

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Assessment of Ageing Wind Turbines in Tamil Nadu, Karnataka & Gujarat	Project number/ cost centre: G-012382-001
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0. List of abbreviations

AC	Alternating Current
AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
CUF	Capacity Utilisation Factor
DC	Direct Current
DPR	Detailed Project Reports
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GUVNL	Gujarat Urja Vikas Nigam Limited
IPP	Independent Power Producers
KREDL	Karataka Renewable Energy Development Limited
KZFK	Short-term expert
MIS	Management Information System
MNRE	Ministry of New & Renewable Energy
PPA	Power Purchase Agreement
TNGECL	Tamil Nadu Green Energy Corporation Limited
ToRs	Terms of reference
WP	Work Package

1. Context

On behalf of the Federal Ministry for Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is supporting the Ministry of New and Renewable Energy (MNRE) through the Indo-German Energy Programme – Upscaling Renewable Energy in India to contribute to India's target of achieving 500 GW of renewable energy capacity. The objective of this development cooperation programme is to support a sustainable and inclusive energy transition towards climate neutrality through the expansion of renewable energy, modernisation of the energy system, decarbonisation of the economy, and approaches for the just transformation of coal-dependent regions.

Within the framework of the programme, the output on “**Offshore, Nearshore and Repowering of Wind Energy**” aims to strengthen the technical capacities of public and private stakeholders to support the implementation of India's offshore, nearshore, and wind repowering targets. The renewed focus on repowering has created opportunities to unlock additional renewable energy generation from ageing wind turbines located at high-wind-potential sites.

In this context, GIZ India and the Ministry of New and Renewable Energy (MNRE) are collaborating to undertake an assessment of ageing wind turbines in the state of Tamil Nadu Karnataka & Gujarat.

Tamil Nadu, Karnataka & Gujarat has been a pioneer in India's wind energy sector and hosts one of the country's largest concentrations of wind power capacity. A significant share of this capacity was installed during the early phases of wind energy development, particularly at high wind potential sites. Many of these turbines have now been operating for 15–20 years and are approaching or have exceeded their design life.

Given the strategic importance of these sites, there is a need to undertake a systematic assessment of ageing wind assets to evaluate their future suitability for repowering with modern technology, lifetime extension, or decommissioning.

2. Objective

The objective of the assignment is to undertake a comprehensive assessment of ageing wind assets in Tamil Nadu, Karnataka and Gujarat through the development of a geo-tagged inventory, identification of Priority Repowering Zones, and classification of assets based on their suitability for repowering, lifetime extension or decommissioning.

3. Target Group and other stakeholders

The primary target groups for this activity are the Ministry of New and Renewable Energy (MNRE), Tamil Nadu Green Energy Corporation Limited (TNGECL), Karnataka Renewable Energy Development Limited (KREDL) & Gujarat Urja Vikas Nigam Limited (GUVNL), which will utilize the findings of the assessment to support policy formulation, planning, and implementation of wind repowering initiatives in Tamil Nadu, Karnataka & Gujarat. The assessment will also support other state agencies involved in renewable energy

development, transmission planning, and grid integration, including Tamil Nadu, Karnataka & Gujarat Transmission Corporation Limited and the State Load Dispatch Centre (SLDC). In addition, the activity will engage key stakeholders across the wind energy value chain, including wind farm owners, project developers, independent power producers (IPPs), wind turbine manufacturers and OEMs, asset operators, financial institutions, industry associations, and research organizations.

4. Tasks to be performed by the contractor

4.1. General Terms of Reference

Develop a comprehensive geo-tagged as well as prioritization dashboard inventory of wind turbines and wind farms in Tamil Nadu, Karnataka and Gujarat. The assessment shall establish an asset-level database of ageing wind assets and associated infrastructure to support future repowering, lifetime extension, and decommissioning decisions.

The geo-tagged inventory shall capture, at a minimum, the following information:

1. Asset-Level Information

This section shall include details such as installed capacity, year of commissioning, turbine make and model, turbine rating, hub height, rotor diameter (where available), geographic coordinates, wind farm location, ownership profile, developer/operator details, operational status, grid interconnection details, historical generation performance, annual energy generation, capacity utilisation factor (CUF), and other relevant technical and commercial parameters.

2. Power Offtake and Commercial Information

This section shall include information on power purchase agreements (PPAs), including the off-taker, PPA tenure, tariff structure, applicable tariff, expiry status, captive/open-access arrangements, and other relevant commercial arrangements associated with the wind asset.

3. Land and Site Information

This section shall include land ownership details, land area occupied by the asset, land-use classification, lease or ownership status, existing site constraints, accessibility, and any known limitations or considerations relevant to repowering, lifetime extension, or decommissioning activities.

4. Power Evacuation and Transmission Infrastructure

This section shall include details of grid interconnection points, connected substations, voltage levels, transmission and evacuation infrastructure, available and utilized evacuation capacity, network constraints, curtailment issues, and other relevant grid connectivity parameters associated with each wind asset.

The assessment shall be undertaken through the following work packages:

1. Work Package: Geo-Tagged Inventory, Asset Mapping and Repowering Prioritisation Assessment

The Consultant shall undertake a phased geo-tagged inventory and assessment of wind turbines and wind farms in Tamil Nadu, Karnataka and Gujarat from the year of commissioning of the first wind turbine in each state (to be researched by the Consultant) up to 31 December 2017. The assessment shall establish a year-wise database of the wind fleet and support the identification of Priority Repowering Zones across the three states.

Priority Repowering Zones shall refer to wind farms, wind clusters or geographically contiguous wind development areas exhibiting significant potential for repowering based on a combination of factors including age profile of installed assets, wind resource quality, installed capacity density, land availability, ownership characteristics, evacuation infrastructure, grid connectivity and potential for capacity enhancement.

Phase I: State-wide Inventory and Screening of Ageing Wind Assets

The Consultant shall undertake a phased inventory and screening exercise covering wind assets commissioned during the following periods:

- From the commissioning of the first wind turbine in the respective state up to 31 December 2005;
- 1 January 2006 to 31 December 2011; and
- 1 January 2012 to 31 December 2017.

For each period, the Consultant shall develop a geo-referenced inventory capturing, at a minimum:

- Geographic location of wind farms and clusters with coordinates;
- Installed capacity;
- Year of commissioning;
- Wind farm ownership and developer information;
- Wind cluster identification;
- Pooling substation and grid connectivity information;
- Transmission interconnection details; and
- Preliminary indicators relevant for repowering suitability assessment.

Recognising the scale of the assignment and the large number of wind turbine generators (WTGs) across the three states, the inventory developed under Phase I shall primarily focus on wind farm, wind cluster and pooling substation (PSS) level mapping and assessment. The

Consultant shall use the results of this exercise to identify and prioritise potential repowering zones based on factors including wind resource quality, concentration of ageing wind assets, installed capacity, evacuation infrastructure, land availability, ownership patterns and potential for capacity enhancement through repowering.

Phase II: Detailed Assessment of Priority Repowering Zones

Based on the outcomes of Phase I, the Consultant shall identify Priority Repowering Zones and undertake a detailed assessment of such zones.

Within the identified Priority Repowering Zones, the Consultant shall undertake detailed turbine-level geotagging and asset mapping for representative wind farms, clusters and wind assets identified as having significant repowering potential. The detailed assessment shall include as mentioned under Task 4.1:

- Asset-Level Information;
- Power Offtake and Commercial Information;
- Land and Site Information;
- Power Evacuation and Transmission Infrastructure;
- Repowering Potential Assessment;
- Lifetime Extension Potential Assessment; and
- Decommissioning Potential Assessment.

The methodology adopted for turbine-level mapping and selection of priority sites shall be clearly documented and justified by the Consultant. Particular emphasis shall be placed on clusters containing ageing wind assets, high wind resource potential and existing evacuation infrastructure that can support future repowering interventions.

Deliverable:

1. Repowering Prioritisation Dashboard and GIS Asset Database

The Consultant shall develop an Interactive Power BI Repowering Prioritisation Dashboard supported by a GIS-based Wind Asset Database.

The dashboard shall integrate:

- Wind asset inventory.
- Priority Repowering Zones.
- Turbine-level mapping
- Pooling substations.
- Transmission infrastructure.
- Land and site information.
- Repowering potential indicators.

- Barrier assessment results.

The Consultant shall also provide the underlying GIS database and geospatial layers used for development of the dashboard.

2. Priority Repowering Zones Assessment Report

The Consultant shall prepare a detailed assessment report covering the identified Priority Repowering Zones across Tamil Nadu, Karnataka and Gujarat.

The report shall include:

- Methodology adopted for inventory development, screening and prioritisation.
- Identification and justification of Priority Repowering Zones.
- Detailed assessment of selected wind farms and clusters.
- Asset-level assessment findings.
- Power offtake and commercial assessment.
- Land and site assessment.
- Grid connectivity and evacuation infrastructure assessment.
- Repowering potential assessment.
- Lifetime extension potential assessment.
- Decommissioning potential assessment.
- District-wise and cluster-wise summary of findings.
- Barrier assessment and key implementation challenges.

Note: Development of a prioritisation and ranking methodology for Priority Repowering Zones, shall be based criteria, weightages, assumptions and scoring framework used for assessment against each factor.

3. Policy and Regulatory Recommendations Report

A report containing recommendations for policy, regulatory, technical, financial and institutional measures required to facilitate repowering, lifetime extension and decommissioning of ageing wind assets in Tamil Nadu, Karnataka and Gujarat.

The report shall include:

- State-specific recommendations.
- Cross-state recommendations.
- Recommendations for MNRE.
- Recommendations relating to land aggregation.
- Grid and transmission planning recommendations.
- Power procurement and PPA-related recommendations.
- Financing and investment facilitation measures.
- Recommendations for implementation of Priority Repowering Zones.

- 4. Three workshops** shall be held against each state to disseminate the findings all the deliverables against each state and gather the inputs from the stakeholders, which will add to the reports to be shared with the respective state nodal agencies as well as GIZ.

Note: The Consultant shall be solely responsible for collecting, compiling, and validating all data required for the assignment and for coordinating with relevant stakeholders to obtain the

necessary information. This shall include engagement with wind project developers, OEMs, State Nodal Agencies, utilities, and any other entities having access to relevant data. Responsibility for data collection under this assignment shall rest entirely with the Consultant.

Additional information related to the scope of work:

The consultant should submit the deliverables to GIZ for its approval. GIZ will review the content and quality and provide feedback to the consultants. It is imperative that the consultants should be able to satisfy GIZ regarding the quality of deliverables submitted.

The consultants are expected to submit “Minutes of the meeting” for all the meetings with GIZ and project partners during the course of this activity.

All activities including travels, meetings and tasks need to be aligned with the GIZ project coordinator (to be nominated by GIZ at the beginning of this assignment).

Period of assignment

The selected consultant must complete the entire assignment and deliver the outputs within **6 months**. Please note that the contract will be awarded for a validity of 12 months to complete all billing/payment and contract closing purpose.

The project shall be commenced from 30th August 2026 to 1st September 2027.

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

Milestone	Deadline (From date of contract award)	Payment Schedule (From date of contract award)
Kick-off Meeting	10 days	Advance
Repowering Prioritisation Dashboard and GIS Asset Database for each state	6 weeks	Interim 1
Priority Repowering Zones Assessment Report	8 weeks	Interim 2
Policy and Regulatory Recommendations Report. This shall be submitted after all the workshops have taken place and all the inputs from the stakeholders are incorporated	12 weeks	Interim 3 & Final

In addition to the reports required by GIZ in accordance with the AVB, the contractor implements the following workshops/study trips/training courses:

- Three large workshops to be organized by the consultants in coordination with the stakeholders and GIZ with approximately 30-40 participants in hotel which shall be inclusive of refreshments and at least one meal. The workshop will be held one in Karnataka (Preferably Bangalore) , one in Tamil Nadu (Preferably in Chennai) and one in Gujarat (Preferably Gandhinagar)
- The consultant shall be wholly responsible in organizing these workshops. This shall include managing the hotel booking, venue preparation, invitation management, agenda setting, logistics management regarding the venue or any other task restricted to this activity

Please note:

- a) The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- b) The contractor must provide regular project status update report and meetings to GIZ and the partner agency.
- c) The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- d) The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- e) The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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. This shall include presentation and interaction between relevant actors **(1.2.1)** as well as strategy for establishing cooperation **(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 outline its approach and procedure for coordination with and within the GIZ project team **(1.6.1)**. It shall also provide a detailed personnel assignment plan specifying who is involved, when they will be deployed, and what work steps they will undertake, including an explanation and specification of expert months **(1.6.2)**. Additionally, the tenderer must describe its backstopping strategy, including the CVs of both technical and administrative backstoppers **(1.6.3)**. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

All the deliverables, project documents, activities, project communication should use Gender-sensitive language, design, and communication instruments. The bidder is encouraged to promote diversity/gender mix in the proposed team.

5. Criteria for Eligibility of firms

The bidder must submit documentary evidence for the following to be eligible for participating in the tender.

- The institute should be a registered entity in India under the Companies Act.
- The agency must submit "Compliance declaration" – Refer Annexure
- Minimum average annual turnover of 75,000 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 Inforeuro site:
https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)
- The consultant must have an average of 5 managers and employees from the past 3 calendar years.
- At least 2 reference projects in providing advisory and implementation support services in the wind sector
- At least 2 reference projects in the wind energy sector, working in the sector of wind repowering in India

Technical Experience

- At least 4 years of experience of working in the India wind sector
- A least 2 years of experience of working in the wind repowering

6. 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.

Notes:

- Good business language skills in English are **mandatory** for all expert CVs. Experts are required to provide proof of their language skills, such as official test scores, or give a self-declaration for their proficiency.
- GIZ promotes gender diversity and gender balanced team proposals by the bidders is encouraged.

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

Project Manager

Tasks of the Project Manager

- 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, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local experts
- Regular reporting in accordance with deadlines
- Development of deliverables and providing technical input for the project
- Manage the survey team and assist them in getting the data for the analysis
- Proof checking the data collected in accordance with the work packages under the scope mentioned

Qualifications of the project manager

- Education/training (2.1.1): Master's degree in science, Engineering, or Management from a recognized university
- Language (2.1.2): A1 business language skills in English
- General professional experience (2.1.3): 6 years of professional experience in the energy sector. Part-time professional experience will not be counted
- Specific professional experience (2.1.4): 4 years in the energy sector, particularly in the RE sector with the state RE development agency

- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company with minimum 4-person reporting

GIS Expert (Expert 1)

- Lead the development of the GIS-Based Wind Asset Atlas for Tamil Nadu and Karnataka, including the creation and management of geospatial databases of wind turbines and wind farms.
- Collect, compile, validate, and integrate spatial and non-spatial data from multiple sources, including government agencies, developers, utilities, and publicly available datasets.
- Coordination with the survey team on the data collection. Doing the quality check on the data collection.
- Develop geo-referenced maps capturing wind asset locations and associated attributes such as installed capacity, year of commissioning, turbine make and model, ownership profile, operational status, and grid connectivity details.

Qualifications of the project manager

- Education/Training (2.2.1): Master's degree in GIS, Geoinformatics, Remote Sensing, Geography, Engineering, Environmental Science, or a related field from a recognized university.
- Language (2.2.2): A1 business language skills in English.
- General Professional Experience (2.2.3): 3 years of professional experience in the energy sector
- Specific Professional Experience (2.2.4): 3 years of experience in GIS-based mapping and spatial analysis for infrastructure, renewable energy, power sector, or related projects.

Renewable Expert (Expert 2)

Tasks of the Renewable Expert

- Lead the repowering work for Tamil Nadu and Karnataka and capturing all the information mentioned under the work packages under Scope 1 & 2
- The expert shall be well versed with the data interpretation from the developers, OEMS, state nodal agencies, etc.
- Coordination and support Project Manager
- Providing support to the survey team in terms of data collection and doing the quality checks for the input to the dashboard

Qualifications of the Renewable Expert

- Education/Training (2.3.1): University degree (Bachelor's/Master's) in Electrical Engineering, Renewable Energy, Energy Systems, Business Administration, or a related field.
- Language (2.3.2): Business fluency in English.
- General Professional Experience (2.3.3): Minimum 3 years of professional experience in the energy sector.

- **Specific Professional Experience (2.3.4):** Minimum 2 years of professional experience in the wind energy sector, with a sound understanding of the policy and regulatory framework governing the sector. The expert should possess a strong understanding of key stakeholders, including wind project developers, OEMs, and State Nodal Agencies, and should be capable of analysing and interpreting wind farm data and developing interactive Power BI dashboards for data visualization and analysis.

Note: The expert shall be responsible for compiling, organizing, and integrating asset-level information into the Power BI dashboard to ensure effective visualization, analysis, and interpretation of the assessment results.

Soft skills of team members

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

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

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

7. Costing requirements

Assignment of personnel and travel expenses

In total, the contract has a volume of **150** working person-days to be covered by the experts of the bidding organisation(s).

Following is the personnel-wise allocation of the person-days:

S.No.	Experts	Person Days (including ad-hoc)
1	Project Manager	40
	GIS Expert	50
	Renewable Expert	60
	Total	150

Sustainability aspects for travel

It is to be noted that important meetings are preferably conducted through a face-to-face approach; however, to save carbon footprints and reduce greenhouse gas emissions (CO2

emissions) caused by travel, meetings and workshops are encouraged to be held on virtual platforms wherever possible. GIZ has undertaken an obligation to minimize such emissions, and consultants are therefore requested to prioritize sustainable practices, including virtual alternatives, the use of lower-emission means of transport (such as train travel in second class or e-mobility for short distances), selecting economy class for flights, and choosing airlines and flight routes with higher CO₂ efficiency

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.

Travel Sector envisaged within India between **Delhi, Karnataka, Tamil Nadu, Gujarat and Duty station of the consultant**. No International Travel envisaged.

Specification of inputs

Fee days	Number of experts	Number of days	Total	Comments
Project Manager	1	40	40	40 days per expert
GIS expert	1	50	50	50 days per expert
Renewable Expert	1	60	60	60 days per expert
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	20			
Overnight allowance in country of assignment	20			The base location is Karnataka, Tamil Nadu & Gujarat; hence, the accommodation cost has to be calculated accordingly, against evidence
Transport	Quantity	Number per expert	Total	Comments
International flights	NA	NA	NA	NA

Domestic flights	15			The base location is Karnataka, Tamil Nadu & Gujarat; hence, the accommodation cost has to be calculated accordingly, against evidence
CO₂ compensation for air travel	15			A fixed budget of INR 2602 (EUR 26) per round trip is earmarked for settling carbon offsets against evidence.
Taxi	70			The base location is Karnataka, Tamil Nadu & Gujarat; hence, the accommodation cost has to be calculated accordingly, against evidence
Local Travel	70			The base location is Karnataka, Tamil Nadu & Gujarat; hence, the accommodation cost has to be calculated accordingly, against evidence.
Other costs	Number	Price	Total	Comments
Flexible remuneration				10% of the budget is earmarked for the flexible remuneration in case of any unforeseen cost, against evidence. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	3			The budget covers all costs related to hosting the workshop including venue booking, catering, event materials preparation, photography, and other logistical expenses strictly associated with the events. This shall be completely based on the evidence
Geo-tagging survey of Tamil Nadu & Karnataka	3	10,00,000	30,00,000	A total fixed budget of INR 30,00,000 (Rupees Thirty Lakh only) has been allocated for

				undertaking the geo-tagging survey across Tamil Nadu, Karnataka & Gujarat. The budget shall be inclusive of all costs related to the assignment, including personnel, travel, accommodation, per diem, local transportation, field visits, stakeholder consultations, data collection and validation, logistics, taxes, and any other expenses required for completion of the assignment. No additional reimbursement shall be provided beyond the approved contract value. It is encouraged that local agencies or personnel with proficiency in the local language be engaged for efficient implementation of the activity.
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Workshops, events and trainings

The contractor implements the following workshops/study trips/training courses:

- Three large workshops to be organized by the consultants in coordination with the stakeholders and GIZ with approximately 40-50 participants in hotel which shall be inclusive of refreshments and at least one meal. The workshop will be held one in Karnataka (Preferably Bangalore), one in Tamil Nadu (Preferably in Chennai) & one in Gujarat (Preferably Gandhinagar)
- The consultant shall be responsible for organizing the workshops all associated arrangements such as venue coordination, invitations to relevant officials, hotel bookings (if required), catering, photography, preparation of attendance sheets, logistics, and any other related requirements, including additional arrangements that may arise at short notice or as requested by the GIZ team.

8. Inputs of GIZ or other actors

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

- GIZ will coordinate with the stakeholders, if it deemed necessary

9. 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 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 technical proposal 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 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) only.

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

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of costs is required.