

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

CONFIDENTIAL

<b>Project title:</b> Gender in Smart Cities / Resilient Urban Development: Gender and Digital Approaches as drivers for sustainable growth and recovery in Cities	<b>Processing number/cost centre:</b> <b>G-018079-001</b>
<b>Country:</b> India	<b>Internal order:</b> 18079010000 25%, 18079020000 50%, 18079030000 25%
<b>Subject of the tender procedure:</b> Technical Assistance to implement gender-responsive solid waste management / circular economy and green public spaces in India	<b>Tender number:</b> <b>10001623</b>

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**0. List of abbreviations**

ADB	Asian Development Bank
AMRUT 2.0	Atal Mission for Rejuvenation and Urban Transformation 2.0
BMZ	German Federal Ministry for Economic Cooperation and Development
CE	Circular Economy
CoP	Community of Practice
CO <sub>2</sub> emissions	Greenhouse Gas Emissions
DPR	Detailed Project Report
GDPR	General Data Protection Regulation of the European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
GRC	Project Gender in Smart Cities / Resilient Urban Development: Gender and Digital Approaches as drivers for sustainable growth and recovery in Cities
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GWB	German Act against Restraints of Competition
KOMP	Cost per output monitoring and forecast
LoI	Letter of Intent
MoHUA	Ministry of Housing and Urban Affairs
MoU	Memorandum of Understanding
NGO	Non-Governmental Organization
NIUA	National Institute of Urban Affairs
NUDM	National Urban Digital Mission
NULM	National Urban Livelihood Mission
NULP	National Urban Learning Platform
RMO	Risk Management Office
SBM 2.0	Swachh Bharat Mission 2.0 - Urban
SHGs	Self-Help Groups

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SMEs	Small and Medium Enterprises
SOPs	Standard Operating Procedures
SUDSC II	Sustainable Urban Development – Smart Cities II Project
SWM	Solid Waste Management
ToRs	Terms of Reference
UNDP	United Nations Development Programme

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## **1. Context**

The services included in this contract contribute to the achievement of the objectives of the project **“Gender in Smart Cities / Resilient Urban Development: Gender and Digital Approaches as drivers for sustainable growth and recovery in Cities” (GRC)** that GIZ is implementing in India on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ), along with the political counterpart the Ministry of Housing and Urban Affairs (MoHUA).

The project is being implemented in three partner cities in India. Planned partner cities are Guwahati in Assam, Kochi in Kerala and Faridabad in Haryana. The services included in this contract are to be implemented in the cities of Guwahati in Assam and Kochi in Kerala.

### **Background:**

India’s economic transformation is a story shaped mainly by its cities. Indian cities act as powerful hubs for sustainable growth by driving innovation, creating inclusive economies, and fostering collaboration to achieve development goals. They achieve this by developing smart urban policies, investing in green, climate-resilient infrastructure, improving public services, and using technology for better resource management. By strategically addressing urban challenges through integrated and interdisciplinary solutions, cities can achieve prosperity while minimizing environmental impact and enhancing the quality of life for their growing populations.

“*Viksit Bharat 2047*” (Developed India 2047) is the vision of the Government of India to transform India into a developed nation by its 100th year of independence in 2047. The project supports two core pillars of *Viksit Bharat 2047*:

- Cities as hubs for sustainable growth, and
- Increasing women's participation in economic activities.

While cities are engines of sustainable economic growth, they are facing at the same time complex challenges with regard to adaptation to climate change, environmental challenges and particularly in the provision of public services that consider the needs of women and girls as well. Women have a big potential to contribute towards the economic transformation. Supporting women in the workforce means supporting the achievement of *Viksit Bharat 2047*. By strengthening the role of women as service providers – for example in self-help groups or as entrepreneurs – they can improve their social and economic prospects.

The project GRC focuses on two urban public services: solid waste management (SWM) / circular economy (CE), and public green spaces:

- Solid waste management (SWM) is a public service, where concrete improvement on the ground can be achieved by the cities in India. SWM in a circular economy transforms waste into a valuable resource by shifting from a linear model of “take-make-dispose” to one that emphasizes reduce, reuse, recycle, and recover. The goal is to keep materials in a closed-loop system, minimizing waste, conserving resources, and reducing environmental impacts like landfills.
- The circular economy approach intends to reuse resources in a more efficient manner to support *Viksit Bharat 2047*. “Waste to Wealth” is an approach of the

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Government of India focused on transforming waste materials into valuable products or resources, fostering a circular economy and reducing environmental impact. It involves identifying, developing, and deploying technologies and innovative management practices to convert various types of waste into economic opportunities and other valuable commodities. The goal is to achieve a zero-landfill, zero-waste nation by creating sustainable and financially viable waste management systems.

- Public green spaces are not possible without a well-functioning SWM and relevant to increase green areas and urban land value, which is linked to cities as hubs of sustainable growth for Viksit Bharat 2047 and to affordable housing as the predominant land use in cities.

Improving public services in urban areas, gender equality, environmental and resource protection, and combating climate change are high priorities for Prime Minister Modi's government and have already led to various initiatives. Programmes such as "*Nari Shakti*" ("The Power of Women") and the commitment to gender equality within the framework of India's G20 Presidency ("*G20 New Delhi Leaders' Declaration*" of 09/2023) and the G20 Development Ministerial Conference ("*Varanasi Development Ministerial Outcome Document and Chair's Summary*" of 06/2023) affirm that sustainable development is not possible without gender equality. In order to improve urban public services, the Indian government has been implementing several national programmes since 2015, such as the "*Swachh Bharat Mission (URBAN) 2.0*" (SBM 2.0) and the "*Atal Mission for Rejuvenation and Urban Transformation 2.0*" (AMRUT 2.0) for the renewal of urban infrastructure, as well as the "*National Urban Digital Mission*" (NUDM) with the aim of modernizing urban management with digital approaches. In addition, the political and legal framework has been strengthened, for example by the "*Solid Waste Management & Handling Rules*" (2016) and the "*National Urban Policy Framework*" (2018). In addition, the national implementation strategy of the 2030 Agenda and the "*Intended Nationally Determined Contribution*" (2020) were adopted. The national funding programmes are led and managed by MoHUA.

The project GRC focuses on two urban public services: solid waste management (SWM) / circular economy (CE), and safe green public spaces.

**Derivation of the module objective:** In order to shape urban development dynamics in India in an inclusive way and to offer equal development opportunities to the female urban population, the needs of women and girls must be taken into account, especially in the design of public service provision. In addition, it is essential to adapt urban public services to the consequences of climate change and to strengthen environmental and resource protection. In particular, the areas of SWM / CE as well as the supply of green and safe public spaces offer enormous potential for this. The associated challenges have been recognized and prioritized in various initiatives. However, corresponding measures to improve municipal service systems do not sufficiently take into account the needs of women and girls as well as climate resilience (**core problem**). The **module objective** is therefore as follows: In selected cities in India, women and girls benefit as users or providers from climate-resilient, municipal public service systems in the areas of SWM / CE as well as from safe and green public spaces.

**Causes and assessment of changeability:** For an intensive consideration of gender

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responsiveness, climate resilience and environmental and resource protection in municipal service provision, more strong evidence at the city level is necessary. This evidence should be based on reliable or verified data for a gender-differentiated understanding of specific problems and needs and can serve as a basis for evidence-based decision-making processes. This can be assessed within the framework of the module (Output 1 - Improvement of the evidence base). There is also a lack of functional solutions for the concrete improvement of public service processes and practical models for further scaling that can be derived from them. This can be assessed by the module by testing innovations in the context of demonstration projects (Output 2 - Development of practical models). In addition, the capacities of state and city-level institutions, civil society organizations and private sector actors, as well as public awareness, should be strengthened. This can be assessed within the framework of capacity development and awareness-raising measures of the module (Output 3 - Strengthening capacities). An exchange of experiences within and between cities on gender-responsive approaches should be supported. This can be assessed by the TC module by strengthening knowledge transfer (output 1 and 2).

**Results achieved so far:** GIZ has already implemented several projects in India in the field of sustainable urban development, especially in the "*Sustainable Urban Development – Smart Cities II, SUDSC II*" project. In the city of Chennai, a feasibility study and guidelines on nature-based approaches and sponge parks have been developed for the climate-resilient, inclusive transformation of public green spaces. The city of Coimbatore was supported in digitizing the value chains in SWM / CE and thus better taking into account the needs of all citizens. Cities and states have recognized the potential and necessity of designing services in a climate-resilient and gender-responsive way and have exchanged experiences through knowledge transfer formats such as city-wide and cross-city Communities of Practice (CoP).

**The target groups** are women and girls in the partner cities as users and providers of municipal public services in the areas of SWM / CE as well as safe and green public spaces. Other target groups are officials and experts of urban local bodies / municipal corporations, state departments and various government institutions, who have a mandate for sustainable urban development and municipal public service provision with a focus on SWM / CE as well as safe and green public spaces. In addition to state actors, employees of women's organizations and non-governmental organizations (NGOs) are also an important part of the target group. These organizations work in particular with women in the partner cities, such as informal waste collectors or women's self-help groups. Another focus is on the private sector, especially on women entrepreneurs working in the circular economy. Of the approximately 63 million small businesses in India, only 14% are owned by women. There is great potential for women entrepreneurs, especially in the field of waste and circular management, as well as safe and green public spaces, for example in the recycling sector, which is estimated to be worth EUR 13.8 billion and is growing by 7% annually.

**Results hypotheses:**

**Output 1 "Improving the evidence base"** aims to improve the data and knowledge base for the provision of climate-resilient municipal public services. This is based on the following impact hypotheses: On the basis of strengthened cooperation between the actors relevant to service provision, the evidence base (knowledge and information base) will be improved and particularly with regard to gender responsiveness (esp. consideration of the needs of women and girls), environmental and resource protection and climate resilience (esp. use of the adaptation potential, e.g. through greening and reduction of illegal waste disposal in public spaces) of selected services. Responsible institutions use improved evidence for decision-

making processes (e.g. planning, budgeting, investments, process optimization, reforms) and thus optimize service systems with regard to gender responsiveness and climate resilience (module objective). This is based on the assumption that there is a political will to improve the evidence base, collection capabilities and access to relevant data, and that an improved data and knowledge base as well as increased cross-sectoral cooperation between relevant stakeholders will lead to more informed and sustainable decisions in municipal public service delivery. This approach is based on the experience of the Asian Development Bank "*Support for Making Cities More Livable*" (ADB, 2025)<sup>1</sup> that cities with data-based strategies and coordinated planning tend to achieve better resource management and promote equal opportunities for all genders.

**Output 2 "Development of Practical Models"** aims to develop practical models in which women and girls benefit as users and providers from the improvement of climate-resilient, municipal public services in the partner cities. These practical, replicable approaches can include various elements such as standard operating procedures (SOPs), handouts, business models, training modules, etc. Within the framework of demonstration projects in partner cities in the areas of a) SWM / CE and b) greening and improving safety in public spaces, innovative approaches to improve gender responsiveness, environmental and resource protection as well as climate resilience of selected services will be piloted and tested in concrete use cases.

On the basis of this implementation experience, scalable practical models should be developed and disseminated to other cities for further application and institutionalization as part of upscaling. In addition, the establishment of communities of practice (CoP) promotes cooperation and the transfer of knowledge of implementation experiences between the actors, which leads to a broader and more effective application of the developed practical models (module objective). Furthermore, UNDP (2022)<sup>2</sup> has confirmed using the example of the "Vietnam Investment Review" that women in particular can benefit from sustainable circular economy models in order not to be exposed to precarious conditions and harmful substances along the value chains in waste management and thus improve their livelihoods.

**Output 3 "Strengthening capacities"** aims to strengthen and empower the relevant stakeholders for the implementation of the demonstration projects and then of the practical models for the improvement of climate-resilient municipal public services in the long term. The capacities of officials and experts of relevant institutions (esp. municipal corporations and state departments) as well as women in municipal public service provision (e.g. women's self-help groups or entrepreneurs) lead to both more informed decisions and the implementation of practice-oriented measures that sustainably improve climate resilience, gender responsiveness, environmental and resource protection of municipal public services. The awareness of the public and service users, which is strengthened by awareness-raising

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<sup>1</sup> ADB (2025): [Thematic Evaluation on ADB's Support for Livable Cities, 2017–2024](#)

<sup>2</sup> UNDP (2022): [Climate Public Expenditure and Investment Review of Viet Nam](#)

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measures, leads to more active participation in the design and use of gender-equitable and climate-resilient services and promotes broader social acceptance of these measures (module objective). Targeted capacity development at different levels – from administration to civil society – enables climate-resilient and gender-responsive approaches to be sustainably anchored. This approach is based on experiences in the region ("*Fair Shared City*", ADB, 2022)<sup>3</sup>, which show that knowledge transfer, public participation and capacity building of women and disadvantaged groups are crucial factors for the successful implementation and long-term acceptance of urban development reforms. Furthermore, the study "*Green Jobs and Eco-Entrepreneurship opportunities for women in India*", UNDP (2021)<sup>4</sup> confirmed that training in key areas such as sustainable, efficient processing techniques can help women to use their skills commercially and turn them into a lucrative source of income.

## **2. Tasks to be performed by the contractor**

### **2.1 Term**

The expected term of the contract for services is specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

### **2.2 Objectives, indicators, work packages, milestones**

The contractor is responsible for achieving the module indicators and output indicators as described in this document.

The percentage breakdown (indicative) of the tasks for the contractor in relation to the module indicators is given below for cost-output monitoring (KOMP).

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<sup>3</sup> ADB (2022): [Fair Shared City: Guidelines for Socially Inclusive and Gender-Responsive Residential Development](#)

<sup>4</sup> UNDP (2021): [Green Jobs and Eco-Entrepreneurship opportunities for women in India](#)

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Output Indicator	Output 1	Output 2	Output 3
Estimated input percentage	25%	50%	25%

**Module objective:** In selected cities in India, women and girls benefit as users or providers from climate-resilient, municipal public service systems in the areas of solid waste management (SWM) / circular economy (CE) as well as from safe and green public spaces.

**Module Indicators:**

1. Number of municipal corporations using gender-disaggregated, improved evidence on user behavior, worker-friendly employment conditions, and climate adaptation levels for the planning and management of climate-resilient municipal public service systems in the areas of solid waste management / circular economy as well as safe and green public spaces.

Target value: 4 municipal corporations (2028)

Role of the contractor in achieving the indicator: Responsible for 2 municipal corporations. Knowledge sharing with more municipal corporations.

2. Number of women and girls as users and providers of municipal public services in the areas of solid waste management / circular economy or safe and green public spaces based on the institutionalized practical models in three partner cities.

Target value: 6000 women and girls in 3 partner cities (2028)

Role of the contractor in achieving the indicator: Responsible for 4000 women and girls in 2 partner cities. Knowledge sharing for reaching more women and girls.

3. Number of demonstration projects for climate-resilient municipal public service systems in three partner cities, in which solid waste has been reduced or surface greening has been expanded.

Target: 6 demonstration projects in 3 partner cities (2028)

Role of the contractor in achieving the indicator: Responsible for 3 demonstration projects in 2 partner cities (2x SWM / CE in Guwahati and Kochi and 1x safe and green public spaces in Guwahati). Knowledge sharing for more demonstration projects.

4. Number of cities that have institutionalized future-oriented practical models for climate-resilient municipal public service systems in the areas of solid waste management / circular economy and safe and green public spaces with the support of cross-city communities of practice (CoPs).

Target: 10 cities (2028)

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Role of the contractor in achieving the indicator: Responsible for 6 cities. Knowledge sharing with more cities.

**Definitions:**

**Improved evidence** refers to proven and recognized facts or findings, particularly those focusing on women and girls, which are based on gender-disaggregated data (including digital collection and processing methods), observations, or research results and are used to justify or evaluate decisions; analysis- and verification-based expansion or qualification of existing information using complementary methods, (gender-disaggregated) data, and information sources; digitization of data/analysis procedures; application experiences of women and girls as users and providers of public services.

A **demonstration project** means testing practical approaches with scaling potential, in which women and girls as users and providers benefit from improvements in climate-resilient municipal public services in the areas of SWM / CE, or safe and green public spaces. It should be conducted within the framework of the urban labs. These take into account relevant actors from public institutions, the private sector and civil society and may include the following: a) measures for physical upgrading, b) organizational optimization of service processes and structures (including digital approaches), c) approaches to business development, and d) awareness raising.

A **practical model** is a model-based approach developed on the basis of demonstration projects in which women and girls benefit as users and providers from the improvement of climate-resilient municipal services in the areas of waste management and recycling or safe and green public spaces. These can have various elements, such as documentation, concept description with instructions for action, model standard operating procedure (SOP), business model, training module, model awareness campaign, model investment project concept / detailed project report (DPR), and bankable project application.

Cross-city **communities of practice (CoPs)** are multi-stakeholder platforms with representatives from public institutions, the private sector, and civil society from several cities with the aim of transferring knowledge (including the exchange of experiences between partner cities and other cities) regarding the practical application of the practical models.

An **urban lab** is a temporary multi-stakeholder format, which aims to support participatory, innovative, data-based approaches for climate-resilient, inclusive, sustainable urban development.

**Output indicators:**

**Output 1:** The evidence base for the provision of gender-responsive, climate-resilient municipal public services in the areas of solid waste management / circular economy and safe green public spaces has been improved.

1.1 Number of city-wide communities of practice (CoPs) initiated with the aim of improving evidence for strengthening gender responsiveness and climate resilience in the provision of municipal public services in the areas of solid waste management / circular economy and safe and green public spaces.

Target value: 3 CoPs

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Role of the contractor in achieving the indicator: Responsible for 2 CoPs.

1.2 Number of improved evidence elements (facts, findings) for strengthening gender responsiveness and climate resilience in the provision of municipal public services in the areas of solid waste management / circular economy and safe and green public spaces, which have been formally recognized by decision-makers from relevant institutions.

Target value: 8 evidence elements

Role of the contractor in achieving the indicator: Responsible for 4 evidence elements.

**Output 2:** Practical models for improving gender-responsive, climate-resilient municipal public services in the areas of solid waste management / circular economy and safe green public spaces have been developed in partner cities.

2.1 Number of demonstration projects implemented to improve municipal public service systems in the areas of solid waste management / circular economy as well as safe and green public spaces with regard to gender responsiveness and climate resilience in partner cities.

Target value: 8 demonstration projects in three partner cities, including one demonstration project on solid waste management / circular economy and one demonstration project on public spaces/green spaces in each city.

Role of the contractor in achieving the indicator: Responsible for 3 demonstration projects in 2 partner cities (2x SWM / CE in Guwahati and Kochi and 1x safe and green public spaces in Guwahati). Knowledge sharing as a contribution to more demonstration projects.

2.2 Number of scalable practical models for gender-responsive, climate-resilient municipal public service systems in the areas of solid waste management / circular economy as well as safe and green public spaces, developed on the basis of tested approaches within the framework of demonstration projects.

Target value: 6 practical models

Role of the contractor in achieving the indicator: Responsible for 3 practical models in 2 partner cities (2x SWM / CE in Guwahati and Kochi and 1x safe and green public spaces in Guwahati). Knowledge sharing as a contribution to more practical models.

**Output 3:** The capacities of relevant stakeholders to improve gender-responsive, climate-resilient, municipal public services in the areas of solid waste management / circular economy and safe, green public spaces are strengthened.

3.1 Number of participants in capacity development measures who have applied the knowledge they have gained to implement demonstration projects and practical models for improving municipal public service systems in the areas of solid waste management / circular economy, as well as safe and green public spaces with regard to gender responsiveness and climate resilience.

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Target value: 90 participants, including 30 employees of public institutions and 60 women employed in the municipal public service sector.

Role of the contractor in achieving the indicator: Responsible for 60 participants, including 20 employees of public institutions and 40 women employed in the municipal public service sector. Knowledge sharing for reaching more participants.

3.2 Number of awareness raising campaigns carried out in partner cities to implement demonstration projects and practical models for improving municipal public service systems in the areas of solid waste management / circular economy as well as safe and green public spaces with regard to gender responsiveness and climate resilience for users.

Target value: 7 awareness raising campaigns in 3 partner cities

Role of the contractor in achieving the indicator: Responsible for 3 awareness raising campaigns in 2 partner cities. Knowledge sharing as a contribution to more awareness raising campaigns.

The contractor is responsible for providing the following work packages (indicative) and the accompanying milestones (indicative). The work packages mentioned below will give an idea on kind of activities envisaged. Final work packages and milestones will be agreed in discussion with the partners (national, state, and city levels) and GIZ during the first 2 months of the assignment. Multi-stakeholder workshops will need to be organised at each of the cities/states to discuss and finalise the work packages. Further or more detailed milestones may be added depending on the partners requirements upon agreement with GIZ.

**Work package 1: Implementation of Output 1 "Improving the evidence base"**

Work package 1 is the implementation of Output 1 "Improving the evidence base" in the 2 partner cities for the achievement of module target indicators 1, 2 and 3 and in coordination with the GIZ team in Delhi. It includes the implementation of the associated activities and milestones that must be achieved by specific dates during the contract period.

**Output 1 "Improving the evidence base"** aims to improve the data and knowledge base for the provision of climate-resilient municipal services. To this end, a city-wide community of practice (CoP) will be set up, comprising representatives from the municipal corporation, state departments, civil society, and the private sector, to analyze the evidence base for selected services in the areas of SWM / CE as well as safe and green public spaces, with regard to gender equality and the potential for adaptation to climate change and for reduction of greenhouse gas emissions. In Guwahati, the evidence base for green and safe public spaces must consider nature-based solutions and sponge park approaches. In Kochi, the evidence base must consider the existing Kudumbashree women groups from the Kerala government's flagship poverty eradication and women empowerment mission and the Centre for Heritage, Environment and Development (c-hed). In the process, potential problem areas with regard to evidence (e.g., reliability, completeness, acceptance by stakeholders,

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especially decision-makers, data quality, distortions, level of digitization, and status of gender disaggregation) will be jointly identified and prioritized. On this basis, selected evidence elements (regarding the type and thematic focus of methods and findings) are specifically optimized with a focus on key aspects along the information and data cycle (e.g., collection, management, analysis, maintenance) using innovative digital approaches (e.g., open data, crowdsourcing) with a view to improving the information content on gender and climate aspects (especially gender disaggregation). Decision-makers in the public service sectors are advised to analyze and formalize this qualified evidence and to use it in decision-making processes (e.g., strategies, planning, budgeting, implementation). Finally, the project promotes knowledge transfer between partner cities with cross-city CoPs in order to exchange best practices regarding evidence qualification and scale up evidence-based decision-making. This approach is economically efficient, as more targeted decisions reduce misguided investments and allocate resources more effectively, while inter-municipal knowledge transfer allows tested solutions to be disseminated efficiently without costly new developments.

These milestones provide a structured approach to achieving the goals outlined in "**Output 1 Improving the evidence base**," ensuring that each step is clearly defined and measurable.

Milestones for work package (WP) 1 / Output 1	Delivery period
<p><b>WP 1.1 First meetings of the City-wide community of practice (CoP) conducted</b></p> <p><b>Activity:</b> Set up a city-wide CoP as multistakeholder platforms for consultation and analysis of evidence and comprising representatives from the municipal corporation, state departments, civil society, and the private sector.</p> <p><b>Deliverables:</b> List of CoP members, initial meeting agenda, and minutes / proceedings.</p>	<p>Within 2 months after start of the contract</p>
<p><b>WP 1.2 Evidence elements collected and verified</b></p> <p><b>Activity:</b> Collect and verify evidence elements for the selected services in SWM / CE and safe and green public spaces, focusing on climate change adaptation and gender equality.</p> <p><b>Deliverables:</b> Presentation on current evidence base, identification of key problem areas (e.g., reliability, completeness, acceptance by decision-makers and stakeholders, data quality, distortions, level of digitization, status of gender disaggregation).</p>	<p>Within 3 months after start of the contract</p>
<p><b>WP 1.3 Initial Analysis of evidence base available</b></p> <p><b>Activity:</b> Analyze the evidence base for the selected services SWM / CE and safe and green public spaces, focusing on climate change adaptation and gender equality.</p> <p><b>Deliverables:</b> Presentation on current evidence base, identification of key problem areas (e.g., reliability, completeness, acceptance by decision-makers and other stakeholders, data quality, distortions, level of digitization, status of gender disaggregation).</p>	<p>Within 4 months after start of the contract</p>
<p><b>WP 1.4 Problem areas identified and prioritized</b></p> <p><b>Activity:</b> Jointly identify and prioritize potential problem areas with regard to evidence.</p>	<p>Within 5 months after start of the contract</p>

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<b>Deliverables:</b> Prioritization matrix agreed upon with partners, list of prioritized problem areas agreed upon with partners.	
<b>WP 1.5 Selected evidence elements optimized</b> <b>Activity:</b> Optimize selected evidence elements using existing digital approaches (e.g., open data, crowdsourcing) to improve information content on gender and climate aspects. <b>Deliverables:</b> Improved evidence elements, documentation of digital approaches used.	Within 5 months after start of the contract
<b>WP 1.6 Advisory Support for Decision-Makers accomplished</b> <b>Activity:</b> Advise decision-makers in public service sectors to analyse and formalize qualified evidence for use in decision-making processes (e.g., strategies, planning, budgeting, implementation). <b>Deliverables:</b> Advisory reports, formalized evidence documents, training sessions for decision-makers.	Within 9 months after start of the contract
<b>WP 1.7 Knowledge Transfer and Cross-City CoPs carried out</b> <b>Activity:</b> Promote knowledge transfer between partner cities with cross-city CoPs to exchange best practices regarding evidence qualification and scale up evidence-based decision-making. <b>Deliverables:</b> Cross-city CoP establishment and meeting agendas, minutes, best practice documentation, dissemination plan.	Within 12 months after start of the contract
<b>WP 1.8 Evaluation and Report available</b> <b>Activity:</b> Evaluate the process and outcomes and prepare a final report. <b>Deliverables:</b> Reporting on the success of the process, final WP report as part of the respective quarterly report, recommendations for future actions.	Within 13 months after start of the contract

**Work package 2: Implementation of Output 2 “Development of practical models”**

Work package 2 is the implementation of Output 2 “Development of practical models” in 2 partner cities for the achievement of module target indicators 2, 3 and 4 and in coordination with the GIZ team in Delhi. It includes the implementation of the associated activities and milestones that must be achieved by specific dates during the contract period.

**Output 2 “Development of practical models”** aims to develop models in which women and girls benefit as providers and users of improved climate-resilient municipal public services in partner cities. Based on evidence-based analyses and identified service problems a) in SWM / CE, and b) in the provision of green and safe public spaces (Output 1), demonstration projects are being designed and implemented in the partner cities in close cooperation between city officials, the private sector, and civil society. The demonstration projects focus both on a) improvements in key areas of SWM / CE (e.g., in selected neighborhoods or wards) and b) the enhancement of green and safe public spaces (e.g., in selected parks or green spaces). They serve as practical test environments for evidence-based improvement measures, including physical upgrades to infrastructure, organizational optimization of service processes, digital innovations to increase efficiency, and approaches to promote economic activity. A particular focus is placed on strengthening gender responsiveness (e.g., promoting women and taking women's needs into account in municipal public service provision; designing and managing green, safe public spaces; promoting women-led SMEs

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in the CE) and, on the other hand, on strengthening the potential for climate adaptation and resource conservation (e.g., nature-based solutions for climate-resilient green spaces to reduce heat; more efficient waste separation and recycling; recycling approaches). In Guwahati, the demonstration project and practical model for green and safe public spaces must consider nature-based solutions and sponge park approaches. In Kochi, the demonstration project and practical model for SWM / CE must work with the existing Kudumbashree women groups from the Kerala government's flagship poverty eradication and women empowerment mission and with the Centre for Heritage, Environment and Development (c-hed). Based on the solutions tested in the demonstration projects, investment concepts for further implementation (for submission to financing institutions) and scalable or replicable practical models (including structured documentation, SOPs, manuals, business models, and technical model concepts) will be developed. These will be reviewed and documented in a structured manner on the basis of success factors to be defined (e.g., effectiveness, economic efficiency, functionality, sustainability). As part of the systematic transfer of knowledge in cross-city CoPs, the practical models (including the guidance materials and relevant application experiences contained therein) will be disseminated for further application and institutionalization through the exchange of experiences between the partner cities and with other cities. This approach is economically efficient as it aims at close integration with financing instruments and cost-efficient upscaling of practical solutions.

These milestones provide a structured approach to achieving the goals outlined in **Output 2 Development of practical models**, ensuring that each step is clearly defined and measurable.

Milestones for work package (WP) 2(WP) 2 / Output 2	Delivery period
<p><b>WP 2.1 Evidence-based analysis and identification of urban challenges and service problems available</b></p> <p><b>Activity:</b> Conduct evidence-based analyses and identify service problems in SWM / CE and green and safe public spaces agreed upon with partners.</p> <p><b>Deliverables:</b> Analysis reports, list of identified urban challenges and service problems agreed upon with partners.</p>	<p>Within 5 months after start of the contract</p>
<p><b>WP 2.2 Conception and design of climate-resilient, gender-responsive demonstration projects available</b></p> <p><b>Activity:</b> Develop concept and design climate-resilient, gender-responsive demonstration projects in partner cities focusing on improvements in SWM / CE as well as green and safe public spaces.</p> <p><b>Deliverables:</b> Project concept and design documents agreed upon with partners, stakeholder engagement plans.</p>	<p>Within 7 months after start of the contract</p>
<p><b>WP 2.3 Climate-resilient, gender-responsive demonstration projects implemented</b></p> <p><b>Activity:</b> Implement demonstration projects in selected neighborhoods or wards and parks or green spaces.</p> <p><b>Deliverables:</b> Proven physical upgrades to urban greening and infrastructure, organizational municipal public service optimization plans for city officials, women SHGs and female entrepreneurs, gender-responsive municipal public service provision plans, efficient waste separation and circular economy approaches, SOPs, business models for women SHGs</p>	<p>Within 14 months after start of the contract</p>

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and female entrepreneurs, trainings on finance for waste pickers / female recycling experts, economic activity promotion strategies, nature-based solutions for climate-resilient green spaces.	
<p><b>WP 2.4 Demonstration projects evaluated</b></p> <p><b>Activity:</b> Evaluation of the demonstration projects based on tested solutions for further implementation, transfer and scalability.</p> <p><b>Deliverables:</b> Evaluation of the demonstration projects documents, structured documentation, technical model concepts.</p>	Within 15 months after start of the contract
<p><b>WP 2.5 Practical models based on success factors developed</b></p> <p><b>Activity:</b> Review and document practical models based on defined success factors (e.g., effectiveness, economic efficiency, functionality, sustainability), development of practical models based on tested solutions for further implementation, transfer and scalability</p> <p><b>Deliverables:</b> Success factors review reports, structured documentation of practical models, practical models' documents and transfer packages for upscaling, SOPs, manuals, business models, technical model concepts.</p>	Within 16 months after start of the contract
<p><b>WP 2.6 Knowledge Transfer and Dissemination accomplished</b></p> <p><b>Activity:</b> Disseminate practical models and guidance materials through cross-city CoPs for further application and institutionalization.</p> <p><b>Deliverables:</b> Knowledge transfer plans, transfer package, dissemination materials, cross-city CoP meeting agendas and minutes/proceedings confirming institutionalization in other Indian cities.</p>	Within 20 months after start of the contract
<p><b>WP 2.7 Evaluation and Report available</b></p> <p><b>Activity:</b> Evaluate the process and outcomes, provide recommendations for future actions, and consider upscaling to other cities and regions.</p> <p><b>Deliverables:</b> Reporting on the success of the process, final WP report as part of the respective quarterly report.</p>	Within 21 months after start of the contract

**Work package 3: Implementation of Output 3 "Strengthening capacities"**

Work package 3 is the implementation of Output 3 "Strengthening capacities" in 2 partner cities for the achievement of module target indicators 2, 3 and 4 and in coordination with the GIZ team in Delhi. It includes the implementation of the associated activities and milestones that must be achieved by specific dates during the contract period.

**Output 3 "Strengthening capacities"** aims to train relevant actors to improve climate-resilient municipal public services. To this end, the city officials and their departments responsible for public service provision are supported in their organizational development in line with their needs, in particular by optimizing strategies, processes, and structures with a view to strengthening gender responsiveness and climate resilience. In addition, cooperation with NGOs and women self-help groups (SHGs) is promoted in order to anchor inclusive and needs-based solutions. At the same time, the skills of various target groups are to be strengthened in a targeted manner: a) City and state officials receive further training (e.g., on gender-responsive service planning, climate resilience, or digital skills); b) Women working in public service provision (e.g., in municipal corporations, self-help groups, contracted companies, or the informal sector) will receive needs-based practical training on relevant topics (e.g., finance, occupational safety, health, economic efficiency, digitalization,

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communication); c) Women entrepreneurs are supported through targeted mentoring and training on business and financing models. In order to support sustainable behavioral changes among the population, awareness-raising activities (e.g., campaigns, social media) are carried out at various levels—both in households (e.g., waste separation, composting) and in schools (e.g., waste prevention and separation, recycling). As part of the upscaling process, NIUA and selected training institutions are being supported (e.g., through training of trainers) in incorporating the developed training modules into regular training programs (including digital learning programs on NULP) for other cities. On the other hand, the cross-city CoP will transfer empirical knowledge regarding tested capacity development and awareness-raising approaches to other cities. The approach is economically efficient because it utilizes existing continuing education structures and digital training formats, sustainably strengthens existing institutions, promotes local value chains, and enables cost-effective scaling of best practices. In Guwahati, the capacity development measures for green and safe public spaces must consider nature-based solutions and sponge park approaches. In Kochi, the capacity development measures must work with the existing Kudumbashree women groups from the Kerala government's flagship poverty eradication and women empowerment mission and with the Centre for Heritage, Environment and Development (c-hed).

These milestones provide a structured approach to achieving the goals outlined in **Output 3 Strengthening capacities**, ensuring that each step is clearly defined and measurable.

Milestones for work package 3 / Output 3	Delivery period
<p><b>WP 3.1 Needs assessment as well as service structures, processes and organizational development plan available</b></p> <p><b>Activity:</b> Conduct a comprehensive needs assessment to identify gaps in organizational development, strategies, processes, and structures for climate resilience and gender responsiveness; strategic, institutional and operational optimization of service structures and processes, e.g. in municipal corporations, women's organizations and women-led entrepreneurs</p> <p><b>Deliverables:</b> Needs assessment report, organizational development plan.</p>	<p>Within 3 months after start of the contract</p>
<p><b>WP 3.2 Training program developed</b></p> <p><b>Activity:</b> Design and develop training programs for city and state officials, female officials in public service provision, women SHGs and women entrepreneurs, focusing on relevant topics such as gender-responsive municipal public service planning, climate resilience, digital skills, finance, occupational safety, health, economic efficiency, digitalization, and communication.</p> <p><b>Deliverables:</b> Training program curricula, training materials, digital learning modules for upscaling.</p>	<p>Within 7 months after start of the contract</p>
<p><b>WP 3.3 Training programs conducted</b></p> <p><b>Activity:</b> Implement training programs for city and state officials, women in public service provision, and women entrepreneurs.</p> <p><b>Deliverables:</b> Training sessions conducted, training evaluations, participant feedback reports, training completion certificates.</p>	<p>Within 9 months after start of the contract</p>

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<p><b>WP 3.4 Awareness raising activities concluded</b>  <b>Activity:</b> Design, implement and evaluate awareness-raising activities at various levels, including campaigns and social media outreach in households and schools on topics such as waste separation, composting, waste prevention, and recycling.  <b>Deliverables:</b> Campaign materials, social media content, event reports.</p>	<p>Within 13 months after start of the contract</p>
<p><b>WP 3.5 Training of trainers concluded</b>  <b>Activity:</b> Conduct training of trainers, support NIUA and selected training institutions in incorporating developed training modules into regular training programs, including digital learning programs on NULP.  <b>Deliverables:</b> Training of trainers' sessions materials, training of trainers' sessions evaluation, integration concepts, updated training program schedules.</p>	<p>Within 16 months after start of the contract</p>
<p><b>WP 3.6 Cross-city CoP knowledge transfer accomplished</b>  <b>Activity:</b> Set-up cross-city CoP and facilitate the transfer of empirical knowledge regarding tested capacity development and awareness-raising approaches to other cities through cross-city CoPs.  <b>Deliverables:</b> Cross-city CoP meeting agendas, minutes / proceedings, knowledge transfer documentation.</p>	<p>Within 20 months after start of the contract</p>
<p><b>WP 3.7 Evaluation and report available</b>  <b>Activity:</b> Evaluate the process and outcomes, provide recommendations for future actions and upscaling.  <b>Deliverables:</b> Reporting on the success of the process, final project report with recommendations.</p>	<p>Within 21 months after start of the contract</p>

## 2.3 Project and knowledge management requirements

### Requirements on the assignment of experts:

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

### Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables and covers their operating and administrative costs.

### Requirements on expenditure management and cost control:

- In terms of the mandatory cost-output monitoring, 25 % of the contractor's tasks are apportioned to output 1 / work package 1. 50 % are apportioned to output 2 / work package 2. 25 % are apportioned to output 3 / work package 3.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

### Monitoring and reporting requirements:

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- The contractor plays an active role in the results-based monitoring and reporting of the project. Regular monitoring activities must cover at least the following areas:
  - Data disaggregation per output, module objective and city/state
  - Degree to which activities are implemented
  - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
  - Results that have occurred in the contractor's sphere of responsibility
  - Results that have occurred outside the contractor's direct sphere of responsibility
  - Risks and as necessary, mitigations
  - Data collection for monitoring purposes though i.e. questionnaires, focus group discussions or other tools and methods
  - Other areas, if considered necessary by the contractor

The contractor reports to GIZ as follows:

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

- Inception report after 2 months from contract award, max. 10 pages plus annexes.
- Quarterly interim reports starting 3 months after the inception report, max. 10 pages plus annexes
- Final report on 31 May 2028, max. 25 pages plus annexes.

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

Additionally, the contractor is required to produce:

- Contributions to the report to GIZ's commissioning party in German on 10 April 2027, 10 April 2028 and 30 June 2028, max. 10 pages plus annexes each.
- Brief quarterly reports in German on the implementation status of the project as annex to the quarterly interim reports, max. 10 pages plus annexes.

**Requirements for company-wide learning, knowledge and innovation:**

- Contributions to conferences as needed
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- Contributions or virtual debriefing with the responsible Competence Centre 4D40 "Environment, Water, Circular Economy" of the GIZ Sectoral Department on the materials developed.

**Backstopping requirements:**

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

- The contractor's responsibility for its own staff;

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

## **2.4 Data protection and information security**

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

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 and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those arising 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 follows the instructions of a GIZ partner 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.

## **2.5 Other requirements**

Safeguards and gender measures with specific reference to services:

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

- **Gender equality:**
  - Ensure a gender-balance ratio of participants and partners in any project activity.
  - Provide equal opportunity to all employees and project partners irrespective of gender or other diversity related factors.
  - Procedures to minimise the risk for discrimination and non-equal opportunities for employees must be in place in the service provider's company.

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- Ensure a zero tolerance policy towards sexual harassment and a sexual harassment redressal mechanism must be in place
- Ensure gender sensitive communication (both internally and externally)
- **Environment, climate change mitigation and adaptation:**
  - Any activities that contribute to undesirable effects of climate change must be avoided by the contractor. Small-scale measures to redesign the public green spaces should be planned and implemented in a climate-friendly manner from the outset.
  - Urban constructions and transport may increase pollution and consume fossil energy. Adequate procedures and assessments must be established to ensure the efficient use of resources and renewable energies, as far as possible
- **Conflict and context sensitivity / human rights:**
  - The project activities respect and promote cultural diversity and do not favour one specific group of people over another, irrespective of culture, race, caste, religion, age, gender or sexual orientation
  - External risks must be assessed and monitored by the contractor to ensure the successful implementation of project activities
  - Ensure participation of marginalised groups and concerned communities in active participatory planning processes

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

**Additional requirements are as follows:**

- **Scientific practice**

The Contractor shall at all times adhere to the principles of good scientific practice and academic integrity. This includes, but is not limited to, the transparent and verifiable use of data and sources, proper citation and acknowledgement of third-party work, avoidance of plagiarism, and compliance with applicable ethical standards. All analyses, reports, and deliverables must be prepared in a methodologically sound, traceable, and reproducible manner, in line with internationally recognized standards of scientific and professional conduct.

- **Use of Generative AI**

The contractor must indicate if and where artificial intelligence (AI) is used for content and will need to present a concept for quality assurance when AI is used.

### **3. Technical-methodological concept**

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks

listed in section 2 and achieving the set objectives. In addition, the contractor must describe the design of the project management process.

Note: If the assessment grid assigns 0% weighting to a requirement, no information is required, and providing such information will not affect the overall assessment. The requirement described in the ToR is definitive and takes precedence over any descriptions in the assessment grid in case of discrepancies.

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

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

The tenderer must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), for example by

- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation,
- making an assessment of the technical concept, e.g. in consideration of further sectors or actors, process adjustments, etc.

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

- Not applicable -

### **3.3 Strategy (section 1.3 of the assessment grid)**

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

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

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

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

The tenderer should describe the strategic approach to the tasks formulated in Chapter 2, i.e., present an implementation strategy with a description of important lines of action.

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

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

**3.3.3 Approaches for leverage effects and measures for scaling-up**  
(section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of 'knowledge sharing') and to describe them. In doing so, the tenderer is required to present and explain measures that promote both horizontal and vertical scaling-up. In particular, the tenderer must submit proposals on how innovations that have been developed in the context of implementation can be disseminated beyond the sphere of influence of the project.

**3.3.4 Consideration of environmental and social compatibility requirements**  
(section 1.3.4 of the assessment grid)

**Gender equality**

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

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

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

**Conflict and context sensitivity / Human rights**

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

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Requirement: 'Gender equality':	4 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	4 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity' / 'Human rights':	2 points out of 10 (maximum)

### **3.4 Project management**

(section 1.4 of the assessment grid)

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

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#### **3.4.1 Operational plan**

(section 1.4.1 of the assessment grid)

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

#### **3.4.2 Coordination with GIZ or the commissioning project**

(section 1.4.2 of the assessment grid)

– Not applicable -

#### **3.4.3 Steering or coordination of measures with the relevant implementing partner**

(section 1.4.3 of the assessment grid)

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

#### **3.4.4 Monitoring**

(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly monitor, document and verify the status of completion of the tasks, the achievement of objectives (including means

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of verification), the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

### **3.5 Further requirements**

(section 1.5 of the assessment grid)

The project is implemented within the context of the Green and Sustainable Development Partnership (GSDP) between India and Germany. The tenderer is required to describe and, where possible, provide concrete evidence of how national resources in both Germany and India (e.g. national institutions, network partners) will be actively involved in the project and how sustainable linkages between these actors will be established.

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## **4. Personnel**

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs.

The requirements regarding the format and content of the CVs are described in section 6.

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender, age, etc.

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

### **Expert 1: Team leader with international experience** (section 2.1 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

The team leader will be based at the GIZ office in Delhi.

#### Tasks of expert 1: Team leader with international experience

- Overall responsibility for the contractor's work packages to achieve the objectives, indicators, and milestones of outputs 1, 2 and 3 regarding SWM / CE as well as safe and green public spaces, and the corresponding module target indicators in the project states Assam and Kerala
- Coordination with GIZ team in Delhi and consultants in Assam and Kerala
- Support and provision of data and sources of verification in the results-based monitoring system of the project for reporting to the BMZ
- Overall responsibility for the development of business models for the selected value chains for SWM / CE and the maintenance of safe and green public spaces

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- Development of strategies for the integration of nature-based solutions (incl. sponge parks) in Guwahati
- Development of strategies for integration with the existing Kudumbashree women groups from the Kerala government's flagship poverty eradication and women empowerment mission and with Kochi's Centre for Heritage, Environment and Development (c-hed)
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in SWM / CE as well as safe and green public spaces
- Responsibility for taking cross-cutting themes into consideration (above all gender equality and climate change)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the project director at GIZ
- Supporting the project director in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

Qualifications of expert 1: Team leader with international experience

Education/training (section 2.1.1 of the assessment grid):	University degree ('master's or German Diplom' or equivalent) in environmental or natural sciences, engineering (in the fields of environment, production, industry), waste management, recycling management, business administration, urban development or urban planning.
Language (section 2.1.2 of the assessment grid):	Knowledge of German and English on C2-level in the Common European Framework of Reference for Languages (7 points are given for C2-Level German, 3 points are given for C2-Level English)
General professional experience (section 2.1.3 of the assessment grid):	9 years of professional experience in the sector solid waste management / circular economy
Specific professional experience (section 2.1.4 of the assessment grid):	2 years of professional experience in circular business models and value chains
Leadership/management experience (section 2.1.5 of the assessment grid):	2 years of management experience in projects, companies, start-ups or NGOs (5 points) and 1 year remote leadership (5 points)
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	2 years of international professional experience outside of South Asia
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	2 years of professional experience in South Asia

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Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	1 year of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Experience in implementing development projects with gender focus: 1 assignment with a gender focus (5 points) and 1 assignment with climate change focus (5 points).

**Expert 2: Expert with national experience on circular economy and women self-help groups for Guwahati** (based in Guwahati) (section 2.2 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of expert 2

- Implementation of the work packages needed to achieve output and module objective indicators for SWM / CE in Guwahati
- Improve the evidence base for climate-resilient municipal services in SWM / CE in Guwahati by establishing and facilitating CoP to assess, optimise, and apply gender- and climate-responsive data—using innovative digital approaches—and to promote evidence-based decision-making and cross-city knowledge exchange (Output 1)
- Development of practical models in which women and girls benefit as providers and users of improved climate-resilient municipal services in SWM / CE in Guwahati (Output 2)
- Strengthen municipal service delivery capacities in Guwahati by optimising organisational structures and processes for climate resilience and gender responsiveness, and by fostering cooperation with NGOs and women SHGs (Output 3)
- Design and implementation of strategic approaches to integrate women’s self-help groups as a key mechanism for achieving Outputs 1, 2, and 3
- Development and implementation of strategies for gender-responsive nature-based solutions and sponge parks for Guwahati, including data modelling
- Coordination and consultation at state and city level in the field of SWM / CE
- Coordination and consultation on other work packages and activities proposed by the contractor

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree (‘master’s or German Diplom’ or equivalent) in environmental or natural sciences, engineering (in the fields of environment, production, industry), waste management, recycling management, business administration, urban development or urban planning.
Language (section 2.2.2 of the assessment grid):	Knowledge of English and Assamese on C2-level in the Common European Framework of Reference for Languages (5 points are given for C2 level English, and 5 points are given for C2 level in Assamese)

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General professional experience (section 2.2.3 of the assessment grid):	7 years of professional experience in the sector solid waste management / circular economy (5 points) and 5 years of professional experience with women self-help groups (5 points)
Specific professional experience (section 2.2.4 of the assessment grid):	2 years of professional experience in improvement of municipal public service systems on solid waste management along with the public sector
Leadership/management experience (section 2.2.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	7 years of professional experience in India
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	2 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	Experience in implementing development projects with gender focus: 1 assignment with a gender focus (5 points) and 1 assignment with climate change focus (5 points).

**Expert 3: Expert with national experience on circular economy and women self-help groups for Kochi (based in Kochi) (section 2.3 of the assessment grid)**

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

**Tasks of expert 3**

- Implementation of the work packages needed to achieve output and module objective indicators for SWM / CE in Kochi
- Improve the evidence base for climate-resilient municipal services in SWM / CE in Kochi by establishing and facilitating CoP to assess, optimise, and apply gender- and climate-responsive data - using innovative digital approaches - and to promote evidence-based decision-making and cross-city knowledge exchange (Output 1)
- Development of practical models in which women and girls benefit as providers and users of improved climate-resilient municipal services in SWM / CE in Kochi (Output 2)
- Strengthen municipal service delivery capacities in Kochi by optimising organisational structures and processes for climate resilience and gender responsiveness, and by fostering cooperation with NGOs and SHGs (Output 3)
- Design and implementation of strategic approaches to integrate women's self-help groups as a key mechanism for achieving Outputs 1, 2, and 3

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- Development and implementation of strategies for cooperation with the existing Kudumbashree women groups from the Kerala government's flagship poverty eradication and women empowerment mission and with the Centre for Heritage, Environment and Development (c-hed)
- Coordination and consultation at state and city level in the field of SWM / CE
- Coordination and consultation on other work packages and activities proposed by the contractor

Qualifications of expert 3.

Education/training (section 2.3.1 of the assessment grid):	University degree ('master's or German Diplom' or equivalent) in environmental or natural sciences, engineering (in the fields of environment, production, industry), waste management, recycling management, business administration, urban development or urban planning.
Language (section 2.3.2 of the assessment grid):	Knowledge of English and Malayalam on C2-level in the Common European Framework of Reference for Languages (5 points are given for C2 level English, and 5 points are given for C2 level in Malayalam)
General professional experience (section 2.3.3 of the assessment grid):	7 years of professional experience in the sector solid waste management / circular economy (5 points) and 5 years of professional experience with women self-help groups (5 points).
Specific professional experience (section 2.3.4 of the assessment grid):	2 years of professional experience in improvement of municipal public service systems on solid waste management along with the public sector
Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	7 years of professional experience in India
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	2 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	Experience in implementing development projects with gender focus: 1 assignment with a gender focus (5 points) and 1 assignment with climate change focus (5 points).

**Expert 4: Pool 1 'Experts with national experience for Guwahati and Kochi' with 4 experts** (section 2.4 of the assessment grid)

A CV for each expert must be added to the tender.

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The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 1

- Support the implementation of the work packages needed to achieve output and module objective indicators for SWM / CE, and green public spaces in Assam
- Support the improvement of the evidence base for climate-resilient municipal services in SWM / CE, and green public spaces (incl. the use of nature-based solutions) in Guwahati and Kochi by establishing and facilitating CoP to assess, optimise, and apply gender- and climate-responsive data—using innovative digital approaches—and to promote evidence-based decision-making and cross-city knowledge exchange (Output 1)
- Support the development of practical models in which women and girls benefit as providers and users of improved climate-resilient municipal services in SWM / CE, and nature-based solutions incl. Sponge parks in Guwahati and incl. channel management in Kochi (Output 2)
- Support the strengthening of municipal service delivery capacities in Guwahati and Kochi by optimising organisational structures and processes for climate resilience and gender responsiveness, and by fostering cooperation with NGOs and self-help groups (Output 3)
- Strategic planning and implementation of the use of digital solutions to achieve outputs 1, 2, and 3 (including the continuation of proven approaches from the existing urban labs) in Guwahati and Kochi
- Strategic planning and implementation of communication strategy and material for Outputs 1, 2, and 3. Planning and implementation of the awareness raising campaigns in Guwahati and Kochi
- Support the coordination and consultation at regional and local level in the field of SWM / CE and green public spaces
- Support the coordination and consultation on other work packages and activities proposed by the contractor

Qualifications of the expert pool 1

Education/training (section 2.4.1 of the assessment grid):	Each expert with a university degree ('master's or German Diplom' or equivalent) in environmental or natural sciences, engineering (in the fields of environment, production, industry), waste management, recycling management, IT, communication, business administration, urban development or urban planning
Language (section 2.4.2 of the assessment grid):	<p>2 experts with knowledge of English and Assamese on C1-level in the Common European Framework of Reference for Languages (3 points are given for 2 experts with each C1 level English, and 2 points are given for 2 experts with each C1 level in Assamese)</p> <p>AND</p> <p>2 experts with knowledge of English and Malayalam on C1-level in the Common European Framework of Reference for Languages (3 points are given for 2 experts with each C1 level</p>

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	English, and 2 points are given for 2 experts with each C1 level in Malayalam)
General professional experience (section 2.4.3 of the assessment grid):	2 experts with each 5 years of professional experience in nature-based solutions (3 points), of which 1 expert has 2 years of additional professional experience on sponge parks (2 points)  AND  1 expert with 5 years of professional experience in communications (3 points)  AND  1 expert with 5 years of professional experience in digital solutions (2 points)
Specific professional experience (section 2.4.4 of the assessment grid):	2 experts with each 3 years of professional experience in nature-based solutions with gender-responsive approaches (4 points)  AND  1 expert with 3 years of professional experience in awareness raising campaigns (3 points)  AND  1 expert with 3 years of professional experience in digital solutions for public services (3 points)
Leadership/management experience (section 2.4.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	Each expert with 5 years of professional experience in India
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	Not applicable
Other (section 2.4.9 of the assessment grid):	Not applicable

**Expert 5: Pool 2 ‘Junior experts with national experience for Guwahati and Kochi’ with 2 experts, 1 based in Guwahati and 1 based in Kochi (section 2.5 of the assessment grid)**

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A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 2

- Support the implementation of the work packages needed to achieve output and module objective indicators for SWM / CE and green public spaces in Guwahati and Kochi
- Support the improvement of the evidence base for climate-resilient municipal services in SWM / CE, and green public spaces Guwahati and Kochi by establishing and facilitating CoP to assess, optimise, and apply gender- and climate-responsive data—using innovative digital approaches—and to promote evidence-based decision-making and cross-city knowledge exchange (Output 1)
- Support the development of practical models in which women and girls benefit as providers and users of improved climate-resilient municipal services in waste management and recycling, and nature-based solutions in Guwahati and Kochi (Output 2)
- Support the strengthening of municipal service delivery capacities by optimising organisational structures and processes for climate resilience and gender responsiveness, and by fostering cooperation with NGOs and self-help groups Guwahati and Kochi (Output 3)
- Support to the implementation of awareness raising campaigns for Outputs 1, 2, and 3 in Guwahati and Kochi
- Support to the implementation of the use of digital solutions to achieve outputs 1, 2, and 3 (including the continuation of proven approaches from the existing urban labs)
- Support the coordination and consultation at regional and local level in the field of solid waste management / circular economy, and green public spaces
- Support the coordination and consultation on other work packages and activities proposed by the contractor

Qualifications of the expert pool 2

Education/training (section 2.5.1 of the assessment grid):	Each expert with a university degree ('master's or German Diplom' or equivalent) in environmental or natural sciences, engineering (in the fields of environment, production, industry), waste management, recycling management, business administration, urban development or urban planning
Language (section 2.5.2 of the assessment grid):	<p>1 expert with knowledge of English and Assamese on C1-level in the Common European Framework of Reference for Languages (3 points are given for C1 level English, and 2 points are given C1 level in Assamese)</p> <p>AND</p> <p>1 expert with knowledge of English and Malayalam on C1-level in the Common European Framework of Reference for Languages (3 points are given for C1 level English, and 2 points are given for C1 level in Malayalam)</p>

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General professional experience (section 2.5.3 of the assessment grid):	All experts with each 3 years of professional experience in solid waste management / circular economy (5 points) and each 3 years professional experience on women self-help groups (5 points)
Specific professional experience (section 2.5.4 of the assessment grid):	Each expert with 2 years of professional experience in finance management for SHGs and women enterprises
Leadership/management experience (section 2.5.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	Not applicable
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	Not applicable
Other (section 2.5.9 of the assessment grid):	Not applicable

**The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs.** The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

**Staff presentation**

(section 2.11 of the assessment grid)

For this procedure, an oral online presentation of the strategy and staff is expected. The skills of the proposed staff (listed below) are then assessed, and the assessments in the

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tender relating to the individual criteria in the technical-methodological part of the technical assessment will be adjusted as necessary.

In addition, the following skills of the team leader and the 2 key experts for Guwahati and Kochi will be assessed as part of the staff presentation:

- 2.11.1 Technical skills (current and specific technical skills)
- 2.11.2 Communication skills (structured and convincing presentation, language skills)
- 2.11.3 Project and process management skills
- 2.11.4 Other skills: Experience in gender-responsive solid waste management / circular economy as well as circular business models and value chains

Please note that in the event of negotiations and an invitation to submit a follow-up tender, GIZ reserves the right to waive a new presentation of any follow-up tenders, provided that no changes are made in the written tender to the strategy and the personnel presented in the staff presentation. In this case, the evaluation of the presentation of the initial tender will also apply to the follow-up tender.

**5. Costing requirements**

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

**5.1 Assignment of experts**

The number of expert days corresponds to full working days.

<b>Expert</b>	Expert days in the country of residence / remote	Availability of expert in the country of assignment in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)	Number of international flights	Number of national flights
<b>Key expert 1: Team leader with international experience</b>	5	380 (of which 15 in Germany)	385	Yes	3	18
<b>Key expert 2: Expert with national experience Guwahati</b>	-	385	385	-	-	6

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<b>Key expert 3: Expert with national experience Kochi</b>	-	385	385	-	-	6
<b>Expert 4: Expert pool 1</b>	-	420	420	-	-	14
<b>Expert 5: Expert pool 2</b>	-	770	770	-	-	6

## 5.2 National administrative staff

– Not applicable –

## 5.3 Travel expenses

### 5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO<sub>2</sub>-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO<sub>2</sub> 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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

### 5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

<b>Travel expenses item</b>	<b>Quantity/budget</b>
Total number of international flights	3
Total number of national flights	50
CO <sub>2</sub> offsets for flights	EUR 4.240,00

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	An unalterable budget for CO <sub>2</sub> offsets for settlement against evidence is specified.
Per-diem allowances in Germany (for Team Leader with international experience)	15
Accommodation allowances in Germany for Team Leader with international experience	15
Per-diem allowances in India (other cities) for Team Leader with international experience	54
Accommodation allowances in India (other cities) for Team Leader with international experience	54
Per-diem allowances in Delhi for experts with national experience	44
Per-diem allowances in India (other cities) for experts with national experience	31
Accommodation allowances Delhi for experts with national experience	44
Accommodation allowances in India (other cities) for experts with national experience	31
Other travel expenses: Visa expenses for team leader with international experience	EUR 240 (fixed Budget)

**For team leader with international experience:**

- 1) Per-diem allowances in India (other cities) are reimbursed as a lump sum up to the maximum amounts permissible under tax law for India (other cities) as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration for attending business meetings and conferences for the project in coordination with GIZ (download at <https://www.bundesfinanzministerium.de>).
- 2) Per diem allowances in Germany may be offered up to EUR 28.00 / day and are reimbursed as a lump sum.
- 3) Notes on the settlement of accommodation allowances in Germany:
  - Accommodation allowances up to EUR 80.00 will be reimbursed **on a lump-sum basis**.
  - Accommodation allowances between EUR 80.01 and EUR 130.00 will be reimbursed **in the amount evidenced**.
- 4) Notes on the accommodation allowances outside Germany:
  - For the country India, tenderers may offer accommodation allowances up to EUR 60.00 for other Indian cities for the team leader with international experience. These are the 75 % of the maximum amounts permissible under tax law as per the

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BMF circular on travel expense reimbursement. These expenses will be reimbursed on a lump-sum basis in the contractually agreed amount.

**For experts with national experience:**

- 1) Per-diem allowances may be offered up to the maximum amount of 36.00 EUR / day for Delhi and 18.00 EUR / day for other Indian cities and are reimbursed as a lump sum.
- 2) Accommodation allowances in India (other cities) may be offered up to the maximum amount of 30.00 EUR / night and are reimbursed as a lump sum.
- 3) Accommodation allowances in Delhi may be offered up to the maximum amount of 70.00 EUR / night are reimbursed as a lump sum.

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flight costs
- Other travel expenses

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

**Please note:** These travel expense items do not cover costs related to the contract in the country of assignment (see section 3.3.2 of the General Terms and Conditions). Please cost these items if applicable in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

**5.4 Materials and equipment**

Budget for materials and equipment: EUR 49.000

The fixed, unalterable budget above is earmarked for the procurement of the materials and equipment described in the table below (payment against evidence).

Made available free of charge by the project executing agency (local project partner) for the duration of the contract.	Made available free of charge by GIZ for the duration of the contract.	Materials and equipment to be procured by the contractor in the financial bid.
-	Furnished office for the team leader in Delhi	IT equipment for the personnel of the contractor

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	Furniture for office in Guwahati	Materials for greenery activities
		Plants
		Others (to be approved by GIZ commission manager in advance)

### 5.5 Operating costs in the country of assignment

The specified lump sums per month are the maximum amounts the tenderer can include in the tender. In other words, the tenderer can offer lower individual lump-sum amounts. The corresponding lump sums are to be entered into the price schedule by the tenderer. **Higher lump sums are not to be included in the tender.**

Lump-sums that are not specified are to be offered by the tenderer (with no upper limit).

	Months	Lump sum per month up to
Office operating costs	21	1.000
Local travel expenses, couriers, stationary, printing etc. (beyond GIZ office premises)	21	200

For the team leader with international experience GIZ will provide a work desk at GIZ Office in Delhi, which includes stationery and printing.

### 5.6 Workshops, education and training

The contractor runs workshops/study trips/training courses for the following milestones:

- Demonstration projects
- Practical models
- Capacity development and awareness-raising

Workshop budget: EUR 130.000

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting services

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- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

### **5.7 Local contributions**

Budget for local contributions: EUR 75.000 (5% of this budget is used for administrative tasks connected to the implementation of this contract)

A local contribution contract with the Centre for Heritage, Environment and Development (c-hed) must be considered.

Local contributions are awarded on the basis of the attached annex 'Mustervertrag Örtliche Zuschüsse' (Contract template for local contributions) and in accordance with the provisions of the General Terms and Conditions and the annex 'Handreichung Örtliche Zuschüsse' (Guideline for local contributions) to the General Terms and Conditions.

### **5.8 Other costs**

– Not applicable –

### **5.9 Flexible remuneration item**

Budget for flexible remuneration: EUR 80.000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

## **6. Requirements on the format of the tender**

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

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 15 pages (not including the cover page, list of abbreviations and table of contents). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

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

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

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

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

## **7. Options or follow-on contract**

### **7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)**

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

#### **Nature and scope:**

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

**Precondition:** GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

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## **7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)**

### **Nature and scope:**

GIZ may increase the total budget of the contract for the procurement of materials and equipment. After the exact needs and technical specifications for the equipment have been defined with GIZ, it is possible to add an additional budget for the procurement of goods. The materials and equipment are needed in order to implement all activities needed with regards to the demonstration projects and practical models that are mentioned in the ToR.

Maximum budget for the procurement of these materials and equipment: EUR 500.000.

**Preconditions:** The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure.

## **7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)**

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

### **Scope of possible services:**

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

**Condition:** The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

## **8. Annexes**

- 01\_Operational Guidelines of the Swachh Bharat Mission - URBAN (MoHUA)
- 02\_Mission Document of the National Urban Livelihood Mission (MoHUA)
- 03\_Digital solutions for gender-responsive solid waste management / circular economy (SUDSC II project)
- 04\_Framework for nature-based solutions for enhancing urban resilience in tier 2 cities for Tamil Nadu (SUDSC II project)
- 05\_Sponge Park Framework for resilient open spaces: Manual to transform open space reservations to sponge parks in Chennai (SUDSC II project)
- 06\_Waste to Wealth: A ready reckoner for selection of technologies for management of municipal waste (MoHUA)