

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Developing a State-Level MRV Framework for Greenhouse Gas (GHG) Emissions and Supporting Panaji from Baseline Study to MRV Implementation	Project number/ cost centre: P.20.9015.7-003.00
--	--

0.	List of abbreviations	2
1.	Context.....	3
2.	Tas to be performed by contractor.....	3
	The contractor is responsible for providing the following services:.....	3
3.	Concept.....	5
	Technical-methodological concept	5
	Project management of the contractor (1.6)	6
	Further requirements (1.7).....	6
4.	Personnel concept.....	6
	Team leader (45 days)	6
	Key expert 1: Urban Data & GHG Inventory Specialist (60 days)	7
	Key expert 2: Capacity Building & Institutionalization Specialist (30 days).....	7
	Key expert 3: Junior data analyst (40 days).....	8
1.	Technical experience	9
5.	Costing requirements	10
	Workshops, events and trainings.....	11
	Sustainability aspects for travel	12
6.	Inputs of GIZ or other actors.....	12
7.	Requirements on the format of the tender	12

0. List of abbreviations

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

India, as the world's third-largest GHG emitter, is highly vulnerable to the impacts of climate change. Ranked 7th on the Global Climate Risk Index (2021), India continues to face significant climate risks, making robust mitigation and adaptation measures imperative. Over the last decade, India has advanced several policy and institutional frameworks to channel resources for climate action and align with global initiatives such as the UN Sustainable Development Goals (SDGs) and the Nationally Determined Contributions (NDCs).

While most climate science, data, and policy instruments have been developed at the national and state level, their operationalization at the local level remains limited. Local governments often lack the tools, technical systems, and financial resources necessary for effective monitoring and implementation. The national and subnational policy framework therefore requires operationalization through clear guidance, standardized methodologies, and mechanisms to ensure reliable reporting at the state and city levels.

The Integrated Urban Climate Actions for Low-Carbon & Resilient Cities (Urban-Act) project supports multi-level climate governance and participatory approaches for climate-sensitive urban development. In India, the project works with state and city stakeholders to strengthen policy instruments, develop technical tools for evidence-based decision-making, and build institutional capacities for climate action.

In Goa, existing data systems and reporting structures are fragmented, with no standardized MRV system to track GHG emissions. At the city level, Panaji lacks a baseline inventory and a structured system for periodic monitoring and reporting. This assignment therefore aims to establish a state-level MRV framework while piloting its implementation in Panaji, thereby enabling systematic reporting, improved decision-making, and alignment with national and global climate commitments. Tasks to be performed by the contractor.

2. Tasks to be performed by contractor

The contractor is responsible for providing the following services:

Output 1 : Review and Framework Design

Output indicators:

- 1.1 Review state/national/global MRV frameworks (IPCC, GHG Protocol, ICAT, World Bank, Smart Cities, AMRUT, SBM, Goa's SAPCC).
 - 1.2 Stakeholder meeting at state and city level.
 - 1.3 Draft standardized state level urban MRV framework and template and dashboard (not web based).
- While the MRV framework will focus on GHG emissions in line with national and international standards, it shall also reflect GEDSI considerations by

incorporating inclusive consultation processes, training participation tracking, and co-benefit indicators wherever feasible.

Milestones: Inception report, Draft MRV framework outline

Output 2: Baseline Development for Panaji:

Output indicators:

- 2.1 Collect two sectoral data for Panaji. 2 sectors will be finalised with GIZ team after completion of MRV template.
- 2.2 Develop baseline GHG emissions inventory for Panaji.

Milestones: Draft GHG inventory report

Output 3: Institutionalization:

Output indicators:

- 3.1 Verify the Panaji baseline with MRV tool and plan its institutionalisation for 5 years
- 3.2 Develop a 5-year concept roadmap for phased MRV adoption in all Goa ULBs.
- 3.3 Finalize SOPs and MRV manual for Panaji.
- 3.4 Conduct workshops and trainings for state and city officials to build capacity on MRV tools, data management, reporting.

Milestones: 2 Final MRV framework and city MRV manual and Road Map, Workshops/trainings delivered with report

Note: No ground **IT systems** (platform, website, software) development is a part of the contract.

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

- Inception report
- Interim report
- Final report

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
1. Inception report 2. Draft MRV framework outline	2 months after the start of the contract
3. Draft GHG inventory report	5 months after the start of the contract

4. Verify Panaji data with MRV template 5. Final institutional arrangements and Road Map 6. Final MRV framework and city MRV manual	7 months after the start of the contract
7. Workshops/trainings delivered and its report	9 months after the start of the contract

Period of assignment: from November 2025 until July 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** 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) under **learning and innovation**.

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

Further requirements (1.7)

- 40:60 representation of gender is required in the team and in the training. The contractor will integrate gender-sensitive and inclusive approaches when designing MRV systems.
- The contractor will refer the Urban Act GEDSI strategy for the project and training.
([Bridging the Gap: Urban-Act Integrates Gender and Inclusion into City Climate Action – Thai-German Cooperation](#))

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.

Team leader (45 days)

Tasks of the team leader

- Overall responsibility for the delivery of the assignment and liaison with GIZ and stakeholders.
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the following areas GHG and MRV
- Responsibility for taking cross-cutting themes into consideration like gender equality
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines

- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Lead the development of the state-level MRV framework and ensure alignment with national/international standards.
- Supporting the commission manager in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase
- Provide quality assurance on all outputs.

Qualifications of the Team leader

- Education/training (2.1.1): university Master's degree in Climate Science, Environmental Engineering, or related field of Climate Change.
- Language (2.1.2): C1-level language proficiency in English (**mandatory requirement**)
- General professional experience (2.1.3): 9 years of professional experience in the GHG inventories or MRV systems, climate change or urban climate policy sector
- Specific professional experience (2.1.4): 5 years in GHG inventories or MRV systems
- Leadership/management experience (2.1.5): 4 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 4 years of experience in projects in South Asia (region), of which 2 years in projects in India (country)
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Key expert 1: Urban Data & GHG Inventory Specialist (60 days)

Tasks of key expert 1

- Lead data collection and development of Panaji's baseline GHG inventory.
- Ensure methodological rigor in sectoral data analysis (waste, energy, transport, water, land use).

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in Environmental Science, Urban Planning, climate change or related discipline to environmental science or urban planning
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of professional experience in the sector data management, GHG accounting, or urban climate planning.
- Specific professional experience (2.2.4): 3 years of professional experience in GHG accounting, or MRV

Key expert 2: Capacity Building & Institutionalization Specialist (30 days)

Tasks of key expert 2

- Design and deliver training modules and workshops for state and city stakeholders.
- Develop SOPs and MRV manual for Panaji.

- Support institutional arrangements for embedding MRV into state department, city departments and SAPCC/Climate Cell.

Qualifications of key expert 2

- Education/training (2.3.1): Master's degree in Public Policy, Environmental Management, or Development studies or related field of development studies
- Language (2.3.2): C1 -level language proficiency in English(50%) and Hindi (50%)
- General professional experience (2.3.3): 7 years of professional experience in institutional strengthening, training, and capacity building.
- Specific professional experience (2.3.4): *5 years of professional experience working with government stakeholders and in capacity building in climate change sector or urban department*

Key expert 3: Junior data analyst (40 days)

Qualifications of key expert 3

- Education/training (2.4.1): Bachelor's degree in Public Policy, Environmental Management, Urban Planning, Economics or related field of development studies
- Language (2.4.2): C1 -level language proficiency in English (60%) and Konkani (40%)
- General professional experience (2.4.3): 3 years of professional experience in the institutional strengthening/ urban/ GHG/ climate change sector
- Specific professional experience (2.4.4): 2 years of professional experience in IT/ digital data management and one working experience with government stakeholders
- Regional experience (2.4.5): 1 year of experience in Goa
- Others (2.5.7): Experts should be based in Goa.

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

5. Firm Eligibility:

Criteria for Eligibility of firms (Please refer to Grid for assessing eligibility of consulting firms)

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

I. Commercial eligibility assessment

- Bidder must be registered national Entity of India
- Average annual turnover for the last three financial years must be Euro 60000. (please refer InforEuro, the exchange rate of the Euro currency (europa.eu) for euro rate)
- Average number of employees and managers for the past three calendar years must be at least 10 persons.

II. Technical eligibility assessment

- The technical assessment is only based on reference projects with a minimum commission value of Euro 5000.
- Experience of at least 3 reference projects in the technical field of GHG accounting, MRV, Carbon tax, LEAP, climate change, carbon credit or urban planning related to climate change.
- Experience of at least 3 reference projects of working in Asia in the last three years.

III. Weighted criteria

1. Technical experience

- Two assignments in the field of GHG inventories, MRV system development, or climate reporting
- Demonstrated experience with IPCC 2006 Guidelines, GHG Protocol for Cities, or other international MRV methodologies.
- Experience in Urban/sectoral data systems in at least two of the following: waste, water, energy, transport, or land use
- Two projects with direct engagement of state or city governments in climate/urban data systems

2. Regional experience

Must have experience of working in Asia.

3. Experience of Development Project (ODA- finances)

Experience of development project (at least 50% ODA finance)

Additional Clause: Consortium/joint venture

If agency is forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

Please refer document bidding condition for more information on consortium

6. Costing requirements

Fee days	Team Leader	Expert 1 (Urban Data & GHG Inventory Specialist)	Expert 2 (Capacity Building & Institutionalization Specialist)	Expert 3 (Junior data analyst)	Comments
Debriefing	2	2	2	2	Team Leader (2), Expert 1,2,3-(2)
Implementation	29	50	3	38	Team Leader (29), Urban Data & GHG Inventory Specialist (50), Capacity Building & Institutionalization Specialist (3), Junior data analyst (38)
Institutionalization	10		20		Team Leader (10), Capacity Building & Institutionalization Specialist (20)
Capacity Building	4	8	5		Team Leader (4), Urban Data & GHG Inventory Specialist (8), Capacity Building & Institutionalization Specialist (5)
Total Expert days	45	60	30	40	
Travel expenses	Quantity	Total	Comments		

Per-diem allowance in country of assignment	33		As per travel plan
Overnight allowance in country of assignment	33		Overnight stays outside place of assignment in Indian cities Reimbursement as per actuals, against evidence TL (3+3+3), E1(2+8+3), E2(3+4+4), This is subject to change as per the requirement with the partner officials in consultation with GIZ
Transport	Quantity	Total	Comments
Domestic flights TL-3 trips Expert 1-3 trips Expert 2- 3 trips	9 round trip	9	As per travel plan against evidence Flights within the country of assignment during service delivery TL: 3 round trips Expert 1 and 2: 3 round trips each
CO₂ compensation for air travel	18	CO ₂ compensation for air travel	A fixed budget of INR 5112.675 for 18 flights (@1Eur = 102.2535) is earmarked for settling carbon offsets against evidence.
Travel expenses (Local- within Goa)	40	40	Travel within Goa, transfer to/from airport etc.
Flexible remuneration			A budget of 1% of total budget is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses. The contractor shall provide support in terms of content development, coordination, and organisation of the following workshops/study trips/trainings:

- Use of MRV template
- How to do the baseline study for MRV
- GHG accounting

GIZ shall borne all expenses related to logistics for the organisation of the trainings, including accommodation, travel, venue booking, printing, etc. In case of online training sessions, GIZ shall bear expenses related to the infrastructure required for the same. This is applicable for the training participants only. The contractor must make their own arrangements and must include such anticipated expenses in the financial bid

Please describe in your concept how you implement the minimum standards specified above.

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 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

GIZ is expected to make the following available:

- Issue the letters on GIZ letterhead to the partner state governments to introduce the contractor. GIZ will facilitate the introductory meeting. Henceforth, the contractor shall be responsible for the next steps, including data collection, coordination, training, and reporting.
- GIZ will borne all expenses related to logistics for the organisation of training sessions, including accommodation, travel, venue booking, printing, etc. In case of online training sessions, GIZ shall bear expenses related to the infrastructure required for the same. This is applicable for the training participants only. The contractor must make their own arrangements and must include such anticipated expenses in the financial

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 (language).

The technical bid 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 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 (language).

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.