Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Terms of reference (ToR) for procurement of services for Pilot project on strengthening Solid Waste Management practices in one identified ward of Rishikesh town, Uttarakhand	**Project number/ cost centre: G-012099-001** **Tender number**

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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
CB	Capacity Building
DGC	District Ganga Committee
DGP	District Ganga Plan
DPWG	District Planning Working Group
E-Flow	Environmental Flows
EU WFD	European Water Framework Directive
GoI	Government of India
IRBM	Integrated River Basin Management
MoJS	Ministry of Jal Shakti
NGO	Non Governmental Organisation
NIUA	National Institute of Urban Affairs
NMCG	National Mission for Clean Ganga
PoM	Programme of Measures
RBM	River Basin Management
RBO	River Basin Organisation
RMC	Rishikesh Municipal Corporation
SGR	Support to Ganga Rejuvenation
SHG	Self Help Group
SMCG	State Mission for Clean Ganga
SOP	Standard operating Procedure
SMCG	State Mission for Clean Ganga
SWM	Solid Waste Management
ToC	Table of Contents
ToR	Terms of reference
UK	Uttarakhand
UP	Uttar Pradesh
URMP	Urban River Management Plan

WP	Work Package

1. Context

1.1 Brief information on the project

The River Ganga is one of India's most vital ecological, economic, and cultural lifelines, sustaining over 500 million people and contributing to one-third of the country's surface water resources. Despite its significance, the river faces severe pressures from untreated sewage, agricultural runoff, excessive water extraction, climate change impacts, and fragmented governance structures. To address these challenges, the Government of India launched the Namami Gange programme, implemented by the National Mission for Clean Ganga (NMCG). Initially established as a society in 2011, NMCG was granted regulatory authority in 2016, enabling it to more effectively steer river rejuvenation efforts and to move towards becoming a fully functional River Basin Organisation (RBO).

Support to Ganga Rejuvenation (SGR) Project
In response to the Government of India's call for international collaboration, the Indo-German Technical Cooperation began supporting Ganga rejuvenation in 2015 through the Support to Ganga Rejuvenation (SGR) project. This initiative, implemented by GIZ and commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), draws on international experience—particularly the European Water Framework Directive (EUWFD)—to promote integrated River Basin Planning and Management (RBM) approaches tailored to the Indian context. The Support to Ganga Rejuvenation (SGR) Phase III project focuses on implementing integrated climate friendly and gender inclusive River Basin Management (RBM) approach at National, State and District levels. Ramganga RBM Plan and District Ganga Plan (DGPs) have been developed towards this. Uttarakhand state Urban Development Department (UDD including ULBs) is important stakeholder in planning and implementation of the RBM measures.
Key project components/interventions are-

1. *Institutional strengthening* of NMCG including the State Mission for Clean Ganga (SMCG)

2. Organizational and technical strengthening of river basin and district level institutions **for** *implementation of river rejuvenation measures*

3. *Capacity Building* of stakeholders and Improvement of coordination for planning and upscaling RBM approaches at basin and district/local levels

4. *Specific technical approaches* for river basin management in terms of developing *State specific Policies* on Safe Reuse of Treated Water in Uttarakhand and Uttar Pradesh.

5. Cross cutting aspects of *Communication and Public Outreach*

1.2 Background and rationale

Cooperation with UDD/ULBs

GIZ in cooperation with UDD has earlier developed the State Solid Waste Management (SWM) Action Plan, State Septage Management Protocol, Integrated Sanitation approach at Rishikesh and is continuing to support the targeted implementation of selected interventions.

District Ganga Plan (DGP)
NMCG Authority Orders (2016) mandates that each of the Ganga Districts develops its own District Ganga Plans for protection and rejuvenation of River. In coherence with this mandate, GIZ has supported District Ganga Committees (DGCs) in coordination with NMCG & SMCG on development of District Ganga Plans (DGP) for pilot districts in Ramganga Basin (Udham Singh Nagar and Shahjahanpur) using a common methodology and framework developed and agreed with NMCG. The DGP preparation process has adopted a participatory approach with involvement of relevant line departments, stakeholders including community participation. Further, GIZ is supporting the upscaling of DGP in all the 13 districts of Uttarakhand (and also in 34 districts across UP, Bihar and West Bengal). The key Water Management issues identified in almost all the DGP covers

- Liquid waste management including Septage Management
- Solid Waste Management
- Water Resource management

The District Ganga Plan of Dehradun District is in the final stage of completion in which Solid Waste Management is identified as an important key water management issue specifically in Rishikesh, being a main Ganga town.

System strengthening needs for Solid Waste Management (SWM) in Rishikesh

Solid Waste Management has emerged as a very important aspect in DGP Dehradun towards river rejuvenation interventions that affects the river health. In addition, Urban River Management Plan (URMP) of Rishikesh is being developed by Urban Local Body in cooperation with NIUA, in which Solid Waste Management is also addressed as a key component.

Dehradun district generates a total of 608.53 Metric Tons Per Day (MTPD) of solid waste, out of which 584.4MTPD waste is being processed, leaving a gap of 24.13MTPD. Within this Rishikesh contributes the largest solid waste quantity generating 76.94 MTPD of solid waste per day. The Integrated Solid Waste Management Plant at Lalpani, has now been constructed and being made operational. In Doiwala region, the facilities like a 30TPD MRF centre, plastic compactors, trommel machines and compost pits are operational, the integration into the Rishikesh cluster and the ongoing development of a scientific landfill at Amitgram Lalpani.

Potential needs:
Solid waste management needs further systemic interventions in the ULB at ward levels. For instance, much of the waste is being mixed, hampering recycling and material recovering efforts. Coordination of the various involved parties is crucial, in terms of establishing synergies and linkages with Non-Governmental organisations (NGOs) or private organisations, among

other things for waste collection or transportation. Improper segregation at source and unsafe disposal of municipal solid waste continue. These challenges are compounded by limited coordination among stakeholders and insufficient public awareness.

Strengthen/Enhance the solid waste management at ward level. Recycling and recovery of waste is currently limited as waste often gets mixed together. Strengthen the coordination between wards, NGOs and Private organizations for efficient collection, transportation of waste.
Weak coordination between stakeholders leads to insufficient source segregation waste and unsafe disposal of waste continue framing the environment and rivers resulting in threats to health.
Public awareness at household and ward level focused on solid waste is needed to promote waste segregation and ensure safe and scientific waste management adopting a gender inclusive approach.

To address these gaps, a focused initiative needs to be undertaken at household/ward level of Rishikesh ULB to promote segregation of waste at source and ensure safe and scientific waste management practices with community participation.

1.3 Pilot Model on SWM

In above context, GIZ is intending to avail the services from a suitable firm/agency to implement **a pilot model for solid waste management in selected area of one ward within Rishikesh town, Dehradun district.** This model focuses on source segregation and proper disposal of waste, while ensuring community engagement, gender inclusion—especially through the active participation and empowerment of women—and collaboration with NGOs/SHGs for awareness generation, behaviour change, and implementation support. The initiative aims to establish a sustainable, inclusive, and replicable model aligned with the goals of the SBM and the broader Namami Gange mission for the rejuvenation of the Ganga and its tributaries.

GIZ in cooperation with stakeholders intends intends to implement an operational and replicable/scalable pilot model for solid waste management in selected ward in Rishikesh. The focus of the model is on source segregation and collection of solid waste in the selected ward adopting a gender inclusive and community participation approach. The model will adopt a gender inclusive and community participation approach to encourage active participation of the residents for waste segregation and waste management process. The model emphasizes collaboration with NGOs /SHGs/Women Groups and the private sector to support implementation, enhance operational efficiency and drive awareness and behaviour change for long term sustainability.

Objectives

- To build a collaborative and functional system by developing linkages with key stakeholders and strengthening institutional mechanisms for effective solid waste management.

- To demonstrate a functional, scalable and gender-inclusive SWM model of source segregation at household level in of one identified pilot ward.
- To empower communities and local stakeholders with knowledge and skills to adopt sustainable waste practices and drive long-term behavioural change.
- To capture, and document learning from the pilot to enable replication in other wards by ULB and beyond.

The assignment will support the development and implementation of sustainable, inclusive, and replicable model of solid waste management (SWM) in one selected ward of Rishikesh. The model will focus on source segregation, decentralized processing, institutional coordination, and community engagement in alignment with District Ganga Plan of Dehradun, Solid Waste Management Rules (2016/2026), Swachh Bharat Mission 2.0 and the Namami Ganga mandate.

Feasibility Assessment & Identification of Ward
GIZ together with Municipal Corporation Rishikesh has undertaken feasibility assessment in potential wards of Rishikesh town along with the DGC & ULB officials. Looking at the desired interventions and feasibility, it has been agreed to take up Awas Vikas ward for the above Pilot project implementation at Rishikesh in cooperation with Rishikesh Municipal Corporation and DGC.
This model shall focus on source segregation and proper disposal of waste, while ensuring community engagement, gender inclusion—especially through the active participation and empowerment of women—and collaboration with NGOs/ Self Help Groups (SHGs) for awareness generation, behaviour change, and implementation support.

2. Tasks to be performed by the contractor

The broad scope of work covers:

- ***Strengthening institutional &community linkages*** between ULB, authorized waste carriers, private operators, NGOs/SHGs, women, communities and other relevant stakeholders

- ***Establishing a household level SWM segregation model in a selected ward*** with a focus on effective segregation at source, door to door collection, and integrating it with ongoing ULB's SWM transportation and disposal/ processing

- ***IEC and Community Participation*****:** Strategizing and Conducting capacity building, public awareness, IEC & BCC programs to encourage responsible waste practices at household/community level.

- ***Capturing experiences for upscaling: Process documentation of the activities taken up in the pilot ward*** and development of a guidance document/Standard Operating Procedure (SOP) for frontline workers towards upscaling in other wards by the ULB.

The contractor is responsible for providing the following specific services:

The Contractor may be a single firm or a consortium of two consulting firms with a Team of Experts to cover all tasks.

Work Package 1: Establishing Community Linkages and Coordination mechanism

Key Activities:

- Identification and mapping of relevant stakeholders- authorized waste carriers, NGOs, SHGs, women's groups, and other community-based organizations as per their roles and involvement.

- Conduct regular monthly meetings and discussions with relevant stakeholders (ULB, DGC, ward councillor, community representatives, authorized waste carriers, SWM Plant operators, NGOs/SHGs, women groups and other relevant stakeholders) towards establishing formal coordination mechanisms for planning, implementation and monitoring of SWM interventions,

- .Set up a community-based workforce system by engaging women group/SHGs for door-to-door segregated waste collection, with clearly identified transfer points to ULB-authorized collection systems.

- Outline an implementation strategy for pilot, SWM model in the selected ward towards achieving 100% source segregation, door-to-door collection of segregated waste, including a mechanism for its transportation/processing to ULB authorised waste collectors.

- On-job preparatory training/orientation (1 day upto 15 participants) of the women's group/SHGs/front line workers of ULB involved in implementation of the project activities with particular reference to their tasks.

- Develop a monitoring and reporting framework/checklist with Key Performance Indicators (KPIs) for strengthening community-institutional linkages for the integrated SWM approach

<u>Deliverables/Results</u>
D1.1: Coordination mechanism established, project implementation strategy outlined for project activities and action plan agreed with GIZ/ULB
D1.2: Women Group/SHGs formal engagement is done for the duration of assignment and roles/ responsibilities defined; monitoring indicators/KPIs developed.
D1.3: On-job training is conducted for the frontline staff to be involved in the pilot project.

Work Package 2: Establishment of a ward level Model showcasing source segregation at households and integration with SWM services of the ULB

Key Activities:

- Conduct rapid waste assessment in the selected ward (covering upto 10% households/properties of the selected ward) in consultation with ULB officials and GIZ team to assess the community perception and existing scenario of waste segregation, collection, transportation and processing mechanism.

- Identification of hotspots within the selected ward for targeted interventions to reduce waste leakage into drains/river Ganga.

- Procurement and distribution of colour-coded bins (2 bins per household) and deploying of primary collection equipment (e.g. upto two manual tricycle/hand-driven cart) for transfer of segregated waste from household bins to the municipal transportation vehicles. (The tricycle/hand-cart(s) shall be handed over to ULB at project closure).

- Depute trained SHGs/ women groups for collection of segregated waste from households in tricycles/hand carts and hand over to the authorized waste collection and transportation vehicle of the RMC within the ward. (RMC authorized collection and transportation vehicles shall be coming upto the lanes/roads of the ward).

- Coordination with RMC authorized waste collectors/vehicle operators to ensure that the segregated waste is transported in a segregated manner to the designated SWM processing plant for further processing & recycling.

- Promote household or community-level composting to reduce pressure on centralized facilities.

- Actively involve SHGs/women's groups in the operations towards- ensuring household level source segregation, segregated waste collection & transfer to ULB authorized vehicles, technical support in developing household/community level composting practices and compliance monitoring.

Engaging SHG/Women group *(with minimum 7 and maximum 10 members)*: The above specified field tasks including specific tasks as mentioned in WP 3 will be implemented by engaging/sub-contracting and deputing specific team of SHGs/Women groups by the contractor in the selected ward (Awas Vikas) for door-to-door collection of segregated waste and handover to ULB authorized waste collection & transportation vehicles within the ward (Awas Vikas) and other field activities. (1 women group/SHG of upto10 members x 10 months; Minimum 5 members of the group should be on site on daily basis). An additional lump-sum budget for deputing the women group/SHG is provided in Chapter 5. Also, upto 2 operators to be hired by the contractor for manual operation of tricycle/hand cart for 10 months.

Note: The composition and assignment duration of the team should be specified by the contractor for performing the specified tasks and must be reflected in the personnel assignment plan of the proposal.

- Monitor the performance of the pilot model using defined KPIs

Deliverables/Results

D2.1 Sample waste assessment is done at ward level, hotspots mapping done in coordination with ULB. baseline report submitted and accepted.
D2.2 Segregation and door to door collection systems established in the pilot ward
D2.3 Model door-to-door collection system is operational during the assignment duration with regular involvement of all experts, women group/SHG and ULB authorized staff as mentioned

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

Key Activities:

- Develop a comprehensive, locally contextualised Capacity Building, IEC and behaviour change approach, and strategic plan using a gender inclusive approach. This should take into consideration Dehradun District Ganga Plan and overall theme of Ganga Rejuvenation, including sustainability beyond the project period.

- Conduct on site capacity building sessions/trainings (2 no. of training sessions of half day each at SWM Plant/Municipal Corporation premises/project site) for upto 30 participants comprising of ULB sanitary inspectors, Safai Mitras (sanitation workers), SHGs, women's groups, and community leaders on safe handling, segregation, and decentralized processing of waste) to build technical and operational capacities in segregation, collection, and decentralised processing.

- Implement gender inclusive public awareness campaigns/ events/IEC activities (upto 8 campaigns/events/IEC activities, on monthly basis) focused on:
  - Source segregation and bin usage
  - Environmental and health risks of improper waste disposal
  - Linkages between waste mismanagement and river pollution.
  - Awareness generation for household level/decentralised composting practices

  The above tasks (in addition to tasks as mentioned in WP 2) will be implemented by involving the specific team of the same SHGs/Women groups (as mentioned in WP 2) by the contractor in the selected ward (Awas Vikas).

- Develop and disseminate inclusive IEC (Information, Education & Communication) materials, customized for various groups (including women, children, and youth) to support inclusive engagement. This should consider using of sustainable material.

- Assess behavioural changes using measurable outcomes such as increase in household-level segregation compliance, reduction in mixed waste and improved impacts at Integrated solid waste processing plant.

- Wall Paintings and Murals- Involve local and other artists to create murals (at 3 different locations, 10x10 ft) in consultation with ULB, GIZ with themes relevant to solid waste management in prominent locations in the ward as a means of outreach in addition to urban beautification. This can be done ensuring the principles of inclusion (women and other vulnerable groups) and sustainability of resources (recyclable, long lasting and environmentally friendly materials etc.)

Deliverables/Results

D3.1 Three no. of onsite capacity building sessions/trainings conducted for field level functionaries (20 participants),attendance records maintained

D3.2 Eight no. of campaigns/events/IEC activity conducted; IEC materials distributed; ≥70% households report awareness of segregation practices.

D3.3 Three no. of wall paintings and murals are done at three different prominent ;locations

Work Package 4: Knowledge Management and Scaling Up

Key activities:

- Systematically document the pilot interventions (processes, challenges, success factors and lessons learned), including:
    - Process documentation of the intervention undertaken
    - Institutional linkages and stakeholder roles
    - Success factors and sustainability aspects Gender and community participation aspects
    - Integration of the pilot model with ULB SWM services
    - impact on waste management efficiency, and river rejuvenation

- Based upon the pilot project implementation and learning, develop a basic toolkit/guidance document comprising of, Standard Operating Procedures (SOPs), IEC templates, and technical description of the decentralized composting model for training purpose of field level workers/agencies/ULB front line staff/collection & transportation agencies/SHGs for replication.

- Dissemination of capacity building tool-kit/ IEC material designs etc. to ULB/UDD towards further upscaling up the pilot model in other wards/ULBs.

- Participation and present in DGC/ULB meetings as and when needed.

Deliverables/Results

D4.1 Monitoring framework applied; analysis report of households/property complying with segregation

D4.2 Toolkit/Guidance document/SOP/knowledge products/IEC materials developed and submitted

D4.3 Final report including documentation processes and case study submitted and approved by GIZ

Support/Facilities to be provided by GIZ

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

- GIZ will facilitate the meetings and coordination with ULB, DGC, UDD and other experts/consultants as required.
- GIZ will provide access to a MS Teams workspace for sharing documents and virtual exchange.
- GIZ will organise the dissemination workshop with ULB, DGC, UDD, SMCG-UK towards the end of contract.
- GIZ will facilitate coordination with RMC towards initiating actions on ground level and its regular monitoring.
- Further, RMC shall also integrate the collection and transportation vehicles for collecting the segregated waste from households.
- Also, necessary support shall be provided by RMC/GIZ in getting the integration of service provider contracted by ULB.

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

Milestones

Milestones/process steps/partial services	**Deadline/place/person responsible**
Inception Meeting with GIZ, Report & Work Plan (Covering methodology, initial discussions with stakeholders, city selection, stakeholder mapping, monitoring framework)	Within 1 week of signing of Contract 2026 / online /, Consultant team/GIZ
Stakeholder Linkages & Institutional coordination developed (agreements with UDDULB, NGOs, SHGs, waste carriers, private operators)	September 2026 / Rishikesh / (Rishikesh Municipal Corporation -RMC,) / GIZ, Consultant
Development of Key Performance Indicators (KPIs) and strategy for implementation of activities in the pilot ward	September 2026/ Rishikesh /Dehradun (ULB) / GIZ, Consultant

training of SHGs/Women Groups	September-October 2026/ Rishikesh /Dehradun (ULB) / GIZ, Consultant
Waste baseline Assessment & hotspot identification of areas to reduce waste leakage into drains/river Ganga. (socio-economic, waste generation patterns, current SWM practices,	September-Oct. 2026 / Pilot ward (Awas Vikas ward) / Consultant
Completion of preparatory activities for **establishing source segregation and collection system** (deployment of human resources, SHGs, colour-coded bins, tricycle and collection routes designed,	October 2026 / Pilot ward, Rishikesh / Consultant & ULB
Capacity Building of Stakeholders (ULB staff, Safai Mitras, SHGs, ward councillors, women's groups)	Oct 2026, April 2027 / Rishikesh / Consultant
Implement source segregation and door to door collection of MSW at ward level (wall paintings and murals, collection of segregated waste from households in tricycles/hand carts, hand over to the authorized waste carrier vehicles.)	Oct-Nov 2026 to July-August 2027 / Pilot ward,Rishikesh / Consultant & ULB
Behaviour Change & IEC Campaigns Rolled Out (awareness drives, SHG events, school/youth engagement, IEC material dissemination)	Oct-Nov 2026 – June-July 2027 / Pilot ward / Consultant with NGOs, SHGs
Wall Paintings & Murals 3 nos. of (10*10 feet) at three different prominent locations	Oct-Nov 2026 – Feb 2027 / Pilot ward / Consultant with NGOs, SHGs
Monitoring & Performance Assessment of Pilot Ward (segregation compliance, collection efficiency, waste recovery rates)	August-September 2027-/ Pilot ward / Consultant & ULB
Dissemination of Knowledge Products, Replication Toolkit	Sept-October 2027 -/ Rishikesh/Dehradun / RMC consultant/GIZ,/
Final Report with Recommendations (consolidating results, impact, lessons, scale-up plan)	October/November 2027/Consultant

Period of assignment: from **September 2026** until **31st Dec 2027.**

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 describes the presentation and interaction between the relevant actors/stakeholders in in the contractors area of responsibility (1.2.1); Strategy for establishing cooperation and then cooperating with the relevant actors/stakeholders (1.2.2).

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

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

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

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. (1.6.2)

Further requirements (1.7)

Ensure safe and scientific waste management adopting a gender inclusive approach for the assignment.

4. Criteria for eligibility of firms

The bidder should have the following criteria for qualification:

I. Commercial eligibility

- Bidder must be registered legal entity of GIZ.
- Average annual turnover for the last three financial years should be at least EUR 42.000.
- Minimum number of employees for past 3 years should be 5.

II. Technical Eligibility

- The bidder should have at least 2 reference projects (minimum commission value of each project should be EUR 5,000) in field of solid waste management in project in implementation at ground level.
- The bidder should have at least 2 reference projects in India in the last 3 years.

III. Weighted Criteria

1. Technical Experience- The bidder should have experience of:
   - Developing coordination mechanism with ULB and community organisations for strengthening SWM actions system
   - Formulating and implementing SWM projects at community/ward level with systematic interventions
   - Organising participatory Community-Based Behaviour Change Campaigns and IEC for SWM and river rejuvenation
   - Developing Scalable and Replicable SWM Models
2. **Regional Experience-India**
3. **Experience of development projects**

5. 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.

Contractor has to depute local team (Team Leader/Expert 1 and Expert2) near to the project location from where travel on weekly basis to the project site at Rishikesh is possible by road/train. Also, the pool of experts and team of SHG/Women Group should preferably be local

resident of Rishikesh/ deputed locally at Rishikesh for effective day to day coordination and implementation of project activities at project site.

Team leader/Expert 1 (Solid Waste Management Expert)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for assignments within the available budget, as well as planning and steering assignments and supporting local pool of experts and women group/SHGs
- Regular reporting in accordance with deadlines
- Work closely with other Expert, pool of Experts/Community Mobilizers. Expert 2 to visit the site once in a week for 10 months
- Prepare and implement Field Plans for Women group/SHGs and monitoring
- Lead technical tasks for implementing the SWM pilot project
- Participate in meetings by the ULB/DGC other stakeholders
- Contribute developing the tool kit on SWM
- Undertake trainings, capacity building of project team members and ULB officials
- Review & Prepare report, documentation
- Reviewing and finalization of all technical documents/IEC material content on SWM
- Any other task required for successful implementation of the assignment

Qualifications of the team leader

- Education/training (2.1.1): Masters degree in environmental engineering, Environmental Science, Urban/Environmental Management, or related discipline
- Language (2.1.2): B2-level language proficiency in Hindi and English
- General professional experience (2.1.3): 05 years of professional experience in solid waste management/ urban sanitation/river basin management with expertise in decentralized systems, on ground implementation of waste management and project management (incl. M&E).
  sector
- Specific professional experience (2.1.4): 03 years in implementing solid waste management in India (preferably Uttarakhand/ Ganga basin) with knowledge of national flagship programs such as Namami Gange, AMRUT, SBM 2.0, smart cities, and local governance structures.
- Leadership/management experience (2.1.5): 02 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 03 years of experience in projects in Ganga Basin (region), of which 2 years in projects in Uttarakhand (India)
- Development cooperation (DC) experience (2.1.7): 01 years of experience in DC projects

Key expert 2- Community and Social Management Expert

Tasks of key expert 1- Community and Social Management Expert

- Lead IEC/BCC tasks for implementing the SWM pilot project
- Participate in meetings by the ULB/DGC other stakeholders
- Contribute developing the tool kit on SWM, IEC material
- Design and implement the IEC campaigns, events
- Jointly undertake trainings, capacity building of project team members and ULB officials
- Contribute to project report, documentation
- Reviewing and finalization of all IEC material, inputs in tool kits and other documents on SWM
- Work closely with pool of Experts/Community Mobilizers and Women group/SHGs. Expert 2 to visit the site once in a week for 10 months
- Any other task required for successful implementation of the assignment

Qualifications of key expert 2 (Community and Social Management Expert)

- Education/training (2.2.1): Masters degree in social sciences, Community Development, Gender Studies, Environmental Communication, or related field
- Language (2.2.2): B2 -level language proficiency in Hindi and English
- General professional experience (2.2.3): 4 years' experience in community mobilization, IEC/ behaviour change, river rejuvenation, gender-sensitive training, and GESI integration with women's groups, SHGs, waste workers, and marginalized communities in WASH/urban services.
- Specific professional experience (2.2.4): 2 years of hands-on experience in community engagement in India (preferably Uttarakhand rural–urban contexts) with knowledge of SBM approaches, SHG frameworks, local governance, and regional socio-cultural dynamics.
- Regional experience (2.2.6): 2 years of experience in projects in Ganga Basin (region), of which 1 year in projects in Uttarakhand (India)
- Development Cooperation (DC) experience (2.2.7): 01 years of experience in DC projects

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

Expert pool (Community Mobilizers) with minimum 01, maximum 02 members

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

Tasks of the short-term expert pool (Community Mobilizers)

- The pool of experts must support the Team Leader/SWM Expert and Community/Social Management Expert in implementing on-ground SWM pilot project activities related to household waste segregation, collection, transport andSupport in conducting capacity building, public awareness, IEC & BCC programs to encourage responsible waste practices at household/community level.
- One of the pool experts/community mobilizers from pool of experts should visit the pilot site for half day each, on daily basis for 10 months to implement & monitor ground level activities together with the SHGs/Women groups as outlined in section 1.4 above (0.5 days x 1 pool expert x 10 months= 5 months/150 days total).
- The pool of experts should preferably be local resident of Rishikesh or nearby towns/villages for effective day to day coordination & implementation of project activities.

Qualifications of the short-term expert pool

- Education/training (2.6.1): Upto 2 experts with university qualification (Graduate) in Social Sciences/Sciences, Community Development, Social Work, or related field
- Language (2.6.2): Upto 2 experts with C1-level language proficiency in Hindi
- General professional experience (2.6.3): Upto 2 experts with 03 years of professional experience in community mobilization, IEC/ behaviour change, women empowerment and community level activities related to solid waste management, river rejuvenation & other social & environmental aspects
- Specific professional experience (2.6.4): Upto 2 experts with 01 year of professional experience in in community engagement in environmental aspects.
- Regional experience (2.6.5): Upto 2 experts with 01 years of experience in in India (preferably Ganga Basin) with socio-cultural knowledge of the region (Uttarakhand),

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

Composition of non-specified positions (2.8): Composition and assignment plan of other personnel engaged for carrying out tasks as specified in Chapter 2 should be explained in detail for engaging Women Group/SHGs. (2.8.1) (CVs of individual SHG/women group members and tri-cycle cart operators not required)

6. Costing requirements

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence. As no Air travel is provisioned, carbon offset budget is not included.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader/Expert 1	1	70	70	Overall coordination Systematic SWM interventions, set up pilot model and knowledge products Expert 1 to visit the site once in a week for 10 months (i.e., 40 expert days in field) plus 30 expert days for offsite tasks
Expert 2	1	70	70	Systematic SWM interventions, IEC campaign and Knowledge products Expert 2 to visit the site once in a week for 10 months (i.e., 40 expert days) plus 30 expert days for offsite tasks
Expert Pool Short term pool of experts (Upto 2 experts/community mobilizers)	2	75	150	One of the experts/community mobilizers from pool of experts should visit the pilot site for half day each, on daily basis for 10 months(1 pool expert x 0.5 day x 10 months= 5 months/150 days total), to implement & monitor ground level activities Includes

				support to SWM & IEC expert in implementation of on ground activities.
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	40	2	80	Maximum of 80 per diem allowance for expert 1 & 2. This will be paid on lump sum basis as per GIZ rules
Overnight allowance in country of assignment	20	2	40	Maximum of 40 overnight allowance for Expert 1 & 2 This will be paid on the submission of evidence as per GIZ rules
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
Travel expenses (train, car) Road/train travel to pilot ULB city for Experts 1 & 2	02	40	80	Intercity travel- by road/train to pilot ULB city Pilot ward/Rishikesh) for both Experts 1 & 2 This will be paid on actual basis as per GIZ rules, on submission of evidence
Local travels for Experts 1, 2	02	40	80	cab/taxi hiring in Rishikesh for site visits, local travel within city to project site
Other travel expenses *Local travels (cab/taxi hiring for site visits, travel to project site) for Expert Pool*	02	150	300	local travels (within city, public transport) to project area pilot ward/ Rishikesh). for pool of experts This will be on lumpsum basis per travel as per GIZ rules
Other costs	**Number**	**Price**	**Total**	**Comments**

Designing and Printing of IEC & PR materials	01			Upto 1000 copies pamphlets a4 size, banners-3 numbers This will be on lump sum basis. Paid on submission of evidence (IEC printed material, photographs.)
Wall painting and murals	03			3 nos. of (10*10 feet This will be on lump sum basis. Paid on submission of evidence (photographs of wall paintings/murals.)
Flexible remuneration flexible remuneration towards organising additional workshop/ trainings/other activities (in case needed) which are not mentioned above	01	5%		A budget of upto 5% of total value is foreseen for flexible remuneration (against evidence) towards organising additional workshop/trainings/IEC events/other unforeseen expenses. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Orientation/Trainings/IEC events a. Orientation/on-job training for Women Group/SHGs	01			1 day training/orientation for SHG/Women group and Community Mobilizers for upto 15 participants to be involved in the project assignment. Venue: SWM Plant/ULB premises/project site. This includes cost towards sitting arrangement, audio-visuals, light snacks for upto 15 people, venue cost not to be included) This will be on lump sum basis, paid on submission of evidence (session agenda, attendance sheet, photographs etc.)
b. On site capacity building	02			These will be small session (2-3 hrs) on-site in SWM Plant/ULB

sessions/trainings for ULB staff, Safai Mitras (sanitation workers), SHGs, women's groups in project area				premises/project site (venue cost not to be included). This includes cost towards sitting arrangement, audio-visuals, light snacks for upto 30 people) This will be on lump sum basis, paid on submission of evidence (session agenda, attendance sheet, photographs etc.)
c. IEC activities, community engagement activities	08			08 number of IEC activities (short duration of 3-4 hrs). This includes cost towards mikes/sound system, caps, light snacks for upto 25 people) This will be on lump sum basis. Paid on submission of evidence (pictures of IEC activities, participants list etc.)
Subcontracts Engagement of SHGs/Women groups	01	1000000	10,00,000	The budget contains the following costs on lump-sum basis, which is to be included by the tenderer in the price schedule. GIZ will provide **an additional budget of upto INR 10,00,000** (INR 1,00,000 per month x 10 months) for engaging and deputing specific team of SHGs/Women groups by the contractor for field level work in the selected ward (Awas Vikas) for tasks as mentioned in Chapter 2 under Work Package 2 & 3. This lump-sum cost is a comprehensive lump sum cost which covers all the expenses towards deputing the personnel for the tasks including local transportation expenses to the site and any other associated costs.

				Please incorporate this budget in the price schedule.
Procurement of materials and equipment a. Dustbins	2000			2 coloured bins (small size of 3 litres capacity) for distribution in 1000 households/properties
b. Tricycle (manual)/ Hand cart with color coded bins	02			2 manual tricycle/hand cart; hand gloves, masks (on lump sum basis)
Other cost *Operators for tricycle (manual)/ Hand cart*	02			Two persons/operators to manually operate tri-cycle/hand cart for 10 months, on lump sum basis

All business travel must be agreed in advance by the officer responsible for the project
Workshops, events and trainings

The contractor implements the following orientation/trainings/events:

- *Orientation/on-job training for Women Group/SHGs*

  1 day training/orientation for SHG/Women group and Community Mobilizers for upto 15 participants to be involved in the project assignment. Venue: SWM Plant/ULB premises/project site. This includes cost towards sitting arrangement, audio-visuals, light snacks for upto 15 people. No transportation and venue cost is provided.

- *On site capacity building sessions/trainings for ULB staff, Safai Mitras (sanitation workers), SHGs, women's groups in project area*
  These will be small session (2-3 hrs) on-site in SWM Plant/ULB premises/project site. This includes cost towards sitting arrangement, audio-visuals, light snacks for upto 30 people. No transportation and venue cost is provided.

- *IEC and community engagement activities*
  08 number of IEC activities (short duration of 3-4 hrs). This includes cost towards mikes, light snacks for upto 25 people). No transportation and venue cost is provided.

All these activities/events will adopt a gender inclusive approach and sustainability criteria. Usage of environmental friendly materials is recommended.

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

7. Inputs of GIZ or other actors

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

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

- GIZ will facilitate the meetings and coordination with ULB, DGC, UDD and other experts/consultants as required.
- GIZ will provide access to a MS Teams workspace for sharing documents and virtual exchange.
- GIZ will organise the dissemination workshop with ULB, DGC, UDD, SMCG-UK towards the end of contract.
- GIZ will facilitate coordination with RMC towards initiating actions on ground level and its regular monitoring.
- Further, RMC shall also integrate the collection and transportation vehicles for collecting the segregated waste from households.
- Also, necessary support shall be provided by RMC/GIZ in getting the integration of service provider contracted by ULB.
- Logistics for Dissemination workshop

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 exceed12 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 are also to 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.