultant & ULB	Monitoring framework applied; ≥70% of selected households/property comply with segregation;
Exposure Visits & sharing of case studies/model (for other ULBs, SHGs, DGCs)	April-May 2026 / USN / Consultant & GIZ	Knowledge exchange through site visits done; participant feedback shows knowledge gained.
Knowledge Products, and **Final Report with Recommendations** (consolidating results, impact, lessons, scale-up plan)	June 2026 / Consultant	documentation of processes, case studies. Final report submitted and approved by GIZ;

GIZ shall hire the contractor for the anticipated contract term, from 1st November 2025 to 31 July 2026

Inputs of GIZ:

All the services described above will be implemented in close coordination with GIZ state project coordinator in Uttarakhand and project team.

- GIZ will facilitate the meetings and coordination with ULB, DGC, UDD & SMCG UK and other experts/consultants as required.
- GIZ will provide access to a MS Teams workspace for sharing documents and virtual exchange.

II. 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.

1. 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. This includes presentation and interaction between the relevant actors (1.2.1) and Strategy for establishing cooperation and cooperating with relevant actors (1.2.2).

The tenderer is required to present and explain its approach to **steering** 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** 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**.

2. Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

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 (1.6.2).

3. Further requirements (1.7)

Consideration of cross-cutting themes (e.g. gender equality, gender ratio).

III. Tender requirements

1. Eligibility Criteria

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

Commercial Eligibility Assessment

- The bidder must be legally registered in India.
- In case of bidding consortia – Declaration by consortium (Lead partner shall provide memorandum / contractual relationship between the partners)
- Average annual turnover for the last three financial years should be at least 25,000 Euros.
- Average number of employees as on 31 December of the previous year should be 5.

Technical Eligibility Assessment

- The technical assessment is only based on reference projects with a minimum commission value of 10,000 EUR
- At least 2 reference projects in field of solid waste management in project in implementation at ground level.
- and at least 2 reference projects in India in last 3 years

Weighted Criteria

Technical Experience

- Developing linkages with stakeholders and community organisations for strengthening SWM actions system
- Formulating and implementing Decentralized SWM projects at community/ward level with systematic interventions for better segregation, collection, transportation, processing and disposal of municipal solid waste
- Organising participatory Community-Based Behaviour Change Campaigns and IEC for Waste Management and river rejuvenation
- Developing Scalable and Replicable SWM Models

Regional Experience

- Regional experience in India

Experience of development projects (ODA financed)

- Experience of development projects (at least 50 percent ODA financed)

2. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.
The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team Leader: Solid Waste Management Expert 60 man-days (2.1)

Qualifications of Team Leader

- Qualification (2.1.1): Master's degree in Environmental Engineering, Environmental Science, Urban/Environmental Management, or related discipline
- Language (2.1.2): Very good language skills in written and oral English & Hindi (equivalent to B2 level)
- General professional experience (2.1.3): 7 years of professional experience in solid waste management/ urban sanitation with expertise in decentralized systems, river rejuvenation, on ground implementation of waste management and project management (incl. M&E).
- Specific professional experience (2.1.4): 5 years of proven experience in implmenting solid waste management in India (preferably Uttarakhand/ Ganga basin) with knowledge of national flagship programs such as Namami Gange, SBM 2.0,, smart cities, and local governance structures.
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project manager/coordinator
- Regional experience (2.1.6): 3 years of experience in projects in India of which 1 years in Uttarakhand
- Development Cooperation (DC) experience (2.1.7): 1 years of experience in DC projects

Expert 1: Community Engagement, Gender & Capacity Building Expert 60 mandays (2.2)

Qualification of Expert 1

- Qualification (2.2.1): Master's degree in Social Sciences, Community Development, Gender Studies, Environmental Communication, or related field
- Language (2.2.2): Very good language skills in written and oral English & Hindi (equivalent to B2 level)
- General professional experience (2.2.3): 5 years' experience in community mobilization, IEC/ behaviour change, river rejuvenation, gender-sensitive training, and GESI integration with women's groups, SHGs, waste workers, and marginalized communities in WASH/urban services.
- Specific professional experience (2.2.4): 3 years' of hands-on experience in community engagement in India (preferably Uttarakhand rural–urban contexts) with knowledge of SBM approaches, SHG frameworks, local governance, and regional socio-cultural dynamics.
- Regional experience (2.2.6): 2 years of experience in projects in India of which 1 years in Uttarakhand

- Development Cooperation (DC) experience (2.2.7): 1 years of experience in DC projects

Short Term Expert Pool 1- 90 mandays (2.6)

Short term pool of experts (Community Mobilizers) with minimum 2 and maximum 4 experts
The pool of experts must support the Team Leader/SWM Expert and IEC Expert in implementing on-ground SWM pilot project activities related to household waste segregation, collection, transport and set-up & monitor the decentralised composting unit. Two experts from pool of experts should visit the pilot site for half day, thrice a week (7.5 days each per month) for 6 months to implement ground level activities as outlined in section 1.4 above (0.5 days x 2 pool experts x 15 days a month x 6 months= 90 days total). The pool of experts should preferably be local resident of Rudrapur/Kashipur/or nearby towns/villages for effective day to day coordination & implementation of project activities.

Qualifications of short term expert pool

- Qualification (2.6.1): Master's degree in Social Sciences, Community Development, Gender Studies, Environmental Communication, or related field
- Language (2.6.2): Very good language skills in written and oral Hindi (equivalent to C1 level)
- General professional experience (2.6.3): 3 years' experience in community mobilization, IEC/ behaviour change, women empowerment and community level activities related to solid waste management, river rejuvenation & other social & environmental aspects
- Specific professional experience (2.6.4): 1 year of hands-on experience in community engagement in India (preferably Uttarakhand rural–urban contexts) with socio-cultural knowledge of the region.
- Regional experience (2.6.5): 1 year of experience in projects in Uttarakhand

3. Quantitative requirements

Sustainability aspects for travel
GIZ is required to reduce greenhouse gas emissions (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must be offset. As no Air travel is provisioned, carbon offset budget is not included.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The Development and Climate Alliance has published a list of standards. GIZ recommends using the standards specified there.

Please refer to 1.1 CO2 Emission offset Guide

Specification of Inputs

Fee days	Number of experts	Number of days per expert	Comments
Preparation	2	12 days (6 days for Team Leader; 6 days for Expert 1)	Includes Inception reports, designing work plan, coordination stakeholder engagements, , debriefing,
Implementation	2	108 days (54 days for Team leader; 54 days for Expert 1)	Includes field visits, selection of pilot area Baseline Assessment, systematic SWM interventions, set up pilot model, IEC campaign and Knowledge products For the days when travel is undertaken, fees will not be paid.
	1 pool of experts	90 days (Total for all experts of pool)	Two experts from pool of experts to visit the pilot site for 7.5 days each per month for 6 months. Includes support to SWM & IEC expert in implementation of on ground activities, setup & monitor composting unit
Travel expenses	**Number of experts**	**Number of days/nights per experts**	**Comments**
Per-diem allowance in country of assignment	2	20	Maximum of 40 per diem allowance for team leader & Expert 1 This will be paid on lump sum basis
Domestic Return Flights	2	2	A total of 4 return flights from place of office/residence to nearest airport to the field location. To be reimbursed against the production of evidence as per GIZ rules
CO_2 compensation for air travel	2	4	A fixed budget of EUR **400** is earmarked for settling carbon offsets against evidence. **Please refer to 1.1 CO2 Emission offset Guide**

Overnight allowance in country of assignment	2	20	Maximum of 40 overnight allowance for team leader & Expert 1 This will be paid on the submission of evidence
Other travel costs Local travels (cab/taxi hiring for site visits, travel to project site)	2	5	Intercity travel- by Road/train to pilot ULB city (Dehradun-Rudrapur/Kashipur/other), Maximum 10 trips for team leader & Expert 1 This will be on actual basis, paid on submission of evidence
	2	40	80 local travels for team leader & Expert 1 for visit to project area (Rudrapur/Kashipur/others). This will be on lumpsum basis per travel
	1 Pool of expert	90	local travels to project area (Rudrapur/Kashipur/others). for pool of experts This will be on lumpsum basis per travel
Other Cost	**Unit/Numbers**		**Comments**
Printing of IEC, PR materials, documentation,	1		This will be on a lumpsum basis. Paid on submission of evidence (IEC printed material, reports etc.)
Equipment (Dustbins etc)	400		2 coloured bins for distribution in 200 households/properties
Composting unit (bins/buckets, compost activators, sprays and other composting equipment/material)	1		This will be on lump sum basis. paid on submission of evidence
Tricycle with color coded bins	1		1 tricycle
On site capacity building sessions/trainings and FGDs for ULB staff, Safai Mitras (sanitation workers), SHGs, women's groups in project area	2		These will be small session in project area/ULB designated venue. This includes cost towards venue arrangement, audio-visuals, snacks for around 15-20 people) This will be on lump sum basis, paid on submission of evidence (session agenda,

			attendance sheet, photographs etc.)
Organize IEC campaigns, community engagement activities	6		This includes cost towards Audi visual, light snacks for around 20-30, venue preparation people) This will be on lump sum basis. Paid on submission of evidence (pictures of IEC activities, participants list etc.)

- **Overhead exp. must be factored in expert's fee and should not be quoted separately.(ref. GTCC Clause 3.1.1)**

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

IV. 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 (language).

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 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.

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