

Terms of reference (ToR) for the procurement of services

[CONFIDENTIALITY]

Strengthening Financing Strategies for Sustainable Development Goals in three states of Himachal Pradesh, Meghalaya and Madhya Pradesh and developing three transformative concept notes for finance mobilisation for SDGs localisation and Climate Action	Project number: PN 2021.2178.8-002.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
EU	European Union
FK	Expert
FKT	Expert days
KZFK	Short-term expert
GSDP	Green and Sustainable Development Partnership
HP	Himachal Pradesh
MP	Madhya Pradesh
MPRNA	Madhya Pradesh Rajya NITI Aayog
PDI	Panchayat Development Index
MoSPI	Ministry of Statistics and Programme Implementation
NIF	National Indicator Framework
NITI	Aayog The National Institution for the Transformation of India
KII	Key Informant Interviews
SDG/SDGs	Sustainable Development Goals
ToRs	Terms of reference

1. Context

Background Green and Sustainable Development Partnership (GSDP):

In May 2022, Prime Minister Narendra Modi and the then German Chancellor Olaf Scholz established the Indo-German Partnership for Green and Sustainable Development (GSDP) to expedite the achievement of the UN Sustainable Development Goals (SDGs) and fulfil the commitments of the Paris Climate Agreement. The new collaboration framework emphasises on cooperation through various platforms such as bilateral, trilateral, and multilateral initiatives. The focus is on jointly developing sustainable and inclusive capacity-building projects, addressing climate change, promoting sustainable development, and achieving the Sustainable Development Goals (SDGs). Germany will support the partnership with at least EUR 10 billion of new and additional commitments until 2030.

In 2022, the German Federal Ministry for Economic Cooperation and Development (BMZ) commissioned GIZ with the implementation of the project “Support to the Green and Sustainable Development Partnership” (GSDP Support Project). The project follows the objective to strengthen transformative approaches for climate policy and SDG achievement in Indo-German cooperation across three main work streams: Support services to the political partners of the GSDP Support Project; Climate adaptation; and localising the implementation of Sustainable Development Goals (SDGs). SDG localisation in India focuses on adapting the 2030 Agenda Goals to fit local contexts. This involves integrating these goals into sub-national policies and engaging communities to address specific local challenges. Effective monitoring and evaluation systems are also established to track progress and ensure accountability. For the third workstream, GIZ India and the National Institution for the Transformation of India (NITI Aayog) are collaborating to strengthen strategies for localising the implementation of the Sustainable Development Goals (SDGs). The project will support in improving the coherence in sensitising, planning, steering and budgeting of Indian SDG implementation and developing gender-sensitive and inclusive approaches based on the cooperation between the national state and district levels. The support in states will be provided through SDG Coordination Centres and identify crucial success factors for relevant stakeholders at the national, state and/or district level. The project is working in the states of Meghalaya, Himachal Pradesh and Madhya Pradesh.

India's commitment to the Sustainable Development Goals (SDGs) necessitates a robust alignment and optimisation of public financial resources with development priorities. Therefore, successful implementation of SDGs in each state, adequate financial resources are a basic prerequisite. Gaps in available public financing may need be bridged through additional sources from the private sector and donor agencies.

To gain a better understanding of the precise SDG financing landscape, including existing public resources, funding mechanisms, funding gaps, resource optimisation, the GSDP Support Project seeks to hire the services of a contractor firm.

General Objectives

The services of a contractor would be to carry out a study encompassing three elements. First, the study should contain overviews, gap analyses of SDG financing especially for SDGs 3(Health and Well-being), 4(Quality Education), 5(Gender Equality), and 13(Climate Action) in 3 states (Madhya Pradesh, Meghalaya, and Himachal Pradesh), collate best practices for mobilising SDG financing from the private sector, and recommend possible sustainable measures that can be developed to bridge gaps and mobilise finances from sources other than public finances¹. The exercise may include analysis of the budgetary allocations and expenditures for these SDGs which can provide insights into policy prioritisation, implementation gaps, and resource adequacy. It worthy to note here that various institutions have already attempted to estimate SDG financing gaps using different methodologies — notably a population-based projection. However, there is a need to critically assess these approaches and recommend a suitable, scalable methodology that reflects India's federal structure, sectoral diversity, and fiscal realities.

Consequently, the second aspect of the study is to investigate how financial resources are generated, allocated, and utilised. This would include analysing factors like public finances, official development assistance (multilateral/bilateral aid), private finances or any other types of finances in India to assess their alignment, adequacy, and effectiveness of spending towards achieving SDGs 3, 4, 5, and 13. Factor the inter-connectedness of SDGs and assess how the investment towards one goal supports acceleration to the other goals. Assess whether the existing resources are being utilised optimally by the States.

While the third aspect of the assignment is to prepare three (3) detailed concepts to be selected outlining a roadmap for their pilot implementation in one of the selected states by **June 2026**.

The final deliverables under the work packages should help the project identify

- (a) the funding gap for SDG Implementation in these three states
- (b) Analysing the various available methodologies and suggesting a suitable one (backed with reasoning) for SDG budgeting
- (c) development of the three concept notes on identified and recommended measures to mobilise finances for from the private sector for achieving any of these SDGs respectively in these three states

2. Key tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Revision of the Stakeholder Mapping and Analysis

¹ Please note that public finances here, does not include donor agency finances, public finance would strictly be limited to the government budget allocation in a state. Donor finance would mean the funding made available through donor agencies and philanthropic agencies both governments, private and international (eg. US-AID, KfW, Bill & Melinda Gates Foundation, World Bank, UN agencies etc). Private sector funding would be funds made available through CSRs and other mechanisms developed or used by private sector entities.

- **SDG Funding Gap Analysis:** Assessing existing public funding for SDG implementation and identifying disparities between available resources and financial requirements.
- **Identification of Measures to Mobilise Finance:** Listing current measures and best practices at various levels to bridge funding gaps.
- **Deep dive into optimal utilisation of the public funds for SDG 3,4,5, and 13**
- **Development of Concept Notes:** Providing detailed roadmaps for implementing selected financial instruments in the identified three states of HP, MP and MG.
- Some material will be provided from the various internal material that we have pertaining to the above requirements.

Kick Off Meeting

The consultant team shall develop and present the strategy for planning and executing the assignment in respect to all the deliverables under the assignment. This would be followed by an inception report containing brief about the chapters, methodologies to be adopted and other information of relevance² within a weeks' time from the kick off meeting.

Further detailed work packages are required as follows:

Work Package 1: Reviewing of the Stakeholder Mapping and Analysis:

- Review and strengthening of the existing stakeholder mapping (to be provided by GIZ)
This will include:
 - Review and update the existing report on the stakeholders mapping (to be shared by GIZ) in line with the agenda 2030 and National Indicator Framework and the State Indicator Framework of the states.
 - Design, plan, and gain agreement for a stakeholder analysis methodology with the GIZ project team.
 - If need be, identify more relevant primary and secondary stakeholders (at state, national, and international level) for mobilising finance for SDG localisation in the states classified as govt, academic, think-tank, civil society, multilateral, private sector, and any other relevant stakeholders) both at state and the national level.
 - Develop a stakeholder map of existing institutions that could be mobilised such as
 - SIDBI, NABARD, and other private sector and public sector banks.
 - Identify gaps in the existing report and suggest improvements for identified gaps –
 - The consultant is expected to reach out to stakeholders in order to get more information and clarity on their role in SDG Financing where required.
 - Review the existing document to Revise and Develop if a profile for the identified actors based on their mandate, goals, areas of activity and scope of influence (geographic and domain) in tabular format.

² The parameters of relevance will be decided by GIZ based on the inputs received from the consultants.

- Reviews the assessment of the actors in terms of legitimacy resources, and networks (that engaging with them will not put GIZ at reputational risk) and update/add/remove where required.
- Review and update the assess current levels of engagement and interface between state/local government institutions, and other non-government actors.
- Review and update opportunities for collaborations and any potential conflicts/issues with key stakeholders.
- Include figures, graphs, charts wherever required for simplified reading and understanding. The consultant shall use simple and easy to understand and gender sensitive language.

Work Package 1 Deliverables: The consultant team shall provide

- The revised Stakeholder Mapping and analysis in word and pdf format based on extensive research and analysis, finalized in consultation with the GIZ project team.
- The report in word document format (not more than 10 pages for each of the three states, a total of maximum 35 pages with chapter on 3 states and on stakeholder mapping and analysis for finance mobilisation in the states brief profile and assessment with clear recommendations on their value-add, collaboration opportunities and conflicts.

Work Package 2: Review of the SDG funding gap analysis and the earlier used methodology

- Compile the widely use methodology for predicting the funding gaps and recommend the one best suited and aligned to the needs of India.
- Prepare a revised framework for improved finance mobilisation based on the principles of optimality and efficient resource utilisation in the states such that it becomes a replicable methodology for SDG budget analysis
- Prepare a detailed analysis on the optimal use of the public resources made available to the 3 states on SDG 3, 4, 5 and 13
- Propose based on the factor of inter-connectedness of SDGs and assess how the investment towards one goal supports acceleration in the other goals. It should provide an evidence-based insights for planning strengthening the accountability and transparency in public finance for SDGs while identifying of best practices and bottlenecks.
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- Mapping of the Budgetary Schemes to SDGs
 - Use SDG budget tagging frameworks (e.g., UNDP models) to map schemes and expenditures.
 - Review methodologies used by UNDP, UNESCAP, OECD, World Bank, and others to identify a good fit for the Indian context.
 - Identify key variables (e.g., population, sectoral needs, fiscal capacity, SDG targets).
 - Review the exiting mapping exercise such as analysis of central and state schemes relevant to each of the above-mentioned SDGs along with the budget allocation and their utilisation.

- Data Collection
 - Union and State Budget documents (last 10 years).
 - Outcome budgets, gender budgets, and climate budgets.
 - Ministry-wise expenditure reports and scheme-level data.
 - Reports from IMF (Financing for SDGs), World Bank, UNDP, OECD
 - National budgets, policy documents, financial statements
 - Academic journals and case studies
 - INFF Framework
 - National Monitoring of SDG Index India
- Quantitative Analysis
 - Trend analysis of allocations and expenditure.
 - Share of SDG-related spending in total budget.
 - Per capita and sectoral spending comparisons across states.
- Qualitative Assessment
 - Checking for Policy coherence and prioritization.
 - Stakeholder interviews (ministries, CSOs, experts).
 - Review of budget documents, demand of grants, and planning documents.
 - Study policy and budgetary reforms for better SDG alignment.
 - Analyse budgetary allocations and expenditures for these SDGs can provide insights into policy prioritization, implementation gaps, and resource adequacy.
- Gap and Impact Analysis
 - Compare budget allocations with SDG targets and indicators.
 - Identify underfunded areas and implementation bottlenecks.
 - Assess equity and inclusion in budget allocations (e.g., gender, regional disparities).
 - Develop criteria for comparing methodologies (e.g., accuracy, data availability, policy relevance).
 - Apply the framework to assess at least 4–5 methodologies.
 - Suggestions for improved budget tagging and tracking mechanisms.
 - Capacity-building needs for SDG budgeting at state level.

Work Package 2 Deliverables:

- A report on an unified or hybrid and replicable methodology suitable for India and its states on SDG budget analysis not more than 45 pages (15 pages for each state) on existing financial resources available for SDG implementation in the states and a gap analysis of available vis-à-vis required funding including the interconnectedness of SDGs.
- A list of the measures being undertaken by the states to bridge the funding gaps through various measures.
- A report on optimal utilisation of public funding on SDG3,4,5, and 13
- A presentation in pptx format (8 slides each for the three states) based on the above report, summarizing the key findings and recommendations.

Work Package 3: Identification of existing measures to mobilise finance and associated challenges and best practices and Development of 3 concept notes on instruments for mobilising finance for above cited sustainable development goals

- Review and update the existing report on the above ideas and supplement them with new finding in order to further strengthen it. This would include,
 - List all the measures being taken by the state governments to mobilise finance for SDG implementation, their success, and challenges.
 - A list of best practices at sub-national, national, and international level.
 - Conduct detailed analysis of the recommendations proposed in the work package 3, based on their feasibility and success in implementation and upscaling and in deliberation with the project team
 - Identify and conduct key informant interviews with 35-45 key stakeholders in the 3 identified states, national level and in other states with best practices in SDG finance mobilisation with at least 8 interviews with government agencies.

- **Deliverable:** The consultant team shall provide:
 - The brief revised document (not more than 15 pages) of existing best practices at national, international, and sub-national of SDG finance mobilisation specifically for these captioned SDGs along with recommendation of best suited practices in local context for the 3 states.
 - Three reports in word document format (not more than 12 pages for each of the 3 concept-note on the instruments) specifying the status of existing instrument, the benefits for using a particular instrument, resource requirements, the pathway to roll-out the instrument, the existing challenges and measures to minimise the risks and challenges. The concept note will also reflect on the framework conditions required for the measure to be successful including the financial and process requirements.
 - A presentation in pptx (10 slides each for the 4 concept notes) format based on the above report, summarizing the key findings and recommendations.
 - Minutes of interviews conducted with experts with full contact details of experts being interacted (name, organisation, designation, e-mail id, mobile phone number, etc).
 - Include figures, graphs, charts wherever required for simplified reading and understanding. The consultant shall use simple and easy to understand and gender sensitive language.

Methods for Work Packages: The contractor is expected to make use of the documents outlined below, and add further reference material based on additional research, as relevant and necessary based on the following indicative list:

- (i) [Mechanisms for mobilisation of timely and adequate resources for climate finance – G20](#)
- (ii) [Resource Mobilisation for 2030 Agenda](#)
- (iii) [SDG Investor Map Report for India](#)
- (iv) [The Indian Model for SDG Localisation](#)

- (v) State Planning and Budget documents
- (vi) [Budget documents](#) – Ministry of Finance
- (vii) [Report On Currency and Finance 2022-23](#): Towards A Greener Cleaner India - Reserve Bank
- (viii) [The Blended Finance India Narrative](#) – Impact Investors Council
And UNDP Sustainable Finance Hub – [Knowledge Bank](#)
- (ix) Scheme/policy documents and administrative data related to SDGs – G20 SDG Action Plan 2023, Multidimensional Poverty Index, National Statistical Survey, National Family Health Survey etc.
- (x) Reports commissioned by Central and State Government/s and
- (xi) Press and newspaper articles with relevance to SDG progress and challenges

Consultations with experts from GIZ, different Government and non-Government organizations at the State and Centre as required. The consultant may be accompanied by representative(s) of the project team in these consultations. The consultant will be required to inform the project team of the appointment well in advance to be able to be a part of the consultations, if required/available.

Expected Outcomes from the Study are as follows:

- A replicable methodology for SDG budget analysis.
- Evidence-based insights for planning
- Strengthened accountability and transparency in public finance for SDGs.
- Identification of best practices and bottlenecks
- Frameworks for improved finance mobilization based on the principles of optimum and efficient utilisation in the states

In particular, the Consultant is expected to:

1. Regularly share information on progress and findings in informal meetings/ calls scheduled at least once fortnightly.
2. Prepare the questionnaires for interviewing the stakeholders and finalise it after receiving inputs from the project team.
3. Interview the stakeholders involved including government and non-government experts in the field.
4. Prepare the report formats in consultation with the project team.
5. Use graphs/charts/data to make the analysis and report more visually understandable and backed by data and academic resources
6. Cite all relevant sources of information in the reports.
7. Ensure the perspective is inclusive of gender, disadvantaged groups, etc.
8. Ensure that the reports are of quality and comprise of not more than pages prescribed. The Consultant shall submit all draft deliverables for

the review of the GIZ project team for two rounds of feedback and incorporate all the feedback received.

9. Guarantee that there are no copyright violations in the study or data privacy violations. It should be ensured that data privacy consent forms are signed with each of the interviewee which will also specify the usage of the interview excerpts etc.
10. Ensure proactive attitude and open mind-set.

Please note that all deliverables will be considered final subject to approval from the State Partner Madhya Pradesh.

Period of assignment: From December 2025 until 30th June 2026.

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

Milestone	Deadline/place/person responsible	Criteria for acceptance
A. Kick off meeting – The consultant team shall present the strategy for providing the deliverables in an in-person meeting.	Within 1 week of assignment being awarded	Inception Report (word/pdf)
B. Work Package 1		
B1. 1 st Draft of Deliverables	Within 8 weeks of assignment	
B2. Revision of Deliverables	Within 2 weeks of feedback	
B3. Finalisation of deliverables	Within 2 weeks of feedback	Pdf Draft report of not more than 35 pages (word doc/pdf)
C. Work Package 2		
C1. 1 st Draft of Deliverables	Within 12 weeks of assignment	
C2. Revision of Deliverables	Within 2 weeks of feedback	
C3 Finalisation of Deliverables	Within 2 weeks of feedback	A report not more than 45 pages (15 pages for each state) (word) (word/pdf/doc) presentation in pptx 24 slides

D. Work Package 3		
D1. 1 st Draft of Deliverables	Within 4 weeks of the final delivery of the work package 3	
D2. Revision of Deliverables	Within 2 weeks of feedback	Report not more than 15 pages (word/doc/pdf)
D3. Finalisation of Deliverables	Within 2 weeks of feedback	Report not more than 48 pages (4 concepts) (word/doc/pdf) Presentation of not more than 40 slides (ppt)

Location of Assignment: The consultant team is expected to work remotely and will have to travel to Delhi, Shimla, Bhopal and Shillong for the Key Informant Interviews. The Contractor will be expected to create and align with project members a detailed work plan – potentially to be updated during the project execution.

The contractor shall observe the local data protection laws in the fulfilment of its performance obligations, shall protect and disseminate the contact data received accordingly and shall not use them for any other purposes.

The contractor shall observe the local data protection, GDPR regulations and local intellectual property rights laws in the fulfilment of its performance obligations, shall protect and disseminate the contact data received accordingly and shall not use them for any other purposes.

The full process from concept to finalization is expected to take 300 working days over 7 months. The Contractor will be expected to create and align with project members a detailed work plan – potentially to be updated during the project execution.

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) (3%). 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) (5%).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2) (5%)** with them.

The tenderer/bidder is required to present and explain its approach to **steering** measures with the project partners (1.3.1) (4%) and its contribution to the **results-based monitoring system** (1.3.2) (4%).

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) (8%) 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) (2%).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) (2%) and GIZ **under learning and innovation**.

Project management of the contractor (1.6: 8%)

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 in accordance with Section 3.3.1 of the GIZ AVB:

- 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

Further requirements (1.7)

The tenderer is required to describe how a **gender responsive approach** will be imbibed in all the above aspects (Strategy, cooperation, processes learning and innovation) (2%)

4. Criteria for Eligibility of firms

To be eligible to participate in this tender, the contracting firm must meet the following basic requirements:

I. Commercial Eligibility

- The firm must be a legally registered entity in India with valid registration under applicable laws.
- Average annual turnover for the last three financial years must be at least 60,000 Euros.
- The Average number of employees and managers in the past three calendar years must be at least 5.

II. Technical Eligibility

- The firm should provide at least 2 reference projects in India in the last 3 years related to the development/public policy sector covering preparation of SDG related strategic documents for the Central/State Government.
- The minimum commission value of reference projects should be at least 20,000 Euros.

III. Weighted Criteria

1. Technical Experience

- 3 publications involving quantitative and qualitative methodology
- 2 publications/reports for a government project
- 1 publication involving primary and secondary data analysis
- 3 years' Experience of working on SDGs with government stakeholders
- Experience of working on finance and economics related studies

2. Regional Experience- India

- **3. Experience of development projects:** Demonstrated experience with assignments in the area of Development Cooperation.

The bidder must submit documentary evidence of all the requirement mentioned above, please refer Annex A of bidding condition for more details.

4A. 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.

- All Personnel must understand the United Nations Sustainable Development Goals and related indicators
- Proficiency in MS Office tools (word, excel, ppt) is required for all team members.
- A gender-balanced team is desirable.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Preparation, review and revision of all deliverables in coordination with GIZ India staff and NITI Aayog officials
- Coordinating and ensuring communication with GIZ, partners including NITI Aayog 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 local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1 (2%)): University qualification (Post-Graduate Diploma/Master) in public policy, social sciences.
- Language (2.1.2 (2%)): C1-level language proficiency in English and B2-level language proficiency in Hindi (*both languages carry equal score*).
- General professional experience (2.1.3 (3%)): 10 years of professional experience in the development/public policy sectors.
- Specific professional experience (2.1.4 (4%)): 9 years in providing advisory and research services regarding implementation, monitoring and evaluation of development initiatives in regional, local contexts. In which, 5 years in providing advisory and research services regarding implementation of development initiatives particularly in topics related to **public finance** in regional, local contexts. Should have experience in conducting similar research at the international, regional and/or national level.
- Leadership/management experience (2.1.5 (3%)): 5 years of management/leadership experience as project team leader or manager in an organization
- Regional experience (2.1.6 (1%)): 2 years of experience of working in projects either in Madhya Pradesh, Meghalaya, Himachal Pradesh or any other bordering states
- Development Cooperation (DC) experience (2.1.7 (1%)): 1 year of experience in DC projects.
- Other (2.1.8 (1%)): Have 3 publications/reports in context of SDGs/SDG Financing/Climate finance

Expert 1 – SDG Specialist

Tasks of expert 1

- Review and revision of all SDG deliverables for the State in coordination with state SDGCC and concerned line departments

- Responsible for coordinating with the various government departments, to prepare and finalize the inputs for the SDG vision report, State Indicator Framework, DIF, SDG progress report etc.
- Responsible for coordinating with the various departments and districts to help them identify different sources of data portals and data collection mechanisms related to Departments, schemes, districts, etc. for the SIF.
- Coordinating with the team leader in ensuring effective communication with GIZ and others involved in the project.

Qualifications of expert 1

- Education/training (2.2.1 (2%)): University qualification (Post-Graduate Diploma/Master) in public policy, social sciences, economics.
- Language (2.2.2 (2%)): C1-level language proficiency in English and B2-level language proficiency in Hindi. (*both languages carry equal score*)
- General professional experience (2.2.3 (3%)): 10 years of professional experience in the development/public policy sectors, with experience at the national and/or sub-national level.
- Specific professional experience (2.2.4 (4%)): 5 years of professional experience in the development/public policy/Government sectors, with experience preparing Government documents related to strategies and monitoring of SDGs at the national and/or sub-national level.
- Regional experience (2.2.6 (2%)): 2 years of working on projects in Madhya Pradesh
- Other (2.2.8 (1%)): 2 projects involving coordinating/working with government officials at centre/state for preparation of strategic documents.

Expert 2 –Data Specialist

Tasks of expert 2

- Responsible for supporting the team leader and other experts with preparation of all project deliverables.
- Support SDG specialist with development of the State and District Indicator Frameworks including identification of relevant metrics for the state.
- Data Collection and Management: Gather data from primary and secondary sources, to track progress towards SDG targets and indicators (KPIs) ensuring data integrity and accuracy.
- Data Analysis: Analyse data using statistical techniques and software to identify SDG data gaps, trends, patterns, and insights related to SDGs.
- Reporting: Prepare SDG report and visualizations to communicate findings to stakeholders.
- Data Quality Assurance: Implement and maintain data quality control processes to ensure the reliability of data.
- Coordinating with the team leader in ensuring effective communication with GIZ and others involved in the project.

Qualifications of expert 2

- Education/training (2.3.1 (2%)): University qualification (Post-Graduate Diploma/Master) in statistics, data science, economics.
- Language (2.3.2 (2%)): C1-level language proficiency in English and B2-level language proficiency in Hindi. *(both languages carry equal score)*
- General professional experience (2.3.3 (3%)): 7 years of professional experience in the development/public policy sectors, with experience at the national and/or sub-national level.
- Specific professional experience (2.3.4 (4%)): 5 years of experience in analysing development data, preferably in a sustainability or development context.
- Regional experience (2.3.6 (2%)): 2 years of experience in Madhya Pradesh
- Other (2.3.8 (1%)): 2 projects demonstrating use of data analysis tools and software such as R, and data visualization tools like Tableau or Power BI.

Expert 3 – SDG and Finance Specialist

Tasks of expert 3

- Review and revision of all SDG deliverables for the State in coordination with state SDGCC and concerned line departments
- Responsible for coordinating with the various government departments, to prepare and finalize the inputs for the SDG vision report, State Indicator Framework, DIF, SDG progress report etc.
- Responsible for coordinating with the various departments, and districts to help them identify different sources of data portals and data collection mechanisms related to Departments, schemes, districts, etc. for the SIF.
- Coordinating with the team leader in ensuring effective communication with GIZ and others involved in the project.

Qualifications of expert 3

- Education/training (2.4.1 (2%)): University qualification (Post-Graduate Diploma/Master) in public policy, social sciences, economics.
- Language (2.4.2 (1%)): C1-level language proficiency in English and B2-level language proficiency in Hindi. *(both languages carry equal score)*
- General professional experience (2.4.3 (2%)): 10 years of professional experience in the development/public policy sectors, public finance, with experience at the national and/or sub-national level. Experience of working on finance and economics related studies.
- Specific professional experience (2.4.4 (4%)): 5 years of professional experience in the development/public policy/Government sectors, with experience preparing Government documents related to strategies and monitoring of SDGs at the national and/or sub-national level.
- Regional experience (2.4.6 (2%)): 2 years of working on projects in any of the three states

- Other (2.2.8 (1%)): 2 projects involving coordinating/working with government officials at centre/state for preparation of strategic documents. 2 publications related to the field of SDG/SDG Financing/Climate Action

Soft skills of team members

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

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

5. Costing requirements

Specification of inputs

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Work Package 1: Review and Tightening of the Stakeholder Mapping and Analysis:	50	December 2025/
Work Package 2: Review of the SDG funding gap analysis and the earlier used methodology	110	February 2025/Team Leader
Work Package 3: Identification of existing measures to mobilise finance and associated challenges and best practices and Development of 3 concept notes on instruments for mobilising finance for above cited sustainable development goals	140	May 2026/Team Leader

*The financial bid shall be prepared based on the defined work packages or milestones, taking into account the travel expenses indicated below. Please note that the travel expenses are provided for information purposes only and shall **not be separately itemized or included** in the total bid amount, **except for airfare and carbon offset costs**.*

To be precise Total Financial Bid = [Work Package Costing (Manpower + Travel + Other)] + Airfare + Carbon Offset+ GST (if applicable)

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	16	2	32	
Overnight allowance in country of assignment	16	2	32	
Transport	Quantity	Number per expert	Total	Comments
Domestic flights Delhi, MP (Bhopal) Himachal Pradesh (Shimla) and Meghalaya (Shillong)	4 round trips	2	16	Travel to the place of delivery of the work
CO₂ compensation for air travel Refer document 1.1 for carbon offset details	4 round trips	2	16 flights	A fixed budget of Eur 40 approx. of per flight costs approx. is earmarked for settling carbon offsets against evidence.
Local travel in Delhi, Bhopal, Shimla and Shillong (Car sharing basis)			32	

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

Sustainability aspects for travel

GIZ would like 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.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

GIZ and/or other actors are expected to make the following available:

- Establishment of contact to German and Indian policymakers and representatives from GIZ)
- Support towards establishing contact to other stakeholders in the field

7. Requirements on the format of the bid

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 30 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 ToR. 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 are to be submitted in English.

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

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.