

Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Support for state and national level programs for the promotion of DRE for Livelihoods in India	Project number/ cost centre: G-011848-001 (Internal order number – 1184801000) Tender number 10057919
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List of abbreviations

ADB	Asian Development Bank
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
CV	Curriculum Vitae
DC	Development Cooperation
DRE	Decentralised Renewable Energy
EIB	European Investment Bank
FC	Financial Cooperation
FPO	Farmer Producer Organisation
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IEP	Implementation of Energy Plans
IGEN ACCESS II	Indo-German Energy Programme – Access to Energy in Rural Areas II
KII	Key Informant Interview
MNRE	Ministry of New and Renewable Energy
O&M	Operation and Management
RE	Renewable Energy
SAPCC	State Action Plan for Climate Change
SNA	State Nodal Agency
ToRs	Terms of reference

1. Context

At the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, we work to shape a future worth living around the world – for people, our partner countries, Europe and Germany. Together with our partners, we create opportunities and sustainably improve people's lives. Through our networks, we turn international agendas into action – with a global vision and local impact.

GIZ has been operating in India for over 60 years. It has offices in Delhi, Bengaluru and Mumbai, in addition to other locations in the country. In India, GIZ works on behalf of the German Government, the European Union (EU), other public and private clients as well as civil society in the following thematic areas:

- Environment, biodiversity and natural resource management
- Sustainable urban and industrial development
- Energy, and
- Social and private sector development

On behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)**, GIZ is implementing the **Implementation of Energy Plans (IEP)** project in India. The project is implemented in partnership with the **Ministry of New and Renewable Energy (MNRE), Government of India**, with the objective of improving the conditions for decarbonisation and the planned implementation of renewable energy in selected Indian States as a contribution to India's climate protection efforts and national renewable energy targets. Building on the State Energy Plans developed under the predecessor Indo-German Energy Programme – Access to Energy in Rural Areas II (IGEN Access-II), the project supports States in translating long-term energy planning into actionable strategies, policies, programmes and investments.

The IEP project works closely with six (06) partner State Governments (namely Assam, West Bengal, Odisha, Goa, Punjab and Uttarakhand). IEP is providing necessary technical assistance to MNRE and State departments/agencies (includes, key energy generation and demand sectors/departments, utilities, training institutions and other public and private stakeholders) with an **objective** of strengthening institutional capacities, improve policy and regulatory frameworks, promote gender-responsive energy policies/ plans/programmes/schemes, and facilitating MNRE and partner states in implementing RE based development initiatives. Through technical assistance, capacity development, evidence generation and stakeholder engagement, the IEP project **aims** to accelerate renewable energy deployment while supporting sustainable and inclusive economic development.

IEP project consists of five (5) outputs as mentioned below:

Output 1: Assisting federal authorities in transforming their energy plans into concrete strategies for targeted RE implementation.

Output 2: Developing gender-responsive capacity development modules for Indian government officials.

Output 3: Assisting government institutions, responsible for promoting RE, in improving existing policies and programs.

Output 4: Assisting political decision-makers and government officials in designing and implementing innovative approaches for gender-responsive RE promotion.

Output 5: The support structure for enabling members of the Indian Biogas Association to contribute to the development of the biogas market in selected states has been strengthened.

Objective of the Consultancy Services

Building on the momentum of the Implementation of Energy Plan (IEP), which supports partner states in translating energy transition strategies into actionable interventions, the agenda of Decentralised Renewable Energy (DRE) has emerged as a critical next step, particularly for fostering inclusive, bottom-up energy access. DRE not only complements grid-based expansion but also plays a pivotal role in addressing last mile connectivity, supporting decentralised development, and powering livelihood value chains in underserved regions.

Recognising the transformative potential of DRE, GIZ is working closely with its partner states (especially/preferably with Governments of **Odisha, Punjab, Assam, and Goa**) to deepen RE penetration to boost socio-economic conditions of selected MSME/livelihood value chains (such as agriculture, rural industries, fisheries, handloom, food processing, dairy etc.) where access and affordability of energy can play a major role in boosting productivity and profitability.

Each partner State has articulated its own Solar/RE policy with defined capacity targets for 2030 – for instance, Odisha's Solar Policy sets a target of 11 GW¹ by 2030 and the state of Goa has a clean energy target of 65 MW of which over 30% is to come from rooftop solar². DRE represents a distinct, distributed pathway to these targets, alongside utility-scale and grid-based expansion, and its potential contribution needs to be explicitly assessed and quantified rather than treated as a general co-benefit³.

To advance this, GIZ is planning **to provide detailed technical assistance to four of its partner States in formulating state level, targeted DRE programmes** that bring together all relevant departments by convergence various existing/upcoming schemes and/or by designing appropriate investment/development plans/programs in consultation with key stakeholders/beneficiaries and by developing their capacity and creating necessary market eco-systems.

Therefore, the **desired initiative MUST directly contribute to Output 1** (i.e. translating state level energy plans into concrete implementation strategies) **and Output 3** (i.e. supporting government institutions in strengthening and refining existing policies and programmes for promoting renewable energy) of the IEP project as mentioned above.

¹ [Odisha pitches clean energy roadmap](#)

² [Goa targets 21,200 rooftop solar systems by 2027: CM | The Goan](#)

³ As an illustrative planning hypothesis to be tested and validated through this assignment, a DRE contribution of up to approximately 2 GW could be examined against Odisha's 11 GW target through integration with various demand side sectors; equivalent state-specific hypotheses will need to be developed for the other partner States based on their respective policy targets.

Scope of consultancy services:

The scope of consultancy services includes the assessment, design and validation of state-level Decentralised Renewable Energy (DRE) programmes for livelihood enhancement across a minimum of three partner States of the IEP project (Punjab, Odisha, Assam, and Goa), in support of Output 1 and Output 3 of the IEP project. The scope of services includes the following four main tasks:

Main Task 1: Inception, Desk Review, Preliminary Key Informant Interviews & Round 1 Stakeholder Validation — this covers a secondary review of existing government orders, schemes, policies and laws relevant to DRE promotion in each target State; explicit mapping of each State's Solar/RE Policy and 2030 capacity targets, with quantification of the potential DRE contribution to those targets through distributed applications (e.g., assessing Odisha's 10.9 GW 2030 solar target against an illustrative DRE contribution hypothesis of up to ~2 GW, to be tested and validated through the study); value chain mapping and preliminary Key Informant Interviews with SNA officials, sector-department representatives and livelihood missions per State; and a Round 1 stakeholder validation workshop per State to ground desk findings, gather structured feedback and refine sector priorities ahead of full fieldwork.

Main Task 2: Technology, Demand Estimation and Barriers Assessment — this includes assessment of the technical suitability of DRE technologies against technical maturity, energy-service requirements, indicative costs, O&M requirements, scalability, livelihood benefits and climate contribution, with a shortlist of 3–5 priority technologies per sector; estimation of current and 5-year potential demand, segmented by geography, enterprise/user category and value-chain stage, with particular attention to women-led enterprises, FPOs, cooperatives and other livelihood institutions; and identification of the technical, financial, institutional, regulatory, behavioural and capacity barriers to adoption, together with corresponding enabling conditions and policy/institutional measures.

Main Task 3: Development of a State-Specific DRE Pathway and Inter-Departmental Convergence Framework — establish, for each target State, a DRE deployment pathway covering priority DRE applications, an annual deployment trajectory toward 2030, target geographies, indicative investment requirements, institutional responsibility and enabling policy measures; and develop a practical inter-departmental convergence framework identifying the relevant State departments/agencies, their mandates and existing programmes, and how DRE solutions can be integrated within sectoral programmes to contribute to the State's Solar/RE policy targets — including institutional roles, coordination mechanisms, decision points, and a pathway for State Government ownership and adoption of DRE, validated through a Round 2 State dissemination workshop per State.

Main Task 4: Finalisation of State Policy and Implementation Plans, and National Dissemination — incorporate Round 2 feedback into three finalised State Demand Assessment Reports; consolidate sector-wise DRE technology prioritisation, indicative investment requirements, deployment scale and institutional delivery mechanisms into a Final Policy and Implementation Plan per State (phased priority actions, implementation roadmap, financing/institutional pathways); and convene a national dissemination workshop with MNRE, FC-side financing partners (ADB, EIB, World Bank), philanthropic actors and financial institutions to present findings and plans, framed to convert evidence into follow-up investment or programme commitments.

To realise the scope of services, details of the tasks to be taken up are given below.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following **key services**:

Work Package 1 — Inception, Desk Review, Preliminary Key Informant Interviews & Round 1 Stakeholder Validation

The contractor will be responsible for stakeholder consultations and convening coordination/convergence committee meetings with the respective departments/agencies and other key actors of partner states to carry out necessary assessment (of field/market conditionalities, policies, schemes and development/political priorities) for the designing and promotion of DRE technologies for livelihood enhancement. This will be carried out in cooperation with the state level actors, building on existing schemes/policies/laws (or working with the state functionaries on new draft scheme/policy) and creating a strong financial and socio-economic case for the government to promote DRE technologies.

The consulting firm is expected to utilise the preparatory phase to create an inception report including a secondary review of the existing government orders (schemes, policies, laws, etc.) that can be leveraged for state support to DRE technologies. The main purpose of this exercise is to build decision making capacity of all key stakeholders by proving sectoral/local deep understanding on RE potential around various livelihood value chains at the national and sub-national levels (particularly DRE which would include demand side sectors). Besides central and state government officials, the target group includes industry associations, civil society organisations and community level target groups and potential beneficiaries (individual/institutes).

Activity 2.1.1 - State specific desk review of DRE related initiatives/policies/schemes, state action plans/targets, (D)RE policies, sector strategies, schemes, prior studies and datasets in the backdrop of national policy initiative.

Activity 2.1.2 - Preliminary KIIs with state officials, sector-department representatives and livelihood missions per state to ground the desk findings and pressure-test the proposed approach for the identified interest sectors.

Activity 2.1.3 - Value chain mapping, key actors, energy requirements at each stage, current energy sources/consumption, climate-related vulnerabilities and existing DRE applications, per sector per state – run against the workshop-validated framework.

Activity 2.1.4 - First Round of validation through state level workshops with state departments to present desk-review/preliminary-KII findings and gather structured feedback, refining sector priorities, districts and sample before full fieldwork.

Deliverables:

D 2.1.1: Four (04) State-specific Inception Reports, incorporating the desk review, KII findings, and feedback from the Round 1 validation workshops. Content will be jointly decided in consultation with the GIZ project team.

D 2.1.2: At least 031Workshop Proceeding Reports (one per state) and participant lists.

Work Package 2 — Technology, Demand Estimation and Barriers Assessment

Building on the evidence and stakeholder feedback generated through the inception phase and first Round of stakeholder validation workshops, the consulting firm will undertake a detailed assessment of the technical suitability, market potential and enabling environment for DRE technologies across the identified priority sectors and value chains in the four target states.

The assessment will move beyond identifying potential DRE applications to establish a clear evidence base for **which** technologies should be prioritised, **where** and at **what scale** they could be deployed, **who** the potential users are, and **what policy, financial, institutional and capacity support** is required for their adoption.

The contractor will **assess the suitability of DRE technologies** against technical maturity, energy-service requirements, indicative costs, O&M requirements, scalability, livelihood opportunities for women and climate-related contributions, and identify a shortlist of priority technologies for each sector. Based on this assessment, the contractor will estimate current and potential demand over a five-year horizon, including segmentation by geography, enterprise/user category and value-chain stage, with particular attention to women-led enterprises, FPOs, cooperatives and other livelihood institutions.

The work package will also **identify the key barriers** preventing wider adoption of these technologies, including constraints related to financing, technology availability, institutional arrangements, regulations, awareness, technical capacity and after-sales services. The assessment will identify corresponding enabling conditions and potential policy and institutional measures that can be adopted or strengthened by the state government. Demand estimation should be anchored in specific livelihood/business use cases rather than technology potential alone. For each priority demand/project, the assessment should demonstrate the pathway from DRE adoption to enterprise productivity, cost/income improvement and livelihood enhancement, and quantify the associated potential for green jobs. Particular emphasis should be placed on women-led enterprises and women beneficiaries, including direct and indirect employment opportunities in installation, operation and maintenance, aggregation, sales/service, finance facilitation and enterprise activities. These will feed into the state roadmap presenting a clear demand-to-livelihood-to-green-jobs logic, with measurable indicators and state-level targets.

The findings will provide the technical, economic and socio-institutional evidence base for state-level DRE policy and implementation planning, including prioritisation of technologies and sectors, indicative deployment potential, target beneficiary groups, support mechanisms and institutional roles. The recommendations will subsequently be taken through state-level stakeholder engagement for validation and incorporation into the respective state DRE policy/implementation framework.

Activity 2.2.1 – Shortlist and evaluate suitable DRE technologies⁴ for each identified sector and across value chain (technical maturity, cost, O&M, livelihood benefit, climate contribution); shortlist 3–5 per sector.

⁴ In close coordination with the GIZ team

Activity 2.2.2 - Estimate current and future potential demand for shortlisted technologies, segmented by geography, enterprise size/category, value-chain stage, and specifically for women-led enterprises, FPOs and cooperatives.

Activity 2.2.3 - Assess technical, financial, institutional, regulatory, behavioural and capacity barriers, and the enabling conditions that would support adoption.

Deliverable

D 2.2.1: Sector wise report for at least 03 states⁵ containing demand estimation, barriers and enabling conditions, and policy recommendations endorsed by the state. The ToC and scope of the reports will be decided in consultation with respective partner states and GIZ.

Work Package 3 – Second Round State Dissemination Workshops and Policy/Program Drafting

Building on the findings of the technology, demand and barriers assessment, this work package will provide a structured platform for state-level validation and consolidation of the assessment findings. The workshops (one in each of the 3 target states) will bring together relevant state departments, sector agencies and representative stakeholders to review the proposed DRE priorities, demand estimates, technology recommendations and enabling measures, identify gaps or corrections, and build consensus on the recommendations to be taken forward into the final state-level DRE policy and implementation framework.

The workshops will be conducted through the existing/established state-level DRE stakeholder mechanism or its successor, avoiding the creation of parallel consultation structures.

Activity 2.3.1 - One workshop per state presenting draft sector profiles, demand estimates, technology matrix and barrier findings for validation, correction and structured feedback, in a gender-responsive⁶, inclusive format.

Deliverables:

- **D 2.3.1:** Second Round Workshop Reports for each of the (at least) 3 one 3 states.
- **D 2.3.2:** Draft scheme/program for the state/sector (to be finalised in consultation with the GIZ team and the key state departments)

Work Package 4 — Finalisation, Policy & Implementation Plan, Dissemination

Building on the validated findings and recommendations from the preceding work packages, this work package will consolidate stakeholder feedback and translate the evidence into actionable state-level DRE policy and implementation pathways. It will establish clear technology and sector priorities, indicative deployment and investment requirements, institutional responsibilities, and implementation mechanisms for the promotion of DRE technologies for livelihood enhancement.

The final outputs will provide the respective state governments and IEP with a consolidated evidence base and actionable roadmap for taking forward state-level DRE policy and implementation, while the

⁵ It will be preferable for the activities to be carried in all the 4 states of Punjab, Odisha, Assam, and Goa, but the project and payments are contingent on at least 3 states being actively engaged.

⁶ GIZ will provide guidelines on gender-responsiveness and how it will followed and documented

national dissemination will facilitate wider learning, financing and potential replication beyond the states of study.

Activity 2.4.1 - Incorporate the feedback log (from second round workshops) into each of the three State Demand Assessment Reports (D 2.2.1.)

Activity 2.4.2 - Develop sector-wise DRE technology prioritisation, indicative investment requirements, deployment scale and institutional delivery mechanisms, in consultation with state level decision makers and other key actors/stakeholders.

Activity 2.4.3 - Translate validated findings into a Final Policy and Implementation Plan (phased priority actions, implementation roadmap, financing/institutional pathways).

Activity 2.4.4 - Convene a national dissemination workshop with MNRE, FC-side financing partners (KfW, ADB, EIB, World Bank, as and where possible), philanthropic actors and financial institutions to present the findings and plan, framed to convert evidence into follow-up investment or programme commitments.

Deliverables

D 2.4.1: State wise Synthesis Reports for the three states containing State Demand Assessments (final, feedback-incorporated)

D 2.4.2: Final DRE Roadmap and Implementation Plan, for the three states(content to be developed and finalised in consultation with respective states and the GIZ team)

D 2.4.3: National workshop proceedings, with documented follow-up interest/commitment

Deliverable and timeline schedule

Milestones/process steps/partial services	Deadline/
D 2.1.1: Four (04) Inception Reports	2 months from date of signing contract
D 2.1.2: Workshop Proceeding Reports (at least 03 states)	2 months from date of signing contract
D 2.2.1: Sectoral reports for at least 03 states	4 months from date of signing contract
D 2.3.1: Workshop Reports for at least 03 states	6 months from date of signing contract
D 2.3.2: Draft scheme/program for at least 03 states	6 months from date of signing contract
D 2.4.1: 03 Synthesis Reports	8 months from date of signing contract
D 2.4.2: Policy/Implementation Plan for at least 03 states	11 months from date of signing contract
D 2.4.3: National workshop proceedings	12 months from date of signing contract

Period of assignment: from 30.11.2026 until 31.10.2027

Place of assignment: Delhi

Travel sectors: PAN India.

3. Concept

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

Note: The numbers in parentheses correspond to the lines of the technical assessment grid (internal GIZ).

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.

4. Criteria for Eligibility of firms

Qualification requirements for the companies participating in the tender:

a) Commercial assessment criteria:

- Please provide the legal status of your firm.
- In case of bidding consortia, please provide declaration by consortium.
- Average annual turnover for the last three financial years: At least 130.000 Euro (net)
- Average number of employees and managers for the past three calendar years: At least 10 Persons.

b) **Technical assessment criteria:** The technical assessment is only based on reference projects with a minimum commission value of 15.000 Euro (net)

i) Minimum Requirements:

The consultant company should have undertaken:

- At least **three** reference projects promoting DRE/RE technologies for livelihood purposes (preferably in IEP partner states)
- At least **one** reference projects engaging with national/state government stakeholders (preferably in IEP partner states) for in policy/program design & implementation, in the last 36 months.

ii) Weighted Criteria:

» **Technical experience:**

1. Assessment of DRE technologies for livelihoods, including technical suitability and demand aggregation in the last 5 years
2. Implementation of government program/scheme/project with women-led enterprises, CSOs, FPOs, cooperatives in the last 3 years
3. Multi-stakeholder facilitation, consensus-building and validation workshop design in the energy/government sector in the last 3 years
4. Financing and investment mobilisation for renewable energy, including engagement with DFIs/NBFCs in the last 5 years

» **Regional experience:**

- Regional experience in at least 2 IEP partner states.

• **Experience of development projects (ODA-financed):**

- Experience of development projects (at least 50% ODA-financed) – at least one project.

4A: Personnel concept

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

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

Team Leader 1

Tasks of the team leader

- Overall responsibility for the advisory package (quality and deadlines) across all 4 work packages, including the Inception Report, Sector-wise State Reports, and the Final Policy and Implementation Plan
- Coordinating and ensuring communication with key Govt officers, GIZ, the departments of state governments (e.g. SNAs, Energy Departments, line departments) and other stakeholders
- Personnel management: identifying need for short-term/state-level experts within budget, planning and steering their assignments, quality-assuring their outputs
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- **Education/training (2.1.1):** Master in energy economics, renewable energy, environmental policy, development economics or a related field
- **Language (2.1.2):** Business proficiency in English and Hindi is a strong asset given the state-level stakeholder work
- **General professional experience (2.1.3):** 7+ years of professional experience in the renewable energy / energy sector
- **Specific professional experience (2.1.4):** 5+ years in decentralised renewable energy (DRE) policy, market development, or livelihood-linked energy interventions
- **Leadership/management experience (2.1.5):** 5+ years of management/leadership experience as project team leader on multi-stakeholder advisory or policy assignments
- **Regional experience (2.1.6):** 5+ years of experience in projects in India, of which 2 years in projects involving state government engagement. Priority will be given to those having experience in GIZ's partner states
- **Development cooperation (DC) experience (2.1.7):** 3+ years of experience in DC projects (GIZ, KfW, or comparable bilateral/multilateral programmes)
- **Other (2.1.8):** 3+ years of experience in engaging with state nodal agencies (SNAs) and multilateral financing institutions (ADB/EIB/World Bank)

Key expert 1: DRE Expert

Tasks of key expert 1

- Lead the field team in reviewing market conditions, DRE/energy access relevant technologies, sector value chains, energy requirements and existing applications
- Lead the technology suitability assessment (technical maturity, cost, O&M, scalability, livelihood benefit, climate contribution) and produce the shortlist of 3–5 priority technologies per sector
- Lead the demand estimation, segmented by geography, enterprise category and value-chain stage, including women-led enterprises, FPOs and cooperatives
- Identify technical, financing and market barriers and corresponding enabling conditions

Qualifications of key expert

- **Education/training (2.2.1):** Master in renewable energy engineering, electrical engineering, or applied energy economics
- **Language (2.2.2):** Business proficiency in English and Hindi
- **General professional experience (2.2.3):** 7+ years of professional experience in renewable energy technology assessment or market analysis. Co-ordinating with Govt officers.

Demonstrated experience in demand-forecasting/market-sizing methodologies; familiarity with gender-responsive market assessment

- **Specific professional experience (2.2.4):** 3+ years' experience in decentralised/off-grid renewable energy technologies for productive use and livelihoods (solar pumps, cold storage, agro-processing, etc.)
- **Leadership/management experience (2.2.5):** 2+ years of managing field/operation team of similar projects
- **Regional experience (2.2.6):** 3+ years of experience in DRE projects in India especially in GIZ's partner states (as mentioned)
- **Development Cooperation (DC) experience (2.2.7):** None
- **Other (2.2.8):** None

Key expert 2: Policy / Programme Advisor

Tasks of key expert 2

- Support facilitation and synthesis of state level workshops
- Lead development of sector-wise DRE/energy access technology prioritisation, investment requirements and institutional delivery mechanisms
- Draft the Final Policy and Implementation Plan (phased actions, implementation roadmap, financing/institutional pathways)

Support preparation and delivery of the national dissemination workshop, including framing findings for financing partners

Qualifications of key expert 2

- **Education/training (2.3.1):** Master's in public policy, development economics, or law with an energy/environment focus
- **Language (2.3.2):** Business proficiency in English and Hindi
- **General professional experience (2.3.3):** 7+ years of professional experience in energy or program development
- **Specific professional experience (2.3.4):** 3+ years' experience drafting state or national-level renewable policy recommendations, schemes, or implementation frameworks/guidelines in consultation with concerned Govt officers
- **Leadership/management experience (2.2.5):** None
- **Regional experience (2.2.6):** 2+ years of experience in the state of station, i.e., one of ; preferably having experience engaging with state and local level
- **Development Cooperation (DC) experience (2.2.7):** None
- **Other (2.2.8):** None

Key experts 3, 4 and 5: State Coordinators

Tasks of key experts 3, 4, 5 & 6

- **Positioned in respective partner states** of GIZ and co-ordinator with all key stakeholders on behalf of GIZ and consulting team
- Organizing local meeting, field visits, field assessment/operation, workshop with all stakeholders as/if needed and providing necessary hand-holding support to all key stakeholders
- Co-ordinating with tech suppliers, vendors, beneficiaries etc

Qualifications of key experts 3,4 & 5

- **Education/training (2.4.1/2.5.1/2.6.1/2.7.1):** Graduation / Post Graduation in Social work/business management/ science or social development
- **Language (2.4.2/2.5.2/2.6.2/2.7.2):** Business proficiency in English and/or Hindi; working knowledge of the **local language of the state of assignment is an asset**
- **General professional experience (2.4.3/2.5.3/2.6.3//2.7.3):** 5+ years of professional experience in development projects especially related to livelihood projects
- **Specific professional experience (2.4.4/2.5.4/2.6.4//2.7.4):** 2-3 years' experience in rural/appropriate technology promotion related projects implementation/assessment/training and/or large community management assignments
- **Leadership/management experience (2.4.5/2.5.5/2.6.5/2.7.5):** **None**
- **Regional experience (2.4.6/2.5.6/2.6.6/2.7.6):** **None**
- **Development Cooperation (DC) experience (2.4.7/2.5.7/2.6.7//2.7.7):** **None**
- **Other (2.4.8/2.5.8/2.6.8//2.7.8):** **None**

Short-term expert pool with minimum 3 multi-sectoral experts

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- State-level coordination and stakeholder liaison (SNA/line department relationships, KII scheduling, workshop logistics) in each of the 3 target states
- Providing specialized / unplanned inputs to stakeholders (if/as demanded by partner states) in assisting innovative policy/program designing (such as socio-economic impact assessment, gender-responsive policy/program design, gender mainstreaming, livelihood analysis, financial planner, macro-economic analysis etc)
- Specialist input on gender-responsive livelihood analysis (women-led enterprises, FPOs, cooperatives) for WP3 and WP5

Qualifications of the short-term expert pool

- **Education/training (2.7.1):** Master in energy management/macro-economics / financial management; 1 expert with university qualification in gender studies or social development
- **Language (2.7.2):** Business proficiency in English and Hindi.
- **General professional experience (2.7.3):** 5+ years of professional experience in the RE and/or development economics
- **Specific professional experience (2.7.4):** 3+ years of professional experience in policy analysis, Gender etc
- **Leadership/management experience (2.7.5):** **None**
- **Regional experience (2.7.6):** exposure to international and national best practices and DRE related market development
- **Development Cooperation (DC) experience (2.7.7):** **None**
- **Other (2.7.8):** exposure to international and national best practices and DRE related market development

Estimation of days of experts:

Team Leader	Expert 1: DRE Expert	Expert 2: DRE Policy/Program Expert	Expert 3, 4, 5, 6: State Coordinators	Short term pool of experts (03 nos.)
Upto 20 days	Upto 35 days	Upto 30 days in total	Upto 200 days	Upto 90 days

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

5. Costing requirements

Assignment of personnel and travel expenses

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

Accommodation allowances are reimbursed as detailed in the specification of inputs below. With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

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

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
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Team Leader	1	20	20	
Expert 1: DRE Expert	1	35	35	
Expert 2: DRE Policy/program Advisor	1	30	30	
Expert 3, 4, 5, 6: State coordinators	4	50	200	
Pool of Experts - 3	3	30	90	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	200	-	200	Includes state coordinators in case they have overnight travel; reimbursements shall be carried out as per evidence
Accommodation	200	-	200	
Domestic flights (round trip)	25	-	25	Flights within the country of assignment during service delivery
CO₂ compensation for air travel	25	-	25	A fixed budget of EUR 450 is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)				
• InterCity Train	16	-	16	Travel within the country of assignment, transfer to/from airport etc.
• Local (car/taxi)	65	-	65	
Other costs	Quantity			Comments
Workshops				
State level (at least 50 participants each)	8			Refer to the section following this table for specification of workshop requirements
National workshop (at least 100 participants)	1			

Workshops, events and trainings

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

- At least 6 state level workshop (if not 8) with average 50 participants per workshop
- 1 national level workshop with at least 100 participants

The budget includes the following costs relating to the planning and running of the workshops:

- Room fare
- Technical systems (audio/visual, conferencing facility, Internet)
- Catering
- Workshop materials

- Participants to the workshop invited by GIZ as key experts. These participants to be approved by GIZ.
- Backdrop banner-2 (for all 8 state workshops); Backdrop banner-2 + standee-2 (national workshop)

Travel costs

The consultancy services are expected to be performed by Delhi and hence no provisions for outstation travels are made. The consultant should quote costs only for local conveyance as per requirements specified in the above table.

6. Data Protection

Data Protection Clause

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions Of Contract (sections 1.7. Confidentiality and I. 11 Data protection) apply.

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

Whenever the contractor executes the instructions of a partner to 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.

Compliance with Indian Data Protection Law

- Where the processing of personal data falls within the scope of Indian law, the Contractor shall comply with all applicable requirements of the **Digital Personal Data Protection Act, 2023 (DPDP Act)**, the **Digital Personal Data Protection Rules, 2025 (DPDP Rules)**, as applicable and in force from time to time, and other applicable Indian data protection and information technology laws.
- In particular, the Contractor shall ensure that digital personal data is processed only for lawful and specified purposes and that appropriate measures are implemented concerning transparency/notice, consent or other applicable lawful grounds, data minimisation, accuracy, retention and erasure, security safeguards, personal data breach management, grievance redressal, and the exercise of applicable rights of Data Principals. Where third parties or service providers are engaged for processing personal data, the Contractor shall ensure that appropriate contractual, organisational and technical safeguards are in place.

- The Contractor shall remain responsible for determining and fulfilling its obligations under applicable Indian data protection law for personal data processed independently in connection with the performance of the contract.

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 (Arial font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 20 pages (excluding cover page, list of abbreviations, table of contents, brief introduction, list of projects, and CVs for backstoppers). 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.

Annexes

- Brief about the project
- Plagiarism statement
