

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Green Energy Innovation Hackathon for CoEET-AP	Project number/ cost centre: G-012382-001
---	--

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	3
3.	Concept.....	6
	Technical-methodological concept	6
	Project management of the contractor (1.6)	6
4.	Criteria for Eligibility of firms	7
5.	Personnel concept.....	8
	Team leader	8
	Key expert 1	8
	Short-term expert pool with minimum 2, maximum 3 members	9
6.	Costing requirements	10
	Workshops, events and trainings.....	11
	Sustainability aspects for travel	12
7.	Requirements on the format of the tender	12

0. List of abbreviations

APEPDCL	Andhra Pradesh Eastern Power Distribution Company Limited
CoEET	Centre of Excellence for Energy Transition
DISCOM	Distribution Companies
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
MNRE	Ministry of New & Renewable Energy
RTPV	Rooftop Photovoltaics
ToR	Terms of Reference

1. Context

The project, titled *"Achieve India's Renewable Energy Target of 500 GW by 2030,"* is a flagship initiative aligned with India's ambitious climate and energy goals. It is politically anchored with the Ministry of New and Renewable Energy (MNRE), Government of India, and represents a commitment by the German Federal Ministry for Economic Cooperation and Development (BMZ) following the Indo-German intergovernmental negotiations held on 1st November 2023 in New Delhi.

The project directly contributes to India's Nationally Determined Contribution (NDC) targets for 2030 and the overarching goal of achieving net-zero emissions by 2070. It operates under the newly launched *Indo-German Platform for Investments into Renewable Energies*, aiming to facilitate strategic collaboration and impactful investments in the sector.

Key components of the project include policy and technical advisory to MNRE on the expansion of wind energy and rooftop solar photovoltaics, as well as the modernization of aging renewable energy infrastructure. It also supports the development of local solar supply chains, promotes digital tools for grid operators, and advises on necessary reforms and grid expansion. Furthermore, the project places a strong emphasis on addressing the shortage of skilled labour in the renewable energy sector by promoting the participation of women, thereby fostering inclusive and sustainable energy transitions in India.

India is undergoing a significant transition toward a sustainable and low-carbon energy system. Innovation and entrepreneurship play a crucial role in accelerating the adoption of clean energy technologies and solutions.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), in collaboration with the Center of Excellence in Andhra Pradesh, intends to organize a Clean Energy Innovation Hackathon to encourage innovative solutions addressing challenges in the renewable energy sector.

The hackathon aims to bring together students, startups, innovators, researchers, and technology developers to design and develop practical solutions for clean energy challenges including renewable energy deployment, digitalization of energy systems, energy efficiency, and climate mitigation. To ensure effective implementation, GIZ intends to engage an experienced implementation partner to design, organize, and manage the hackathon event.

2. Tasks to be performed by the contractor

The primary objective of this assignment is to design, organize, and implement a Clean Energy Innovation Hackathon that promotes innovative technological and business solutions in the renewable energy sector.

The hackathon will aim to:

- Encourage innovation in clean energy technologies
- Promote digital solutions for renewable energy systems

- Engage startups, students, and innovators in solving real-world energy challenges
- Identify scalable solutions that can support India's clean energy transition

The contractor is responsible for providing the following services:

- Hackathon Design, Concept Development and Outreach & Participant Mobilization
- Hackathon Platform, Participant Management and Execution
- Evaluation, Jury Management and Post-Hackathon Activities

Note: The consultant shall be responsible for organizing and conducting two hackathons under this assignment. The themes and detailed problem statements for the hackathons will be shared during the kick-off meeting.

The selected consultant will be responsible for the end-to-end design and execution of the hackathons.

Work Package 1: Hackathon Design, Concept Development and Outreach & Participant Mobilization

The consultant will be responsible for following tasks but not limited to:

- Develop the overall hackathon concept and structure
- Identify key themes and challenge statements related to clean energy with support of CoEET and GIZ
- Design the format of the hackathon (physical, virtual, or hybrid) as suggested by GIZ
- Prepare detailed implementation plan and timeline, developing evaluation criteria and judging framework.

Potential themes may include but not limited to:

- a) Solar energy innovations
 - b) Energy storage solutions
 - c) Digitalization of Distributed energy systems
 - d) Grid integration of renewable energy
 - e) Energy access and decentralized renewable energy
-
- Design and execute an outreach and communication strategy
 - Expected participation: minimum 150–200 teams / 400–500 individuals from reputed institutions (IITs and NITs) and startup companies.
 - Promote the hackathon through:
 - ✓ Universities and engineering institutes
 - ✓ Startup incubators and accelerators
 - ✓ Innovation ecosystems
 - ✓ Social media platforms

- Managing registration, participant onboarding and ensuring diversity and inclusion, including participation of women innovators

Work Package 2: Hackathon Platform, Participant Management and Execution

The consultant will be responsible for following tasks but not limited to:

- Develop or provide a digital platform for participant registration
- Managing submission of ideas and proposals
- Facilitate communication with participants and provide necessary technical support during the hackathon
- Participant orientation sessions
- Mentorship sessions with domain experts
- Coordination of mentors and jury members
- Management of event logistics (venue, technology, materials, etc.)

Each hackathon may run for multi-day format (one day event at beginning and one event at the final level) depending on final design.

Work Package 3: Evaluation, Jury Management and Post-Hackathon Activities

The consultant will be responsible for following tasks but not limited to:

- Responsible for design and implement the evaluation framework
- Coordination with industry experts, investors, and academic leaders for jury participation
- Conduct shortlisting rounds and final pitch sessions
- Facilitate transparent and fair selection of winning teams

Evaluation may be based on:

- Innovation and originality
- Technical feasibility
- Scalability
- Impact on clean energy and climate goals
- Business potential
- All ideas remain the property of the participating teams. GIZ / Partner will only seek non-exclusive rights for highlighting winning solutions.”
- Documenting outcomes of the hackathon and prepare a comprehensive final report
- Provide recommendations for further incubation or support of promising ideas
- Support visibility of winning solutions through media and communication activities

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

Milestones/process steps/partial services	Deadline/place/person responsible
--	--

Hackathon Design, Concept Development and Outreach & Participant Mobilization	30 th September 2026
Execution of Hackathon-1	1 st Feb. 2027
Execution of Hackathon-2	1 st August 2027

Period of assignment: from 15th September 2026 until 15th August 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 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 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

4. Criteria for Eligibility of firms

I. Commercial Eligibility

- The agency must be legally registered in India.
- Minimum average annual turnover of 60,000 EUR for the last three financial years {last-but- four financial can be included in case of invitation to tender held within six months of end of last financial year. (All conversion rates must be taken from Info-euro site: https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/eurofxref-graph-inr.en.html)
- The average no. of managers & employees from past three calendar years must be 9.

II. Technical Experience

- At least 2 reference projects on conduction of hackathon for renewable energy topics and at least one reference project in India in the last 36 months with a minimum commission 8,000 EUR

III. Weighted Criteria

- a. Demonstrated experience of the following:
 - Hackathon Design, Concept Development and Outreach & Participant Mobilization
 - Hackathon Platform, Participant Management and Execution
 - Evaluation of proposals, Jury Management and Post-Hackathon Activities
- b. Regional Experience - The agency must have regional experience in India

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.

Team leader

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 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): university master's degree in science or engineering
- Language (2.1.2): C1-level language proficiency in English language
- General professional experience (2.1.3): 7 years of professional experience in the Energy sector
- Specific professional experience (2.1.4): 4 years in renewable energy technologies
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 4 years of experience in projects in south Asia (region), of which 2 years in projects in execution of hackathons for Renewable energy in India (country)
- Development cooperation (DC) experience (2.1.7): 1 years of experience in DC projects
- Other (2.1.8): N.A

Key expert 1

Tasks of key expert 1

- Support design and implementation of hackathon activities
- Lead participant management, outreach, onboarding, and communication activities
- Coordinate mentors, jury members, and technical sessions
- Support logistics management and event execution
- Support evaluation process and preparation of final reports

Qualifications of key expert 1

- Education/training (2.2.1): bachelor's or master's degree in engineering, Management, Communications, Event Management, Entrepreneurship.
- Language (2.2.2): C1 -level language proficiency in English language
- General professional experience (2.2.3): 6 years of professional experience in managing innovation programmes, hackathons, startup events, accelerator programmes, or technology competitions
- Specific professional experience (2.2.4): Experience in organizing at least 2 innovation challenges, hackathons, or startup competitions.
- Leadership/management experience (2.2.5): N.A
- Regional experience (2.2.6): N.A
- Development Cooperation (DC) experience (2.2.7): N.A
- Other (2.2.8): N.A

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

Short-term expert pool with minimum 2, maximum 3 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

- Support the design of hackathon themes, challenge statements, evaluation criteria, and provide technical inputs on clean energy and innovation.
- Conduct participant orientation, mentoring, and knowledge-sharing sessions, and provide guidance to participating teams throughout the hackathon.
- Support outreach, stakeholder engagement, jury coordination, evaluation of submissions, and documentation of outcomes and recommendations.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 experts with bachelor's or master's degree in business administration, Entrepreneurship, Innovation Management, Technology Management, or

a related field, 1 expert with master's degree in Renewable Energy, Electrical Engineering, Energy Systems, Sustainability, or a related field

- Language (2.6.2): 3 experts with C1-level language proficiency in English Language
- General professional experience (2.6.3): 2 experts with 3 years of professional experience in the Startup and Innovation Ecosystem sector, 1 expert with 3 years of professional experience in the renewable energy sector
- Specific professional experience (2.6.4): 2 experts with 2 years of professional experience in mentoring innovation challenges, startup programmes, incubation initiatives, 1 expert with 2 years of professional experience in startup ecosystem development, incubation, acceleration, venture development, or innovation programmes
- Regional experience (2.6.5): 3 experts with 2 years of experience in South Asia (region), in India (country)
- Development cooperation (DC) experience (2.6.6): N.A
- Other (2.6.7): N.A

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

6. Costing requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	14	14	
Key Expert-1	1	38	38	
Short Term Expert Pool (3 members)	3	30	90	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	50		50	Total 50 per-diem allowances are allocated to entire team.
Overnight allowance in country of assignment	50		50	

Transport	Quantity	Number per expert	Total	Comments
Domestic flights	22		22	Flights within the country of assignment during service delivery (Vizag-AP)
CO₂ compensation for air travel <i>Refer document 4.2 for details on carbon offsetting</i>	22		22	A fixed budget of EUR 989 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)	50		50	Travel within the country of assignment, transfer to/from airport etc.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1			A budget of 10% is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	4			Consultant will be Responsible for all necessary arrangements for four physical events at CoEET Vizag, including printing of banners, preparation of workshop materials, venue setup, food (lunch, snacks, etc) and audio and video support.

Workshops, events and trainings

Under this assignment, the consultant shall be responsible for organizing four physical events, comprising two hackathon launch events and two hackathon final events. Each event is expected to have a minimum of 50 participants.

The consultant shall utilize the CoEET-AP venue for these events and shall be responsible for all event-related arrangements, including the printing of banners and promotional materials, preparation of participant materials, venue setup, catering services (lunch, refreshments, and snacks), and provision of audio-visual equipment and technical support required for the successful conduct of the events.

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.

7. 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 24 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.