

Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

Project title:	Processing number/cost centre:
Indo German Green Skills Programme.	G-012100-001
Country: India	Internal order:
Subject of the tender procedure:	12100010000
To engage an agency for Development of Competency-Based Training Materials for Trainees and Trainers for 09 Green Skills Curricula	Tender number:
	7000022637

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0. List of abbreviations

GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
RMO	Risk Management Office
ToR s	Terms of reference
NCVET	National Council for Vocational Education and Training
EV	Electrical Vehicle
CBET	Competency Based Education and Training
CTS	Craftsmen Training Scheme
CSTARI	Central Staff Training and Research Institute
DGT	Directorate General of Training
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ GmbH)
IGGSP	Indo-German Green Skills Programme
ITI	Industrial Training Institute
ToR	Terms of Reference
SSC	Sector Skill council

1. Context

a) Brief information on the project

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.

b) Context

India's rapid transition towards Solar and electric mobility is a key pillar of its climate action and sustainable development agenda. The electric vehicle (EV) and Solar ecosystem is expected to generate millions of new jobs over the next decade across vehicle manufacturing, charging infrastructure, servicing, maintenance, solar plant installation and 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 and solar technician –related job roles.

Within the framework of the **Indo-German Green Skills Programme (IGGSP)**, develop industry-relevant and green skills training content for nine curriculums developed in green skilling ecosystem

2.1 Term

*The Contract will be from **October 2026 to November 2027. (14 months)***

- 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.

2.2 Objectives, indicators, work packages, milestones

The objective of this assignment is to develop high-quality, competency-based, learner-centric and trainer-friendly training materials for 9 (nine) curricula developed under the GIZ Indo-German Green Skills Programme (IGGSP). These curricula are intended for implementation as CTS Elective Courses within the ITI ecosystem and Optional Courses under the Sector Skill Councils (SSCs), with course durations ranging from 240 to 600 hours.

The following are the list of nine curriculums already developed:

S.No	Name of the curriculum	Number of Hours
1	Building Automation Technician	240 hours for existing ITI /3
2	Industrial Automation Technician	240 hours for existing ITI /3
3	Electric Vehicle Maintenance - 2 & 3 Wheelers.	240 hours for existing ITI /3.5
4	Solar EV Entrepreneur	240 hours for existing ITI/3.5
5	Solar Energy & EV Charging Technician	240 hours for existing ITI /3.0
6	Solar Energy Technician (Challenge fund)	NSQF 3.5 – Duration TBD
7	Advanced & Inclusive TVET Curriculum in Electromobility (Challenge fund)	TBD
8	Global Mobility Electric Vehicle Service Technician (2W/3W/4W)	420 hours / NSQF 4.0
9	EV Mechatronics Technical Expert	600 hours / NSQF 5.5

The training materials shall comply with NCVET competency-based education and training (CBET) principles, DGT CTS implementation guidelines, and relevant Sector Skill Council

standards, while integrating green skills, gender equality, inclusion, occupational safety and health (OSH), and digital learning approaches.

Note: Please note, no beneficiary training implementation is included in this assignment. The assignment is only focussed on Training content development and Training of Master trainer's programme.

The selected agency shall undertake the following activities:

2.2.1 Review of Curricula and Applicable Standards

Review the nine curricula (Green Skills) developed by GIZ and analyse their occupational standards, learning outcomes, competencies, assessment criteria, instructional hours, and implementation requirements. Review the relevant DGT, NCVET, CSTARI and SSC guidelines to identify the most appropriate formats and instructional design approaches for developing the training materials.

2.2.2 Review of Existing Training Materials

Review existing trainee handbooks, trainer guides, lesson plans, facilitator manuals, practical manuals, assessment tools, digital learning resources and other relevant instructional materials developed by DGT, CSTARI, Sector Skill Councils and other recognised organisations. Analyse best practices and identify suitable approaches for adaptation. Finalise the template for the training formats and content development.

2.2.3 Develop the Instructional Design Framework

Develop a standard instructional design framework and templates for all training materials, including:

- Trainee Handbook
- Trainer Guide
- Session Plans
- Practical Exercise Manual
- Presentation Slides
- Assessment Guide
- Practical Assessment Checklists
- Question Bank
- Reference Materials
- Learning Aids
- Digital Learning Resources (where applicable)

The instructional framework shall be aligned with competency-based training principles and suitable for implementation in the skilling ecosystem including private training partners, Government and Private ITIs.

2.2.4 Constitute Technical Working Groups

Support GIZ in constituting Technical Working Group based on the curriculum sectors. The Working Groups shall comprise representatives from:

- NCVET
- DGT
- CSTARI
- Sector Skill Councils
- Government ITIs faculty.
- Industry experts.
- Subject Matter Experts
- Curriculum Development Experts
- Instructional Design Experts
- GIZ - IGGSP Team (1-2 Members)
- NIMI Chennai

Guidelines for responsibilities of Technical Working group are defined based on the ToR requirements.

2.2.5 Submit an Inception Report

Prepare and submit an Inception Report outlining:

- Understanding of the assignment
- Methodology
- Detailed work plan
- Timeline
- Curriculum review findings
- Existing material review
- Proposed instructional design framework
- Stakeholder consultation plan
- Quality assurance methodology
- Proposed plan for development of digital training content framework.
- Risk mitigation plan

2.2.6 Validation of Methodology

Present the findings of the curriculum review, training material review and instructional design framework to the Technical Working Groups. Incorporate feedback and finalise the templates, methodology and development approach.

2.2.7 Develop Detailed Training Structure

The Detailed Training Structure (DTS) shall be developed based on the accredited Occupational Standards and shall ensure complete alignment with the defined competency units and performance criteria. The DTS should avoid duplication of the Occupational Standards and instead translate them into a structured training delivery plan, including modules, learning outcomes, duration, pedagogy, practical exercises, assessment strategy, trainer guidance, and learning resources

2.2.8 Develop Competency-Based Trainee Training Materials

Develop comprehensive trainee learning materials for all nine curricula, including:

- Participant Handbook
- Practical Workbook
- Assignments

- Case Studies
- Self-learning Exercises
- Workplace Scenarios
- Practical Record Book
- Assessment Preparation Materials

The materials shall incorporate:

- Green skills
- Gender equality and social inclusion
- Occupational Safety and Health (OSH)
- Environmental sustainability
- Energy efficiency
- Interactive and experiential learning approaches
- Supporting content for digital training content development.

2.2.9 Develop Comprehensive Trainer Resources

Develop trainer resources including:

- Trainer Guide
- Session Plans
- Facilitation Notes
- Practical Demonstration Guides
- Presentation Slides
- Assessment Guidelines
- Equipment and Infrastructure Requirements
- Teaching and Learning Resources
- Suggested Industry Visits
- Practical Demonstration Videos (where applicable)
- Digital training content modules.

2.2.10 Develop Assessment Resources for trainees and trainers

Develop competency-based assessment resources including:

- Theory Question Banks
- Practical Assessment Checklists
- Observation Checklists
- Viva Questions
- Model Answers
- Rubrics
- Evaluation Guidelines

All assessment tools shall comply with NCVET and SSC assessment requirements.

2.2.11 Internal Quality Assurance

Conduct internal technical, instructional and editorial quality assurance to ensure:

- Technical accuracy

- Competency alignment
- Consistency across all curricula
- Gender responsiveness
- Accessibility and inclusiveness
- Green skills integration
- Compliance with DGT, NIMI, NCVET and SSC requirements

2.2.12 Stakeholder Validation

Present the draft training materials to the Technical Working Group for review and validation. Document all comments and recommendations and revise the materials accordingly.

2.2.13 Finalisation of Training Materials

Submit the revised training materials to GIZ for approval and finalise all deliverables after incorporating feedback from GIZ and the Technical Working Group.

2.2.14 Develop the Master Trainer Training Programme (MTTP)

Develop a comprehensive competency-based five days Master Trainer Training Programme (MTTP) for each curriculum as per the NCVET ToT guidelines, including:

- Training Agenda
- Trainer Manual
- Participant Manual
- Facilitation Guide
- Practical Demonstration Guide
- Presentation Slides
- Assessment Tools
- Evaluation Forms
- Training Delivery Plan
- Post-training Support Guidelines

2.2.15 Validation of the Master Trainer Programme.

Present the Master Trainer Training Programme to the Technical Working Group and GIZ. Revise and finalise the programme based on stakeholder feedback.

2.2.16 Conduct Pilot Master Trainer Training Programmes.

The selected agency will identify the 180 master trainers from IGGSP partners. IGGSP team will guide and handhold the agency in identifying the right participants.

Conduct pilot Master Trainer Training Programmes for **20 Master Trainers per curriculum (180 Master Trainers** across the Nine curricula). The pilot training shall include theory sessions, practical demonstrations, facilitation practice, competency assessments and participant feedback.

2.2.17 Assessment and Certification

Conduct competency-based assessment of all Master Trainers in accordance with CSTARI and relevant Sector Skill Council guidelines as per the applicable requirements. Support the certification process and submit assessment records and results.

2.2.18 Pilot Evaluation and Continuous Improvement

Evaluate the effectiveness of the pilot implementation through participant feedback, learning assessments, trainer observations and stakeholder consultations. Revise and improve the training materials and Master Trainer Programme based on the evaluation findings.

2.2.19 Development of digital content

- Digital Learning Design framework development: Convert classroom content into digital learning modules
- Development of Digital Training Content: Develop e-learning modules
- Multimedia Production: Produce digital assets
- LMS Integration: LMS-ready content with metadata

2.2.20 Submission of Final Deliverables

Submit the complete set of deliverables in editable and print-ready formats, including:

- Final Trainee Handbooks
- Trainer Guides
- Practical Manuals
- Presentation Slides
- Assessment Tools
- Question Banks
- Master Trainer Training Package
- Training Delivery Plan
- Digital Learning Resources (where applicable)
- Editable source files (MS Word, PowerPoint, Excel and original design files)
- Equipment and Infrastructure Lists
- Pilot Training Report
- Assessment and Certification Records
- Digital training content as per the applicable formats.
- Meeting Minutes
- Attendance Records
- Feedback Analysis
- Photographic Documentation
- Final Assignment Report including methodology, lessons learnt, challenges, recommendations and all supporting evidence.

2.2.21 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.

The contractor is responsible for achieving the objectives and indicators described in this document and for achieving the corresponding milestones:

No.	Deliverable	Format	Date From start date of contract	Remarks
1	Inception Report (methodology, work plan, curriculum review, stakeholder plan, QA and risk mitigation)	Word/PPT	Week 2	
2	Review of 09 curricula, standards and existing training materials for other courses and formats	Word	Week 3	
3	Instructional Design Framework and templates validated by TWGs (Technical Working groups)	Word/PPT	Week 7	
4	Detailed training structure, session plans and learning objectives + Digital training content framework	Word	Week 10	
5	Draft trainee/trainer materials, PPTs, practical manuals and assessments + Development of Digital Training Content: Develop e-learning modules	Word/PPT/Excel	Week 16	The agency shall complete development of 3 course content and 3 batches of MTTP by week 16 to support implementation of training of these courses. (refer table below)
6	Stakeholder validation and QA completed	Report	Week 18	
7	Interim report	Report format	Week 20	
8	Final training materials and editable source files + Digital media assets	All editable files	Week 24	
9	Master Trainer Training Programme package 09 MTTP 5 days MTTP	Word/PPT/PDF	Week 28	

10	Pilot MTTP, assessment, certification and pilot report	Reports	Week 34	The agency shall complete development of 3 additional course content and 3 batches of MTTP by week 32 to support implementation of training of these courses. (refer table below)
12	Digital training content	Digital format to upload on LMS	Week 52	The agency shall complete development of 3 additional course content and 3 batches of MTTP by week 48 to support implementation of training of these courses (refer table below)
12	Final Assignment Report, knowledge transfer and IP handover	All deliverables	Week 56	

Indicators and Deliverables:

No	List of Deliverables	Timeline for submission			
		End of 4th Month	End of 8th Month	End of 12th Month	End of 13th Month
1	Total nine (9) Curricula reviewed and submitted.	Three Curricula (3)	Three Curricula (3)	Three Curricula (3)	Final report and documents submission
2	Total nine (9) Trainee handbooks developed with assessment guidelines	Three Handbooks (3)	Three Handbooks (3)	Three Handbooks (3)	
3	Total nine (9) Master Trainer packages developed. (5 Days MTTP) (Training structure, training facilities, Timetable)	Three Master Trainer packages (3)	Three Master Trainer packages (3)	Three Master Trainer packages (3)	
4	Total nine (9) trainer guides developed with assessment guidelines	Three Trainer guides (3)	Three Trainer guides (3)	Three Trainer guides (3)	
5	Total 180 Master Trainers trained. (MTTP)	Sixty Master Trainers Trained (60)	Sixty Master Trainers Trained (60)	Sixty Master Trainers Trained (60)	

6	Total nine(9) Digital content submission with relevant format.	Three Digital content (3)	Three Digital content (3)	Three Digital content (3)
7	Total nine (9) 100% editable source files submitted to GIZ.	Three editable resource files (3)	Three editable resource files (3)	Three editable resource files (3)

All deliverables must be approved by GIZ and TWG and to be delivered in the formats mentioned or discussed with the IGGSP team.

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs. Requirements on expenditure management and cost control:
- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas Degree to which activities are implemented
- Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
- Results that have occurred in the contractor's sphere of responsibility

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (English), the contractor provides the following reports in the following language:

- Inception report on: Week 2 from the start date of the assignment.
- Interim report(s) on: Week 28 from the start date of the assignment
- Final report on: Week 48 from the start date of the assignment

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- *The contractor's responsibility for its own staff;*
- *Ensuring the flow of information between GIZ and the contractor's field staff;*
- *Process-oriented technical and conceptual steering of the consulting services;*
- *Steering adaptations to changing framework conditions;*
- *Performance monitoring;*
- *Ensuring the administrative management of the project;*
- *Ensuring compliance with reporting requirements;*
- *Technical support by the contractor's staff for its personnel on the ground;*
- *Making local use of and sharing the lessons learned by the contractor with the GIZ team.*

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

If the contractor processes personal data or develops an IT system to be used by GIZ or a partner in the implementation of the contract, it is imperative that relevant text elements are added here (see link) in order to ensure that legal provisions are complied with. It may also be necessary in individual cases to impress upon the contractor the need to comply with security-relevant requirements.

The appropriate text element (link) is to be selected depending on

- *whether the **processing** is **carried out** for GIZ, for a project partner or independently (by the contractor);*
- *whether data processing **IT systems** (platform, website, database, software) are **used** by GIZ or the partner; or*
- *whether the contractor is **commissioned** to **develop** data processing IT systems*

In many cases it is advisable to seek advice on relevant data protection and information security regulations. For projects, this advice is offered by the 'Data Helpdesk Data Protection in Project Implementation' of the Sectoral Department. To access the advice, a data protection enquiry must be submitted on the GIZ data protection portal. After clicking on 'CLICK HERE' (left window), select option 'Advice on ToR and AuV (project related, with PN) -> Charged Service!' The Data Protection Management Unit of the Information Governance Unit offers this advice for internal service providers and other cost centre-financed OUs. The option 'Advice ToR and AuV' must be selected on the GIZ data protection portal to access the service.

Besides providing the various text elements and a definition of personal data, the IDA page Data Protection in Project Implementation contains additional helpful information, for example on how to determine responsibility, when a data protection impact assessment is necessary, or which data protection and IT security principles must be followed in the case at hand. A brief summary of the appraisal steps including further information is also contained in the guidelines.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality:
- Environmental protection and climate action (climate change mitigation/adaptation):
- Conflict and context sensitivity:
- Human rights:

The contractor's staffing profile should be balanced in terms of gender and age.

2. Technical-methodological concept

In the tender, the bidder is required to show *how* the objectives defined in Chapter 3 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid. The technical proposal must include sections addressing these topics to be considered for evaluation.

Technical-methodological concept

Strategy (1.1): The bidder 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) (1b). Following this, the bidder must present and justify the explicit strategy with which it intends to provide the services (see Chapter 2 Tasks to be performed) (2.2). The bidder should outline how the proposed approach ensures alignment with NCVET guidelines, industry relevance, and the integration of green skills into ITI ecosystem and overall skilling Ecosystem.

Cooperation with Relevant Actors (1.2): The bidder must identify key stakeholders, including industry partners, and describe the proposed collaboration mechanisms. This includes securing validation from TWGs (Technical working groups) comprising of relevant partners and stakeholders.

Steering and Monitoring (1.3): The bidder should explain how it will guide and oversee the implementation of services (1.3.1), ensuring effective support, supervision, and adaptation to emerging needs. Additionally, the bidder must outline its contribution to a results-based

monitoring system (1.3.2) that continuously collects and analyses data to measure project performance against targets.

Key Processes and Operational Planning (1.4): The bidder must detail the key processes for content review, training material creation for trainees and Masters Trainers Training Programme (MTTP) This includes developing an operational plan (1.4.1) with clear work steps, milestones, and dependencies on stakeholder contributions (1.4.2). The plan should ensure timely and efficient service delivery in accordance with project requirements.

Learning, Knowledge Management, and Innovation (1.5): The bidder should describe its approach to knowledge management (1.5.1), ensuring that lessons learned are documented and shared for future scalability. Additionally, the proposal must highlight how the developed content and training methodologies will promote scalability and replication across ITIs (1.5.2).

Project management of the contractor (1.6)

- 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 terms and conditions agreed upon at the time of contracting.

The contractor is required to draw up a **personnel plan** for the requirement of master trainers for conducting the MTTP as per the requirements.

The proposal should be accompanied by the relevant CV s for this activity to meet the specific qualifications shared in the personnel concept section below.

The contractor is required to describe its **backstopping concept** for this activity, including additional CVs of master trainers who meet the specific qualifications listed in the personnel concept below.

Please note that back stoppers (master trainers) will work in the absence of the main experts and therefore the contractor cannot quote additional fee for back stoppers. Proposals must however include the personnel who will serve as back stoppers should the main experts be absent.

Further Requirements (1.7): The bidder must outline how the training content will be designed to be aspirational and engaging, ensuring participant attraction and retention. This should include the integration of interactive and practical learning elements, industry case studies, digital learning tools, simulation-based training, and a learner-centric approach tailored to ITI trainees. The bidder should ensure that the training is structured to make green skills education appealing and effective for participants

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;
- making an assessment of the technical concept.

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or set of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors

- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Conflict and context sensitivity

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

3.4 Project management

(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan

(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer can **or** must define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project (section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them.

3.4.4 Monitoring (section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

In the tender, the tenderer is required to describe how it can ensure that the requirements resulting from the monitoring system of the project or the partner are met (see section 2). In doing so, the tenderer is required to describe how the information that is relevant for monitoring is collected and in what form and at what intervals monitoring data are updated.

4. Criteria for Eligibility of Firm

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

4.1 Legal Status

- The bidder must be a legally registered entity in India (Company, LLP, Partnership Firm, or Proprietorship). (Provide the registration certificate)
- The bidder must possess valid GST registration and PAN. (Attach the GST & PAN copy)

4.2 Financial Capacity

- Average annual turnover of at **least 2,00,000 Euros** during the last three financial years from event management, hospitality, travel or related services. (Evidence required: Audited financial statements or CA-certified turnover certificate to be submitted)
- Average number of employees and managers for the past three calendar years must be 10 or more.

4.2 Reference projects

- Successfully completed at least: one assignments of similar nature, each with a value of **at least 15,000 Euros**. (Submission of work orders/contracts and completion certificates/reference letters)
- Proven expertise of 3 years where contractor is able to demonstrate a technical understanding of the priority areas like training content development, training of master's trainers training, digitisation of training content for TVET sector and has experience for Indian TVET ecosystem

4.2 Experience

- 5 years of experience Training material, content, instructional training design development. (Enclose the detail profile of 5 years' experience with projects handled)
- 5 years' experience in working in the development of Training materials in TVET sector for skilling ecosystem. (Enclose the detail profile of 5 years' experience with TVET projects handled)
- Minimum 2 years of experience in working with EV and Solar Sectors for in Training of trainees, Training of Master Trainers. (Enclose the list of projects in last 2 years in EV & Solar sectors).
- Minimum 2 years of experience of successfully organising the Masters Trainers Training programme. (Enclose the list of projects in last 2 years Mentioning the details of training programmes)
- Minimum 2 years of experience in development of digital training content TVET sector. (Enclose the list of projects in last 2 years Mentioning the details of training programmes).

5. Personnel

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

Key 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
- Overall Logistics Management, such as travel, food, hosting of any event. Meeting, venue identification.
- Regular reporting in accordance with deadlines
- Planning and scheduling of overall assignment, meetings, online discussions, training implementation.
- Identification of right partners as mentioned in the ToR and inviting them for the TWG (Technical working group) Meetings.
- Identification and quality review of the suitable infrastructure for the training, ensuring that the infrastructure MTTP.
- Coordination with Authorised agency for assessment and certification

General Qualifications: (2.1.1) master's degree in the field of Engineering, Management or any related field relevant

Language Skills: Ability to speak, read and write Hindi and English language.

Professional experience: (2.1.3)

- More than 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 development of training material development for trainees and Master trainers in the field of EV and Solar Sector.

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: Subject matter Expert EV sector (2.2 of technical assessment grid)

Key Responsibilities:

- Responsible for the technical support related in developing training content

- Review the existing QP and develop Training content, ToT
- Responsible for the development of training program and content for TOT.
- Responsible for conducting training of master trainers in EV sector

General Qualifications:

Education: (2.2.1) Diploma/Degree (specialization in Automobile/Mechanical Engineering (specialization in EV sector is desirable)

Language Skills: Ability to speak, read and write Hindi and English language.

Professional experience:(2.2.3) More than 5 (ten) 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 EV sector.

Leadership/management experience (2.2.5): N/A

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

Expert 2: Subject matter Expert Solar sector (2.3 of technical assessment grid)

Key Responsibilities:

- Responsible for the technical support related in developing training content
- Review the existing QP and develop Training content, ToT
- Responsible for the development of training program and content for TOT.
- Responsible for conducting training of master trainers in solar sector

General Qualifications:

Education: (2.3.1) Diploma/Degree (specialization in Mechanical Engineering/renewable energy (specialization in solar sector is desirable)

Language Skills: Ability to speak, read and write Hindi and English language.

Professional experience:(2.3.3) More than 5 (five) years of experience in solar industry, including 3 years of training experience.

Specific professional experience (2.3.4): 2 years of knowledge and working experience of solar sector.

Leadership/management experience (2.3.5): N/A

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

Expert 3: Training Content Development Expert (2.4 of Technical Assessment Grid)

Key Responsibilities

- Develop competency-based training content for trainees and trainers based on the approved curricula, ensuring alignment with NCVET, DGT CTS, and relevant Sector Skill Council (SSC) standards.
- Prepare high-quality instructional resources, including trainee handbooks, trainer guides, session plans, practical manuals, presentation slides, learning aids, and digital learning materials.
- Develop competency-based assessment resources, including theory question banks, practical assessment checklists, observation checklists, rubrics, model answers, and evaluation guidelines.

- Integrate green skills, gender equality, social inclusion, Occupational Safety and Health (OSH), environmental sustainability, and interactive learning methodologies into all training materials.
- Support the development and refinement of the Master Trainer Training Programme (MTTP), including training manuals, facilitation guides, and assessment tools.
- Revise and finalise all training materials based on feedback from GIZ, Technical Working Groups (TWGs), and pilot implementation findings, ensuring consistency, technical accuracy, and instructional quality.

General Qualifications

Education (2.4.1): Master's Degree (preferred) or bachelor's degree in education, Instructional Design, Technical Education, Engineering, Renewable Energy, TVET, or any other relevant discipline.

Language Skills: Ability to speak, read and write Hindi and English language.

Professional Experience: Minimum 8 years of professional experience in developing training content, instructional materials, learning resources, or competency-based training programmes. At least 5 years of demonstrated experience in developing training manuals, facilitator guides, learner handbooks, assessment resources, and digital learning content for government skill development programmes or TVET institutions.

Specific Professional Experience (2.4.4) Minimum **5 years** of experience in developing training content development and competency-based training materials aligned with NCVET, DGT, NSQF, Sector Skill Council, or equivalent national occupational standards.

Leadership/Management Experience (2.4.5): N/A

Experience and Knowledge in the Region (2.4.6) Minimum **5 years** of professional experience working within the Indian Technical and Vocational Education and Training Indian (TVET) ecosystem.

Expert 4: Instructional Design & Learning Experience Expert (2.5 of Technical Assessment Grid)

Key Responsibilities

- Design competency-based instructional frameworks and learning strategies aligned with NCVET, DGT CTS, and CBET principles.
- Develop learner-centred training methodologies, session plans, learning activities, and digital learning resources.
- Design interactive learning experiences, including case studies, simulations, practical exercises, and blended learning approaches.
- Ensure integration of green skills, gender equality, social inclusion, Occupational Safety and Health (OSH), and environmental sustainability into the instructional design.
- Review and refine training materials to ensure instructional quality, learner engagement, and consistency.
- Support pilot implementation and incorporate feedback to improve the learning design and training resources.

General Qualifications

Education (2.5.1): Master's Degree (preferred) or bachelor's degree in Instructional Design, Education, Educational Technology, Technical Education, TVET, Engineering, or a related discipline.

Language Skills: Ability to speak, read and write Hindi and English language.

Professional Experience (2.5.3): Minimum **8 years** of professional experience in instructional design, learning experience design, competency-based training, or digital learning, including at least **5 years** of experience in developing learning resources for TVET or government skill development programmes.

Specific Professional Experience (2.5.4): Minimum **5 years** of experience in designing competency-based instructional materials aligned with NCVET, DGT, NSQF, Sector Skill Council (SSC), or equivalent occupational standards.

Leadership/Management Experience (2.5.5): Not Applicable (N/A).

Experience and Knowledge in the Region (2.5.6): Minimum **5 years** of professional experience working within the Indian Technical and Vocational Education and Training (TVET) ecosystem.

Expert 5: Master Trainer 1 EV Sector (2.6 of technical assessment grid)

Key Responsibilities:

- Responsible for the technical support related to MTTP of Electrical sector
- Review the existing QP and develop MTTP curriculum.
- Responsible for the development of training program and content for MTTP
- Responsible for conducting MTTP for EV sector

General Qualifications:

Education: (2.6.1) Diploma/Degree (specialization in Automobile/Mechanical Engineering

Language Skills: Ability to speak, read and write Hindi and English language.

Professional experience:(2.6.3) More than 5 (ten) years of experience in Automobile industry, including 3 years of training experience.

Specific professional experience (2.6.4): 2 years of knowledge and working experience of EV Sector

Leadership/management experience (2.6.5): N/A

Experience & /knowledge in the region: (2.6.6) (Two) years of experience in India

Expert 6: Master Trainer 2 Solar Sector (2.7 of technical assessment grid)

Key Responsibilities:

- Responsible for the technical support related to MTTP of renewable energy sector
- Review the existing QP and develop MTTP curriculum.
- Responsible for the development of training program and content for MTTP
- Responsible for conducting MTTP for renewable energy sector

General Qualifications:

Education: (2.7.1) Diploma/Degree (specialization in engineering with renewable energy branch)

Language Skills: Ability to speak, read and write Hindi and English language.

Professional experience:(2.7.3) More than 5 (ten) years of experience in solar industry, including 3 years of training experience.

Specific professional experience (2.7.4): 2 years of knowledge and working experience of solar Sector

Leadership/management experience (2.7.5): N/A

Experience & /knowledge in the region: (2.7.6) (Two) years of experience in India

Expert 7: Digital training content development expert (2.8 of technical assessment grid)

Key Responsibilities:

- Lead the design, development, and quality assurance of digital training content for the assigned project.
- Review and assess existing digital learning materials, platforms, and training formats to identify gaps and recommend improvements.
- Develop engaging, learner-centric digital training content, including e-learning modules, multimedia resources, presentations, videos, assessments, simulations, and facilitator guides.
- Design and develop digital content for both **Trainees and Trainers**
- Integrate interactive learning approaches, instructional design principles, and digital pedagogical tools to enhance learner engagement and learning outcomes.
- Coordinate with subject matter experts (SMEs), instructional designers, graphic designers, and multimedia developers during content development.
- Pilot test digital learning materials, collect stakeholder feedback, and incorporate revisions to improve content effectiveness.

General Qualifications: Education (2.8.1): Bachelor's Degree or Diploma in Engineering, Educational Technology, Computer Science, Information Technology, Instructional Design, Renewable Energy, or a related discipline. A postgraduate qualification in Education, Instructional Design, Digital Learning, or Renewable Energy will be an added advantage.

Language Skills: Ability to speak, read and write Hindi and English language.

Professional Experience (2.8.3): Min 5 years of professional experience in digital learning, e-learning content development, instructional design, or digital capacity-building programmes. At least **3 years of experience** in developing digital training content for technical and vocational education, skill development, renewable energy, or related sectors. Demonstrated experience in designing competency-based digital learning programmes and multimedia learning resources.

Specific Professional Experience (2.8.4): Minimum 2 years of experience in developing digital learning content for the renewable energy sector, preferably Solar PV and/or Electric Vehicle (EV) technologies. Experience with Learning Management Systems (LMS), authoring tools (e.g., Articulate Storyline, Adobe Captivate, Moodle, Rise 360), video-based learning, and interactive digital content development. Familiarity with competency-based curricula, NCVET/DGT standards, and digital pedagogy for TVET programmes is highly desirable.

Leadership/Management Experience (2.8.5): Experience in coordinating multidisciplinary teams comprising subject matter experts, instructional designers, multimedia developers, and training professionals will be an advantage.

Regional Experience (2.8.6): Minimum 2 years of professional experience working on education, TVET, skill development, or renewable energy projects in India. Experience of working with government institutions, Sector Skill Councils, or development partners (such as GIZ, UN agencies, or similar organizations) will be an added advantage.

The tenderer must specify and share detailed CVs of proposed project staff as per above requirements. The tenderer must also specify the location and base of the proposed staff, from where s/he is likely to travel to project locations.

Additionally, if other staff (additional staff) are expected to travel instead of the proposed staff, the tenderer must share CVs of such additional staff. Only proposed staff (and additional alternative staff) whose CVs are presented in the proposal will be considered for approval of reimbursements of any travel undertaken for this assignment.

Costing requirements

Assignment of personnel and travel expenses

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 (appropriate class to flight's economy) 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.

Specifications of inputs for each expert

No	Phase	TL	E1	E2	E3	E4	E5	E6	E7
1	Inception Report (methodology, work plan, curriculum review, Stakeholder plan, QA and risk mitigation)	20	15	15	15	0	10	10	10
2	Review of 9 curricula, standards and existing training materials	20	15	15	15	0	25	25	25
3	Instructional Design Framework and templates validated by TWGs (Technical Working groups)	25	15	15	15	30	25	25	25
4	Detailed training structure, session plans and learning objectives	20	20	20	25	25	20	20	20
5	Draft trainee/trainer materials, PPTs, practical manuals and assessments	20	20	20	20	20	25	25	25
6	Stakeholder validation and QA completed	15	10	10	10	0	20	20	20
7	Interim report	20	10	10	10	0	10	10	10
8	Final training materials and editable source files	20	15	15	20	25	35	35	35

9	Master Trainer Training Programme package - 180 Master trainers to be trained	20	20	20	20	25	60	60	60
10	Pilot MTTP, assessment, certification and pilot report	20	20	20	20	25	30	30	30
11	Digital Training content development	25	15	15	20	25	30	30	30
12	Final Assignment Report, knowledge transfer and IP handover	25	5	5	10	25	10	10	10
	Total	250	180	180	200	200	300	300	300

Specification of inputs in detail with cost

Fee days	Number of experts	Number of days per expert	Total	Comments
Team leader (1)	1	250	250	
Expert 1: Subject matter Expert – EV Sector (2) (2x 90)	2	90	180	
Expert 2: Subject matter Expert – Solar Sector (2) (2 x 90)	2	90	180	
Expert 3: Training content Development Expert (2) (2 x 100)	2	100	200	
Expert 4: Instructional Design & Learning Experience Expert (2) (2x100)	2	100	200	
Expert 5: Master Trainer 1 EV Sector (3)	3	100	300	
Expert 6: Master Trainer 2 Solar Sector (3)	3	100	300	
Expert 7: Digital Training content development expert	3	100	300	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	84	2	168	Maximum 168 for all
Overnight allowance in country of assignment	84	2	168	Total 168 overnight stays in all for

				all experts including TL
Transport	Quantity	Number per expert	Total	Comments
Domestic flights (Round Trips) Travel (Round trips) (2 trainers x 09 ToT) x 2 round trips + 7 additional round trips (in case of additional travels) 30 round trips (Bangalore, Pune, Hyderabad and Kolkata and Delhi) (round trip) 30x 2 = 60 trips max.	30	1	30	A maximum of 30 round trips domestic flights shall be permitted from the origin city for the Team Leader and for all experts, including the training period.
CO₂ compensation for air travel	60	1	60	CO ₂ Compensation: To calculate the amount required to compensate for CO ₂ emissions per flight (20 euros), please visit this website and estimate the amount based on the departure and destination airports, and the type of aircraft. Offset your flight - atmosfair
Transportation (Intercity Road travel to and fro) (Train, bus and car)	10	1	10	Bangalore, Pune, Hyderabad and Kolkata and Delhi

				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 travel expenses (Local travel), airport transfers. Venue travel,	168	1	168	Local travel - airport transfers. Venue travel.
Other costs	Number	Unit	Total	Comments
MTTP training Venue (9 MTTP x 5 days = 45 days) 20 Master trainers in each of nine trainings. 9 x 20 = 180 master trainers.	09 ToT x 5 days Total = 45 days	1	45	The budget contains the cost for renting of training Venue with projector, screen, mic system, speaker etc It is recommended to use the partner industry/Govt premises without any cost
Technical working group meetings – 4 offline. The objective of the TWG offline meeting is to take the feedback on the developed training content and revise the content based the feedback.	4 TWG meetings	1	4	Minimum 4 offline working group meetings to be organised one at each location: Kolkata, Bangalore,

				Pune and Hyderabad
Assessment and certification fees	180 Master trainers training 9 ToT x 20 master trainers = 180	1	180	180 master trainers shall be assessed, evaluated as per the NCVET Guidelines and certificates to be issued.
Training material, handouts etc	200 180 + 20 extra for trainers and organisations	1	200	The contractor will provide 200 Training materials
Consumables (note pad, pen and card sheets for group work and exercises)	200 sets	1	200	The contractor shall organise 200 sets for all the participants
Industry Exposure visit for 09 MTTP, 1 Visit/Batch	09 Exposure visit to industries	1	9	The contractor will organise for vehicle to conduct 1 industry visit per batch in all locations, totalling to 9 visits
Food & Refreshment cost {(20 trainers x 9 MTTP + 2 master trainers x 9 MTTPs)} x 5 days = 990 units	990 units	1	990	The contractor will organise for tea/coffee (2 times) and one working lunch for all the trainees
Event backdrop, standees, signage	09 standees + 2 banners	1	9 standee + 9 Banners	Cost for designing artefacts for

				all four locations.
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The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section based on corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

6.Travel sectors:

Delhi, Bengaluru, Pune, Hyderabad, and Kolkata.

Additional travel sectors shall be decided in consultation with GIZ project team.

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)

8.Mode of trainings and technical working group meetings (TWG).

8.1.Master trainers Training programmes (MTTP)

The Agency shall be responsible for identifying and coordinating suitable training institutions and venues for conducting all nine Master Trainer Training Programmes (MTTPs). All MTTPs shall be conducted in offline mode at the identified training institutions. The IGGSP team will provide necessary support to the Agency in facilitating coordination with the selected institutions and finalising the training venues.

The Agency shall also be responsible for identifying, engaging, and deploying qualified Master Trainers with relevant technical expertise and training experience to deliver all nine MTTPs, ensuring that the trainers meet the required competency standards and programme objectives.

8.2. Organisation of technical Working group meetings. (TWG)

The agency shall be responsible for identifying and engaging suitably qualified experts from organisations working in the Technical and Vocational Education and Training (TVET) ecosystem to constitute the Technical Working Group (TWG), in accordance with the mandate specified under Section 2.2.4. GIZ-IGGSP will support the agency in identifying and recommending appropriate subject matter experts and key stakeholders for the TWG.

The agency shall organise and facilitate a minimum of **four (4) offline TWG meetings** during the assignment. These meetings shall serve as a platform to present the draft training content, obtain technical inputs and stakeholder feedback, review progress, validate the developed training materials, and incorporate the recommendations of the TWG before finalisation. The agency shall prepare and submit the meeting agenda, presentations, attendance records, minutes of the meeting, and an action-taken report documenting how the feedback has been addressed in subsequent versions of the training content.

9. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 50 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the back stopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months)

To facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

Other Desirable requirements

1. Geographical Coverage

- Ability to provide trainings in India
- Demonstrated capacity of EV and Solar sector Training with quality training infrastructure availability
- Industry Network
- Established partnerships with EV and solar industries for trainers training and exposure visits.

2. Resources

- Availability of qualified personnel as per the ToR requirements.
- Desirable Criteria (for Technical Evaluation)
- Prior experience working with Govt ITI s, Sector skill councils, state govts, MSDE.

(Enclose the letter of statement with required information on company letter head)