

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

Project Gram Drishti: Viksit Gram Panchayat Planning
and Implementation Support Programme to VB-G RAM
G

Project number/ cost centre:
G-012417 - 001

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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
ASP	Adaptive Social Protection
AVCERR	Adaptive Social Protection of Vulnerable Communities for Enhanced Rural Resilience
CV	Curriculum Vitae
CEEW	Council on Energy, Environment and Water
ERADA	Enhanced Rural Resilience through Appropriate Development Actions
FK	Expert
FKT	Expert days
KZFK	Short-term expert
GIS	Geographical Information System
ToRs	Terms of reference
GP	Gram Panchayat
MoRD	Ministry of Rural Development
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
NRIS	National Rural Infrastructure Stack
SC/ST	Schedule Caste/ Schedule Tribes
SHGs	Self-Help Groups
TSA	Technical Support Agency
VB G RAM G Act, 2025	Viksit Bharat- Guarantee for Rozgar and Aajeevika Mission (Gramin) Act 2025
VGPP	Viksit Gram Panchayat Plan

1. Context:

India is highly affected by climate change, with frequent extreme weather events like heavy rainfall, heat waves, and temperature fluctuations disrupting water resources, rural infrastructure, and public health. Women and rural households are the most vulnerable groups to these natural disasters. The severity of climate events across agro-climatic zones complicates disaster response. With 65 per cent of India's population living in rural areas, social protection systems are limited. Pollution as well as the overuse of land and water further reduce livelihood opportunities.

India is one of the countries that is most affected by climate change (7th place in Global Climate Risk Index 2029, German Watch 2021). Increasing frequent and intense climate event such as heavy rainfall, temperature fluctuations and heat waves affect the availability of water resources, rural infrastructure and health, which particularly affect women and vulnerable households in rural areas. According to a 2021 report by the Council on Energy, Environment and Water (CEEW), 75% of India's districts are vulnerable to water related disasters. Other impacts include food insecurity, the risk of disease out-breaks, the decreasing performance of ecosystems and the resulting migration movements. The diversity in the severity of climate events and natural disasters in India's 16 different agro-climatic zones makes it difficult to respond appropriately.

The recently enacted Viksit Bharat- Guarantee for Rozgar and Ajeevika Mission (Gramin): VB-G-RAM G Act, 2025 strengthens the vision of public works and asset creation by linking livelihoods, infrastructure and resilience. It strengthens the statutory provision of guaranteed employment to 125 person days/household. It further strengthens digitalisation through National Rural Infrastructure Stack (NRIS) for coordinated and convergent actions between departments and Ministries at state and central level respectively.

The permissible list of works has been categorised under four broader heads under VB G RAM G:

1. Water related works
2. Core rural infrastructure related works
3. Livelihood related infrastructure, and
4. Works related to mitigation of extreme weather events

VB G RAM G has provisioned for a new and dedicated category IV on works related to mitigation of extreme weather events. The project "Adaptive social protection of Vulnerable Communities for Enhanced Rural Resilience (AVCERR)" has the key objective to strengthen the institutional capacities for the implementation of works related to mitigation of extreme weather events and support in climate resilience through the Viksit Bharat- Guarantee for Rozgar and Ajeevika Mission- Gramin (VB G RAM G) in rural India. Project AVCERR builds on the impacts already achieved by the predecessor measure "Enhancing Rural Resilience through Appropriate Development Actions (ERADA)", which focussed on strengthening the livelihood aspects and rural resilience through the MGNREGS Programme. AVCERR is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) in cooperation with the Indian Ministry of Rural Development (MoRD) and implemented by GIZ.

VB G RAM G also encourages better planning through science, data and community participation. In this way, VB G RAM G aims to build stronger, safer, and more resilient gram panchayats. VB G RAM G Act also focused on strengthening decentralized planning and accelerate rural transformation through the preparation and implementation of Viksit Gram Panchayat Plans (VGPPs). The Act promotes evidence-based, participatory, convergent, and outcome-oriented village development planning aligned with national and state development priorities.

To demonstrate effective implementation and generate scalable models, the programme proposes to support 10 Gram Panchayats each in Bihar and 15 GPs in Rajasthan (25 GPs in total) for implementation of VGPPs. Simultaneously, capacities of state, district, block, and Gram Panchayat-level stakeholders will be strengthened to institutionalize the planning process and facilitate future scale-up.

A Technical Support Agency (TSA) will be engaged to provide technical assistance, facilitation support, capacity building, documentation, and monitoring support for successful implementation.

Description of Assignment:

2. Tasks to be performed by Contractor

The contractor is responsible for providing the following services:

A. Objectives of the assignment

The primary objectives of this assignment are to:

To provide technical and implementation support for:

1. Operationalization of the VB G RAM G Act, 2025 guidelines at Gram Panchayat level.
2. Preparation and implementation of Viksit Gram Panchayat Plans in 25 selected Gram Panchayats (10 in Bihar and 15 in Rajasthan).
3. Capacity building of state, district, block, and Gram Panchayat functionaries.
4. Development of replicable models, learning documentation, and implementation frameworks for scale-up.

Location:

- *For state level Capacity building initiatives- Bihar and Rajasthan*
- *For district level capacity building initiatives- 2 districts in Bihar (East Champaran and Sitamarhi) and 3 districts in Rajasthan (Jodhpur, Sawaimadhopur and Udaipur)*
- *For GP Planning and other support activities- 5 GPs each from 2 district of Bihar (East Champaran and Sitamarhi district) and 3 districts of Rajasthan (district Udaipur, Jodhpur and Sawaimadhopur). Total 25 GPs*

(The location and districts will be finalized in consultation with Bihar and Rajasthan VB G RAM G Division, Department of Rural Development, Bihar and Rajasthan)

2.1 GIZ shall hire an agency for the anticipated contract term, from **October 2026 to 31st July 2027.**

B. Scope of work

The assignment shall be implemented in three interlinked components:

Component A: Inception and Planning Support

Component B: Implementation of VGPPs in Pilot Gram Panchayats

Component C: Capacity Building and Knowledge Management

Work Packages

Work Package 1: Inception, Baseline and Planning

Objectives

To establish implementation systems, undertake situational assessments, and prepare detailed implementation plans.

Activities

1. Undertake rapid baseline assessment covering:
 - Demographic profile
 - Existing GPDP status
 - Infrastructure and service delivery
 - Natural resources
 - Livelihood systems
 - Vulnerable groups
 - Existing schemes and investments
2. Develop:
 - Detailed implementation plan
 - Capacity-building roadmap
 - Monitoring framework

Deliverables expected from Work Package 1: (Timeline: Months 0-1)

- Inception Report including detailed Implementation Plan and Monitoring and Learning Framework (not more than 20 pages)
- Baseline Assessment Report (Not more than 40 pages)

Work Package 2: Awareness Generation and Facilitation of Participatory Planning for preparation of Plan implementation

Objectives

To support for developing user-friendly communication materials for increasing awareness and understanding of VB G RAM G within the community and further preparation of Viksit Gram Panchayat Plans using scientific, participatory and evidence-based methodologies.

Activities

1. Facilitate village-level consultations.
2. Conduct:
 - Social mapping
 - GIS based Resource mapping
 - Livelihood analysis
 - Vulnerability assessment
 - Service gap analysis
3. Organize:
 - Ward Sabhas
 - Gram Sabhas
 - Sector-specific consultations
4. Communication Materials and Awareness Generation Activities
 - Design and develop easily accessible and user-friendly communication materials such as brochures, posters, and pamphlets in local languages to ensure effective communication and enhance awareness and understanding of VB G RAM G within the community.

- Develop Audio-Visual contents to display at “Grameen Haat” and other community level forums for educating people regarding the VB G RAM G Act. ‘
- 5. Support identification of:
 - Development priorities
 - Infrastructure needs
 - Livelihood interventions
 - Social inclusion actions
 - Climate resilience measures
- 6. Prepare:
 - Vision statements
 - Sectoral development plans
 - Annual action plans
 - Convergence plans with different relevant departments

Deliverables expected from Work Package 2: (Timeline: Months 2-6)

- Participatory Planning and implementation Reports for 25 GPs (including quantitative information, qualitative information and photographs; not more than 10 pages each)
- Scheme Convergence Matrix for 25 GPs (not more than 6 pages each)

Work Package 3: Capacity Building and Training

Objectives

To strengthen capacities of state, district, block, and Gram Panchayat stakeholders for VGPP preparation and implementation of prepared plans under VB-G RAM G.

Activities

1. Develop and deliver comprehensive training modules for training of VB G RAM G Functionaries at state, district and block level including the planning process and implementation guidelines of planned activities.
2. Organize 2 State-Level orientation workshops having participation from all districts of the state in consultation with VB G RAM G dept. at state level (One each in Bihar and Rajasthan)
3. Organize 5 district level training programmes for district and block level technical functionaries (2 districts in Bihar and 3 districts in Rajasthan)
4. Organize 5 block level convergence and planning workshops (one each at selected block of each district in Bihar and Rajasthan)
5. Organize 25-gram panchayat level training (10 in Bihar and 15 in Rajasthan)

Deliverables expected from Work Package 3: (Timeline: Months 2-8)

- Training Module for preparation of VGPP (not more than 30 pages)
- Capacity Building Plan
- Reports of state level workshops, district, block and GP level trainings and workshops with attendance details and photographs, etc.

Work Package 4: Support to VGPP Implementation

Objectives

To facilitate implementation of approved VGPPs and strengthen the convergence mechanism through inter-departmental coordination support. Provide handholding support to the GPs for the implementation of approved plans at village level.

Activities

1. Support Gram Panchayats in prioritization of activities, annual implementation planning and Fund convergence
2. Facilitate coordination with different departments for convergence.
3. Support implementation tracking (Status of implementation of planned activities).
4. Facilitate inclusion of: Women, SC/ST households, Vulnerable groups and especially abled persons etc.
5. Support grievance redressal and community feedback mechanisms.

Deliverables expected from Work Package 4: (Timeline: Months 1-10)

- Convergence Tracking Reports
- GP-wise Implementation Status Reports ((including quantitative information, qualitative information and photographs; not more than 30 pages each for each GP)
- Progress report- Status of the implementation of planned activities.

Work Package 5: Monitoring, Documentation and Scale-up and Policy Recommendations

Objectives

To capture implementation progress, lessons, innovations, and scale-up recommendations.

Activities

1. Regularly monitor progress against agreed indicators and collect quantitative and qualitative data on works identified, works initiated, work progress, convergence, fund mobilization, and community participation.
2. Based on the pilot's findings, develop concrete recommendations for scaling up the overall planning process at National level.
3. Prepare a policy brief for VB G RAM G and other relevant government departments, outlining key insights and actionable policy recommendations.
4. Prepare a comprehensive final report detailing the entire assignment, including methodologies, findings, lessons learned, and recommendations.
5. Develop Knowledge products including the coffee table book and audio-visual contents, short video documents.

Deliverables expected from Work Package 5: (Timeline: Months 1 -10)

- Submission of Monthly, quarterly, half yearly and yearly progress reports, including physical and financial progress, challenges faced, and proposed solutions to GIZ.
- Policy Brief including recommendations for scaling up the overall planning process (not more than 10 pages)
- A comprehensive final report documenting the entire project detailing the entire assignment, including methodologies, findings, lessons learned, and recommendations (not more than 40 pages).
- A coffee table book with success stories (at least 20 success stories)

- Audio visual documentation - short videos (2)

C. Key Deliverables

Period of Assignment: 1st October 2026 to 31st July 2027 (10 months)

Deliverables:

Sr No.	Deliverable	Timeline
1	Inception Report: Detailing methodology, work plan, and baseline data collection tools	October 2026
3	Completion of deliverables outlined above (Work Package 1)	31 st October 2026
4	Completion of deliverables outlined above (Work Package 2)	31 st March 2027
	Completion of deliverables outlined above (Work Package 3)	30 th April 2027
5	Completion of deliverables outlined above (Work Package 4)	31 st May 2027
6	Completion of deliverables outlined above (Work Package 5)	31 st July 2027

**** Fortnightly review meeting will be organized with the project team to assess the progress and mid-course corrections, if required any.***

Note:

- The final reports need to be submitted in word version to GIZ
- All reports need to include an executive summary, content page, list of acronyms used, figures, maps and tables. All figures, maps, tables and images need to be captioned.
- GIZ language and communication guidelines shall be followed in the report.
- The reports shall be technically reviewed by GIZ and other parties as desired by GIZ.
- The final editing, designing and publication of the report shall be undertaken by GIZ.
- The authors and the organisation involved will be duly credited in the publication.
- The copyrights of the publication will remain with GIZ.

3. Concept

Technical-methodological concept

Strategy: 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 **Error! Reference source not found.**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.**).

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

The bidder 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 bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter **Error! Reference source not found.** are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter **Error! Reference source not found.**.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly or half-yearly reports on the implementation status of the project (5-7 pages)

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; 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 bidder 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 bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Criteria for Eligibility of firms

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

- Be a registered as national organization or entity
- In case of bidding consortia: Declaration by consortium
- The agency must submit "*compliance declaration*" signed / stamped on company's letterhead. Refer annexure.

- Average annual turnover for the last three financial years should be at least 90000 Euros
- The agency should have minimum 30 employees as on previous year
- The agency must have handled at least 5 projects on Gram Panchayat development plan, GIS based planning, NRM, in rural areas and 3 reference projects in India in the last three years with minimum commission value of Euro 60,000.
- The agency should have 5 years of experience in GP/Village level planning, Community Mobilization, Awareness Generation in rural development projects
- The agency should have 5 years of experience in rural development, NRM, Water conservation, agriculture, etc. preferably in rural areas
- The agency should have experience in 5 years of experience in GPDP, VPRP Planning, MGNREGA planning and implementation in rural areas
- The agency should have minimum 3 years of government engagements preferably with RD programmes like MGNREGA and other bilateral agencies
- The agency should have regional experience of working in any state in India. The experience of working in Bihar and Rajasthan would be an asset.
- The agency should have experience in Other Development Assignments

5. Personnel Concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications. **Minimum of 30% of the staff proposed must be female personnel.**

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

Following key personnel are required to perform the tasks as mentioned in Chapter 2-

	Key Personnel's	Number
1.	Team Leader cum Rural Development Expert	1
2.	State team lead cum Capacity building and planning Experts (1 each at Bihar and Rajasthan)	2
3.	GIS Expert	1
4.	Communication and Documentation Experts (1 each at Bihar and Rajasthan)	2
5.	VGPP Implementation Experts (2 at Bihar and 3 at Rajasthan)	5

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

Team leader (2.1)

Tasks of the Team Lead cum Rural Development Expert

- 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

- Develop a comprehensive project plan, including goals, timelines, and key performance indicators. The team leader must ensure the project stays on track and within its scope.
- Lead the technical design of the assignment, key tools, finalisation of reports and submission to GIZ.
- Lead and motivate the project team and ensure clear communication, resolve conflicts, and provide guidance to team members.
- Serve as the primary point of contact for all project stakeholders, including local government officials and community leaders.
- Establish a system to monitor the project's impact on community commons, agriculture development and economic well-being. This includes collecting data on crop yields, biodiversity changes, and household income, and then compiling detailed reports for GIZ and stakeholders.
- Regular reporting in accordance with deadlines
- Coordination with state and district teams for field visits and expert inputs
- Coordinating the assessment and planning aspects of the assignment
- Technical backstopping support for assessment and planning teams

Qualifications of the Team Lead

- Education/training (2.1.1): Postgraduate with professional experience in Rural Development/ Agriculture / Forestry / NRM and other related subject (s)
- Language (2.1.2): C2-level language proficiency in English and C2-level language proficiency in Hindi.
- General Professional Experience (2.1.3): At least 10 years of professional experience on Natural Resource Management. Work experience with MGNREGS will be an added advantage.
- Specific professional experience (2.1.4): 7 years in monitoring and evaluation, planning and project management, policy advocacy at the state level
- Leadership/management experience (2.1.5): 5 years of Experience of working 5 years of management/leadership experience as project team leader or manager in a company/NGO
- Regional experience (2.1.6): 5 years of experience at national & regional level. Experience in working with the development agencies and managing the rural development projects/programme in Bihar and Rajasthan would be an asset
- Development cooperation (DC) experience (2.1.7): One year of experience in DC projects
- Other (2.1.8):

Key expert 1 – State team lead cum Capacity building and planning Experts (2) [2.2]

Tasks of Key Expert 1- State team lead cum Capacity building and planning Experts

- Provide technical guidance, facilitate community engagement, and ensure the project's long-term sustainability.
- Design and facilitate community consultations, focus group discussions, and Gram Sabha meetings.
- Ensure meaningful participation of women, youth, marginalized communities, persons with disabilities, and other vulnerable groups.
- Support the identification and prioritization of local development needs and aspirations.
- Document community inputs and ensure their integration into the planning process
- Facilitate the preparation of a long-term vision for the Gram Panchayat aligned with the objectives of the Viksit Bharat Gram Panchayat framework.
- Prepare Viksit Gram Panchayat Plan Document consolidating findings, community priorities, and technical recommendations into a comprehensive VGPP.
- Develop criteria for prioritization of activities based on impact, feasibility, inclusion, and sustainability, Prepare phased implementation plans (short-, medium-, and long-term).
- Develop convergence strategies across departments and programmes and Identify relevant Central and State Government schemes for financing proposed interventions.
- Lead the capacity building efforts at state, districts, block and gram panchayat level
- Anchoring capacity development and participatory process for VGPP planning and implementation at State, district, block and GP level
- Prepare a comprehensive Capacity Building and Training Strategy for VGPP.
- Define target groups, learning objectives, methodologies, timelines, and institutional arrangements.
- Design phased capacity-building plans (orientation, planning, implementation, monitoring, and sustainability) ensuring alignment with VB-GRAM-G guidelines and state priorities.
- Development of capacity building plan for all the stakeholders
- Develop training modules for VGPP preparation for different stakeholders
- Facilitate orientation programmes for state and district officials.
- Conduct Training of Trainers (ToT) programmes for district and block resource persons.
- Organize hands-on training for Gram Panchayat Planning Teams

Qualifications of Key Expert 1- State team lead cum Capacity building and planning Experts

- Education/training (2.2.1): University degree/advanced university/PG in Rural development/ Development studies/ Public Administration/ Governance and any related subject
- Language (2.2.2): C1-level language proficiency in English and C2-level language proficiency in Hindi.
- General Professional Experience (2.2.3): 7 years of experience in social and economic development in rural areas especially. Work experience with MGNREGS will be an added advantage.
- Specific professional experience (2.2.4): Minimum 05 years of professional job experience in the areas of GPDP, Participatory planning, local governance, rural development, institution building, networking, etc.; Focus on gender and vulnerable communities is an asset.
- Leadership/management experience (2.2.5): 2 years of management experience in local governance related projects with focus on most vulnerable communities.
- Regional experience (2.2.6): 2 years of experience at national & regional level. Experience in working with the development agencies and managing the decentralized planning and rural development projects/programme in Bihar and Rajasthan would be an asset
- Development cooperation (DC) experience (2.2.7): One year of experience in DC projects
- Other (2.2.8):

Key Expert 2 – Geographical Information System (GIS) Expert (1) [2.3]

Tasks of Key Expert 2 - GIS Expert

- Support the preparation of the Viksit Gram Panchayat Plan by generating spatial data, developing thematic maps, conducting geospatial analysis, and providing evidence-based planning inputs to facilitate informed decision-making at the Gram Panchayat level
- Source and process spatial and non-spatial data sets in GIS environment and generating specific outputs for planning and implementation
- Customize geo-informatics-based solutions for preparation and implementation of VGPP
- Support in strengthening digitalisation through National Rural Infrastructure Stack (NRIS) for coordinated and convergent actions between departments at state level
- Coordinate with other Expert and stakeholders for finalisation of assessment and planning aspects
- Handholding support to assessment and implementation teams
- Conducting ToTs on geo-informatic tools used for preparation of VGPP

- Deriving essential inputs based on results of VGPP implementation for development

Qualifications of Key Expert 2- GIS Expert

- Education/training (2.3.1): University degree/advanced university/PG in in Earth science/Geo- Informatics/Social science /Civil or Agricultural Engineer and any related subject
- Language (2.3.2): C1-level language proficiency in English and C1-level language proficiency in Hindi.
- General Professional Experience (2.3.3): Minimum 5 years of experience using GIS & RS in Rural Development & Agriculture sectors. Work experience with MGNREGS will be an added advantage.
- Specific professional experience (2.3.4): Minimum 3 years of professional job experience of using GIS tools in the areas of NRM, rural development, rural livelihoods, etc.
- Leadership/management experience (2.3.5):
- Regional experience (2.3.6): 2 years of experience at national & regional level. Experience in working with the development agencies and managing the decentralized planning and rural development projects/programme in Bihar and Rajasthan would be an asset
- Development cooperation (DC) experience (2.3.7):
- Other (2.3.8):

Key Expert 3 – Communication and documentation Experts (2) [2.4]

Tasks of Key Expert 3- Communication and documentation Experts

- Develop and implement a comprehensive communication and visibility strategy aligned with project objectives.
- Prepare communication plans, key messages, and branding materials for project activities and campaigns.
- Ensuring the information compilation
- Sourcing, collection and customization of information, documents and formats required for planning purpose pertaining to various schemes, programmes and departments.
- Compilation of all reports, presentations, content creation for communication materials etc.
- Documentation of all other activities such as capacity building exercises, different kind of meetings at the panchayat, block and district level, etc. in the desired standard formats.
- Recording of data on capacity building, processes and implementation from Case Story point of view.
- Analysing and quality assurance of the written reports

- Develop IEC (Information, Education and Communication) materials for awareness generation and community outreach.
- Ensure compliance with organizational branding guidelines.
- Coordinate with technical experts to translate complex technical information into audience-friendly communication products.
- Develop different communication materials including brochures, pamphlets, training modules, Audio-visual documentation, coffee table book etc.
- Internal knowledge management and securing of relevant data

Qualifications of Key Expert 3- Communication and documentation Experts

- Education/training (2.4.1): Master/ Diploma and technical qualification on mass communication, social science, knowledge management, and documentation, etc.
- Language (2.4.2): C2-level language proficiency in English and C1-level language proficiency in Hindi.
- General Professional Experience (2.4.3): 5 years of experience in communication product designing and development and documentation within the area of development cooperation
- Specific professional experience (2.4.4): Minimum 3 years of experience on communication materials designing and documentation in rural development programmes. Focus on gender and vulnerable communities is an asset.
- Leadership/management experience (2.4.5):
- Regional experience (2.4.6): 2 years of experience at national & regional level. Experience in working with the development agencies and supporting communication and documentation in rural development projects/programme in Bihar and Rajasthan would be an asset
- Development cooperation (DC) experience (2.4.7):
- Other (2.4.8):

Key Expert 4 – VGPP Implementation Experts (5) [2.5]

Tasks of Key Expert 4- VGPP Implementation Experts

- Fostering community participation, ensuring successful implementation at the grassroots level, and providing direct support to beneficiaries.
- Design and facilitate community consultations, focus group discussions, and Gram Sabha meetings and ensure meaningful participation of women, youth, marginalized communities, persons with disabilities, and other vulnerable groups.

- Support the identification and prioritization of local development needs and aspirations and document community inputs and ensure their integration into the planning process.
- Facilitate the preparation of a long-term vision for the Gram Panchayat aligned with the objectives of the Viksit Bharat Gram Panchayat framework.
- Prepare Viksit Gram Panchayat Plan Document consolidating findings, community priorities, and technical recommendations into a comprehensive VGPP.
- Facilitate on-ground activities including baseline assessment, meetings, community events, dialogues etc. and Regular liasoning and follow up with stakeholders.
- Anchoring capacity development and participatory process for VGPP planning and implementation at State, district, block and GP level
- Prepare a comprehensive Capacity Building and Training Strategy for VGPP and development of capacity building plan for all the stakeholders
- Define target groups, learning objectives, methodologies, timelines, and institutional arrangements.
- Design phased capacity-building plans (orientation, planning, implementation, monitoring, and sustainability) ensuring alignment with VB-GRAM-G guidelines and state priorities.
- Develop training modules for VGPP preparation for different stakeholders and Facilitate orientation programmes for different target groups.
- Conduct Training of Trainers (ToT) programmes for district and block resource persons.
- Sourcing, collection and customization of information, documents and formats required for planning purpose pertaining to various schemes, programmes and departments.
- Conduct baseline assessment, endline assessment, compilation of all reports, presentations, content creation for communication materials etc.
- Facilitate engagement of key stakeholders, including Panchayat representatives, Self-Help Groups (SHGs), Farmer Producer Organizations (FPOs), youth groups, and community-based organizations.

Qualifications of Key Expert 4- VGPP Implementation Experts

- Education/training (2.5.1): Master's degree in rural development, Social Sciences, civil engineering, agriculture, environment and other related fields
- Language (2.5.2): B2-level language proficiency in English and C2-level language proficiency in Hindi.
- General Professional Experience (2.5.3): Minimum 3 years' experience of organising community meetings; good communication skills; Experience of implementing Agriculture/ NRM/ rural development programmes; experience of working with panchayat/government

- Specific professional experience (2.5.4): Minimum 2 years of experience on Experience of participation in village/panchayat level planning exercise in any thematic area in rural development programmes.
- Leadership/management experience (2.5.5):
- Regional experience (2.5.6): Minimum 2 years of experience of working at regional level. Experience of working in Bihar and Rajasthan would be an asset
- Development cooperation (DC) experience (2.5.7):
- Other (2.5.8):

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
- Inter disciplinary thinking

6. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like 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 higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Lead cum Rural Development Expert	1	50	50	1 Person x 5 days per month x 10 months= 50 days
Expert 1- State Team Lead cum Capacity Building and Planning Expert	2	150	300	2 Person x 15 days per month x 10 months= 300 days
Expert 2- GIS Expert	1	36	36	1 Person x 6 days per month x 6 months= 36 days
Expert 3- Communication and documentation Expert	2	63	126	2 Person x 7 days per month x 9 months= 126 days
Expert 4 - VGPP Implementation Expert	5	150	750	5 Person x 15 days per month x 10 months = 750 days
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	6	25	150	6 experts (Team Leader, 2 State team Lead, 2 Communication and Documentataion experts, and 1 GIS expert)
Overnight allowance in country of assignment	6	25	150	6 experts (Team Leader, 2 State team Lead, 2 Communication and Documentataion experts, and 1 GIS expert)
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	2	3	6	3 trips to Rajasthan/ Bihar for each expert for field visit and knowledge exchange for 2 experts

CO2 Compensation	2	3	6	CO2 compensation to be budgeted for 12 flights in three trips
Travel expenses (train, Bus)	4	10	40	4 experts (2 State Team Lead and 2 Communication & Documentation Expert based at each state)
Local Travel	6	25	150	6 experts (Team Leader, 2 State team Lead, 2 Communication and Documentataion experts, and 1 GIS expert)
Other costs	Number	Price	Total	Comments
Workshops (2 state level workshops, 5 district and 5 block level workshops)	12		12	The following costs must be taken in account- Hiring of the venue, food, audio-visual, flights for the invitation to external resource person if needed (in consultation with GIZ), stationary, folders, felicitation items, standees, etc. At least 50 people will participate in each workshop and per person cost needs to be given for estimated budget (financial proposal) for 12 workshops-total 600 people
Capacity building and awareness generation events at GP level	25		25	The budget contains the following costs – Venue, snacks, audio-visual, stationary, banner, etc. <i>At least 40 people will participate in each event and per person cost needs to be given for estimated budget (financial proposal), total 1000people</i>
Communication material including Audio- visuals design, printing and publication (Lumpsum)	1	1	1	The budget contain designing, printing and publication of different communication materials like Brochures, pamphlets, training modules, coffee table book and short videos for awareness generation and other purposes

Flexible Renumeration	1		1	This includes uncertain expenses related to some consultations, trainings, exposure visit, or dialogues required from political partners
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Workshops, events and trainings

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

- 2 state level Orientation workshops at various stages as detailed in the work packages
- 5 district level workshops as detailed in the work packages
- 5 Block level convergence and planning workshop as detailed in the work packages
- 25 Capacity building and awareness generation events at GPs as detailed in the work packages
- The planning for the events may be done in consultation with the GIZ representative designated for supporting the organization of the event.
- Minimum of 50 participants must attend each of the workshops/events/trainings.
- Minimum of 40 participants must attend the capacity building and awareness generation events at GPs.
- The documentation includes agenda, registration list of participants, photographs, report on the event.

7. Requirements on the format of the tender

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

The complete tender must not exceed 12 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English language.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.