

F.A.Q

Tender No. 83439761

Tender Title: Engagement of an agency to prepare a Gap Assessment Study Report for Municipal Solid Waste Management in Goa

Date: 06.06.2023

S.No.	Existing Clause	Page No.	Query	Response by GIZ
1.	TOR clause 4 (specifications of inputs) Total no. of expert days <ul style="list-style-type: none">• Preparation/debriefing: 3• Implementation: 271	10	Referring to clause no. 5.1 (pg. 10) of TOR, the total number of expert days come out to 355, while as per clause 4, it is only 274 days. Kindly clarify the same and make necessary modification.	The correct no. of expert days are 355 and not 271. Correction in clause 4 is as follows: Fee days: Preparation (total 5 days) <ul style="list-style-type: none">• Team Leader – 1 day• SWM Expert – 1 day• Data Analyst – 1 day• Report Writing Expert – 1 day• Project Associate – 1 day Implementation (Total 350 days) <ul style="list-style-type: none">• Team Leader – 39 days• SWM Expert – 74 days• Data Analyst – 74 days• Report Writing Expert – 74 days• Project Associate – 89 days
2.	TOR clause 5.2 Travel The contractor is expected to ensure that the team is based in Goa for the duration of the contract.	11	Kindly clarify whether the Team Leader needs to be stationed in Goa for the entire project duration. Further, please confirm which other team members need to be stationed in Goa or the	As per the ToR, the project team is required to be stationed in Goa. However, experts mentioned in the ToR who are not strictly required to be based in Goa to do their job can be based in other locations. This may apply only to

			entire project duration.	the Data analyst and the Report writing expert.
3.	TOR clause 4 (specifications of inputs)	10	Considering the full-time team deployment in Goa during the project period, can we include their accommodation cost in Goa under other costs?	We will pay only the expert fee. Rest of the expenditures of experts would be taken care by your own organization.
4.	Bidding Conditions (developing self paced e-content with a minimum duration of 4 hours each in-the fields of healthcare/logistics/digital technologies. 5 years of experience in creation, review & finalization of storyboards)		The technical experience sought under the mentioned clause is not relevant to the criteria for eligibility of firms (TOR page no. 7) Request you to exclude the same.	It was mentioned inadvertently. Kindly ignore.
5.	2.1. Work Package 1: Identification of the gap assessment study requirements, benchmarking and preparation of key MSWM performance indicators in Goa.	3	<ul style="list-style-type: none"> As per our understanding gap assessment study is required for the municipal solid waste (household waste) only. The following wastes do not form part of the scope : Commercial and industrial waste, construction and demolition waste, bio-medical waste, e-waste, hazardous wastes and ship waste <p>Please confirm.</p>	<p>MSW (Municipal Solid Waste) to be considered under gap assessment for the purpose of this assignment would include the following based on the definition of 'Solid Waste' under the 'Solid Waste Management Rules, 2016'</p> <ul style="list-style-type: none"> - Solid or semi-solid domestic waste (Including Wet, Dry, plastic, Ferrous/ Non- Ferrous metal, inert waste, etc.) - Domestic sanitary waste - Domestic Hazardous waste (Broken glass, Tubelights, used batteries, etc.) - Domestic e-waste (Appliances, electronics, etc.) - Commercial waste (Wet and dry waste from bulk waste generators, restaurants, hotels, residential societies, etc.)

				<ul style="list-style-type: none"> - Institutional waste (Wet and dry waste from hospitals, educational institutes, religious institutions, etc.) - Catering and market waste and other non-residential wastes. - Street sweepings (leaf waste, tree branches, etc.) - Horticulture waste, agriculture and dairy waste. <p>The above definition excludes the following:</p> <ul style="list-style-type: none"> - Industrial waste including hazardous industrial wastes - construction and demolition waste - bio-medical waste from hospitals and clinics - Industrial/ commercial e-waste and battery waste, - radioactive waste and ship waste
6.	Expert 3: Report Writing Expert (One) Qualifications of the Expert 3: - Education/training (2.3.1): University qualification (Master's degree) in Data Sciences/ Economics/ Business Administration/ or other allied technical fields	9	Please confirm that the qualification is applicable for the Expert 3 (Report Writing Expert).	Yes, the qualification is applicable to expert 3.
7.	Section 5.2 Travel The contractor is expected to ensure that the team is based in Goa for the	11	<ul style="list-style-type: none"> • Since the level of effort for each expert in the assignment is less than the duration of the engagement, 	1. As per the ToR, the project team is required to be stationed in Goa. However, experts mentioned in the

	duration of the contract. Travel sector includes Varanasi, Patna, Bengaluru, Tiruchirappalli and Goa for recording different waste management best practices and cost estimate for travel has to be provided along with the proposal. This includes 3 return flight travel for 2 experts each, total 12 accommodation for 2 experts, 12 per diems and total 24 local transportation.		<p>please confirm whether a core team only (e.g. SWM expert and project associate) can be located at Goa for the assignment duration</p> <p>Travel sector includes 4 cities other than Goa - but only three (3) trips are envisaged. Clarification is requested as to which cities these are.</p>	<p>ToR who are not strictly required to be based in Goa to do their job efficiently can be based in other locations. This may apply only to the Data analyst and the Report writing expert</p> <p>2. The locations for travel to project cities include 4 options.</p> <p>The final trips will be to 3 out of the 4 locations based on discussions with the contractor and the project technical team</p>
8.			Request you to extend the timeline atleast by 2 weeks to prepare a quality response.	Apologies.
9.		3-4	<p>As per milestone/work packages, the diagnostics assessment of the municipal solid waste management for the state of goa shall be completed within 3 months broadly. Thus, it is proposed that:-</p> <ol style="list-style-type: none"> 1. Consultant may draw up personnel assignment plan (including location) keeping in view the milestones of the study. 2. Two team members may be placed in the state of goa for the duration of work package 1 and 2 i.e. Inception and Diagnostics assessment stage (which requires extensive field assessment, stakeholder consultations etc.). Post that, policy recommendations (Supported by 	<ol style="list-style-type: none"> 1. The project team shall evaluate the proposal including the personnel assignment plans during the evaluation stage of this tender. 2. As per the ToR, the project team is required to be stationed in Goa. However, experts mentioned in the ToR who are not strictly required to be based in Goa to do their job efficiently can be based in other locations. This may apply only to the Data analyst and the Report writing expert. 3. It is expected that the Team leader will be based in Goa in accordance with expert days

			<p>framework & action planning) need to be undertaken, which is independent of the location. Thus, team member/s may be placed in Goa in staged manner, as per requirement.</p> <p>3. Other team member/s to join the project review meeting, consultations etc., as per requirement in Goa.</p> <p>4. During the duration of the contract, team shall be available online for all the required meetings/tasks.</p>	outlined in the ToR. This is to ensure better management of the assignment's deliverables and to build ground level understanding at the project location.
10.			Request you to mention the payment plan.	30% advance, Interim and Final payment.
11.	TOR	8	<p>Request you to consider bachelor's degree in terms of the qualification for Data Analyst. Thus, below clause is proposed:</p> <ul style="list-style-type: none"> - University qualification (Bachelor's or Master's degree) in Data sciences/Economics/Business Administration/or other allied technical fields. 	Clause and qualifications for Expert 2 cannot be changed.
12.	TOR		As per our understanding, "Bachelor of technology" shall qualify in the "other allied technical fields". Kindly confirm.	<p>Query does not specify which expert is being referred to.</p> <p>Bachelor's degree may apply only to Expert 4 (Project Associate). Technical fields like engineering, technology, etc. may be included under other allied technical fields for Expert 4</p>
13	<p>GTCC</p> <p>Keeping of contract-related records The contractor must keep contract-related records and work results, including financial records, for ten years after acceptance of the final</p>		Request you to reduce the tenure from ten years to three years.	The GTCC is designed by our Head Office in Germany and can not be modified.

	report or, as the case may be, of the work, and must provide them for inspection at GIZ's request.			
14.			Request you to consider the below pertaining the contractor's right to terminate: "Contractor may terminate this agreement, or any particular services, immediately upon writing notice to GIZ. If contractor reasonably determine that it can no longer provide the services in accordance with applicable law or professional obligations".	This can not be considered. Sincere apologies.
15.			Request you to add the following clauses:- 1. "GIZ shall not recover from the contractor, in contract or tort, under statute or otherwise, aggregated damages in excess of the fees actually paid for the services that directly caused the loss in connection with claims arising out of this agreement or otherwise relating to the services".	This can not be considered. Sincere apologies.
16.	TOR	3	Please clarify if the scope of the gap analysis, as mentioned in the RFP, encompasses the evaluation of collection & transportation aspects also i.e. door-to-door waste collection & transportation to the processing site?	Yes, the gap analysis encompasses the evaluation of collection & transportation of MSW including primary collection, secondary collection up till the waste processing facility and end disposal.
17.	Preparation/debriefing	10	As per the following expert days mentioned in this section, total no. of expert days are 4 <ul style="list-style-type: none"> • Team Leader 1 day • SWM expert 1 day • Data Analyst 1 day • Report writing expert 1 day 	Kindly note the correction in clause 4 is as mentioned below, Fee days: Preparation (total 5 days) <ul style="list-style-type: none"> • Team Leader – 1 day • SWM Expert – 1 day • Data Analyst – 1 day

				<ul style="list-style-type: none"> Report Writing Expert – 1 day Project Associate – 1 day
18.			<ul style="list-style-type: none"> The contractor is expected to ensure that the team is based in Goa for the duration of the contract, which is 150 days, however, the involvement of the expert is intermittent. Please confirm if the cost of their travel from the home office to Goa would be covered by GIZ or included in the professional fee? What is the basis for having the team based in Goa? 	<ol style="list-style-type: none"> The bidder may include accommodation and local transportation cost of experts in Goa under the per day expert fee. As per the ToR, the project team is required to be stationed in Goa. However, experts mentioned in the ToR who are not strictly required to be based in Goa to do their job efficiently can be based in other locations. This may apply only to the Data analyst and the Report writing expert. It is expected that the Team leader will be based in Goa in accordance with expert days outlined in the ToR. This is to ensure better management of the assignment's deliverables and to build ground level understanding at the project location.
19.	TOR	10	To ensure clarity, please confirm that if the no. of trips/days or the no. of experts required for a particular trip exceeds the nos. mentioned in the RFP, the additional costs incurred will be reimbursed by GIZ based on the actuals?	If the overall costs remain within our budget, the additional days can be considered. However, if there are additional trips required during the assignment, the same should be in written approval from GIZ project director.
20.	TOR	11	<ul style="list-style-type: none"> Please confirm if these flights are to and from Goa for the site visits to Varanasi, Patna, Bengaluru, Tiruchirappalli. 	For point no. 1, Yes, the flights are for return trips from Goa to other project locations mentioned in the ToR. The final trips

			<ul style="list-style-type: none"> Please confirm if the no. of experts needed for the assignment increases beyond the numbers mentioned in the RFP, the associated costs will be reimbursed by GIZ based on the actuals? Additionally, please confirm that this reimbursement would also apply to any additional flight expenses incurred due to the increased number of experts. 	<p>will be to 3 out of the 4 locations based on discussions with the contractor and the project technical team.</p> <p>For Point 2, Additional no. of experts are not foreseen by our technical experts hence it should be avoided. If there are additional trips required during the assignment, the same should be in written approval from GIZ project director. Reimbursement will be on actuals & on submission of original invoice.</p>
21.			Kindly clarify whether GIZ or GWMC will provide office space for the team based in Goa, or if the cost for acquiring office space should be included in the other costs specified in the tender?	<p>Office space must be arranged by the contractor themselves. GIZ or its partners shall not provide any office space.</p> <p>The bidder may include cost of office space under the per day expert fee.</p>
22.			What are the terms of payment for this assignment? Are they linked to the deliverables/milestones?	<p>Yes, the payments are linked to deliverables. Please refer page no. 4 & 5 of TOR. 30% advance payment and remaining can be divided into 2-3 parts.</p>
23.	Bidding conditions : technical experience		, it is mentioned to provide credentials on Completed 5 successful projects or more of developing self-paced e-Content with a minimum duration of 4- hours each, in the healthcare and/ or logistics and/ or digital technologies sector along with 5 years of	It was mentioned inadvertently. Kindly ignore.

			experience in creation, review and finalization of storyboards which will need documentary evidence in support of technical experience is needed. How are these related to the current assignment on MSWM? Are we supposed to develop similar e-contents for the current assignment? What kind of evidence is required – Contracts/Work orders/Completion certificates only? Training and Capacity Building materials are bound under confidentiality clauses of many of our similar assignments and can be shared with special permission from respective clients only when we are shortlisted for offer.	
24.			In relation to the above, we have conducted online and offline workshops and capacity building for many of our assignments in similar topics. Will these be considered as e-Content for qualification?	It was mentioned inadvertently. Kindly ignore.
25.			The reference chapter numbers are not provided in the TOR. (Error Reference source not found is written).	Updated TOR uploaded.
26.			What is the maximum budget for this assignment?	The budgets can not be disclosed.
27.			We understand that travel expenses are reimbursable to the contractor on actuals and a broad cost estimate is to be provided in the proposal. Our Financial Proposal will be the value of our professional services for the assignment. Is our understanding correct?	<p>Travel expenses for 2 experts to 3 out of the 4 other project locations mentioned in the ToR will be reimbursable to the contractor on actuals.</p> <p>The bidder may include cost of office space, accommodation and local transportation cost of experts in Goa under the per day expert fee.</p>

28.			Do the members of the engagement team need to be stationed in Goa the whole time of engagement or what will be the possibility of the team members in this engagement working in Goa be considered? If full time stationing is required for one / two team members, their relocation cost and per month stationing cost will need to be factored in the final cost of the assignment as this is not a PMU assignment.	<ol style="list-style-type: none"> 1. The bidder may include accommodation and local transportation cost of experts in Goa under the per day expert fee. 2. As per the ToR, the project team is required to be stationed in Goa. However, experts mentioned in the ToR who are not strictly required to be based in Goa to do their job efficiently can be based in other locations. This may apply only to the Data analyst and the Report writing expert. 3. It is expected that the Team leader will be based in Goa in accordance with expert days outlined in the ToR. This is to ensure better management of the assignment's deliverables and to build ground level understanding at the project location.
29.	<p>Identification of the gap assessment study requirements: Identification of the goals to be accomplished in MSWM services in Goa</p> <p>Benchmarking: The MSWM gap assessment report should include the MSWM benchmarking to see where the state stands against solid waste management performance criteria.</p>	3	The consultant understands that atleast 3 stakeholder consultation workshops need to be organized for the mentioned tasks. Kindly confirm whether our understanding is correct?	Kindly refer ToR clause 2.1 for better understanding of the assignment. The bidder may mention their approach for conducting stakeholder consultations in the technical proposal.

30.	Conduct a field assessment to analyze and observe the MSWM facilities provided by the GWMC, private players, other urban development departments, etc	3	The consultant understands that households and other stakeholders are to be covered in the study. The consultant would request to kindly indicate the number of households (quantitative) to be covered and the sample size for the other stakeholders to be covered (qualitative). This would be very crucial to ensure the uniformity in budget by the bidders.	<p>The sample size for the field survey under the gap assessment will be decided based on consultation with GWMC and the GIZ technical team.</p> <p>The bidder may specify a sample size and tentative stakeholders in their technical proposal based on their understanding of the work packages mentioned in the ToR</p>
31.	Basic statistical data analysis based on criteria developed with respect to municipal solid waste management in Goa. This description should include, (but not be limited to) data from the Census, GWMC, CCP, Goa State Environment Impact Assessment Agency, Social Services, Public Health Department, etc	3	The consultant understands that GIZ will facilitate to get the data from respective firm/institute/organization. Kindly confirm.	GIZ shall assist the contractor in gathering data from the various stakeholders through its local partners and GWMC. However, the contractor will be responsible for following-up with relevant departments to gather the necessary information.
32.	Period of Assignment: GIZ shall hire the contractor for the anticipated contract term from 1st July 2023 to 31st January 2024 – 150 days	5	The consultant would like to indicate that the period mentioned is 150 days whereas actually it is 210 days.	150 days are calculated considering working days, excluding public holidays and weekends for seven months.
33.	The agency should provide at least 2 reference projects on implementation of gap assessment studies.	7	The consultant would like to know whether the gap assessment study in any sector will be considered?	Yes, based on the clause mentioned in the ToR, the bidder's understanding is correct.
34.	The agency should provide at least 2 reference projects in India in last 3 years related to MSW management.	7	<p>Please confirm whether these projects will be considered:</p> <p>Stakeholders Satisfaction Survey and Impact Assessment for Kerala Solid Waste</p>	The bidder may mention the projects undertaken in their technical proposal. The proposal shall be evaluated by the project team during the evaluation phase of the tender.

			<p>Management Project (KSWMP) (Under Local Self Government Department, Government of Kerala)</p> <p>Baseline Study for Plastic Waste Management in Jaipur District, Odisha</p> <p>Bio-Medical Waste Management assessment in Third Party Verification of Result Based Financing result and Project Evaluation under Mizoram Health Systems Strengthening Project (MHSSP)</p>	
35.	Section 2: Tasks to be performed by the contractor & subsequent work packages	3-7	What is the 'proposed geography' for MSWM gap analysis? Does it cover some select cities or all the cities in the state of Goa?	<p>The MSWM gap analysis will cover the entire state of Goa including all municipalities and village panchayats.</p> <p>Further clarity for the proposed geography shall be given to the contractor in consultation with GWMC and the GIZ technical team</p>
36.	Section 2.4 under Work Package 4: Provide policy recommendations and suggestions, supported by a framework and an action plan to bridge the gaps	4	Is there a minimum / maximum sample size of stakeholders to be interviewed?	<p>The sample size for the field survey and stakeholder interviews will be decided based on consultation with GWMC and the GIZ technical team.</p> <p>The bidder may specify a sample size and tentative stakeholders in their technical proposal based on their understanding of the Work packages mentioned in the ToR</p>
37.	Section 4: Specification of Inputs	10	Are the team of experts required to stay in Goa for the entire duration of the contract, or is there any possibility for remote working for some of the team members for some time?	<p>1. As per the ToR, the project team is required to be stationed in Goa. However, experts mentioned in the ToR who are not strictly required to</p>

				<p>be based in Goa to do their job efficiently can be based in other locations. This may apply only to the Data analyst and the Report writing expert.</p> <p>2. The bidder may include accommodation and local transportation cost of experts in Goa under the per day expert fee.</p> <p>3. It is expected that the Team leader will be based in Goa in accordance with expert days outlined in the ToR. This is to ensure better management of the assignment's deliverables and to build ground level understanding at the project location.</p>
38.	Section 5.2: Travel	11	Is there a flexibility on the number of trips, and can we add more travels, if required?	Please follow the TOR.
39.	Bidding Conditions Section on Consortium		Can we make a consortium with an organisation that is implementing projects related to SWM/PWM in Goa?	The bidder can form a consortium to bid for the tender and undertake the assignment
40.	Section on Pre-Bid Queries & Timelines	4	Is it possible for a deadline extension by one week (submission of proposal on 20 th June 2023 instead of the given deadline, 13 th June 2023)	Apologies.