

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

CONFIDENTIAL

Hiring a technical agency for the assignment ‘Stakeholder engagement and multimedia creation for management of critical climate risks and heat-health adaptation in India’	Project number/ cost centre:
	G-012364-001
	Tender number
	7000021751

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
DRR	Disaster Risk Reduction
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
HAP	Heat Action Plan
IEC	Information Education and Communication
InCRIS	Integrated Climate Risk Management in India
KZFK	Short-term expert
NDMA	National Disaster Management Authority
ToRs	Terms of reference

1. Context

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project 'Integrated Climate Risk Management (InCRIS) in India' on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), and in close cooperation with the National Disaster Management Authority (NDMA), Government of India, since December 2024.

Project objective: The institutional and technical capacities of state actors in selected federal states and at national level for the integrated management of selected climate risks have been strengthened.

Approach: The project aims to support National Disaster Management Authority (NDMA) towards alleviation of heatwave related impacts into the comprehensive risk management framework at national and sub-national level by way of policy and actionable strategies. Following a holistic approach, the efforts are accompanied by measures to raise awareness and build capacity of stakeholders in managing the runaway effects of heatwaves.

- fostering national and international exchange and dialogues on innovative approaches to combat impacts of climate change related heatwaves.
- enhancing and strengthening the capacities of authorities at national and sub-national level and institutions for technical application of innovative financial tools for addressing heatwave impacts.
- incorporating gender-sensitive approaches into risk reduction frameworks, ensuring equitable participation and addressing the specific vulnerabilities of women and marginalised groups in heatwave mitigation and adaptation strategies.
- piloting community-based climate adaptation measures and compiling traditional knowledge and best practices for reducing heat-related risks of vulnerable populations, in collaboration with technical partners such as CDRI.

The InCRIS project focuses on heatwaves as a climate-change induced extreme weather event, impacting people and livelihoods throughout the country. The project has global as well as national level engagement, and in this context, an understanding of integrated climate risk management beyond heatwaves is equally important.

This assignment has two crucial parts,

- i) Study gender-responsive heat health adaptation and resilience in India
- ii) Understand the most significant climate risks and their management ecosystem in 5-6 Indian states

Its primary objective is to understand the most significant climate risks that India faces, the states affected by them, development of targeted IEC material, and its dissemination through workshops. Further, the assignment includes development of a comprehensive framework for gender-responsive heat health resilience in India with a specific focus on cooperation of public and private sector partners.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Conduct stakeholder consultations in 5-6 Indian states to identify key climate risks, their impact on vulnerable groups, existing policy and financial mechanisms, discover innovative solutions etc.
- Derive a comprehensive brief from the consultations including qualitative and quantitative information.
- Develop IEC material (videos, jingles and awareness posters/flyers) for major climate risks to support public awareness initiatives
- Disseminate the IEC products through sensitization sessions/workshops, social media etc.
- Conduct a gender-differentiated assessment of heat-related health risks across vulnerable regions.
- Analyse existing national, state, and urban Heat Action Plans through a gender and stakeholder participation lens and identify gaps in policy, financing, institutional coordination, and data systems.
- Document best practices and community-based models (including indigenous coping strategies) which focus on enhancing resilience of women community members and other vulnerable groups.
- Develop actionable recommendations and institutional mechanisms for mainstreaming gender into heat health governance.

Scope of Work

Task 1: Identify and understand the most significant climate risks and the management ecosystem in 5-6 Indian states

The agency is expected to derive a comprehensive brief/compendium on critical climate risks in selected states of India. This should be done through a series of stakeholder consultations and workshops focusing on the climate & disaster risk management ecosystem that includes topics such as relevant mitigation/relief measures, financial tools and mechanisms, awareness and capacity building, cooperation with and mobilisation of private sector support etc. Inputs from relevant government and non-government institutions, academia, civil society and other actors will be crucial to refining the narrative around climate-risks and the increasing severity of their impacts.

A primary mapping of the potential states and climate risks is summarised in the table below. The final 5-6 states will be chosen in consultation with NDMA once the assignment begins.

State	Major climate risks
Tamil Nadu	Flood, drought, cyclone
Kerala	Flood, drought, cyclone, landslide
Assam	Flood
West Bengal	Flood, landslide
Maharashtra	Drought, extreme heat
Bihar	Flood, drought, cold wave
Uttar Pradesh	Drought, extreme heat, cold wave, lightning
Odisha	Cyclone
Rajasthan	Drought, extreme heat, cold wave

Sources: [ceew study on climate change vulnerability index and district level risk assessment.pdf](#)
[75% districts and half of India's population vulnerable to extreme climate events: CEEW study | CEEW](#)
[national-dm-policy2009.pdf](#) [GIZNIDM_21.pdf](#) [Untitled-1](#)
 Major climate risks in India - flood cyclone drought landslide hailstorm/cloudburst heatwave coldwave lightning

Outputs/deliverables:

- i. 5-6 in-person state level workshops/consultations and detailed workshop reports
- ii. An overview report on the subject for each state

Task 2: Development and dissemination of IEC material for the identified climate risks and disasters

This work package will include a series of audio-visuals, jingles and graphic communication material to generate awareness and offer guidance to chosen target groups and will be disseminated through mass media channels.

Both digital and printable communication material are expected. The audio-visuals/ movies/ documentaries are expected to include real documentation from affected areas and testimonies/bites from important stakeholders such as vulnerable groups, government representatives, academia, civil society etc. Information about current and required early warning guidance should be included and the messaging should be gender sensitive.

The movie/film for each disaster/climate risk (*refer table in task 1*) is to be made in two versions, each with a different perspective - one specifically designed for school children, and one targeted towards the general community/public. Each movie/film to have English, Hindi and (one) native language versions.

Output/deliverables:

- i. 12 movies/films (2 versions each for the identified 6 climate risks, each in three languages/with subtitles) and about 3-5 minutes long
- ii. 6 jingles, each about 20-40 seconds long, for community level broadcasting, each in hindi/native language (whichever is more relevant, to be decided during the course of the assignment); agency to arrange for a broadcast for one climate risk season in the state

Task 3: Study on gender-responsive heat health adaptation and resilience in India

The agency shall prepare a study on gender-responsive heat health adaptation and resilience in India. It is a multi-faceted subject and understanding it will involve:

- Understanding how heat-related risks impact women and other minor gender groups, how intersectionality exacerbates women's risk exposure and reduces resilience, how technology, finance and capacity support can reduce risk etc.
- Analysing existing HAPs and national/state/local policies and programmes for gender-responsiveness
- Examining the existing financial and institutional mechanisms for consideration of gender nuances
- Identifying access gaps in cooling, healthcare, water, and sanitation infrastructure, and livelihood opportunities
- Documenting best practices and developing recommendations for better governance and implementation; document a few case studies from India where gender integration and responsiveness have improved overall heat-health outcomes

This will be a pan-India analysis. The agency can also include other important gender dimensions that may be critical to understanding this topic.

Output/deliverables:

- i. 1 technical report
- ii. 1 white paper on the intersection between heat-health and gender

Project management requirements:

- 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.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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
Inception report	October 2026
Consultations/workshops in states and reports	February 2027
Movies/films/jingles	June 2027
Report on gender and heat health	July 2027

Period of assignment: from **September 2026 until September 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 (1.3)** 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 (1.4)** 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 (1.5)**.

Project management of the contractor (1.6)

The tenderer is required to explain its **approach for coordination with the GIZ project (1.6.1)**. 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 (1.6.2)** 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.

Details about backstopping

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 3.1 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

Eligibility criteria

Commercial eligibility:

- Average annual turnover for the last three financial years (last-but-four financial years can be included in case of tenders held within six months of end of last financial year) should be at least Euro 200,000
- Average number of employees and managers for the past three calendar years should be at least 5 persons

Technical eligibility:

- The technical assessment is only based on reference projects with a minimum commission value of Euro 30,000
- 3 reference projects in video/film making about climate/disaster risk management
- 1 reference project in India in the last 3 years
- Minimum 3 years of experience in development of multimedia products such as films, movies, jingles, AVs etc. for the development sector
- Minimum 3 years of stakeholder engagement experience - including technical documentation and workshop organization
- Minimum 3 years of experience of working on disaster/climate risks in at least 2-3 of the states mentioned under Task 1 in the ToR
- Regional experience in India
- Experience of development/ODA-financed projects

4. 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

- Provide overall leadership for the assignment, including finalising the plan of action, quality assurance, reporting, and adherence to timelines
- Coordinating and ensuring communication with GIZ and other important partners
- Ensuring good stakeholder engagement for consultations/workshops at all levels
- Alignment of all outputs with the objective of the assignment
- Personnel management within the available budget, as well as planning and steering for timely and quality output delivery
- Contribution to learning and innovation in the specified area of work to ensure quality of results
- Regular reporting in accordance with deadlines
- Ensure timely submission of invoices and mandatory reports to GIZ as stipulated in the final contract

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Environmental Studies/ Development Management/ Development Communication or relevant sciences
- Language (2.1.2): Must have professional proficiency in English and Hindi
- General professional experience (2.1.3): 10 years of professional experience in the development sector
- Specific professional experience (2.1.4): 6 years on climate/ sustainability/ development
- 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): 5 years of experience in projects in Asia, of which 2 years in projects in India
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1: Communication and filmmaking expert

Tasks of key expert 1

- Conceptualisation and delivery of the outputs defined under work packages 1 and 2
- Organisation of the state level workshops and events and all related tasks – conceptualisation in consultation with the subject matter expert, ensuring high-level participation, supervise logistics and arrangements, photographic and videographic documentation, preparation of the workshop report and the press release etc.

- Preparation of the movies/films and jingles – background research, consultation with GIZ and NDMA, script finalisation, planning the shoot/recording and related logistics, execution of the work and all supporting tasks
- Quality check of all multimedia products in consultation with GIZ and NDMA
- Preparation of any relevant communication material and briefs for GIZ, limited to the outputs defined in this assignment
- Arrange regular meetings for updates with GIZ, and partners as required

Qualifications of key expert 1

- Education/training (2.2.1): Master's in mass communication or movie/filmmaking or journalism or development communication or relevant fields
- Language (2.2.2): Must have professional proficiency in English and Hindi
- General professional experience (2.2.3): 7 years in development communication or filmmaking
- Specific professional experience (2.2.4): 4 years of movie/filmmaking experience
- Leadership/management experience (2.2.5): NA
- Regional experience (2.2.6): Experience of working in any of the states mentioned in task 1 preferred
- Development Cooperation (DC) experience (2.2.7): NA

Key expert 2: Gender and Climate/DRR expert

Tasks of key expert 2

- Conceptualisation and delivery of the outputs defined under work package 3
- Background research, subject inputs and consultation for outputs defined in this assignment, including the films, jingles, and state-level consultation workshops as defined in work packages 1 and 2
- Preparation of workshop concept notes, thematic briefing of the participants and stakeholders, press releases and final workshop reports
- Support organisation of the state level workshops and events and all related tasks – conceptualisation in consultation with the communications expert, ensuring high-level participation, supervise logistics and arrangements, preparation of the workshop report and the press release etc.
- Quality assurance of all outputs
- Share regular updates with GIZ about progress of the work

Qualifications of key expert 2

- Education/training (2.3.1): Master's in Environmental Studies/ Development Management or relevant sciences
- Language (2.3.2): Must have professional proficiency in English and Hindi
- General professional experience (2.3.3): 7 years in the development sector with a focus on climate and disaster risk reduction
- Specific professional experience (2.3.4): 4 years of working on disaster/climate and gender-related projects
- Leadership/management experience (2.3.5): NA
- Regional experience (2.3.6): Experience of working in India
- Development Cooperation (DC) experience (2.3.7): NA

Key Expert 3: Researcher

Tasks of key expert 3

- Support key experts 1 & 2 for all assignment related tasks such as background research, logistics, preparation of drafts, field work, stakeholder interviews etc.
- Record MoM of meetings with GIZ and NDMA
- Prepare weekly update presentations as required
- Support coordination amongst all partners and stakeholders involved in this assignment

Qualifications of key expert 3

- Education/training (2.4.1): Master's in environmental studies/ development management or relevant sciences
- Language (2.4.2): Must have professional proficiency in English and Hindi
- General professional experience (2.4.3): 3 years in the development sector with ground-level engagement related to climate and disaster risk reduction work
- Specific professional experience (2.4.4): NA
- Leadership/management experience (2.4.5): NA
- Regional experience (2.4.6): Experience of working in India
- Development Cooperation (DC) experience (2.4.7): NA

Soft skills of team members

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

- Team skills
- Initiative
- Communication skills
- 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 2026 \(GERMAN ONLY\)](#)).

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.

Specification of Inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	60	60	
Key expert 1	1	180	180	Communication and filmmaking expert
Key expert 2	1	120	120	Gender and Climate/DRR expert
Key expert 3	1	180	180	Researcher
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	100		100	days
Overnight allowance in country of assignment	100		100	nights
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	40		40	20 round trips = 40 flights, within India, for any of the experts as needed
CO ₂ compensation for air travel	40		40	Approx INR 3000 per flight as per GIZ guidelines, paid against evidence

Inter-state travel (train, bus, car)	40		40	Travel the selected states in India, for any of the experts as needed
Local transportation	20		20	Multi-day trips
Other costs	Number	Price	Total	Comments
Flexible remuneration			Euro 5000	A budget of Euro 5000 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	6		6	The budget contains the following costs - venue, catering, AV equipment, photographic documentation, workshop kits, printing and all other direct event/workshop costs in each state for about 30-40 people.
Movies	6		6	Movies for each of the 6 climate risks, 2 versions each in 2/3 languages, each about 3-5 minutes long - as mentioned in the ToR
Jingles	6		6	Each 20-40 seconds long, including arranging for broadcast for one season
Printing			lumpsum	reports, design and printing as required
Other costs				If any foreseen

Workshops, events and trainings

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

- 6 state level workshops as detailed in work package/task 1 – Each in-person workshop to have participation from 30-50 people based on GIZ's recommendation and approval. Each workshop will be held in a different state from the tentative list provided in the ToR (task 1).

- The tenderer will be responsible for the content, preparation, logistics, documentation and all workshop related work.
- Each of the 6 workshops will be between 4-6 hours long and include lunch/meal for the participants.
- No cash reimbursement or honorarium to participants will be provided for travelling to the workshops.
- The events should meet minimum sustainability requirements such as no use of plastic water bottles, accessibility etc. and ensure gender balance in participation.

6. 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.

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.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Costing 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.

Data Protection Requirements (GDPR and GIZ)

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.

Data Protection Obligations of the Contractor under the Digital Personal Data Protection Act, 2023 (DPDP Act)

Based on the ToR, the assignment is expected to involve the collection and processing of digital personal data, including participant information from workshops and consultations, stakeholder interview records, photographs, audio/video recordings, and testimonials used for multimedia products. Therefore, the contractor should ensure compliance with the applicable requirements of India's Digital Personal Data Protection Act, 2023 (DPDP Act), including the implementation of appropriate privacy notices, obtaining valid consent or relying on another lawful ground where applicable, processing personal data only for specified purposes, implementing reasonable security safeguards, and retaining personal data only for as long as necessary to fulfil the purpose for which it was collected.

1. **If personal data is transmitted or received by GIZ to the contractor**, a legal basis is first required and the data subjects must be informed accordingly about the processing. You can find more information on this here. The process must be documented in a VVT notification.
2. **If [personal data is transferred to a third country](#)** without an [adequacy decision](#), standard contractual clauses must be attached or an exemption condition in accordance with [Art. 49 GDPR](#) must be documented in a VVT notification.
3. **Documents** [Information sheet on independent processing](#) / [SVK](#)