

0. Terms of reference (ToRs)

CONFIDENTIAL

	Project number/ cost centre:
Supporting development and dissemination of capacity building measures on advanced data analytics and visualisation for risk-informed decision-making	G-011597-001

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	4
3.	Concept.....	7
	Technical-methodological concept	7
	Project management of the contractor.....	8
	Further requirements (1.7).....	8
4.	Personnel concept.....	9
	Team leader	10
	Expert 1: Urban informatics expert	10
	Expert 2: GIS Expert	11
	Expert 3: Capacity building expert	11
	Expert 4: Research Associate	12
	Expert 5: Artificial Intelligence expert.....	12
5.	Costing requirements	13
	Assignment of personnel and travel expenses	13
	Sustainability aspects for travel	13
	Workshops, events and trainings.....	15
6.	Inputs of GIZ or other actors.....	15
7.	Requirements on the format of the tender	16
8.	Annexes	16

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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project "Sustainable Urban Development - Smart Cities II" (SUDSC II) on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ). The project supports the Ministry of Housing and Urban Affairs (MoHUA) and the partner State Governments (Karnataka, Kerala, Odisha, Tamil Nadu and Telangana) in resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management and the leave-no-one-behind (LNOB) principle. It also supports five Smart Cities (Mangaluru, Kochi, Bhubaneswar, Coimbatore and one city in the State of Telangana) in implementing concepts of risk-informed, integrated, resilient and sustainable urban development.

Further, the project intends to address sustainable urban development through four components: a) Policy Advice: supporting the implementation of regulatory planning frameworks for resilient and sustainable urban development, that considers disaster risk management and leave no one behind, b) Capacity Development: strengthening of capacities of relevant stakeholders and institutions on resilient and sustainable urban development, c) Innovative Projects: introducing open innovation and data-driven decision making in risk-informed, inclusive, resilient and sustainable urban development, d) Knowledge Exchange: fostering knowledge networks to foster peer-to-peer exchange on relevant subjects to promote sustainable urbanisation. The project is working in five partner states of Tamil Nadu, Karnataka, Kerala, Odisha and Telangana.

The consulting and support services will be contributing to output 2 and output 3 of the project:

Output 2: Capacity Development

Three capacity development measures that consider principles and concepts of integrated urban development, resilient infrastructure, sustainable building, and disaster risk management will be developed in consultation with the training centres/institutes. The capacity development measures will be developed close to the needs of city officials to facilitate direct content application in their work to enable sustainable urbanisation.

Output 3: Innovative Projects

Participatory, inclusive and gender-sensitive innovative projects in selected urban and peri-urban areas (i.e., disaster risk management, public spaces, urban green) will be implemented in selected partner cities. The data-based approaches of these innovative projects shall then contribute to informed decision-making processes. The integration of data-based, digital solutions into command-and-control centres and other urban data platforms will follow the open data approach of NITI Aayog / MoHUA.

The module development should be in line with the existing frameworks:

Data Maturity Assessment Framework (DMAF) consists of 2 pillars, namely Systemic Maturity and Sectoral Maturity. DMAF seeks to encourage cities to plan and incorporate actions on data initiatives, that will help them improve their position from the first cycle of DMAF. These actions have strong linkages with various components of the DataSmart Cities strategy that aims to inculcate a 'culture of data' in cities. Cities are striving towards improving their data maturity through different data initiatives vis. formulating city data policies, capacity building, allocation of finances for data, uploading datasets / APIs that cover multiple domains,

etc. Maturity in the components of the systemic pillar will help these cities build a solid foundation which will serve as the base for cities to create an effective data ecosystem.

The **National Data & Analytics Platform (NDAP)** at NITI Aayog aims to democratize access to public government data by making data accessible, interoperable, interactive, and available on a user-friendly platform. It hosts foundational datasets from various government agencies, presents them coherently, and provides tools for analytics and visualization. This public launch follows a beta release of the platform in August 2021 that had provided access to a limited number of users for testing and feedback. NDAP follows a use-case based approach to ensure that the datasets hosted on the platform are tailored to the needs of data users from government, academia, journalism, civil society, and the private sector. All datasets are standardized to a common schema, which makes it easy to merge datasets and do cross-sectoral analysis. The Platform can be accessed at <https://ndap.niti.gov.in>.

The **National Urban Learning Platform (NULP)** is a training tool for skill development under the National Urban Digital Mission, developed by the joint initiative of the Ministry of Housing and Urban Affairs and the National Institute of Urban Affairs (NIUA). Urban actors are always in need to build new skills and capacities in a time bound and on-demand manner. NULP is building a vibrant digital community of Urban Practitioners learning from each other, sharing experiences on current & emerging urban requirements, promoting a sustainable culture of collaborative learning. The Platform can be accessed at <https://nulp.niua.org>.

While the current TOR proposes to cover capacity building measures for 3 partner States (namely Kerala, Tamil Nadu/Telangana and Assam), one of the primary objectives of the overall SUDSC project is to strengthen the capacities of relevant stakeholders at national level. Accordingly, it is envisaged that the capacity building modules developed under the current TOR will be utilized for subsequent Training-of-Trainers (ToT) for wider dissemination. Such ToTs may be undertaken by expert institutions at the National/ State level. Under the SUDSC II project, training module development and training of state officials have been successfully carried out in the partner states on basic data analytics and visualisation (DAV) tools for risk-informed decision making. Based on the feedback from the partners and request to provide training on advance DAV tools, it is envisaged that the capacity building modules developed under the current TOR will be utilized for continued capacity building of the officials and advancement of the training materials for further dissemination.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Developing a refresher module**

Provide an overview on data management process covering identification, collection, cleaning, standardization, analysis and visualisation of spatial and non-spatial data.

- Capturing important aspects from the modules developed for training on basic DAV tools the consultant to design a refresher module to help participants revisit and upgrade previously learned skills or knowledge.
- A short test could be designed for the participants to test retention and performance consistency.

- **Advanced Module Development**

Develop modules that would dive deeper into advanced DAV tools as well as use of tools for decision making in complex situations. The module would focus on the following components while addressing the requirements of the States:

- Data collection:** Identify the type of data required, the probable sources for the required data/ information, timeline of the data, frequency of data, data protocols, etc.
- Data Analysis:** Develop modules focussing on Urban Data Analysis including non-spatial data (statistical concepts such as Multi-Variate Data Analysis, Data Frameworks, etc.) and use of spatial data (such as GIS, remote sensing, etc.)
- Data Visualisation:** Develop modules on data visualisation, and interpretation using open source/publicly available data sources, methods for integrating multiple data sources and developing online interactive data visualisations (using tools like ArcGIS online, Data Wrapper, etc). Provide training on using data visualisation tools using both spatial and non-spatial data.
- Data for decision making:** Develop a comprehensive training course for city officials for using and interpreting data for better decision making.
- AI Essentials:** Develop modules on use of readily available artificial intelligence tools to help develop ideas and content, make more informed decisions, and speed up daily work tasks.

- **Roll out of Capacity-building modules**

- Finalize the capacity building module on the basis of mutual agreement between GIZ (the respective state expert and mobile team) and the consultant;
- Conduct the training/ capacity building sessions for the State/ City officials, city data officers, urban development experts, planners etc. nominated by the concerned Authority;
- Duration of the trainings: 3 days in each of the partner state; Maximum number of participants: 30 per training
- Prepare a detailed assessment report for each Capacity-building module capturing trainee feedback, key learnings, etc.

- **Preparation of Final Course content and Training materials**

Based on the inputs from the capacity building sessions, prepare a comprehensive course content, develop the e-learning content and prepare the trainer's manual for wider dissemination. Following need to be delivered by the Contractor:

- Course Content:**

- Prepare the comprehensive course content incorporating:
 - Modules (including data collection, data analysis, data visualization and data for decision making) developed as per State specific requirements;
 - Inputs received from the capacity buildings sessions
- Prepare a detailed training report and a well documented feedback report for each State.

- E-learning Content:** The training material will be uploaded on National Urban Learning Platform (NULP)/ Karmayogi for upscaling purposes. Develop training material, modules and manuals into learner centric and byte sized e-learning content (pdf/ ppt) as per the Content Guidelines available on National Urban Learning Platform (NULP)/Karmayogi.

- c. Trainer manuals:** Prepare the instructional manual for Experts to be utilized for undertaking the subsequent Training of Trainers. This will include trainer manuals, case studies, exercises and solution sheets, etc.

The contractor shall be responsible for designing and printing of training materials.

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

Milestone	Timeline from the start of the project
Inception report highlighting a detailed work plan and timelines, detailed methodology (with tools) and report format to be submitted	1 week
Module development Develop modules specific to every state on Urban Data Analysis (including all aspects data collection, visualisation, interpretation and documentation*)	4 weeks
Training reports Comprehensive Training	7 weeks
Draft Content/ Submission [As per Section 2 (ii)]	7 Weeks
Final Content/ Submission (incorporating inputs from GIZ)	8 weeks

* Latest online/offline and web-based interactive tools to be used for training

** Training Locations – The trainings will be held in 3 states (Kerala, Assam, and Tamil Nadu/Telangana). Hence familiarity (in administration and language) with these states shall be preferred.

Period of assignment: from **20th March 2026** until **30 April 2026**.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter **Error! Reference source not found.** are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter **Error! Reference source not found.**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.**).

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

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter **Error! Reference source not found.** are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter **Error! Reference source not found.**.

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

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks including experts for rolling-out training programmes.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018.

The contractor will be responsible to ensure the availability of laptops with preloaded softwares for participants that is envisaged to be used in the training. All training materials produced must be developed as e-learning content suitable to be uploaded on the National Urban Learning Platform (NULP) for upscaling purposes.

(ref. <https://niua.in/intranet/sites/default/files/2565.pdf>)

Further requirements (1.7)

In the pursuit of fostering an inclusive and equitable environment, the consultant is tasked with integrating gender transformative measures across all facets of module development and capacity building. This encompasses a comprehensive approach to training, project execution, and stakeholder interaction that not only aligns with Germany's feminist development policies but also actively promotes gender equality. The consultant's responsibilities are detailed in the following points, ensuring that gender considerations are woven into the very fabric of the contract's lifecycle, from planning to reporting and beyond.

1. **Gender-Responsive Data Collection:** The consultant must ensure that the training modules include gender-disaggregated data to facilitate gender analysis and inform gender-responsive planning and decision-making.
2. **Gender Equality Integration:** Activities should be designed and implemented in a manner that promotes gender equality, incorporating gender-responsive suggestions wherever feasible.
3. **Personnel Assignment Plan:** The consultant is required to provide a personnel assignment plan with explanatory notes. This plan should detail the experts proposed, including information on assignment dates (duration and expert days), locations of the individual team members, and the allocation of work steps as outlined in the schedule.

4. **Alignment with Feminist Development Policy:** The consultant's approach to module development and training must be in line with the principles of feminist development policy, particularly focusing on data feminism and gender equality.
5. **Capacity Building:** The consultant shall facilitate capacity-building initiatives to ensure that the project team and relevant stakeholders are aware of and competent in applying gender-responsive frameworks.
6. **Reporting and Documentation:** All reports and documentation must reflect the gender-responsive approach, clearly indicating how gender considerations have been integrated into the contract's lifecycle.
7. **Compliance and Monitoring:** Establish mechanisms for monitoring compliance with gender-related requirements and for assessing the effectiveness of gender-responsive measures implemented.

4. Criteria for eligibility of firms

The bidder should have the following criteria for qualification:

- The agency must be registered as national organization / entity.
- The agency must submit a signed / stamped declaration on GWB clauses (if adhere). Refer Annexure – Legal Inferences.
- In case of bidding consortia; Declaration by consortium.
- Average annual turnover for the last three financial years should be at least EUR 60.000
- Minimum number of employees for past 3 years should be 10
- The bidder should have at least 5 reference projects (minimum commission value of each project should be EUR 10,000) in capacity building/ training on data collection, analysis and visualisation with ULBs / States.
- The bidder should have at least 2 reference projects in India in the last 3 years.
- The bidder should have experience of:
 - Supporting module development for Centre of Excellences/ National Missions/ Niti Aayog/ MoHUA/GIZ.
 - At least 10 years Experience in conducting capacity building and training program for Centre of Excellences/ National Missions/ Niti Aayog/ MoHUA/GIZ.
 - At least 5 years Experience in developing creating contents for e-learning modules / online training modules.
 - At least 5 years Experience of promoting data-based decision making for cities / promoting data visualization.
 - At least 5 years Experience of developing training programs for geo-referencing/ spatial planning.

5. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 0), the range of tasks involved and the required qualifications.

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

Team leader (Refer TAG I)

Tasks of the team leader

- Overall responsibility for the capacity building programme ensuring quality and timelines
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines and milestones

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master's degree) in Statistics, Geography, Planning, Econometrics or equivalent
- Language (2.1.2): Good business language skills in English and knowledge of one of the assignment state languages (Malayalam, Tamil/Telugu and Assamese)
- General professional experience (2.1.3): 9 years of professional experience in urban development sector
- Specific professional experience (2.1.4): 7 years in developing capacity building programs for city, state and national personnel
- Leadership/management experience (2.1.5): 5 years of management/ leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 4 years of experience in project implementation in one or more of these partner states (Assam, Tamil Nadu/Telangana, and Kerala)
- Development Cooperation (DC) experience (2.1.7): Experience of working in DC projects
- Other (2.1.8): evidence of executing capacity building programmes to ULB officials

Expert 1: Urban informatics expert (Refer TAG I)

Tasks of expert 1

- Specific tasks covered in chapter 2

Qualifications of expert 1

- Education/training (2.2.1): Master's in Statistics, Urban Development, Earth Observation Planning or equivalent
- Language (2.2.2): Good business language skills in English.
- General professional experience (2.2.3): 8 years of professional experience in urban development sector
- Specific professional experience (2.2.4): 5 years in developing capacity building programs for city, state and national personnel
- Leadership/management experience (2.2.5): NA
- Regional experience (2.2.6): 3 years of experience of similar projects in India
- Development Cooperation (DC) experience (2.2.7): NA
- Other (2.2.8): evidence of executing capacity building programmes to ULB officials

Expert 2: GIS Expert (Refer TAG I)

Tasks of expert 2

- Specific tasks covered in chapter 2

Qualifications of expert 2

- Education/training (2.3.1): Master's in Statistics, Architecture, Geo-information Sciences, Earth Observation Planning or equivalent
- Language (2.3.2): Good business language skills in English and knowledge of one of the 3 state languages (Tamil / Telugu/ Assamese/ Malayalam).
- General professional experience (2.3.3): 8 years of professional experience in urban development sector
- Specific professional experience (2.3.4): 5 years in developing capacity building programs for city, state and national government institutions
- Leadership/management experience (2.3.5): NA
- Regional experience (2.3.6): NA
- Development Cooperation (DC) experience (2.3.7): NA
- Other (2.3.8): Evidence of executing capacity building programmes for ULB and state officials

Expert 3: Capacity building expert (Refer TAG I)

Tasks of expert 3

- Specific tasks covered in chapter 2

Qualifications of expert 3

- Education/training (2.4.1): Master's in planning, Urban Management, or equivalent; Certification in Instructional Design.
- Language (2.4.2): Good business language skills in English. Knowledge of any one of the three states language shall be preferred (Tamil/ Telugu/ Assamese/ Malayalam)
- General professional experience (2.4.3): 8 years of professional experience in urban development sector
- Specific professional experience (2.4.4): 4 years in developing capacity building programs for city, state and national personnel; Work experience as an Instructional Designer shall be preferred.
- Leadership/management experience (2.4.5): NA
- Regional experience (2.4.6): 4 years of experience in one or more of the project states (Kerala, Assam, Tamil Nadu/Telangana)
- Development Cooperation (DC) experience (2.4.7): NA
- Other (2.4.8): Evidence of executing capacity building programmes (including e-learning modules) to ULB officials in Indian states

Expert 4: Research Associate (Refer TAG I)

Tasks of expert 4

- Specific tasks covered in chapter 2

Qualifications of expert 4

- Education/training (2.5.1): Bachelor's in economics, Planning, Data and data related disciplines or equivalent
- Language (2.5.2): Good business language skills in English.
- General professional experience (2.5.3): 6 years of professional experience in urban development sector
- Specific professional experience (2.5.4): 4 years in developing capacity building programs for city, state and national personnel
- Leadership/management experience (2.5.5): NA
- Regional experience (2.5.6): NA
- Development Cooperation (DC) experience (2.5.7): NA
- Other (2.5.8): Evidence of supporting capacity building programmes (including e-learning modules) to ULB officials in Indian states

Expert 5: Artificial Intelligence expert (Refer TAG II)

Task of expert 5

- **Introduction to freely available AI tools for support in decision making**
- **AI Integration & Strategy:** Develop and implement AI-driven solutions
- **Data-Driven Decision Making:** Leverage predictive analytics and AI-based models to enhance risk assessment and informed decision making
- **Process Optimization:** Utilize AI for scenario modelling
- **Regulatory & Ethical AI Compliance:** Ensure AI applications adhere to industry regulations and ethical standards

Qualifications of expert 5

- Education/training (2.6.1): Post Graduate degree in Information Technology or related sector
- Language (2.6.2): Good business language skills in English.
- General professional experience (2.6.3): At least 8 years of experience of supporting AI integration in decision making
- Specific professional experience (2.6.4): At least 5 years of experience in supporting training programs in the AI sector
- Regional experience (2.6.5): NA
- Development Cooperation (DC) experience (2.6.6): NA
- Other (2.6.7): NA

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

6. Costing requirements

Assignment of personnel and travel expenses

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

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

Sustainability aspects for travel

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

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

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Debriefing	3	1 day for each expert	3	Discussion on plan of action, possible venue and innovative tools for risk-informed decision making (TL, Expert 1 and Expert 3).

Implementation	6		118	Implementation of the project Team leader: 15 Expert 1: Urban informatics expert 19 Expert 2: GIS Expert 20 Expert 3: Capacity building expert 19 Expert 4: Research Associate 25 Expert 5: Artificial Intelligence expert 20
Travel expenses	Number of experts	Number per expert	Total	Comments
Per-diem allowance	6			As per travel plan in the city of travel for all experts. 3 days per expert for 3 trips.
Overnight allowance	6			Overnight stay in the city of travel for all experts. 3 days per expert for 3 trips. Reimbursement against evidence.
Transport	Quantity	Number per expert	Total	Comments
Domestic flights			18 round trips	Flights within the country of assignment during service delivery for 6 experts and 3 trips. Reimbursement against evidence.
CO ₂ compensation for air travel				A fixed budget of INR 5275/- per sector travel (for 36 trips) is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Local travel within the city where training will take place and airport transfer			60 travels	Travel within the city of travel including transfer to/from airport etc. or transfer to/from hotel to training venue/partner office etc.
Other costs	Number	Price	Total	Comments

Workshops	3 capacity building Training			This budget cost includes venue booking, audio-visual set up, snacks, tea and lunch arrangements for participants and accommodation. Assumption: Max. 30 participants per training and considering 20 participants would be requiring accommodation support. Venue and accommodation costs should be estimated considering hotel as venue; however, the preference will be to conduct the trainings in public institutions. All the invoices would be paid as per actuals.
• Designing and printing of Training Material				This budget involves designing and printing training material for 90 participants.
• Laptop hiring (30 laptops for 3 training of 3 days each)				This cost involves hiring of laptop with required software tools for total of 90 participants for 3 training

Workshops, events and trainings

- The contractor implements the above-mentioned training course for 3 days in each state.
- 3 such trainings are planned in the TOR.

Consultant to take care of venue arrangements and participants snacks/tea, lunch and accommodation during the training days. 30 participants per training can be considered for cost estimations. Out of which 20 participants might need accommodation. Preferably the event to be done in government institutions but the cost estimates can be done considering private venues/ hotel. Consultant to be paid on actual basis as per invoice.

7. Inputs of GIZ or other actors

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

- Introduce the agency to the ULB and state administration and facilitate meetings
- Suggest additional participants for any meetings, trainings, and workshops
- Any technical support required for the success of this initiative
- Coordination with state partners for getting nominations for the trainings

Government partners:

- Coordination and support in training programs by issuing notices
- Nominate staff for the training

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 complete tender 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 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 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.

9. Annexes

9.1 Project Completion Certificate Format

The bidder shall submit the project completion certificate for each reference project for meeting the minimum eligibility criteria. If this is not available, the bidder shall submit the Project Completion Certificate on the company's letter head.

Terms of reference (ToR) for the procurement of services below the EU threshold

9.2 CV template (max 4 pages)

CURRICULUM VITAE

Proposed position in the project:

Family name:

First name:

Date of birth:

Nationality:

Civil status:

Education:

Institution (Date from - Date to)	Degree(s) obtained

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English			
Assamese			
Tamil/Telugu			
Malayalam			

Other skills: (e.g. Computer literacy, etc.)

Other relevant information (e.g. Publications, Membership of professional bodies)

Terms of reference (ToR) for the procurement of services below the EU threshold

Professional Experience:

Date from - Date to	Location	Company & reference person ¹ (name & contact details)	Position	Description of key tasks	Details of the Project (e.g. clients, project value, status of the project)	Remarks (if any)

Following experience (as mentioned in the ToR) shall be clearly mentioned in the above table

- General professional experience

¹ The Contracting Authority reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.

- Specific professional experience (key experience related to this project / tender)
- Leadership / management experience
- Regional / International experience
- Development Cooperation experience (Experience of working for international development organisations)
- Other (as per ToR)