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### **0. List of Abbreviations**

<b>BEIS</b>	Department for Business, Energy and Industrial Strategy
<b>BMWK</b>	Bundesministerium für Wirtschaft und Klimaschutz
<b>CIFF</b>	Children’s Investment Fund Foundation
<b>EU</b>	European Commission
<b>G2B</b>	Government to Business
<b>GeM</b>	Government e Marketplace
<b>GIZ</b>	Deutsche Gesellschaft für Internationale Zusammenarbeit
<b>MoHUA</b>	Ministry of Housing and Urban Affairs
<b>MSW</b>	Municipal Solid Waste
<b>NAMA(s)</b>	Nationally Appropriate Mitigation Action
<b>NSO</b>	NAMA Support Organisation
<b>NSP</b>	NAMA Support Project
<b>OEM</b>	Original Equipment Manufacturer
<b>ToR</b>	Terms of Reference

## 1. General information

### 1.1. About the Project

'Waste Solutions for Circular Economy' is supported by a joint climate action program-NAMA (Nationally Appropriate Mitigation Action) Facility-set up by the German Federal Ministry for Economic Affairs and Climate Action (BMWK), Department for Business, Energy and Industrial Strategy (BEIS) of the United Kingdom (UK), European Commission (EU Commission) and the Children's Investment Fund Foundation (CIFF). This is a 5-year project which will operate in 5 lighthouse locations- Patna, Varanasi, State of Goa, Bengaluru & Tiruchirappalli with local and state governments as partners. GIZ will act as the NAMA Support Organisation (NSO) for the project and will be responsible for the delivery of funds, services, financial and administrative management of the project.

As part of the project, the GIZ India intends to hire the services from able and willing firms to act as implementation partner for execution of the training programme. The project will work on ways to develop a training module and implementation of a training programme in India to provide inputs on "Government e Marketplace (GeM)" to the solid waste management sector related entrepreneurs. The project supports multiple activities relating to Government e Marketplace (GeM).

### 1.2. Context

The [Government e-Marketplace \(GeM\)](#), a one-stop shop that would offer an online end-to-end procurement system for government buyers, is intended to be implemented in order to revamp the operational processes. The objective of GeM is to make procurement transparent, fast, efficient, and easy for businesses. Not only will GeM cater to commonly used products and goods, but it also provides services to government organizations. The platform will act as a public procurement platform between suppliers and buyers, providing them with a unified and transparent government-to-business (G2B) portal.

GeM is anticipated to bring a paradigm shift in public procurement, necessitating changes to both technology and procedures. The platform's design aims to improve the efficiency of manual processes, minimise human interference in the procurement process, and, most significantly, develop a top-notch electronic platform for public procurement.

GeM derives itself from established e-commerce models to allow for a better user experience that government officers get while accessing established e-retailers. Users will be provided with multiple options for products and services to choose from and get detailed information in a much easier manner.



Waste management sector is growing at a very fast pace, reaching a wider section of society. However, there are not enough trained stakeholders to meet the demands of the waste management services. The existing workforce has limited skills and practical knowledge of 'Government e-Marketplace (GeM)'. The proposed project aims to train personnel with the right skill set for using GeM portal, so that not only their employability increases but they are also able to attain the necessary entrepreneurial skills. As part of the NAMA Facility funded 'Circular Waste Solutions' project, GIZ India intends to hire services from able and willing firms to act as an implementation partner for the execution of a part of the training program. The selected implementation partner/ training partner will be required to provide skill-oriented training such that solid waste management sector related entrepreneurs and other stakeholders can enhance the use of the Government e-Marketplace (GeM) portal with the purpose of improving their entrepreneurial capabilities and create a competitive market place related to waste management sector.

## 2. Tasks to be performed by the contractor

The contractor shall provide services as per the detailed description in the work packages outlined below but not limited to:

### 2.1. Work Package 1: Identify and develop a database of the waste management companies.

- i. Conduct a comprehensive survey of the waste management sector to identify existing companies (involved in conducting training & awareness, equipment, machinery, collection, processing, and disposal of waste, and other waste management-related services), their services, and their requirements for using the GeM platform.
- ii. Develop a database of waste management companies that are registered as well as non-registered at the GeM portal, including their contact information, services offered, and GeM platform related requirements.
- iii. Categorize waste management companies based on their services, location, size of the company and other relevant parameters to facilitate targeted training and outreach.
- iv. Develop a plan for regularly updating the database and incorporating new waste management companies during the course of the assignment.

- v. Other tasks as may be required.

**2.2. Work Package 2: Develop a training module for easier step-by-step understanding of the Government e-Marketplace (GeM) process for solid waste management sector stakeholders and entrepreneurs, etc.**

- i. Conduct a needs assessment to identify the training requirements of solid waste management stakeholders and entrepreneurs related to GeM platform usage.
- ii. Develop a training module that covers the basic features of the GeM platform, registration process, bidding process, payment process, and other relevant aspects.
- iii. Develop comprehensive training materials, including user guides, videos, and presentations, to support the training module.
- iv. Pilot-test the training module with a select group of stakeholders and entrepreneurs and revise the training module based on feedback.
- v. Finalise the training module and materials and prepare for rollout.

**2.3. Work Package 3: Conduct training program and give handholding support to the solid waste management sector stakeholders and entrepreneurs to enhance the use of ‘Government e-Marketplace (GeM)’ and waste management services.**

- i. Identify and prioritize target groups for training, including waste management companies and entrepreneurs at various levels.
- ii. Develop a schedule of training sessions based on the target groups and their availability. A minimum of 100 waste management companies must go through capacity building & skills training under the project.
- iii. Conduct one-day training programs in each of the project locations to maximize outreach and participation.
- iv. Provide handholding support to stakeholders during and after the training program to ensure the effective adoption of the GeM platform.
- v. Monitor and evaluate the effectiveness of the training program and make revisions as necessary.

**Note:** The service provider will be required to work in close coordination with the MoHUA, GIZ India team as well as the other technical partners under the project. The development of training modules will be finalised with the consultation of MoHUA officials and GIZ India team.

**The training venue will be arranged by GIZ India (including logistics, venue booking, administrative costs etc.). The service provider does not need to estimate the training venue cost.**

**2.4. Milestones/Deliverables**

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

Milestone/Deliverable	Deadline
<b>Work Package 1: Identify and develop a database of waste management companies.</b>	
• <i>Inception meeting</i>	3 <sup>rd</sup> July 2023
• <i>Inception report submission</i>	10 <sup>th</sup> July 2023.

• <i>Develop a survey questionnaire and template</i>	24 <sup>th</sup> July 2023
• <i>Verify and validate database</i>	14 <sup>th</sup> August 2023
<b>Work Package 2: Develop a training module for easier step-by-step understanding of the Government e-Marketplace (GeM) process for solid waste management sector stakeholders and entrepreneurs</b>	
• <i>Identify training needs and objectives through a survey of stakeholders</i>	21 <sup>st</sup> August 2023
• <i>Development of training module.</i>	4 <sup>th</sup> September 2023
• <i>Training module submission</i>	25 <sup>th</sup> September 2023
• <i>Review meeting</i>	9 <sup>th</sup> October 2023
• <i>Final submission of the training module</i>	23 <sup>rd</sup> October 2023
• <i>Pilot test of the training module and its revision based on the feedback (if any)</i>	30 <sup>th</sup> October 2023
<b>Work Package 3: Conduct a training program and give handholding support to the solid waste management sector stakeholders and entrepreneurs to enhance the use of ‘Government e-Marketplace (GeM)’.</b>	
• <i>Finalization of the participant list</i>	6 <sup>th</sup> November 2023
• <i>Conduct pre-training assessment</i>	13 <sup>th</sup> November 2023
• <i>Deliver training program</i>	20 <sup>th</sup> November 2023
• <i>Handholding support to participants in navigating the GeM platform</i>	4 <sup>th</sup> December 2023
• <i>Conduct post-training assessment</i>	11 <sup>th</sup> December 2023
• <i>Project completion report submission</i>	26 <sup>th</sup> December 2023

**Period of assignment:** GIZ shall hire the service provider for the anticipated contract term, from **01<sup>st</sup> July 2023 to 30<sup>th</sup> December 2023.**

**Location of assignment:** New Delhi

### 3. Concept

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

#### Technical-methodological concept

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

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

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to **Chapter 2**

are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with **Chapter 2**.

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

### **Project management of the contractor**

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

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

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018. In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

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

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

The bidder is required to describe its **backstopping** concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

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

## **4. Criteria for Eligibility of firms**

To be eligible to participate in this tender, the contracting firm must meet the following basic requirements:

- Average annual turnover for the last three financial years must be at least 80,000 Euros.
- The agency must be registered as an organization/entity in India.
- The number of employees as on previous year should be at least 10.

- The agency should provide at least 1 reference projects on GeM or tendering and procurement process related training and capacity building in last 3 years.
- The agency should provide at least 2 reference projects in India in the last 3 years.
- The agency should provide at least 2 reference projects related to commercial/financial analysis of municipal solid waste management projects in last 3 years.
- The minimum commission value of reference projects should be at least 5,000 Euros.
- The agency should have minimum 2 years of experience on working with National or State governments and/or other government agencies and/or local government bodies for policy advisory.
- The agency should have minimum 2 years of experience of working on publications/ reports with data analysis related to municipal solid waste management.
- The agency should have regional experience in India.
- The agency should have experience with Other Development Assignments.

#### **4A. Personnel Concept**

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs the range of tasks involved and the required qualifications.

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

##### **I. Team Leader**

###### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Ensuring the coherence and complementarity of the services of the contractor with other services delivered by the programme at local and national level
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines
- Ensuring results monitoring is conducted
- Responsibility for controlling the use of funds and financial planning in consultation with GIZ's officer responsible for the commission
- Supporting the officer responsible for the commission in updating/adapting the project strategy, in evaluations and in preparing a follow-on phase
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Consideration of cross-cutting themes (e.g. gender equality)

###### Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master's degree) in Master's degree in Environmental Science/environment Planning / Urban Planning, mass communication, Master of business administration, or allied technical fields.
- Language (2.1.2): Good business language skills in Hindi and English.
- General professional experience (2.1.3): 5+ years of professional experience in the in solid waste management, sanitation, environment, other related sector.

- Specific professional experience (2.1.4): 3+ years of working experience in capacity building, training, field assessment, government projects in digital space such as e-learning programmes, etc. & skill development training projects.
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in India
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

## **II. Expert in Government e-Marketplace (Expert 1)**

### Tasks of the Government-e-Marketplace Expert

- Responsible for supporting the Team leader with technical inputs related to GeM
- Conduct detailed technical analysis of collected information and present findings and recommendations to the team leader.
- Coordinate with the waste management expert and capacity building and skill development expert to oversee research activities of the research associate and survey expert.
- Support in preparation of reports and provide suggestions for final Input document.

### Qualifications of the Government-e-Marketplace expert

- Education/training (2.2.1): University qualification (Master' Degree) in Science, Management, Economics, digital marketplace, IT/Computer Science or allied technical fields.
- Language (2.2.2): Good business language skills in Hindi and English
- General professional experience (2.2.3): A minimum of 5+ years of hands-on experience in managing e-procurement systems or similar projects
- Specific professional experience (2.2.4): 3+ years of experience in developing e-procurement systems.
- Regional experience (2.2.6): 3 years' experience in India
- Development Cooperation (DC) experience (2.2.7): 1 year experience in working with DC

## **III. Waste Management Expert (Expert 2)**

### Tasks of the expert

- Responsible for supporting the Team leader in work packages 1 to 3 with a focus on training aspects of the assignment.
- Conduct regular meetings with entrepreneurs and solid waste management sector stakeholders.
- Conduct detailed analysis of collected data and provide recommendations to the Team leader for the final Input document.
- Coordinate with the Capacity Building and Skill Development expert, and Survey expert and oversee research activities of the research associate.

### Qualifications of the expert

- Education/training (2.3.1): University qualification (Master's Degree) in Environmental Policy, Environmental science, Climate Policy, sustainable development or other allied fields
- Language (2.3.2): Good business language skills in Hindi and English
- General professional experience (2.3.3): A minimum of 5+ years of professional experience in the field of municipal solid waste management and circular economy.

- Specific professional experience (2.3.4): 3 years' experience in engaging in government projects on solid waste management/ environmental/ sustainable development/ circular economy or any other social initiatives.
- Regional experience (2.3.6): 3 years' experience in India
- Development Cooperation (DC) experience (2.3.7): 1 years' experience in working with DC.

#### **IV. Capacity building & skill development expert (Expert 3)**

##### Tasks of the expert

- Responsible for supporting the Team leader, GeM expert and Waste Management expert in work packages 2 and 3 with a focus on capacity building and training aspects of the assignment.
- Conduct detailed analysis of collected data and develop a GeM training module with required aspects.
- Develop comprehensive training materials, including user guides, videos, and presentations, to support the training module.
- Pilot-test the training module with a select group of stakeholders and entrepreneurs and revise the training module based on feedback.

##### Qualifications of the expert

- Education/training (2.4.1): University qualification (Master's Degree) in Communication, Management, Environmental science, sustainable development or other allied fields
- Language (2.4.2): Good business language skills in Hindi and English
- General professional experience (2.4.3): A minimum of 5+ years of hands-on experience in conducting surveys, capacity building & skill development, training, or allied technical fields.
- Specific professional experience (2.4.4): 3 years' experience in capacity building & skill development training projects in areas such as solid waste management, or any other social themes/ topics, etc.
- Regional experience (2.4.6): 3 years' experience in India
- Development Cooperation (DC) experience (2.4.7): 1 years' experience in working with DC.

#### **V. Survey Expert (Expert 4)**

##### Tasks of the expert

- Responsible for supporting the Team leader, GeM expert and Waste Management expert in work packages 1 with a focus on comprehensive survey of the waste management sector.
- Assist the assignment by identifying companies in waste management-related services and their requirements for using the GeM platform.
- Carry out tasks relevant to GeM portal related requirements.

##### Qualifications of the expert

- Education/training (2.5.1): University qualification (Master's Degree) in Communication, Management, Environmental science, sustainable development or other allied fields
- Language (2.5.2): Good business language skills in Hindi and English

- General professional experience (2.5.3): A minimum of 3+ years of hands-on experience in conducting surveys, capacity building & skill development, training, or allied technical fields.
- Specific professional experience (2.5.4): 1 year experience in conducting surveys in social sectors or relevant field. Knowledge of conducting waste management related surveys will be an added advantage.
- Regional experience (2.5.6): 3 years' experience in India
- Development Cooperation (DC) experience (2.5.7): 1 year experience in working with DC

## **VI. Project Associate - Research (Short-term expert pool 1)**

### Tasks of the short-term expert pool

- Responsible for supporting the Team leader and experts 1, 2, 3 and 4 in implementing the work packages.
- Conducting primary and secondary research of solid waste management companies, identifying relevant entrepreneurs in the solid waste management sector, developing database, conducting needs assessment etc.
- Writing reports and drafting the final Input document

### Qualifications of the expert

- Education/training (2.6.1): University qualification (Bachelor's Degree) in environmental studies, Engineering, policy studies, data science or other relevant fields.
- Language (2.6.2): Good business language skills in Hindi and English
- General professional experience (2.6.3): 3 years of experience in working in environmental/ solid waste management policy/ circular economy/ sustainable development, etc.
- Specific professional experience (2.6.4): 1 year of experience conducting research, and report writing.
- Regional experience (2.6.5): 1-year experience in India

### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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

## **5. Costing requirements**

### **Assignment of personnel**

Team Leader: On-site assignment for 60 expert days

Expert 1: Government e Marketplace Expert: On-site assignment for 60 expert days

Expert 2: Waste Management Expert: On-site assignment for 30 expert days

Expert 3: Capacity building & skill development expert: On-site assignment for 20 expert days

Expert 4: Survey expert: On-site assignment for 45 expert days

Short term expert pool 1: Project Associate- Research: On assignment for 90 expert days

### Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in **Chapter 2** and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. Overall total 15 round trips are to be budgeted (5 trips for 3 experts). Each trip is to be budgeted for 2 days each. Hence per diem, accommodation is to be budgeted for total of 30 days. 3 local travel for each day is planned, making it 90 times.

**Note:** *If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.*

### Workshops, training

The contractor must facilitate, organise and manage the above workshops in coordination with GIZ. Please note that the expense related to conducting training (including logistics, venue booking, administrative costs, catering etc.) will be borne by GIZ India.

Service provider to exclude training related budget estimate. Please only include professional costs of the experts in the budget.

## 6. Inputs of GIZ or other actors

GIZ India shall be responsible for co-ordinating this project with the Ministry of Housing and Urban Affairs (MoHUA) in the due course of this activity.

## 7. Requirements on the format of the bid

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

The complete bid shall not exceed 30 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter **Error! Reference source not found.** of the ToRs. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English (language) only.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.