

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

CONFIDENTIAL

Engagement of a Technical Consultancy for Capacity Development Workshops on CCTS Compliance Mechanism	Project number/ cost centre: G-018078-001
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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
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

Brief information on the project

GIZ is an international cooperation enterprise for sustainable development which operates worldwide, on a public benefit basis. GIZ is fully owned by the German Federal Government, GIZ implement development programs in partner country on behalf of the German Government in achieving its development policy objectives.

Energy efficiency the energy efficiency project of GIZ has been working with BEE in the implementation of energy conservation act. The project has supported BEE in many initiatives for large industries and MSMEs. Despite these achievements, substantial untapped potential remains, requiring an expanded policy and adequate instrument mix.

To address this, the Bureau of Energy Efficiency (BEE), under the Ministry of Power, Government of India collaborates with GIZ India on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) through the project “Energy Efficiency in India” which adopts a comprehensive approach to industrial decarbonisation by strengthening institutional and individual capacities of relevant stakeholders. Its interventions focus on:

- a. Developing strategies for industrial decarbonisation, including integration within the Indian Carbon Market.
- b. Supporting the design and implementation of incentive schemes.
- c. Promoting industrial energy efficiency measures through demonstration projects and awareness campaigns.
- d. Advancing gender equality and social inclusion in the industrial transition.

Background

As The Government of India has committed to achieving Net Zero emissions by 2070 and reducing the emissions intensity of its economy in line with its Nationally Determined Contributions (NDCs) under the Paris Agreement. As part of this commitment, the Government has notified the Carbon Credit Trading Scheme (CCTS), 2023 under the Energy Conservation Act, 2001 (as amended), establishing the foundation for a national compliance carbon market. The CCTS aims to facilitate cost-effective greenhouse gas (GHG) emission reductions by setting emission intensity targets for obligated entities and enabling the issuance and trading of carbon credit certificates. The Bureau of Energy Efficiency (BEE), under the Ministry of Power, has been designated as the implementing agency for operationalizing the scheme in coordination with other relevant institutions.

The successful implementation of the CCTS will require obligated entities across various industrial sectors to develop a comprehensive understanding of the regulatory framework, sector-specific compliance requirements, greenhouse gas accounting methodologies, Monitoring, Reporting and Verification (MRV) systems, digital reporting platforms, and carbon market mechanisms. Since the scheme is being implemented in a phased manner across multiple energy-intensive sectors, there is a need to strengthen the technical and institutional capacity of industries and State Designated Agencies (SDAs) to ensure

effective compliance, improve data quality, facilitate timely reporting, and promote informed participation in the emerging carbon market ecosystem.

Under the Energy Efficiency in India Programme, implemented by GIZ in close collaboration with the Bureau of Energy Efficiency (BEE), a series of sector-specific capacity-building programmes are proposed to support the implementation of the Carbon Credit Trading Scheme. Accordingly, GIZ intends to engage a qualified technical agency through a competitive procurement process to design, organize, and deliver sector-specific one-day capacity-building workshops across India for obligated entities and SDAs. The selected agency shall provide comprehensive technical and logistical support for the successful implementation of these programmes, thereby contributing to enhanced institutional readiness and effective operationalization of India's compliance carbon market.

The primary objective is to enhance the preparedness of obligated entities and SDA representatives for effective participation and compliance under the Carbon Credit Trading Scheme through structured sector-specific capacity development programmes.

Specific objectives are to:

- Build technical understanding of the CCTS framework.
- Improve knowledge of sector-specific compliance requirements.
- Strengthen understanding of GHG accounting and emission intensity calculations.
- Enhance capacity on Monitoring plan, MRV and verification requirements.
- Familiarize industries with digital MRV and carbon registry systems.
- Facilitate interaction between policymakers, regulators, technical experts, and industry.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

➤ Inception and Planning

- Prepare an inception report including methodology, work plan, workshop calendar, communication strategy and stakeholder/Association mapping.

➤ Development of Knowledge Materials

- Prepare comprehensive sector-specific training materials, including participant and trainer handbooks, PowerPoint presentations, technical notes, and recommended reading material.
- Develop practical learning resources comprising sector-specific case studies, real-life examples, and Frequently Asked Questions (FAQs).

- Submit all training materials and assessment tools to GIZ for review and approval, and incorporate feedback prior to their use in the capacity-building programmes.

➤ **Training and Capacity Building**

- The selected contractor shall organize and conduct sector-specific one-day capacity building workshops for obligated entities under the Carbon Credit Trading Scheme (CCTS) at suitable locations across India in consultation with GIZ and BEE. The proposed distribution of workshops is provided below.

Sr. No.	Sector	Proposed No. of workshops
1	Iron & Steel	4
2	Cement	4
3	Textile	4
4	Chlor- Alkali	2
5	Refinery	2
6	Petrochemical	1
7	Aluminium	1
8	Pulp & Paper	2
	Total	20

#The proposed number, sector-wise distribution, locations, and schedule of workshops may be revised by GIZ, in consultation with BEE, based on implementation priorities and the readiness of obligated entities.

- Each workshop shall be designed as a one-day sector-specific technical capacity building programme for approximately 40–50 participants, comprising representatives of obligated entities, respective SDAs.
- The selected contractor shall provide end-to-end planning, coordination, technical facilitation, participant management, and logistical support for the successful organization and delivery of all workshops.
- Workshop locations shall be identified in consultation with GIZ, considering sectoral concentration, accessibility, and regional representation to ensure maximum outreach and stakeholder participation.
- The contractor shall provide end-to-end logistical and event management support, including venue and hotel booking, conference facilities, audio-visual equipment, LED screen/projector, registration, participant management, invitations, workshop branding, training kits, printed materials, catering, photography/videography, certificates, and technical support.
- The contractor shall coordinate travel and accommodation for resource persons, as required, and ensure that all logistical arrangements comply with GIZ's branding, sustainability, and event management guidelines, while maintaining high standards of quality and professionalism.

Important Legal considerations

- All intellectual property rights, including design files, graphics, icons, and templates developed under this contract, shall be the sole property of GIZ
- The contractor must assign full copyright of all final and draft materials, including editable source files, to GIZ upon completion of the contract.
- The contractor must treat all content, data, and project-related discussions as confidential.

- No content, draft designs, or project-related material shall be shared with third parties or used for promotional purposes without written approval from GIZ
- All visual elements (illustrations, icons, infographics) must be original or properly licensed

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

Milestones/partial works	Date/location/responsibility
Inception Report with workplan, list of stakeholder/association along with roles, etc.	15 days post contracting
Complete 10 Nos of workshops and submit report summarizing results, feedback, and recommendations	Within 6 months of the contract
Workshop Documentation and feedback	End of Each workshop
Complete remaining 10 Nos of workshops report summarizing results, feedback, and recommendations	End of contract

Period of assignment: from **October 2026** until **September-2027 (12 Months)**.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable,

take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

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

Further requirements (1.7)

Eligibility criteria for the consulting firm

- Should be registered in India.
- The agency must submit a 'compliance declaration' (if adhere) on company's letterhead, sign & stamp. Refer "Annexure"
- Average annual turnover for the last 3 financial years should be 100,000 Euros
- Number of employees (as of December last year) should be 5
- Minimum two reference project on carbon market/ emission trading schemes, and one project involving capacity development for energy efficiency (in PAT sectors).
- The reference projects should be of more than 20,000 Euros and in last three years.
- At least 5 years of experience in industrial energy efficiency/ decarbonization is desirable.
- At least 3 years of experience in projects related to Industrial sectors.
- Minimum 2 projects with inclusivity inbuilt in the project design.
- Minimum 3 years work experience in India
- Minimum 1 ODA financed project

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

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

(Team Lead/ Lead Expert):

Tasks of the team leader

- Act as the main expert for the assignment
- Overall coordination and management of the assignment.
- Liaison with GIZ, and other stakeholders.
- Provide strategic oversight and lead the development of the overarching CCTS policy and regulatory training modules.
- Provide quality assurance and final technical review of deliverables.
- Deliver training and capacity building modules
- Any other work required to complete the work defined in the ToR

Qualifications of the team leader

- Qualification: Be an engineering graduate from the Indian university system (2.1.1)
- Language: Be proficient in Hindi or English (2.1.2)
- General professional experience: 15 years of work experience in the field of energy efficiency (2.1.3)
- Specific professional experience: 7 years of experience in developing policies/ calculations based proformas, etc for energy efficiency schemes/ incentive based energy efficiency schemes of Govt. of India (e.g., PAT, etc.) (2.1.4)
- Leadership experience: 10 years of experience at leadership positions (2.1.5)
- Regional experience: 5 years of working in the India (2.1.6)
- Development cooperation experience: 3 years of working with development corporation (2.1.7)
- Other: Certified energy auditor or ISO14064 certification (2.1.8)

Expert 1: (team member 1):

Task of expert 1:

- Support the team in the assignment
- Lead the development of technical training modules focused on industrial greenhouse gas (GHG) accounting, baseline setting, and emission intensity calculations (Scope 1 and Scope 2).
- Build industry capacity for emissions reduction and transparent reporting.
- Any other work required to complete the work defined in the ToR

Qualifications of expert 1

- Qualification: Be an engineering graduate from the Indian university system (2.2.1)
- Language: Be proficient in Hindi or English (2.2.2)

- General professional experience: 7 years of work experience in the field of energy efficiency (2.2.3)
- Specific professional experience: 5 years of experience in experience in carbon accounting or life-cycle assessment (LCA) or GHG accounting and carbon reduction planning in industrial value chain (2.2.4)
- Leadership experience: not required (2.2.5)
- Regional experience: 5 years of working in the India (2.2.6)
- Development cooperation experience: not required (2.2.7)
- Other: 3 years work experience in PAT or any industrial sectors mentioned in the ToR (2.2.8)

Expert 2: (team member 2):

Task of expert 2:

- Support the team in the assignment
- Manage the end-to-end logistics, scheduling, and execution of the Sector Specific workshops.
- Develop the pre- and post-training assessment questionnaires to quantify knowledge enhancement
- Any other work required to complete the work defined in the ToR

Qualifications of expert 2

- Qualification: Be an engineering graduate from the Indian university system (2.3.1)
- Language: Be proficient in Hindi or English (2.3.2)
- General professional experience: 5 years of work experience in the field of energy efficiency (2.3.3)
- Specific professional experience: 3 years of experience in energy efficiency/ productivity improvement of plants (2.3.4)
- Leadership experience: not required (2.3.5)
- Regional experience: 3 years of working in the India (2.3.6)
- Development cooperation experience: not required (2.3.7)
- Other: 3 years work experience in PAT or any industrial sectors mentioned in the ToR (2.3.8)

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project. Travel under this assignment is expected to these states: (Punjab Maharashtra, Jharkhand, Tamil Nadu, Kerala, Gujrat, Karnataka and Haryana etc.), travel to any other location would be taken with prior approval from GIZ

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Expert 1: (Team Lead/ Lead Expert)	1	25	25	
Expert 2	1	100	100	
Expert 3	1	100	100	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	140 Days	3	140	For two night stay per diem applicable 20 Workshop x 02 experts x 3days For one night stay per diem applicable 10 Workshop x Team lead x 2days
Overnight allowance in country of assignment	30	3	90	Two experts per workshop for 2 nights for 20 workshops.

				One team lead for 1 nights for 10 workshops.
Transport	Quantity	Number per expert	Total	Comments
Domestic flights	50	3	50	(20 workshop x 02 experts x 1 round trip) + (10 workshop x 01 team lead x 1 round trip) Flights within the country of assignment during service delivery.
CO ₂ compensation for air travel <i>Link to working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</i>	50	3	50	(20 workshop x 02 experts x 1 round trip) + (10 workshop x 01 team lead x 1 round trip) CO2 compensation for air travel round trip is consider as 20EUR for 50 trips i.e. EUR 1000.
Travel expenses (train, car) • Local travel	20	3	20	Travel within the country of assignment (India), transfer to/from airport etc. Each local travel is inclusive of airport and venue transfers.
Other costs	Number	Price	Total	Comments
Workshops Workshop cost	20			20 workshops with 50 participants in each.

Workshops, events and trainings

The tenderer shall organise 20 training workshops covering all logistic costs. Venue should be 3 star/4 star hotel. The logistic cost should be inclusive of - venue, Food, Water, Tea/Coffee, AV/DV setup, and Stationary in the workshops. The cost of the workshop shall be reimbursed as per actuals.

6. Requirements on the format of the tender

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

The complete tender must not exceed 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

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

7. Outsourced processing of personal data

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

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

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