

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Terms of Reference (ToR) to engage an agency for Training of ITI Project	number/
Instructors/Trainers in the Field of Electrical Vehicle sector, Workplace-cost	centre:
Based Training Pedagogy in Karnataka and Maharashtra states	G-012100-001
	Internal Order
	number
	12100010000

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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
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

India's growing economy required around 103 million additional skilled workers between 2017 and 2022— a trend that will continue in the future, especially in green future sectors such as solar energy (3.26 million new jobs by 2050) and e-mobility (10 million new jobs by 2030) (see SCGJ report "Gearing up the Indian Work force for a Green Economy") 2023). The emergence of new professions in green and digitalised sectors of the future therefore offers a unique potential to break up the traditional attribution of gender roles through appropriate training and further education formats in favour of equality between men and women and to contribute to increased participation of women in the labour market and thus to poverty reduction.

At the same time more than 100 million young Indian (15-29 years old) are not in education, vocational education and training system or employment; of these, around 88.5 million are young women. The low participation of women and people from marginalised groups in vocational education and training is closely related to a decline in female labour force participation (from 32% in 1997 to 22.3% in 2019). A linkage to the low participation of women in the labour market is the proportion of women of working age receiving some form of vocational education and training which remained consistently low in recent years (increasing from 6.8% in 2011-12 to just 6.9% in 2018-19), while for men it increased from 14.6% to 15.7% over the same period.

Following the success of both IGVET projects and the creation of cluster all over India in different industrial sectors the BMZ commissioned GIZ in 2024 to further support India in its TVET engagement but with a stronger focus on Green Skills. Indo-German Green Skills Programme (IGGSP) has the aim to strengthen TVET in India in Green Jobs especially for women and has the OECD DAC marker GG2 which puts a major focus on Gender equality and the support of the German Feminist Development Policy.

The Indo-German Green Skills Programme (IGGSP) supports Government of India's schemes and programmes to overcome the gender disparity. The project cooperates with key stakeholders from central and state governments, civil society organisations and industries to build sustainable models for improving gender parity in green occupations and ensuring that women can fully take part and benefit from India's economic development. IGGSP is committed to take India's skill agenda forward in vocational education focussing on the green occupations, gender equality and facilitation of the international migration of workforce at four locations namely Karnataka, Maharashtra, Maharashtra, and West Bengal.

Context

India's rapid transition towards electric mobility is a key pillar of its climate action and sustainable development agenda. The electric vehicle (EV) ecosystem is expected to generate millions of new jobs over the next decade across vehicle manufacturing, charging infrastructure, servicing, maintenance, and battery management. To meet this growing demand for skilled manpower, Industrial Training Institutes (ITIs) play a critical role in preparing an industry-ready workforce, particularly for EV technician-related job roles.

However, the fast-evolving nature of EV technologies necessitates continuous upskilling of ITI instructors and trainers. In addition to updated technical competencies, instructors require exposure to workplace-based training pedagogy and structured industry engagement mechanisms to ensure strong alignment between classroom instruction, practical training, and real-world industry requirements.

Within the framework of the **Indo-German Green Skills Programme (IGGSP)**, GIZ aims to strengthen green skills, improve the quality and relevance of training delivery and promote gender equality within the Technical and Vocational Education and Training (TVET) system. In this context, GIZ intends to contract a qualified training service provider to design and implement a **Training of Trainers (ToT)** programme for instructors and trainers from Government and Private ITIs in the field of Electric Vehicle (EV) Technology in Maharashtra and Karnataka and train the learners on EV Technician short courses and support them for placement. However, project will only provide support for the ToT.

The training of ITI instructors in this critical area will contribute to building a workforce in India that is skilled in EV technology, aligned with industry standards, and capable of supporting the nation's climate action and sustainable development agenda. Overall, a comprehensive ToT programme on the EV sector combined with workplace-based training pedagogy, will enhance the capacities of ITI instructors and ensure that vocational training in the green sector remains responsive to the evolving needs of the industry. This will, in turn, contribute to skilled workforce development, economic growth and climate-smart solutions.

The ToT programme shall be designed in alignment with the skill requirements of the Electric Vehicle (EV) sector and the relevant Qualification Packs (QPs) developed under the GIZ Indo-German Green Skills Programme (IGGSP), subject to their approval by the competent authority. In addition, the programme shall incorporate workplace-based training pedagogy to strengthen hands-on learning, improve industry relevance, and enhance alignment with labour market needs.

The contractor shall, in close coordination with the IGGSP team, develop theory- and practice-based and gender inclusive curriculum and training materials for a **five-day ToT programme** focusing on key aspects of electric vehicle Manufacturing and service sector. Upon finalisation of the curriculum and training materials, the contractor shall conduct the (five-day) training programme in the states of **Karnataka(40) and Maharashtra(40)** through **four pilot batches**, covering the two states. Each batch shall consist of **20 participants per batch**, resulting in a total of 80 **participants**. Each batch shall comprise instructors and trainers from both Government, Private ITIs, Private training partners and Skill development institutes who are organising EV trainings from the respective states. The contractor shall also be responsible for organising guest lectures from EV experts and industry exposure visits to nearby EV industries emphasis would be to include female role models and entrepreneurs to encourage women participation in green trades

To ensure a common baseline among all participants, the first day of the training shall focus on the fundamentals of EV service technician competencies and safety aspects of high voltage applications in EV industries. The remaining four days shall focus on advanced aspects of the

Electric Vehicle manufacturing and Service Assistant role, along with on-the-job training pedagogy, industry linkages, and industry exposure visits.

Additionally, minimum 1000 learners will also be trained by these trained instructors in Maharashtra and Karnataka, out of which 50 per cent would be female candidates and assist them in the placement (70 percent) including 20% from marginalised community. Financial support for this would be organized by the contractor from different sources including government and private. The agency shall also support in tracking the training of participants from the trainers who underwent ToT and provide the details of the trainings organised and number of learners trained.

The overall objective of the assignment is to enhance the **technical, pedagogical, gender inclusivity, german dual training concepts, occupational health and safety competencies** of ITI instructors and trainers, thereby enabling the effective, inclusive, and high-quality delivery of the EV curriculum in line with industry standards and intern organize 3 months duration courses for the 1000 learners with support from government department and or industry.

- All the outputs and deliverables of the work packages will be reviewed and approved by the IGGSP project team.
- The corporate branding rules should be adhered to in all the activities, collaterals, creatives.
- The consultant reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Specific objectives of the assignment are to:

- Mobilise and identify the suitable Trainers from Govt ITI s and other training partners for this capacity building initiative of ToT
- Strengthen instructors' technical understanding of electric vehicle systems, including two-wheelers, three-wheelers, four-wheelers, and heavy electric vehicles, as applicable
- Enhance practical competencies related to EV manufacturing, servicing, maintenance, diagnostics, and safe work practices
- Build capacities of instructors in competency-based curriculum delivery, learner assessment, and alignment with industry requirements
- Ensure compliance with high-voltage electrical safety protocols and fire safety standards in accordance with applicable regulations.
- Mobilise and identify the minimum 1000 learners from karnataka and Maharashtra for the Training programme. 50% girls need to identified out of 1000 learners.
- Ensure the training of 1000 learners in two states and 70 per cent placement focusing on more female participation (50 %) including 20% from marginalised groups.
- Include components of Gender Inclusivity in the training

In this context, GIZ seeks to engage an **external training partner** that shall:

1. Organising the awareness and career counselling session with emphasis on women participation to potential candidates for the implementation.
2. Mobilisation of Trainers and Learners for the training programme.
3. Adapt relevant ToT modules from from EV sector train minimum **80 instructors and trainers** from Government, Private ITIs and Private training partners.
4. Organise industry exposure visits and Guest lectures by EV experts , related to EV servicing and maintenance for 80 Trainers and 1000 learners.
5. Arrange post-training assessment and certification of trainers by the **Automotive Skills Development Council (ASDC) or any competent state or central agencies.**
6. The identified Qualification Packs (QPs) will be rolled out across the respective states, with a target of training and certifying a minimum of 1,000 participants within one year. Special emphasis will be placed on women's participation, ensuring that at least 50% of the total beneficiaries are women. Document the learnings, challenges, training process and outcomes for future replication and upscaling across other locations and institutions.

2. Tasks to be performed by the contractor

The detailed tasks of the assignment are outlined in the subsequent sections.

This assignment contributes to **Output Indicator 1** of the project results framework: The number of people who have completed education and training programmes supported by the project for selected green professions with a state-recognised certificate has increased from 500 to 1,700 (including 240 individuals from marginalised groups and 600 women). The selected agency shall ensure the provision of all required documentation for monitoring and evaluation of this output, as specified in the results matrix. The list of required documentation will be shared with the selected agency during the kick-off meeting.

To deliver the above-mentioned initiatives, the contractor will handle executing the following work packages in consultation with the project team:

Work Package 1: Developing an implementation plan, training plan and training modules

1.1 Developing a detailed implementation plan.

- a) Study and understand thoroughly the contract document and project concept notes as well as reporting requirements as per the results matrix provided by GIZ, before starting the work and if needed clarify all doubts.
- b) Participate in kick-off call with GIZ team to present the modalities of the project and discussing and developing a detailed implementation plan.
- c) Outlining deliverables, responsibilities and timelines for the requested services and summarising the same in a detailed implementation plan.
- d) Presenting the implementation plan to the GIZ team and incorporating feedback and changes.

Deliverable 1.1: Preparation and submission of a finalized Implementation Plan, including project modalities, deliverables, responsibilities and timelines, serving as the reference document for the duration of the project.

1.2 Revision and Development of Curriculum and Training Materials

The contractor shall review the existing curriculum and training materials and develop a gender-inclusive content for a high-quality, hands-on **five-day Training of Trainers (ToT)** programme for ITI instructors and trainers based on the Qualification Packages and the QPs developed with the support of GIZ IGGSP in EV sector.

This shall include the following activities:

- a) Gaining an understanding of the background and existing knowledge levels of the prospective training participants across all four states, in coordination with the respective ITI Directorates.
- b) Identifying key challenges faced by prospective participants in delivering classroom-based and practical training for different job roles in the electric vehicle service sector, through structured discussions with the participants. Attention shall be given to challenges faced by women trainers.
- c) Working closely with the ITI departments and selected IGGSP Training partners to assess the training needs of the target group. This assessment shall guide the customisation of the curriculum, definition of training objectives and learning outcomes and identification of suitable industries for exposure visits.
- d) Defining clear training goals based on the identified training needs and challenges of the target group.
- e) Specifying general didactical principles and pedagogical approaches to be applied during on-the-job training, including the promotion of gender-inclusive learning environments, learner engagement and career progression in the EV sector.
- f) Reviewing the existing technical curriculum and training materials for the relevant EV sector developed by the Automotive Skills Development Council (ASDC) and or any appropriate Qualifications Pack developed Also can consider curricula developed by GIZ in association with SSCs.
- g) Review the curriculum developed on this topic with the support of GIZ IGGSP if it is approved during this time and align the ToT with this too.
- h) Identifying areas where workplace-based training pedagogy can be integrated, ensuring that gender inclusion is embedded within the pedagogical approach.
- i) Aligning the existing curriculum and training materials with the latest industry standards and technological developments, while strengthening gender inclusivity.
- j) Aligning the curriculum and training materials with the assessed training needs of the prospective participants.

- k) Developing a gender-inclusive curriculum and training materials for a five-day ToT programme, covering both technical and pedagogical components, in line with the defined training objectives and learning outcomes.

Aligning the newly developed gender toolbox training and Gender Responsive Training for ITI Staff (to be provided by GIZ) with the formal requirements of ASDC and the National Skills Qualifications Framework (NSQF).

- a) Preparing a detailed training schedule for the **five-day ToT programme**, specifying the concepts and content to be covered in each session, along with the training methods and materials to be used.
- b) Revising the overall training concept, content, templates and assessment criteria in close coordination with the IGGSP team and incorporating feedback as required.
- c) Proposing assessment criteria for recognising ITI instructors and trainers who successfully complete the ToT programme.
- d) Aligning the assessment criteria with the requirements of ASDC and the NSQF framework.
- e) Developing templates for training completion certificates in line with ASDC and state government requirements.

Deliverable 1.2: Development of gender-inclusive five-day Training of Trainers (ToT) curriculum and training package for ITI instructors and trainers in Electric Vehicle sector, comprising:

- A needs-based and gender-responsive curriculum covering both technical EV sector competencies and workplace-based training pedagogy
- Revised and updated training materials aligned with current industry standards and technological developments.
- A detailed, session-wise five-day training schedule, including learning objectives, methodologies, and training materials, integrating gender toolbox and Gender Responsive training for ITI training content
- Assessment criteria and tools aligned with ASDC and NSQF standards
- Training completion certificate templates compliant with ASDC and state government requirements

Work Package 2: Training Delivery

Implementation of ToT Training - EV sector

The contractor shall implement the Training of Trainers (ToT) programme for minimum **80** trainers in Electric Vehicle sector (two- and three-wheeler, four-wheeler electric vehicles) across the states of Karnataka and Maharashtra, through four pilot batches. This shall include the following activities:

1. Developing communication materials (such as an e-flyer) to inform prospective training participants about the purpose, objectives, duration, modalities and content of the

training. These materials shall support dissemination of information and participant mobilisation.

2. Defining, in coordination with the IGGSP team, the eligibility criteria, registration modalities, and information requirements for participant enrolment.
3. Supporting the ITI Departments in all two states in mobilising four batches of 20 participants with focus on mobilizing female candidates, covering both the states.
4. Encouraging state governments to mobilise at least 50% women trainers for participation in the ToT programme.
5. Facilitating the registration of training participants in coordination with the Automotive Skills Development Council (ASDC) or any other recognised agency agreed by GIZ.
6. Managing training logistics, including provision of tea/coffee twice daily and working lunch for all participants throughout the training; procurement of consumable materials required for the training; and provision of handouts and reading materials to all participants.
7. Delivering the five-day ToT programme to all participants at premises provided by the respective ITI Directorates or at other suitable training venues identified by the contractor and approved by IGGSP, in line with the approved curriculum, training materials, and schedule.
8. Organising industry exposure visits for all training participants during the five-day programme. The exposure visit locations shall be near the training venue to minimise travel time and maximise learning time.
9. Facilitating end-of-training assessment of participants Facilitating the issuance of training completion certificates by authorised competent agency to participants who successfully complete the training and assessment. Certificate distribution may be organised as a joint event for multiple batches within a state, with participation of senior officials from the State ITI Directorate, GIZ,

Deliverable 2.1: Successful implementation and completion of four pilot batches of the five-day Training of Trainers (ToT) programme in the Electric Vehicle -sector (two- and three-wheeler, four-wheeler electric vehicles) across Karnataka and Maharashtra resulting in the training of minimum 80 ITI instructors and trainers, with efforts to achieve at least 50% participation of women trainers. The deliverable shall include:

- Approved communication and mobilisation materials (e.g. e-flyer)
- Completion of all four ToT batches as per the approved curriculum, schedule and venues
- Participant registration and attendance records as per GIZ template
- Documentation of industry exposure visits.
- assessment records.
- Issuance of training completion certificates Batch-wise training implementation and completion report.

Work Package 3: Implementation of training for minimum 1000 learners

- Funds for this implementation of training activity shall be sourced from CSR/Govt schemes.

- Develop an implementation plan with state-wise targets, timelines, training schedules, and a monitoring framework for enrolment, completion, and placement outcomes.
- Mobilize and enroll minimum 1,000 eligible learners across two states through community outreach, ensuring 50% participation of women and 20% representation from marginalized groups.
- Conduct counselling and screening of candidates to assess interest, aptitude, and suitability for the identified training Programmes with specific focus on female candidates, Document the process with data records and pictures.
- Deliver industry-aligned training Programmes with minimum three months using approved curricula, while integrating employability, life skills, and gender-sensitive approaches.
- Engage employers and industry partners throughout the Programme to facilitate internships, workplace exposure, and job opportunities.
- Assessment and certification by an authorized agency.
- Facilitate placement activities, including job fairs and campus recruitment drives, to achieve a minimum 70% placement rate among trained learners.
- Track placement and retention outcomes through regular follow-up with employers and candidates and provide post-placement support where required.
- Monitor progress and report achievements against agreed targets related to training, placement, gender inclusion, and social inclusion.
- Document good practices and success stories to capture lessons learned and demonstrate Programme impact.

Deliverable 3.1: The implementing agency shall mobilize, enroll, and train minimum **1,000 learners across two states**, ensuring **50% female participation and 20% representation from marginalized groups**, and facilitate **a minimum of 70% placement** through industry engagement and placement support. The agency needs to maintain relevant records and submit periodic progress and placement reports, enhancing the achievement of agreed targets.

Mandatory Work Package for all WPs 1 ,2 and 3

Work Package 4: Monitoring, Documentation, Logistics, Travel Support, Expense Management, and Reporting

This work package ensures the smooth execution, accountability and transparency of all activities under Work Packages 1,2 and 3. It covers the cross-cutting functions required to support effective planning, implementation, monitoring, and reporting throughout the assignment. The contractor shall be responsible for the following activities:

a) Monitoring, Learning, and Quality Improvement

- I. Deriving and documenting key learnings and recommendations for further improving the training programme, including:
- II. Collecting structured feedback from training participants on the quality, relevance, and delivery of the training, including selected participant quotes or testimonials

- III. Recommending improvements based on participant feedback and implementation experience
- IV. Proposing approaches for replication and scale-up of the training programme, as well as strengthening integration between industry and training partners to enhance training quality
- V. Continuous monitoring of progress against planned activities, implementation activities in alignment with Action Plans, timelines, and deliverables across all work packages to ensure agreed quality standards are met.
- VI. Proposing a concept for monitoring the overall impact of the training, including sample questions for a potential tracer study to assess the number of learners subsequently trained by ToT participants and learners of the training implemented.

b) Documentation

- I. Systematic documentation of implementation processes, outcomes, feedback, key learnings, achieved results and monitoring approaches
- II. Preparation of a final consolidated report capturing processes, outcomes, lessons learned, results achieved and recommendations with pictures and other evidence as needed
- III. Collection and maintenance of documentation in line with GIZ Monitoring and Evaluation (M&E) guidelines, particularly evidence related to the number of trainers trained and downstream training impacts
- IV. **Intellectual Property and Knowledge Transfer** All training materials, presentations, digital resources, templates, illustrations, photographs and other outputs developed under this assignment shall become the intellectual property of MSDE. The agency shall submit all editable source files and provide technical support during the final review and handover process.

c) Logistics and Travel Support

- i. Provision of equipment, training supplies and consumables required for programme implementation, including associated operating and administrative costs
- ii. Arrangement of tea/coffee twice daily and working lunches for all training participants throughout the training period
- iii. Organisation and coordination of local travel for industry exposure visits
- iv. Coordination of venues, facilities, communication and related logistical arrangements for trainings, meetings, and workshops

d) Expert Management

- i. Selection, preparation, briefing, coordination, and management of national and international short-term and long-term experts engaged to perform advisory and training-related tasks.

e) Financial Management and Reporting

- i. Management of costs and expenditures, including accounting and invoicing, in line with GIZ financial and contractual requirements
- ii. Regular technical and financial reporting to GIZ in accordance with the applicable AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
- iii. Preparation of timely progress reports, financial reports, and consolidated documentation to keep stakeholders, working groups, and relevant authorities informed of achievements, challenges, and lessons learned

f) Communication and Visibility

- I. Development of communication and social media content, including (but not limited to) posts, short videos, and participant testimonials showcasing project activities and achievements with the official approvals from GIZ team
- II. Preparation of all communication content in English and dissemination at regular intervals on LinkedIn and other relevant platforms, with appropriate tagging of the IGGSP project
- III. Strict adherence to GIZ communication and visibility guidelines, which shall be provided to the contractor

g) Tracer Study Support

Maintenance of contact information (mobile numbers and email IDs) of all trainers and trainees for a period of nine (9) months from the last day of the project to support a tracer study conducted by GIZ

- i. Dissemination of tracer study questionnaires (to be provided by GIZ) to participants via email, SMS, text messages, or WhatsApp, and periodic follow-up to ensure responses
- ii. Coordination with GIZ M&E personnel, who will communicate the expected number of responses.

Deliverables 4:

- i. Monitoring and Learning Documentation**
Consolidated documentation capturing participant feedback, key learnings, lessons learned, and evidence-based recommendations for improving training quality, replication, and industry–training institute integration.
- ii. Final Consolidated Project Report**
A comprehensive final report documenting implementation processes, outcomes, achieved results, monitoring approaches, lessons learned, and recommendations, in line with GIZ reporting requirements.
- iii. M&E-Compliant Documentation Set**
Complete and verifiable documentation in accordance with GIZ Monitoring and Evaluation guidelines, including attendance records, training outputs, and evidence of the number of trainers trained and downstream outreach.

iv. Financial Management and Reporting Package

Accurate financial records, expenditure statements, and invoices prepared and submitted in line with GIZ financial procedures and the applicable AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

v. Communication and Visibility Outputs

Approved social media and communication materials (posts, short videos, and participant testimonials) developed in English and disseminated in accordance with GIZ communication and visibility guidelines, with appropriate project tagging.

vi. Tracer Study Support Documentation

A maintained contact database of trainers and Trainees for nine months post-project, including records of dissemination of tracer study questionnaires, follow-up actions, and response tracking, as required by GIZ M&E personnel.

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

Milestones / Partial Works	Date / Location / Responsibility	Criteria for Acceptance	Timeline to complete the milestones
Project kick-off meeting with GIZ IGGSP	Timeline: Within week after contract signing Location: Virtual / GIZ Responsibility: Contractor, in coordination with GIZ	- Maximum of 120 minutes of meeting to discuss scope of work and deliverables - Inception report	Week 1
Deliverable 1.1 – Finalised Implementation Plan	Timeline: Within one week of after project kick-off meeting Location: Virtual Responsibility: Contractor, in coordination with GIZ	- Incorporates feedback from GIZ - Covers project modalities, deliverables, roles, timelines - Serves as reference document for entire project duration - Reviewed and formally approved by GIZ	Week 2

Deliverable 1.2 – Final ToT Curriculum & Training Package	Timeline: Within two months after contract signing Location: Desk work + coordination with IGGSP Responsibility: Contractor	• Complete training package submitted • With approved Curriculum Gender toolbox integrated • Session-wise 5-day training schedule included • Includes assessment criteria & certificate templates • Approved by GIZ	Week 8
Deliverable 2.1 – Completion of ToT (2W/3W/4WEVs)	Timeline: within four months after contract signing Location: Karnataka and Maharashtra Responsibility: Contractor	• 80 trainers trained • Batch-wise completion reports submitted • Attendance as per GIZ template • assessments conducted • Certificates awarded in formal event	Week 16
Delivery 3.1 Training implementation of minimum 1000 learners	Timeline: within 10 months after contract signing Location: Karnataka and Maharashtra Responsibility: Contractor	• 1000 trainees trained out of which 50 % should be girls and 20% marginalised and 70% placement • Batch-wise completion reports submitted • Attendance as per GIZ template • assessments conducted	Week 40

		Certificates awarded in formal event	
Delivery 4.1 Documentation, reports, records, feedback reports, financial management.	Timeline: within 11 months after contract signing Responsibility: Contractor	• Final report • M&E Report • Tracer study report.	Week 44

The Contract will be from October 2026 to 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 project objectives). 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)

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

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

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule 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) .

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:

- 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. Personnel concept

The agency is required to provide personnel who are suited to filling out the positions described, based on 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.

Qualifications of proposed staff

The tenderer is needed to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications based on relevant CVs.

The below specified qualifications stand for the requirements to reach the maximum number of points in the technical assessment. Proposed CVs must include information to meet the requirements listed down for each role below to enable evaluation.

Team Leader – One (2.1 of technical assessment grid)

Responsibilities:

- 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
- Logistics Management, such as lunch, tea/coffee, consumables and vehicle arrangement for local industry visit
- Regular reporting in accordance with deadlines

More elaborately the following tasks are required for the project,

- Planning and scheduling of overall assignment and training implementation
- Identification and quality review of the suitable infrastructure for the training, ensuring that the infrastructure is gender-responsive
- Planning of industry exposure visits with industry partners
- Coordination with Authorised agency for assessment and certification
- Electric Vehicle service and Maintenance training, and technical English communications training.
- Adaptation of the available QPs to cater local needs
- Writing of training completion report
- Leading interactions to be carried out at the clusters with Government stakeholders.
- Regular reporting by the plan and deadlines

General Qualifications: (2.1.1) master's degree in the field of Automobile Engineering/Mechanical Engineering or any related field relevant to Electric Vehicle service and maintenance.

Language Skills: Ability to Write, read and speak English and Hindi language, any one regional Language Marathi or Kannada.

Professional experience: (2.1.3)

- 10 (Ten) years of experience in a field which aligns with the project goals, including 5 years of experience in Indian TVET and/or ITI ecosystem. At least three (3) years of relevant professional experience and knowledge in the field of workplace-based training pedagogy. Demonstrated experience in the conception of curriculum, teaching and learning materials for the training of ITI instructors/trainers in the automobile sector. Demonstrated practical experience as a trainer or instructor.

Specific professional experience (2.1.4): 5 years in Indian TVET ecosystem

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): At least 5 years of experience in relevant assignments and projects in India

Development cooperation (DC) experience (2.1.7): 2 years of experience in Development Cooperation projects

Expert 1: Master Trainer 1 – Karnataka state (2W/3W/4W EVs) (2.2 of technical assessment grid)

Responsibilities:

- Responsible for the technical support related to TOT of **2W/3W/4W EVs** service assistant.
- Review the existing QP and develop TOT curriculum.
- Responsible for the development of training program and content for TOT.
- Responsible for conducting training of trainers in 2W/3W EVs service assistant.

General Qualifications:

Education: (2.2.1) Diploma/Degree (specialization ins Automobile/Mechanical Engineering or ITI (specialization in Mechanic Motor Vehicle/Mechanic Auto Electrical & Electronics trade)

Language Skills: Ability to Write, read and speak English and Hindi language, any one regional Language Marathi or Kannada

Professional experience:(2.2.3) : 5 years of experience in Automobile industry, including 3 years of training experience.

Specific professional experience (2.2.4): 2 years of knowledge and working experience of Two-wheeler or Three-Wheeler Service and maintenance.

Experience & /knowledge in the region: (2.2.6) (Two) years of experience in India

Expert 2: Master Trainer 2 – Maharashtra (2W/3W/4W) (2.3 of technical assessment grid)

Responsibilities:

- Responsible for the technical support related to TOT o
- Review the existing QP and develop TOT curriculum.
- Responsible for the development of training program and content for TOT.
- Responsible for conducting training of trainers in 4W/Heavy EVs service assistant.

General Qualifications:

Education: (2.3.1) Diploma/Degree (specialization ins Automobile/Mechanical Engineering or ITI (specialization in Mechanic Motor Vehicle/Mechanic Auto Electrical & Electronics trade)

Language Skills: Ability to Write, read and speak English and Hindi language, any one regional Language Marathi or Kannada

Professional experience:(2.3.3) 5 years of experience in Automobile industry, including 3 years of training experience.

Specific professional experience (2.3.4): 2 years of knowledge and working experience of Four-wheeler or Heavy Electric Vehicle service and maintenance.

Experience & /knowledge in the region: (2.3.6) (Two) years of experience 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

Expert 3: Mobilisation expert 1 (2.4 of technical assessment grid)

Responsibilities

- Develop and implement mobilisation strategies and outreach plans to achieve learner enrolment targets as per the requirements.
- Coordinate with training providers, ITIs, community organisations, local authorities, and other stakeholders to conduct awareness and candidate mobilisation activities.
- Support the identification, counselling, screening, and registration of eligible candidates for the training programmes.
- Monitor mobilisation progress against agreed targets, maintain relevant documentation, and submit periodic reports

General Qualifications:

Education/Training (2.4.1): Bachelor's degree in social work, Sociology, Rural Development, Development Studies, Human Resource Management, Education, Management, or other relevant disciplines.

Language Skills: Ability to Write, read and speak English and Hindi language, any one regional Language Marathi or Kannada.

General Professional Experience (2.4.3): Minimum **3 to 5 years of professional experience** in community mobilisation, outreach, stakeholder engagement, and implementation of skilling or livelihood programmes, preferably within the TVET sector.

Specific Professional Experience (2.4.4): Minimum **3 to 5 years of demonstrated experience** in mobilising candidates for skill development initiatives, conducting awareness campaigns, engaging with community institutions and local stakeholders, and implementing strategies to enhance participation of women and marginalised groups in training programmes.

Regional Experience (2.4.5): Minimum **3 to 5 years of work experience in India**, with proven experience of implementing mobilisation activities across multiple states and working with local communities, training institutions, and government stakeholders.

Expert 4: Career Counselling and placement Experts (Two) (2.5 of assessment grid)

Responsibilities:

- Develop and implement career counselling and placement strategies to support trainees in making informed career choices and achieving successful employment outcomes.
- Conduct individual and group career counselling sessions to assess learners' interests, aptitude, career aspirations, and employment readiness.
- Coordinate with training providers, ITIs, employers, industry associations, placement agencies, and other stakeholders to facilitate internships, apprenticeships, on-the-job training, and placement opportunities.
- Organise placement drives, job fairs, employer interaction sessions, and career guidance workshops to enhance learners' employability.
- Support learners in developing employability skills, including resume writing, interview preparation, communication skills, workplace readiness, and digital job search techniques.
- Maintain employer databases and establish partnerships with industries to facilitate sustainable placement opportunities.
- Track placement outcomes, retention, and post-placement support, maintain relevant documentation, and submit periodic reports against agreed targets.
- Promote inclusive placement strategies to enhance employment opportunities for women and candidates from marginalised groups.

General Qualifications

Education/Training (2.5.1)

Bachelor's degree in human resource management, Psychology, Social Work, Sociology, Management, Education, Career Guidance, Rural Development, Development Studies, or another relevant discipline from a recognised university.

Language Skills: Ability to Write, read and speak English and Hindi language, any one regional Language Marathi or Kannada.

General Professional Experience (2.5.3)

Minimum 3 to 5 years of professional experience in career counselling, placement facilitation, employability skills development, employer engagement, or implementation of skilling and livelihood programmes, preferably within the TVET sector.

Specific Professional Experience (2.5.4)

- Minimum 3 to 5 years of demonstrated experience in: Providing career counselling and guidance to youth and job seekers.
- Facilitating placements, apprenticeships, internships, or employment opportunities through industry engagement.
- Organising placement drives, job fairs, employer connect programmes, and career guidance activities.
- Supporting learners in developing employability and workplace readiness skills.
- Building partnerships with employers, industry associations, training providers, and government stakeholders.
- Designing and implementing strategies to improve placement outcomes, particularly for women and marginalised groups.

Regional Experience (2.5.5)

Minimum 3 to 5 years of work experience in India, with proven experience of implementing career counselling and placement activities across multiple states and working with local communities, training institutions, employers, industry associations, and government stakeholders.

Expert 5: Monitoring, Evaluation and Documentation (M&E) Expert (2.6 of technical assessment grid)

Responsibilities

- Develop and implement monitoring and evaluation frameworks, tools, and reporting mechanisms to track project progress against agreed indicators and targets.
- Collect, analyse, and validate project data; maintain MIS records; and prepare periodic progress reports and dashboards.
- Conduct monitoring visits and support quality assurance processes to ensure compliance with project requirements and timelines.
- Lead the documentation of project activities, lessons learned, case studies, success stories, and best practices for knowledge management and reporting purposes.

General Qualifications

- **Education/Training (2.6.1):** Master's degree in Statistics, Economics, Development Studies, Social Sciences, Public Policy, Management, Monitoring and Evaluation, or other relevant disciplines.

- **Language Skills:** Ability to Write, read and speak English and Hindi language, any one regional Language Marathi or Kannada.
- **General Professional Experience (2.6.3):** Minimum 3 to 5 years of professional experience in monitoring and evaluation, data management, reporting, and documentation of development or skilling programmes.
- **Specific Professional Experience (2.6.4):** Minimum 3 to 5 years of demonstrated experience in developing M&E frameworks, managing MIS systems, analysing programme data, and preparing technical reports, case studies, and project documentation.
- **Regional Experience (2.6.5):** Minimum 3 to 5 years of work experience in India, with proven experience of working with training institutions, government stakeholders, and multi-stakeholder projects across multiple states.

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

5. Criteria for eligibility of firms

Note: Bidders must submit the documentary evidence for the criteria's specified below

I. Commercial Eligibility Assessment

- The bidder must be a legally registered entity in India.
- The bidder must possess valid GST registration and PAN.
- Average annual turnover of at least EURO 88,000 during the last three financial years.
- Average number of employees and managers for the past three calendar years must be 10 or more.

II. Technical Eligibility Assessment

- Successfully completed at least: One reference project in the field of Training of Trainers, organising the Mobilisation, Awareness sessions and placements in EV sectors in India with a value of at least Euro 15,000
- Submission of work orders/contracts and completion certificates/reference letters.

III. Weighted Criteria

1. Technical Experience

- 5 years of experience in EV sector skilling programmes with minimum 10 EV Centre of Excellence established
- 5 years' experience in mobilisation of girls, organising the awareness sessions, Career counselling sessions and placement drives in EV skilling in ITI Ecosystem.
- Minimum 5 years' experience in working with EV industries in placements, exposure visits, guest lectures
- Experience of successfully training 5,000 youths in EV sector in last 3 years.
- Getting the source of funding support to train 1000 trainees in next one year.

2. Regional Experience- Maharashtra & Karnataka

6. Costing requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
One Team Leader	1	30	30	
Expert 1: Master Trainer 1 (2W/3W/4W EVs)	2	20	40	
Expert 2: Master Trainer 2 (2W/3W/4W EVs)	2	20	40	
Expert 3: Mobilisation Expert	2	90	180	
Expert 4: Career Counselling and placement Experts	2	45	90	
Expert 5: M&E Documentation Expert	2	15	30	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	30	2	60	Maximum 60 for all
Overnight allowance in country of assignment	30	2	60	Total 60 overnight stays in all for all experts including TL
Transport	Quantity	Number per expert	Total	Comments
Domestic flights (Round Trips) 2 trainers x 2 locations (MH & KA) =4 round trips Delhi travel if called for TL = 2 round trips.	4 trips 2 trips	2 trainers Team leader	8 round trips 2 round Trips	A maximum of Ten (10) round trips domestic flights shall be permitted from the origin city to Karnataka & Maharashtra for the ToT visit for trainers.

				2 additional trips to Delhi if called for any review meeting
CO₂ compensation for air travel	10	1	10 (20 Euro for each trip)	CO ₂ Compensation: To calculate the amount required to compensate for CO ₂ emissions per flight, please visit this website and estimate the amount based on the departure and destination airports, and the type of aircraft. Offset your flight - atmosfair For more details refer document 4.3 CO ₂ offset Emission guide
Local Travel expenses (train, car, bus) for ToT, Mobilization drive,	270	1	270	Travel within the city, transfer to/from airport etc. Local travel reimbursement is not permitted for those experts who are from base location of the agency is one of our five travel sectors (Bangalore, Pune, Hyderabad, Kolkata and Delhi)
Other costs	Number	Number	Total	Comments
Renting of training venue	4 batches x 5 days = Total = 20 days	1	20	The budget contains the cost for renting of training premises with projector, screen, mic system, speaker etc. it is recommended to use the industry/Govt premises without any cost.

Assessment and certification fees	80	1	80	The budget contains the costs for assessment and certification of 80 trainers.
Training material, handouts etc For 80 trainers + 20 extra)	80 + 20	1	100	The contractor will provide reading materials for all 80 trainees
Consumables (Notepad, pen and Card sheets for group work and exercises)	80	1	80	The contractor will organise for consumable training materials for all 80 trainees
Industry Exposure visit, 1 Visit/Batch (Total 4 batches of ToT)	4	1	4	The contractor will organise for vehicles to conduct 1 industry visit per batch in all locations, totalling to 4 visits
Food & Refreshment cost (20 trainers + 2 master trainers per batch) x 4 batches = 88 total for 5 days = 88 x 5 days =440 units	440	1	440	The budget contains Food and tea/coffee cost. The contractor will organise for tea/coffee (2 times) and one working lunch for all the trainees
Event backdrop, standees, signage	10 job drives + 4 ToT s =14	1	14	Cost for designing standee, banners, any other communication material
10 Job drives	10	1	10	10 Job drives to place students (5 in each state)

Breakup of expert days

No	Phase	Team Leader	Expert 1: Master Trainer 1	Expert 2: Master Trainer 2	Expert 3: Mobilisation Expert	Expert 4: Career Counselling and Placement expert	Expert 5: M&E Documentation Expert
1	Project kick-off meeting with GIZ IGGSP	3	2	2	3	1	3

2	Inception Report (methodology, work plan, plan review, Stakeholder plan, QA and risk mitigation)	3	2	2	3	1	4
3	Deliverable 1.1 – Finalised Implementation Plan	3	4	4	4	4	4
4	Deliverable 1.2 – Final ToT Curriculum & Training Package	3	5	5			4
5	Deliverable 2.1 – Completion of ToT (2W/3W/4WEVs)	3	22	22			4
6	Mobilisation programmes	3			120		
7	Awareness sessions	1			40		
8	Career counselling sessions	1			5	80	
9	Delivery 3.1 Training implementation of minimum 1000 learners	6					1
10	Delivery 4.1 Documentation, reports, records, feedback reports, financial management.	4	5	5	5	4	10
	Total	30	40	40	180	90	30

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.

Places of implementation: Karnataka and Maharashtra

Sectors of Travel: Karnataka, Maharashtra and New Delhi (Bangalore, Pune, Aurangabad)

Local travel reimbursement is not permitted for those experts who are from base location of the agency is one of our five travel sectors (Bangalore, Pune, Hyderabad, Kolkata and Delhi)

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as maximum amounts. The regulations on pricing are contained in the price schedule.

7. Inputs of GIZ or other actors

GIZ will support the contractor in connecting with government and private sector stakeholders in all four clusters, as and when necessary and as per GIZ's network. However, the agency must not depend solely on GIZ for connections. It is a preconceived notion that the tenderer already has a good relationship with the state government and other related stakeholders.

Geographical Coverage (Desirable)

- Ability to provide trainings in Karnataka and Maharashtra
- Demonstrated capacity of EV Training with quality training infrastructure availability
 - a.

8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 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. CVs must 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.

9. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such 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 paid due attention. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

GIZ standard processes (GDPR Data protection)

- “Personal data will be processed on behalf of the client. Therefore, an agreement on order processing (AuV) is concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organizational measures (TOM) for compliance with data protection requirements must be presented before the contract is concluded. If the company has already been audited by GIZ in the past, an update must still be sent in accordance with the GDPR. Following a positive review, the contract will be concluded with the AuV Annex.”
- The [AuV annex](#) is part of the contract. This document must be completed by the responsible body as far as possible before the start of the tendering procedure and published together with the ToR, including the passage on data protection. All important information can be found in the [information sheet](#) and in the [completion aid](#).
- The technical and organizational measures (“TOM”), which are part of the AuV document (Annex III), must be completed by the winner after the end of the tendering process. Subsequently, a request containing the completed AuV and TOM must be submitted via the [data protection portal](#) (category: bidder review).
- 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 as part of a VVT notification.
- Before the processing of personal data begins, the processing process must be documented in a DPIA notification. A VVT notification is submitted via the data protection portal.
- The process is only complete once the notification has been checked by the DSM!
Additional ToR text for Indian DPDP compliance.

Data Protection (India DPDP Act, 2023)

The Contractor acknowledges that performance of this assignment may involve the collection and processing of personal data of trainers, trainees, job applicants, employers, and other stakeholders participating in project activities. The Contractor shall comply with the provisions of the Digital Personal Data Protection Act, 2023 (DPDP Act), and all other applicable data protection laws and regulations.

The Contractor shall:

1. Process personal data only for purposes necessary to implement the activities described in this contract, including participant mobilisation, registration, training delivery, assessment, certification, placement support, monitoring and evaluation, reporting, and tracer study activities.
2. Ensure that any collection, use, storage, sharing, or retention of personal data is lawful, limited to what is necessary for the specified purpose, and conducted in a transparent manner.
3. Implement appropriate technical and organizational security measures to protect personal data against unauthorized access, disclosure, alteration, loss, or misuse.
4. Ensure that all personnel, experts, subcontractors, and service providers engaged in the assignment who have access to personal data are bound by appropriate confidentiality and data protection obligations.
5. Not use personal data collected under this assignment for its own commercial purposes, marketing activities, profiling, or any purpose unrelated to the implementation of this contract.
6. Retain personal data only for as long as necessary to fulfil the contractual purpose or comply with legal obligations and securely delete or anonymise such data thereafter.
7. Promptly notify GIZ of any personal data breach or security incident relating to data processed under this assignment and cooperate in mitigation and reporting activities.
8. Upon request by GIZ, provide reasonable evidence of compliance with applicable data protection requirements.