

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

CONFIDENTIAL

Technical Support for Programme Scale-Up, Capacity Development and Learning under JIVA	Project number/ cost centre: G-011487-003
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
APCNF	Andhra Pradesh Community Managed Natural Farming
AVB	General Terms and Conditions of Contract for supplying services and work
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
FK	Expert
FKT	Expert days
JIVA MEL Portal	JIVA Monitoring, Evaluation, and Learning Portal
KZFK	Short-term expert
NABARD	National Bank for Agriculture and Rural Development
NF	Natural Farming
PFA	Project Facilitating Agency
RO	Regional Office
SuATI	Support to Agroecological Transformation Processes
TDF	Tribal Development Fund
WDF	Watershed Development Fund
ToRs	Terms of reference

1. Context

Brief information on the SuATI project

“Support to Agroecological Transformation Processes - SuATI” was commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) as part of the global BMZ Initiative “Transformation of Agrifood Systems”. The project is implemented by GIZ India in cooperation with the Ministry of Agriculture and Farmers Welfare (MoA&FW), the National Bank for Agriculture and Rural Development (NABARD) and the Ministry of Rural Development (MoRD). SuATI is focused on the states of Karnataka, Madhya Pradesh and Assam.

The objective of SuATI is to strengthen agroecological transformation processes of agricultural and food systems at national and state level in India through five interlinked output areas:

- Improve knowledge on agroecological and similar sustainable agricultural practices.
- Support implementation of agroecological programmes with focus on market development, crop and income diversification at state level.
- Anchor agroecological principles and approaches in national programmes.
- Demonstrate landscape-based planning, implementation and monitoring of agroecological approaches.
- Strengthen Indo-German dialogue and cooperation on agroecology.

Background

NABARD is one of the partners of GIZ India, engaged on agroecological orientation of NABARD’s NRM portfolio under the Indo-German Bilateral Technical Cooperation Project named SuATI/NAB-SuATI.

NAB-SuATI is mandated to support the strategic and technical requirements for landscape-based implementation of agroecological approaches for NRM portfolio of NABARD. This includes GIS-based, digital and participatory planning methods for implementation and impact monitoring.

NABARD has significantly invested on the treatment of the watersheds under the Watershed Development Fund (WDF) programme and promoting diverse orchards (WADI) and its value addition under the Tribal Development Fund (TDF) programme. In the wake of emerging challenges of land degradation, climate change, loss of biodiversity, poor productivity in WDF and TDF project areas, food and nutrition security concerns and economic distress of farmers due to input intensive mono-cropping and declining net returns, there is a felt need to embrace a transformational approach to address these challenges.

In order to address these emerging concerns and to ensure long-term sustainability of its NRM Programme, NABARD introduced a programme named as JIVA - meaning “a living being or entity imbued with a life force” in Sanskrit - as an agroecological transformational approach leveraging the pre-existing social and natural capital in watershed and wadi projects.

JIVA encompasses changing social relations, empowering farmers, adding value locally and privileging short value chains. JIVA triggers significant impacts in the project area, a few of them are:

- Sustainability in natural resource use, food, nutrition and agriculture systems
- Enhancement and stabilization of farm income
- Climate resilience and contribution to mitigation of climate change
- Enhancement of ecosystem services and natural regenerative processes
- Stimulation to local economy aiding in its growth and employment
- Improved human wellbeing with healthy food and improved nutrition

JIVA operates across 43 watershed and tribal development projects, covering 8 agro-ecological zones, across 20 states, particularly in climate vulnerable and tribal dominated areas. It focuses on farmer led extension and capacity building, crop diversification, soil regeneration, nutrition sensitive agriculture, integration of animal husbandry, value addition and marketing. The programme enables local communities in rainfed areas to address challenges of climate change through adaptation and mitigation.

Support to JIVA projects through a competent technical support agency is critical for NABARD to strategically plan and effectively ground JIVA projects. In past years, the SuATI project has provided this support, which has helped NABARD operationalize JIVA projects on the ground and expand them to new states.

Field observations and requests from project facilitating agencies and NABARD Regional Offices (ROs) have highlighted the need for technical support in project development and across different thematic areas to effectively implement JIVA projects. In this context, GIZ intends to hire a technical agency with strong experience in agroecological farming systems to build capacities and provide support services to both new and existing project facilitating agencies, as well as NABARD regional offices, during the second phase of the programme.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Work Package 1: Programme Integration, Quality Assurance and New Project

Onboarding Support The agency will deploy five (5) Regional Integrators across different regions (North east, East, North, South, Central, West) to facilitate onboarding of new JIVA projects, support programme expansion and assess implementation quality.

The Regional Integrator will also provide need-based support to ongoing JIVA projects and intensive support to newly sanctioned projects, with the primary focus on new projects and the scale-up strategy. **Support to older projects will be provided on a selective and requirement basis.** The overall emphasis will be on strengthening the operational aspects of the JIVA programme.

The support will be extended on the following aspects:

- Provide quality assurance inputs to PFAs and NABARD ROs in DPR preparation for new projects

- Undertake periodic implementation reviews of selected projects and provide recommendations for strengthening project design based on the existing monitoring framework, and bring field-level inputs to NABARD ROs, GIZ, and agency technical experts for further review and necessary modifications in DPRs
- Assess integration of thematic components such as biodiversity, circular economy, enterprise development and institutional strengthening, and provide recommendations for improving programme outcomes and replication potential.
- Facilitate regular virtual review meetings with PFAs and NABARD ROs
- Review data quality, completeness and utilization of the JIVA MEL Portal and provide recommendations for improving programme monitoring and decision-making.
- Support GIZ and NABARD in organizing workshops, trainings, and other programme-related events
- Provide field-level inputs to the Team Leader, thematic experts, M&E experts, and communication experts for reporting, monitoring, and development of knowledge products
- Support thematic experts in conducting trainings and assist PFAs in post-training follow-up actions
- Provide guidance to PFAs for data collection for the mid-term evaluation
- Support NABARD in selection of projects for the expansion phase based on defined criteria and field insights
- Assess performance and sustainability of enterprise models and document lessons, challenges and opportunities for replication and scale-up.

Travel: Regional Integrators will assess the need for field visit and conduct field visits to the PFAs project area. This ensures continuous on-ground engagement, effective support, and oversight of project implementation activities.

Reporting: Planning and review of work of the Regional Integrators will be coordinated by the Team leader. RIs will liaise and support NABARD ROs in effective monitoring of the JIVA projects. The Regional Coordinators will support PFAs in their regular updation of the MIS and reports to NABARD.

The agency is required to submit comprehensive reports to GIZ and NABARD on a quarterly basis, detailing progress, challenges, and key outcomes of the projects. They will provide inputs for development of training and communication material.

Work Package 2: Institutional Capacity Development and Learning Support

The agency will support the PFAs and IFRPs theme-based capacity building and training programmes through a structured capacity development framework. The trainings will focus on key thematic areas such as Traditional Seed systems (including conservation, multiplication, and community-based seed systems), Enterprise Development (including seed-based enterprises, Bio-Resource Centres (BRCs), and other feasible and scalable livelihood enterprises), Circular Economy (focusing on resource efficiency, waste recycling, and

integration of farm-based enterprises), Biodiversity including sustainable production systems (covering crop diversity, natural farming practices, and ecosystem-based approaches), Certification processes (PGS- organic/natural farming) and Monitoring and Evaluation (aligned with programme indicators, data systems, and performance tracking mechanisms).

The agency will develop modular, theme-based training kits and process modules, in addition to the existing knowledge material, which will be made accessible through online platforms for wider dissemination and continuous learning. These modules will serve as a repository of knowledge for both new and ongoing projects, enabling PFAs and IFRPs to access training content as per their needs.

The training interventions will be primarily focused on newly sanctioned projects, particularly during the initial phases of implementation. At the same time, the online training modules will support ongoing projects, along with need-based capacity building support wherever required.

The Monitoring and Evaluation (M&E) component will be undertaken in close coordination with NABARD and aligned with the existing monitoring framework. The agency will also provide inputs to NABARD for further strengthening and refinement of the monitoring framework, wherever required.

Based on the training interventions and field-level learnings, the agency will further provide practical and actionable inputs to NABARD for incorporation into programme guidelines and implementation strategies.

Work Package 3: Conduction of Four Strategic Review Workshops in Physical Settings

The agency will conduct four (4) physical workshops (2-3 days each) to facilitate programme learning, onboarding of newly sanctioned projects, experience sharing, scale-up planning and strategic review of implementation progress.

These workshops will serve as platforms for capacity building, cross-learning, and strengthening the quality of project planning and implementation, particularly for newly sanctioned projects, while also drawing lessons from ongoing projects.

The agency will design the workshop agenda in consultation with GIZ and NABARD, ensuring alignment with programme priorities and field requirements. The agency will also identify and engage suitable thematic experts, facilitate the workshops, and ensure proper documentation of the proceedings

The workshops may focus on themes such as:

- Onboarding and implementation planning for new projects.
- Scale-up and replication of successful models.
- Programme learning and adaptive management.
- Knowledge sharing, institutional strengthening and policy recommendations.

Work Package 4: Scale-Up Strategy & New Project Onboarding

The agency will support NABARD and GIZ in developing a structured and programmatic scale-up strategy for the JIVA programme, with a focus on expanding to new geographies and ensuring quality and consistency in implementation.

The agency will also facilitate the onboarding of newly sanctioned projects, ensuring that they are equipped with standardized tools, frameworks, and guidance for effective implementation. In addition, the agency will identify and promote high-performing and replicable models from existing projects to support scale-up.

The support will be extended on the following aspects:

- Develop a Programmatic/National Scale-Up Strategy, including:
 - Expansion framework
 - State readiness criteria
 - Phased rollout plan
- Identify and document high-performing models and best practices from existing projects
- Promote replication of scalable models across new geographies

Work Package 5: Mid-Term Evaluation (internal)

The agency will support the design and implementation of a comprehensive mid-term evaluation (internal) of JIVA projects, ensuring methodological rigor, data quality, and actionable insights. The evaluation approach will involve PFAs in data collection, while the agency will lead the overall design, analysis, and reporting. The recommendations should help project facilitating agencies and NABARD to improve their strategy and implementation processes.

The support will be extended on the following aspects:

Evaluation Design & Methodology

- Develop a comprehensive mid-term evaluation framework, including:
 - Key indicators (livelihoods, agroecology, institutions, sustainability)
 - Sampling strategy
 - Data collection tools and formats
- Capacity Building of PFAs for Data Collection
 - Train and orient PFAs on: Evaluation methodology and data collection protocols
 - Provide standardized tools and manuals
- Data Collection Oversight & Quality Assurance
 - Guide PFAs during data collection
 - Conduct data validation and quality checks
 - Ensure consistency and reliability of data across projects
- Data Analysis & Interpretation
 - Undertake centralized analysis of collected data
 - Generate insights on: Project performance, adoption levels, key gaps and success factors
- Reporting & Recommendations
 - Prepare a comprehensive Mid-Term Evaluation Report
 - Provide actionable recommendations for course correction and scale-up
 - Present findings to NABARD and GIZ

Work-package 6: Knowledge Management, Documentation and Learning Resources

- The agency will support programme learning, knowledge management and dissemination through development of training resources, documentation of field experiences and preparation of communication materials. Develop 8 JIVA specific training material for PFAs and farmers
- Develop 10 JIVA case studies and success stories
- Developing 4 IEC material (Posters, Charts, Brochure, Fact sheet etc)

The agency will review the existing knowledge products and training material and develop additional knowledge materials.

The agency shall undertake any other activities, assignments, or support functions that may emerge during the implementation period and are necessary for achieving the objectives of the JIVA programme, as mutually agreed upon by NABARD and GIZ.

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
Submission of workplan, time frame, expected outputs	Within 15 days of signing of contract (October 2026)
Milestone 1: Quarterly report 1 • 5 RIs deployed and functional • 2 modular training kits developed and shared • 1 physical workshop conducted (with reports) • 2 virtual trainings/webinars conducted • 100% PFAs trained on evaluation tools • Data collection initiated in all projects	December 2026 Location: JIVA project locations + virtual support Responsibility: Contractor
Milestone 2: Quarterly report 2 • 100% data collection completed across projects • 1 Mid-Term Evaluation Report • 4 case studies developed • 2 additional training module developed	March 2027 Location: JIVA project locations + virtual support Responsibility: Contractor
Milestone 3: Quarterly report 3 • 3 additional training modules developed • 2 virtual trainings conducted • 2 additional case studies submitted (total 4) • 2 IEC material	June 2027 Location: JIVA project locations + virtual support Responsibility: Contractor

Milestone 4: Final report • Final progress report of RIs • Final mid-term evaluation report • Total 8 training modules completed • Total 4 physical workshops conducted • Total 10 case studies completed • Total 4 IEC materials developed	September 2027 Location: JIVA project locations + virtual support Responsibility: Contractor
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Period of assignment: from **1/10/2026** until **30/09/2027** (12 months).

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. Eligibility Criteria

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

A. General Assessment Criteria Firm Eligibility Criteria

The Agency should have the following technical and financial requirements for conducting the assignment:

I Commercial Assessment

- Legally Incorporated Entity in India (Firm or Limited Company OR a Foundation)
- A signed/stamped declaration on GWB clauses – refer Annex “Legal Inferences”.
- Average annual turnover for the last three financial years should be at least 150,000 Euros.
- The average Number of employees and managers in the last 03 calendar year must be 12 Persons.

II Technical Assessment

The technical assessment is only based on reference projects with a minimum commission value of 15000 Euro

A. Minimum requirements

At least 1 reference field project on natural farming operational in 10 states of India, preferably in JIVA programme of NABARD.

And handled at least 2 reference projects on Natural Resource Management preferably in Watershed and/or Tribal Development Programme in India in last 3 years.

B. Weighted Criteria

1. Technical Experience

Three years experience in farmer led extension models in natural farming

The agency should have two year experience with national or state government on natural farming preferably in JIVA programme and five years experience in design of large scale NRM programs of government

The agency should have two years experience in conduction of trainings on natural farming systems for NGO staff and farmer resource persons, preferably in JIVA programme

The agency should have two years experience in developing seed systems, crop diversification, livestock, and local enterprises.

Regional Experience - The agency should have Regional experience of working in several Indian states including Andhra Pradesh, Telangana, Odisha, Maharashtra (where natural farming is practiced)

- a. **Experience of development projects** The agency should have experience of other development projects, preferably with NABARD

4. A. 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): Post graduate degree in the field of agriculture, life sciences or related field.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 15 years of professional experience in the Natural Resource Management and agriculture sector
- Specific professional experience (2.1.4): 6 years in natural farming
- 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): 3 years of experience in projects in Andhra Pradesh, Telangana, Odisha where natural farming is practiced.
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Key expert 1- Regional Integrator (5 in numbers)

Tasks of key expert 1

- Provide technical support to PFAs on 8 different themes of JIVA programme.
- Help PFAs in developing enterprise models around agroecological production systems
- Guide PFAs in planning and implementation of the project activities as per their DPRs
- Document the capacity building support provided to the PFAs
- Monitoring of projects and handholding support
- Supporting ROs in field appraisals in different phases of implementation.
- Support PFAs and ROs regarding JIVA MEL portal
-

Qualifications of key expert 1

- Education/training (2.2.1): Graduate in the field of agriculture, life sciences, social science, management or related field.
- Language (2.2.2): B2 -level language proficiency in English, Hindi, Indian, one local language
- General professional experience (2.2.3): Having 6 years of ground level experience in the field of agriculture
- Specific professional experience (2.2.4): 4 Years of experience on natural farming systems.
- Regional experience (2.2.6): 2 years of experience in Andhra Pradesh, Telangana, Odisha, Maharashtra, North Eastern states where natural farming is practiced

Note: He/She is willing to relocate to the place of deployment

Key expert 2- Thematic experts (5 in numbers)

Tasks of expert 2 (Crop diversification, Bioresource, seed system, enterprise and market, Livestock)

Each of the five experts should have expertise in a specific thematic area—namely crop diversification, bioresources, seed systems, enterprise and market development, or livestock management—so that they can provide targeted technical support to JIVA projects.

- Assist PFAs to strengthen agroecological farming models in JIVA projects (crop diversification, bioresources, seed systems, nutrition garden, livestock)
- Create awareness generation and conduct training of PFAs on agroecological production, and enterprise development.
- Support monitoring and documentation
- Any other need-based activity that emerges during the course of implementation of JIVA

Qualifications of key expert 1

- Education/training (2.3.1): Graduate in the field of agriculture, animal husbandry, social science, management or related field.
- Language (2.3.2): B2 -level language proficiency in English, Hindi, Indian, one local language
- General professional experience (2.3.3): Having 6 years of ground level experience in crop diversification, bio-resources, seed systems, enterprise promotion and marketing, livestock)
- Specific professional experience (2.3.4): 4 Years of experience on natural farming systems.
- Regional experience (2.3.6): 2 years of experience in Andhra Pradesh, Telangana, Odisha, Maharashtra, or North Eastern states where natural farming is practiced in India

Key expert 3- Monitoring and evaluation experts (2 in numbers)

Tasks of expert 3

- Development of mid-term evaluation framework, methodology and questionnaire
- Coordination with regional Integrators on collection of inputs and feedback from PFAs and NABARD ROs on the mid-term evaluation questionnaire
- Prepare mid-term evaluation report
- Support baseline and impact monitoring
- Any other need-based activity that emerges during the course of implementation of JIVA

Qualifications of key expert 1

- Education/training (2.4.1): Graduate in the field of agriculture, animal husbandry, social science, management or related field.
- Language (2.4.2): B2 -level language proficiency in English, Hindi, Indian, one local language
- General professional experience (2.4.3): Having 5 years of ground level experience on field programme coordination.
- Specific professional experience (2.4.4): 3 Years of experience monitoring and evaluation.
- Regional experience (2.4.6): 2 years of experience in Andhra Pradesh, Telangana, Odisha, Maharashtra, or North Eastern states where natural farming is practiced in India

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

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.

Professional days

Team leader (1 in number)- 60 days (5 days a month for 12 months)

Expert 1: Regional integrator (5 in numbers)- 900 days (5 persons x 15 days/month x 12 months)

The cost estimation for regional integrator can be done based on following:

7 days field visits for handholding support to PFAs (onsite) + 7 days offline support over phone etc

The travel cost for field visits for 5 regional integrator should be included in their Lumpsum man-day cost.

Expert 2: Thematic experts (Crop diversification, Bioresource, seed system, enterprise & market development, livestock)- **5 in numbers - 100 days** = 5 expert X 20 days

Expert 3: M&E expert (2 in number)– 150 days= 2 persons x 15 days/month for 5 months

Note- Professional costs are all inclusive (communication cost, stationary, and other organizational costs). No other cost will be paid except travel cost as mentioned below.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	60	60	60 days= 5 days a month for 12 months
Expert 1: Regional integrator	5	180	900	900 days= 5 persons x 15 days/month x 12 months
Expert 2: Thematic experts (Crop diversification, Bioresource, seed system, enterprise & market development, livestock)-	5	20	100	100 days = 5 expert X 20 days
Expert 3: M&E expert	2	75	150	150 days= 2 persons x 15 days/month for 5 months
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	4	60	240	Total of 240 per diem is envisaged (15 trips X 4 persons X 4 days/trip), lumpsum
Overnight allowance in country of assignment	4	60	180	Total of 180 night stay is envisaged (15 trips X 4 persons X 3 nights/trip)

				Accommodation shall be settled on evidence basis
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	4	15 roundtrip	60 round trip	Travel sectors- Andhra Pradesh, Tamil Nadu, Telangana, Delhi, West Bengal, Odisha, Jharkhand, Bihar, Assam, Meghalaya, Manipur, Mizoram, Arunachal Pradesh, Nagaland, Uttar Pradesh, Uttarakhand, Himachal Pradesh, Chhattisgarh, Madhya Pradesh, Gujarat, Rajasthan, Maharashtra, Karnataka and any other JIVA implementing states.
CO₂ compensation for air travel <u>Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions</u>	4	15 roundtrip	60 round trips	A fixed budget of EUR 540 is earmarked for settling carbon offsets against evidence.
Travel expenses (taxi/cab)	4	60	240	Total of 240 local travel is envisaged (15 trips X 4 persons X 4 days/trip), The cost shall be settled on evidence basis
Travel expenses (Train, bus)	4		15 trips	Total 15 no of trips for all experts. The cost shall be settled on evidence basis

6. Inputs of GIZ or other actors

The Agency will handle the entire planning and organization of four workshops, each lasting three days, for 40 participants. No cost is to be quoted by the bidder for the workshops. The expert will facilitate and coordinate the workshops.

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 20 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.

Requirements on the format of the tender for the option

Please complete both spreadsheets in the price schedule, i.e. one for the main service and one for the optional service.

8. Outsourced processing of personal data

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent data controller and must comply with ALL applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal data if the objective to be achieved cannot be achieved without this data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality and accountability as well as the numerous rights of the data subject must be observed. GIZ is in no way responsible for such processing.

In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the Contractor is not subject to the GDPR and the applicable laws do not contain any explanations of the data protection principles and rights mentioned here, the definitions of the GDPR (Regulation (EU) 2016/679) should be used

9. Annexes

- Overview of JIVA
- List of JIVA projects