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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Project title:	**Processing number/cost centre:**
Sustainable Urban Mobility – Air Quality, Climate Action and Accessibility	**20.2277.0-001.00**
Country:	**Transaction number:**
India	**81289199**
Subject of the tender procedure:	
Sustainable Urban Mobility – Air Quality, Climate Action and Accessibility	

0. List of abbreviations

CO_2	Carbon Dioxide
CPCB	Central Pollution Control Board
CMP	Comprehensive Mobility Plan
COP	Conference of the Parties
KOMP	Cost-output monitoring and forecast
GUMP	Green Urban Mobility Partnership
GHG	Greenhouse Gases
SMART-SUT	Integrated Sustainable Urban Transport Systems for Smart Cities in India
IPCC	Intergovernmental Panel on Climate Change
CH_4	Methane
MoEFCC	Ministry of Environment, Forest and Climate Change
MoHUA	Ministry of Housing and Urban Affairs
NCAP	National Clean Air Programme
NEMMP	National Electric Mobility Mission Plan
NGOs	Non-governmental organisations
PM	Particulate matter
STEs	Short Term Experts
SLCP	Short-Lived Climate Pollutant
SPV	Special Purpose Vehicle
SO_2	Sulfur dioxide
SUM-ACA	Sustainable Urban Mobility – Air Quality, Climate Action and Accessibility
TC	Technical Cooperation
ToR	Terms of Reference

1. Context

The steady increase in motorised individual transport in India's medium-sized cities and urban metropolises leads to high levels of air pollution and high greenhouse gas (GHG) emissions. Although the government has initiated a series of measures to reduce CO_2 emissions and environmental impacts in the transport sector, the desired effects are yet to be achieved. The transport sector is currently the sector with the third largest CO_2 emissions. In terms of air quality, India continues to lead the annual rankings by particulate matter (small particles with a diameter of less than 2.5 and 10 microns, PM2.5 and PM10 respectively) by city. 22 of the 30 most polluted cities worldwide are in India (2020 World Air Quality Report) and the most of India's population is exposed to unhealthy levels of PM 2.5. and even smaller. These dangerous particles come from various sources, the most common sources being emissions from the combustion of fossil fuels such as coal or oil and biomass in the industrial, transport, household and agricultural sectors. In addition to soot, particulate matter contains pollutants such as sulphur dioxide (SO_2) and nitrogen oxides ($NO_{x)}$ and together with methane (CH_4) emissions from gas-powered bus fleets, they are the cause of traffic-related air pollution in India. The first part of the Sixth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC) highlights the importance of reducing short-lived pollutants (Short-Lived Climate Pollutant, SLCP) such as soot and methane. Unlike $CO_{2,}$ they contribute to the greenhouse effect in a comparatively short period of time. Limiting them therefore quickly leads to a positive climate effect.

In order to reduce CO_2 emissions and environmental impacts in the transport sector, India has launched various initiatives. With the National Electric Mobility Mission Plan (NEMMP), India is pursuing the ambitious goal of increasing the share of newly registered, battery-powered vehicles (passenger cars, two- and three-wheelers, buses) to 30% by 2030. The national policy on biofuels has a goal of 20% admixture of biofuels and mandatory emission standards increase the fuel efficiency of passenger cars. The expansion of local public transport is a pillar of the transport transition in India. Launched in 2019 by India's Ministry of Environment, Forest and Climate Change (MoEFCC), the National Clean Air Programme (NCAP) aims to improve air quality in Indian cities. A total of 122 Indian cities (non-attainment cities) are to reduce air pollution by 20% by 2024 (based on 2017) and develop the necessary action plans. By July 2020, 102 action plans have been approved, including measures such as the development of the monitoring network, reduction of emissions from vehicles and industry, and public awareness.

States (sub-national) and cities are faced with the challenges of implementing regulatory requirements and action plans to reduce CO_2 emissions and air pollutants. In most cases, implementation measures are not embedded in an overall concept. Mobility planning is not considered integrated with urban development and is not linked to air pollution control. Also, in very few cases, mobility data form the basis for planning, which means that measures are not prioritised according to savings potential and existing reduction potential is not tapped. The effects of the measures formulated so far are therefore estimated to be low.

Recently, the situation has improved in several cities and around 60% (World Resources Institute) of cities reported direct improvements from the 2019 averages. This is primarily due to the COVID-19 pandemic, which is also having a negative impact on public transport. Due to the pandemic, the mobility behavior of users has changed significantly out of fear of the

health risks in public transport, and the operators have to bear severe revenue losses, which reduces their willingness to invest. The current challenge is to promote public transport after the pandemic and subsequently increase the ridership. In the sense of green recovery, measures to improve hygiene and safety as well as initiatives to enable the integration of different means of transport which offers comfortable first and last mile connectivity, are required. Innovative technologies can play a crucial role in promoting the use of public transport by improving the user experience, e.g. through interventions such as smart ticketing, security monitoring, traffic management, real-time passenger information etc. Such offers exist sporadically in Delhi and other cities, but they are not yet systematically disseminated.

In the transport sector, it is in particular the lack of public transport and the active mobilty options and the safety that significantly limit women's access to mobility. In addition, they reduce the chances of women pursuing professional employment, education and other opportunities and needs.

Factors structuring the community, such as socio-economic status, caste, ethnicity, religious beliefs, disability, or education, lead to the marginalisation of certain social groups or individuals. They are often denied access to and participation in various areas of social life.

Derivation of the module goal: In 2019, the Indian Ministry of Housing & Urban Affairs (MoHUA) and the German Federal Ministry for Economic Cooperation and Development (BMZ) signed a joint declaration of intent on Green Urban Mobility Partnership (GUMP). Both countries agreed to collaborate more closely to transform urban transport systems through more efficient, people-centric and low-carbon mobility solutions. BMZ agreed to make available concessional loans in the volume of one billion Euros through KfW Development Bank over a period of five years up to 2023. The funds are to be used for sustainable improvements to urban mobility infrastructure. Measures range from city bus transport systems, metros, and non-motorised transport to multimodal integration. In addition, the GIZ is providing technical cooperation to national, state and local institutions and decision-makers for designing sustainable, inclusive and smart solutions for easy and affordable mobility.

Integrated mobility planning focuses on all forms of mobility, is embedded in urban development, and closely linked to air pollution control. Relevant actors, such as citizens, bus and truck drivers, informal sector providers and vulnerable groups are involved in the planning process. At the same time, a better link between mobility services is examined and important topics such as digitalisation and electric mobility are taken into account. However, there is a need for more holistic strategies, procedures, instruments and capacities for integrated mobility planning at the national, state, and urban levels (**core problem**). The technical cooperation (TC) module aims to enable relevant actors to develop and apply integrated strategies, procedures and tools for the planning and implementation of integrated mobility plans. The **module objective** is: National, state, and urban institutions promote climate- and environmentally friendly, low-emission and socially balanced urban mobility systems.

Causes and assessment of changeability: At the national level, there is a lack of an application-oriented policy framework for integrated climate- and environmentally friendly as well as socially balanced mobility planning. The cooperation between different departments

could be improved. Sector ministries plan funding programmes and initiatives in a way that does not allow for a multi dimensional approach of urban mobility, and integratation aspects are usually not reflected in planning and implementation. This picture also presents itself at the level of the states and cities - urban mobility or air pollution control measures are designed unilaterally and isolated from each other which results in lack of synergies. At the local level, there is a lack of systematically collected data on air pollution, CO_2 emissions, as well as on mobility behaviour. The standardised data collection procedures for comparing data sets and assessing their effectiveness in terms of emission reductions are missing. In addition, there is a lack of cross-sectoral coordination for integrated mobility planning as well as procedures to involve relevant actors in these processes and to reflect their needs in the plans. Although transport planners have their specific sector expertise, in order to plan urban mobility systems in an integrated way, they lack additional knowledge on climate protection, air pollution control, access to mobility systems or green recovery. These causes can be addressed by the project.

Effects achieved so far

The predecessor project titled “Integrated Sustainable Urban Transport Systems for Smart Cities in India" (SMART-SUT) has generated practical examples of sustainable urban transport with proven mitigation effects in the cities of Bhubaneswar, Coimbatore, and Kochi, which can be taken up by SUM-ACA and included in integrated mobility plans. There are also findings for improving access to the public transport, which are being taken up and further developed. The SMART-SUT project has also developed stable and long-term partner relationships at all levels, which form an ideal basis for the implementation of SUM-ACA. A detailed compendium of all the activities implemented under the project is provided in annexures. For further information visit https://transport.urban-industrial.in/

Methodic approach and duration

Project Duration: From contract award to 06/2025

Political Partner: Ministry of Housing and Urban Affairs (MoHUA)

Implementation Partners:

- Urban Development and Transport Departments at the state level (sub-national). The project will support four states which are yet to be identified and agreed with MoHUA.
- Urban Local Bodies, Transport Companies or State Transport Undertakings (STU) at the city level. The project will support eight cities in total out of which four are implementing cities and the other four are upscaling cities. GIZ and MoHUA will identify and agree the eight cities in close coordination with the states.

Strategy: The TC module focuses on building and strengthening capacities for the implementation of integrated mobility systems. The project operates at two levels of intervention. At the macro level, MoHUA will further develop the strategic competencies of specialists and managers for the creation of a holistic policy framework for climate and environmentally friendly as well as socially balanced mobility. By promoting intersectoral

cooperation processes between MoHUA, the MoEFCC, and other relevant sector ministries, the project will focus on enhancing MoHUA's capacities in order to address the aspects of climate protection, air pollution control and access to mobility in a holistic manner.It also focuses on strategic competence development for the planning and implementation of integrated mobility plans, in cooperation with cities and the states. The measures of the project are aimed at specialists and descion makers in city administrations, as well as the relevant state administrative units, in order to qualify them and collect evidence-based mobility data for the planning and preparation of integrated mobility plans. In addition, the development of institutional know-how shall be promoted in order to cooperate with relevant actors from different departments and/or authorities across sectors and also to involve civil society groups in planning processes. The project shall strengthen the capacities of academic and vocational education and training institutions and enables them to develop, implement and integrate training and further provide educational offers on climate protection, air quality, access to mobility and green recovery to specialists and decision makers in city administrations.

The instrument concept relies on continuity of the international and national longterm experts in order to use learning experiences from the SMART-SUT project and to continue the cooperation with MoHUA, as well as partner cities or federal states without loss of efficiency. For specific specialist and process consultations, international and national workshops are provided, through which the professionalism in the team is supplemented in a needs-oriented and flexible manner.

In **Output 1** "Promotion of the Indo-German Green Urban Mobility Partnership (GUMP)", the project aims to create a holistic policy framework for integrated mobility systems and thus to operationalise the objectives of the GUMP. The project advises MoHUA on developing strategies for the promotion of climate and environmentally friendly as well as socially balanced mobility systems and coordinating them with relevant sector ministries such as MoEFCC or authorities such as the Central Pollution Control Board (CPCB). The focus is on key topics that must be considered in an integrated way for a sustainable transformation of urban mobility systems, e.g the link between climate protection and air pollution control, socially balanced and safe access to passenger transport services as well as a resurgence of public transport after the COVID-19 pandemic. Forward-looking concepts for smaller cities/municipalities, e.g. the linking of municipalities within metropolitan regions, will be taken into account. Innovative approaches to promote integrated mobility and good practices shall be presented at international conferences, such as the Conference of the Parties (COP) and Urban Mobility India conference to promote the international exchange of knowledge and joint learning and, to position GUMP as an innovation multiplier. This includes advising the GUMP on technical and political communication.

In **Output 2** "Evidence-based Data Bases", the project focuses on urban development and cooperates with eight cities in order to improve the database for the planning of integrated mobility plans. The TC module advises cities on the development or expansion of emission inventory for CO_2 and air pollutants along with data collected from existing monitoring systems (e.g. for CO_2 ,air pollutants, traffic flow data) in accordance with international standards in order to quantify, monitor and make comparable emission reductions. In order

to use existing user data on passengers and destinations or service quality from passenger information systems of bus companies or non-governmental organisations (NGOs) in the transport sector, the project will develop digital solutions for the integration of this data. This is also done in order to have disaggregated data available to address the needs of women and vulnerable groups in mobility planning. In order to quantify and monitor emission reductions, the city will receive expert advice on setting up a GHG inventory or expanding an existing inventory. The findings and experiences shall be used to develop national guidelines for standardised procedures and methodologies for the use of evidence-based integrated mobility plans.

In **Output 3** "Processes for the implementation of integrated mobility plans", the project strengthens the competence of urban actors for the planning and implementation of integrated mobility plans. The focus is on strategic competence development for urban actors. In a learning-by-doing approach, cities will receive expert advice on evaluating mobility data as well as disaggregated data on CO_2 and air pollutant emissions and mobility measures with a view to improving CO_2 emissions, air quality and access to prioritise mobility for planning. In addition, they will be sensitised to take climate risks into account and plan infrastructure measures in a climate-resilient manner. In order to make accessibility socially balanced in mobility planning, aspects such as affordability, distance to public transport stops, presence of footpaths and cycle paths, quality of service (e.g frequency, travel time, options for intermodality) are addressed. These issues are in the context of Green Recovery, as measures derived from them are helping to restore the attractiveness of public transport after the COVID-19 pandemic and to increase it through measures to improve intermodality. In order to ensure a holistic approach, the development of organisational competencies for the actors involved shall be taken into account. The focus is on transparent planning and the initiation of intersectoral planning processes involving relevant actors from other specialist departments/authorities as well as civil society actors, in particular women and other vulnerable groups. The results are coupled back to the state level to encourage replication to other cities.

Output 4 "Capacities for the realisation of integrated mobility" aims to strengthen academic and vocational education institutions and to create comprehensive innovative learning opportunities in the field of sustainable mobility. The aim is to create a learning environment that supports permanent and lifelong learning in the field of sustainable mobility focusing on the topics of air pollution control, climate protection, and access to mobility. These educational offers have a detailed structure and are designed for both conventional and as e-learning offers and enable in-service training. Graduation certifications allow courses to be linked to the career paths of Indian decision-makers and thus increase their motivation for further education. Explanatory videos, learning platforms, innovations such as computer-aided realities e.g. Virtual reality or augmented reality in mobility planning increase the attractiveness of the offers and enable networking that translates into the professional world. The project will cooperate with eight Indian education and training institutions and promote exchange and networking with other Indian institutions via existing platforms.

Ensuring the sustainable effectiveness of the measures (outcomes)

Focus of the TC module is to promote interventions that can be pursued and anchored in the long term and strengthened by the project on a broad scale by its partners such as MoHUA, states, city administrations and educational institutions. National guidelines and standardised procedures are valid throughout India and are disseminated through qualified actors who act as multipliers themselves. Framework conditions, procedures and instruments, training and further education services developed with the support of the project promote the planning and implementation of integrated urban mobility systems beyond the duration of the project.

2. Tasks to be performed by the contractor

The contractor[1] is responsible for achieving the module indicators and output indicators 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).

Module Indicator	**M 1**	**M 2**	**M 3**	**M 4**	**M 5**
Estimated input percentage	15%	30%	15%	10%	30%

Module indicators

1. 3 strategies initiated by the Indo-German Green Urban Mobility Partnership (GUMP) to promote climate and environmentally friendly, low-emission and socially balanced urban mobility are being implemented in 8 cities (including those with particularly high air pollution levels) in more than 3 states by sector ministries and local authorities in the form of results-oriented measures.

   Role of the contractor in achieving the indicator: Contribution

   Target value: Three strategies initiated by GUMP implemented

2. Relevant authorities in 8 cities (including those with particularly high air pollution levels) in 4 states apply standardised procedures and methods for the use of evidence-based data in the implementation of integrated climate and environmentally friendly, low-emission and gender-sensitive, socially balanced mobility plans.

[1] Candidates/tenderers and contractors that deliver services above the EU threshold are consulting companies.

Role of the contractor in achieving the indicator: Responsible

Target value : Eight cities

3. MoHUA has adopted a national guideline that is agreed with relevant sector ministries ("Whole-of-Government Approach") for the implementation of integrated urban mobility plans, which include measures for climate protection and resilience (CO_2 saving), to improve air quality as well as requirements for gender-appropriate and inclusive planning of measures.

   Role of the contractor in achieving the indicator: Contribution

   Target value: One national guideline

4. In the field of integrated sustainable mobility, 85% of the participating decision-makers (out of which 30% female) in piloted innovative education and training modules, implement the approaches taught to promote climate- and environmentally friendly, low-emission and socially balanced urban mobility in concrete change projects.

   Role of the contractor in achieving the indicator: Contribution

   Target value: 85 % decisionmakers (out of which 30% female)

5. Measures of the project will achieve 30% savings in CO_2 emissions in 6 cities for 3 modes of transport (car transport, public transport including e-rickshaws and non-motorised transport) and an average reduction of 30% in 5 traffic-related air pollutants by 2030.

   Role of the contractor in achieving the indicator: Responsible

   Target value: Calculated base value X for 2020 (in cities to be selected) for three modes of transport minus 30% for emissions by 2030 and minus 30% for average air pollution.

Output indicators

Output 1: The Indo-German Green Urban Mobility Partnership is supported.

1.1 The Indo-German Green Urban Mobility Partnership (GUMP) is positioned at 4 international conferences, e.g. Conferences of the Parties to the Framework Convention on Climate Change, which contributes to the promotion of sustainable and green mobility.

Target value: Contributions to 4-5 international conferences

Role of the contractor in achieving the indicator: Contribution

1.2 Three Strategies for the promotion of sustainable, green mobility that contribute to *green recovery* have been developed by GUMP.

Target value: Three strategies

Role of the contractor in achieving the indicator: Contribution

Output 2: Evidence-based data on climate protection, air pollution control and access to urban mobility has been improved.

2.1 A national procedure for the development of inventories for air pollutants and GHG emissions as well as mobility data and behaviour developed according to uniform, internationally recognised standards is available.

Target value: One national procedure

Role of the contractor in achieving the indicator: Responsible

2.2 10 digital solutions for the use of existing and still to be collected mobility data for the development of integrated mobility plans have been developed.

Target value: 10 digital solutions

Role of the contractor in achieving the indicator: Responsible

Output 3: Processes for the implementation of integrated mobility plans are demonstrated.

3.1 8 integrated mobility plans developed with Indian cities and with the participation of relevant stakeholders, based on agreed priorities, have been published.

Target value: 8 integrated, priority-oriented action plans

Role of the contractor in achieving the indicator: Responsible

3.2 5 intersectoral or inter-institutional cooperation procedures for the planning and implementation of integrated mobility plans have been developed in 8 different cities.

Target value: 5 intersectoral or interinstitutional cooperation procedures

Role of the contractor in achieving the indicator: Responsible

Output 4: The capacities of national, state and local actors for the implementation of integrated mobility, including green recovery, are strengthened.

4.1 25 training and further education courses, including 10 *e-learning* courses, on climate protection, improving air quality and access of the population to sustainable mobility systems, *including Green Recovery,* have been developed with 8 Indian institutions and vocational training institutions.

Target value: 25 training and further education offers, of which 10 *e-learning* offers on the subject of integrated urban mobility

Role of the contractor in achieving the indicator: Contribution

4.2 85% of the 3000 participants who took part in qualification formats on the topic of integrated urban mobility, including *Green Recovery,* explained on the basis of 2 examples each that the content taught is helpful for the exercise of their activity.

Target value: 2550 participants

Role of the contractor in achieving the indicator: Contribution

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

Output Indicator	**O 1**	**O 2**	**O 3**	**O 4**
Input percentage	10%	35%	45%	10%

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 & milestones will be agreed in discussion with the partners (national, state, and city levels) and GIZ. Multi-stakeholder workshops will need to be organised at each of the cities/states and national level to discuss and finalise the work packages.

Work package 1: Support to MoHUA

This work package caters to fulfil output indicators 1.1 and 1.2

Role of the contractor: Contribution

- Advice on political and professional communication on the subject of sustainable mobility under the GUMP brand
- Technical support in planning and organising international and national conferences (required inputs are identifying relevant experts, finalising agenda, session formats etc.) on the topics of sustainable urban mobility and clean air
- Support to GIZ in delivering the indicatoars 1.1 and 1.2

Indicative Milestones for work package 1/Milestones for outputs	**Delivery date/period (X - date of awarding the contract)**
First meeting of the GUMP Steering Group	X + 1 month
First contribution to an international conference	X + 6 months
Additonal contribution to other conferences	X + 15 months

Work package 2: Development of emission inventories & digital mobility solutions

This work package caters to fulfil output indicators 2.1 and 2.2

Role of the contractor: Responsible

2.1 Development of emission inventories

- Provision of technical expertise for the analysis of existing requirements for emission inventory and air quality measurement
- Conducting baseline studies to estimate the emission and air quality levels in the selected cities
- Development of robust emission inventory: accurate and reliable emission data for all pollutants and all sources

- Advising and supporting cities on the development of emission inventories along with data governance, standards and exchange in accordance with national and international standards
- Pilot open source web mapping solutions for the development of emission inventory models/tools for partner cities

2.2 Development of digital mobility solutions:

- Provision of technical expertise for mobility data collection and analysis, development of corresponding digital solutions which are cost sensitive and easy to upscale, guidelines for gender appropriate data collection and its usage in inclusive mobility planning
- Development of innovative mechanisms for application of digital solutions using mobility data coming from various transport service providers, intelligent transport systems, command and control centers etc.
- Undertake the task of supporting and handholding cities in developing digital mobility solutions by-
    - Estimating the baseline study for digital solutions
    - Reinforcing and working with partners to establish the purpose of such tools and its policy and institutional frameworks
    - Development of web based applications/tools (such as journey planners, application based ticketing solutions, data analytics dashboards etc.) for partner cities

Indicative Milestones for work package 2/ Milestones for outputs	**Delivery date/period (X - date of awarding the contract)**
Review prevalent methodology for air quality monitoring, emission inventory & source apportionment studies for Indian cities	X + 2 months
Finalise the emission inventory methodology along with baseline studies for selected cities	X + 4 months
Compile good practices adopted by various countries for developing moblity related digital solutions	X + 4 months
Identify capacity building and public outreach strategies for air pollution reduction	X + 6 months
Draft national procedure for the development of emission inventories	X + 8 months

Work package 3: Preparation and implementation of integrated mobility plans

This work package caters to fulfil output indicators 3.1 and 3.2

Role of the contractor: Responsible

- Development and implementation of integrated mobility plans or other relevant proposals of intergated mobility such as public transport strengthing, multi-modal integration, non-motorised transport, micro-mobility soultions, parking, road safety etc. considering the aspects of (but not limited to) air pollution control, climate

protection (GHG reduction and resilience), access to mobility, land use as well as gender-appropriate and inclusive planning
- Provision of technical expertise for estimation of costs and the prioritisation of measures to improve mobility in terms of access, air pollution control and climate protection
- Technical support for cities in initiating inclusive processes for the participation of relevant actors, in particular marginalised and vulnerable groups, women, private sector actors etc.
- Advising cities on increasing the attractiveness of public transport post the COVID-19 pandemic (Green Recovery)

Indicative Milestones for work package 3/Milestones for outputs	**Delivery date/period (X - date of awarding the contract)**
Prepare draft concept for prioritising actions for integrated mobility plans	X + 3 months
Develop concept draft for intersectoral cooperation processes	X + 10 months
Prepare 8 integrated mobility plans with selected cities	X + 24 months
Develop a compendium document of all project activities taken up under SUMACA project	X + 24 months

Work package 4: Capacity Development

This work package caters to fulfil output indicators 4.1 and 4.2

Role of the contractor: Contribution

- Assess the prevailing capacity development (CD) strategy(ies) of responsible ministries and states (including the one prepared by SUM-ACA's predecessor project SMART-SUT) on the topics of sustainable urban transport and clean air and propose if there is a need to develop a new CD strategy or strengthen the existing ones
- Carrying out analysis of the training needs of essential occupational groups for sustainable urban transport and develop Capacity Development Strategy (CDS), if required
- Identify and conduct capacity building activities in relevant departments of partner states and cities
- Support GIZ in Identification of educational institutions (both national and international) for the integration of new learning content with regard to climate protection, air pollution control and access
- Provision of technical expertise (for example - modular structure of training and further education offers, final certification, explanatory videos, learning platforms, innovations such as virtual reality or augmented reality in mobility planning) in cooperation with e.g. EU universities and anchoring in institutional structures

Indicative Milestones for work package 4	**Delivery date/period**

	(X - date of awarding the contract)
Identified educational institutions	X + 3 months
Developed Capacity Development Strategy based on the training needs conducted	X + 6 months

Moreover, following are the key responsibilities of GIZ to prepare and achieve the above work packages.

- Cordination with MoHUA and state departments on the selection of eight partner cities for project implementation
- Cordination with MoHUA and other departments on the coordination for GUMP steering group meetings
- Cordination with MoHUA and state departments for upscaling of the solutions tested/piloted in the partner cities
- Cordination with national ministry/ies and relevant departments on finalising the national procedures for the development of emission inventories
- Cordination with MoHUA in setting up the project steering and management structures for SUM-ACA project
- Cordination with state and national level departments on the intersectoral co-operation processes to seek required support for implementation
- Provide resources and technical support for setting up the GUMP
- Present the Capacity Development Strategy at the national and state level and get the inputs and required support for implementation of capacity building activities

Safeguards and gender considerations with specific reference to services:

The contractor is required to take key measures to avoid or reduce possible unintended negative impacts of the project interventions and to support gender equality in its area of responsibility. Further key measures can be added during the project implementation.

- Environment, climate change mitigation and adaptation:
  - Climate change is one of the most dangerous challenge to the existence of humankind and the planet earth, any activities that contribute to undesirable effects of climate change must be avoided by the contractor.
  - Working in the field of transport and mobility poses the risk of increasing the consumption of fossil energy. Adequate procedures and assessments must be established to ensure the use of renewable energies, as far as possible.
  - The life cycle management for the use of electric batteries must be integrated into all project planning. Procedures to ensure the recycling or safe disposal of batteries must be considered.
- Conflict and context sensitivity and 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 in active participatory planning processes

- Gender equality:
  - Strive towards creating a gender-balance ratio of employees in the project team as far as possible.
  - Providing equal opportunity to all employees 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
  - Gender balance should also be considered in capacity development and other project activities
  - Must have 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)

3. Technical-methodological concept

In the conceptual design of the tender (technical-methodological approach, project management, if necessary other requirements), the tenderer is required to take specific objectives and requirements into consideration and describe them, as explained below.

In the tender, the tenderer is required to show *how* the specified targets and results are to be achieved with the work packages in the tender (see section 2). For this purpose, the tenderer should consider the following five factors: strategy, cooperation, steering structure, processes and learning and innovation (sections 3.1 to 3.5). In addition, the tenderer must describe the design of the project management system in the narrower sense (section 3.6). The tenderer should avoid repeating information from existing documents. The restrictions on the number of pages given in section 6 of these ToRs must be followed.

3.1. Strategy (section 1.1 of the assessment grid)

The strategy is the core element of the technical-methodological concept.

The tenderer is required to interpret the targets that it is responsible for and provide a critical appraisal of the task (section 1.1.1 of the assessment grid). Subsequently, the tenderer must describe and justify the strategy it intends to use to achieve the milestones, targets and results that it is responsible for (see section 2) by means of the work packages described in section 2 (section 1.1.2 of the assessment grid). The tenderer should avoid repeating information from the description of the implementation approach (see section 3.6).

3.2. Cooperation (section 1.2 of the assessment grid)

The tenderer must describe the relevant actors (partners and others) for the service in the tender and their interactions (section 1.2.1 of the assessment grid). The tenderer is required

to develop a concept that shows how the cooperation with these actors is to be established and put into practice (section 1.2.2 of the assessment grid). The project's cooperation arrangements referred to in section 1 must be taken into consideration.

3.3. Steering structure (section 1.3 of the assessment grid)

The tenderer is required to describe and explain its approach and its method for steering the measures with the partners involved in delivering the services set out in the tender (section 1.3.1 of the assessment grid).

The contractor plays an active role in the results-based monitoring of the project. The tenderer is therefore required to describe how it will monitor the results in its area of responsibility (section 2) in a way that corresponds with the client's expectations and specifications. It must also describe the related challenges (section 1.3.2 of the assessment grid).

The contractor shall measure the achievement of target and output indicators they are responsible. The contractor is responsible for module indicators 2 and 5. For output indicators, the contractor is responsible for 2.1, 2.2, 3.1 and 3.2.

3.4. Processes (section 1.4 of the assessment grid)

Not applicable

3.5. Learning and innovation (section 1.5 of the assessment grid)

The tenderer must describe its contribution to knowledge management in the project and at GIZ (section 1.5.1 of the assessment grid). The following tasks are to be taken into consideration:

- Contributions to conferences by preparing content for publications and presentations for technical session, identification of national and international speakers, providing inputs for organising side events, and logistical support, etc.
- The contractor is responsible to promote peer-to-peer knowledge exchange between the partner cities and states. The contractor shall support the government officials to present the learnings/achievements of the project activities and general sustainable mobility activities in various national and international forums. These kind of support is expected for atleast three national and two international conferences per year, including virtual and phsycial events.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- The contractor shall actively promote internal knowledge sharing between the staff members.

In addition, the tenderer is required to present and explain measures that promote horizontal or vertical scaling-up (section 1.5.2 of the assessment grid).

3.6. The contractor's project management activities (section 1.6 of the assessment grid)

In its tender, the tenderer is required to describe its approach and procedure for coordination with and within the project (section 1.6.1 of the assessment grid).

The tenderer is required to draw up and explain an operational plan, which also includes a plan for the assignment of all the experts included in its tender, for implementing the strategy described in section 3.1. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts and, in particular, describe the necessary work stages. It must also take into consideration and, if necessary, add to the milestones in section 2 (section 1.6.2 of the assessment grid).

The tenderer is required to describe its backstopping concept. A brief CV with relevant details must be provided for the position of backstopper. (Section 1.6.3 of the assessment grid).

The following services are part of the standard backstopping package and must be factored into the fees for the staff listed in the tender as ancillary staff costs in accordance with GIZ's General Terms and Conditions:

- The contractor's responsibility for its seconded staff
- Ensuring the flow of information between GIZ and the contractor's seconded staff
- Process-based technical-conceptual management of the consultancy inputs
- Managing adaptations to changing conditions
- Monitoring performance
- Ensuring the provision of project administration services
- Ensuring compliance with reporting requirements
- Specialist support for the on-site team from the contractor's staff
- Sharing and making local use of the lessons learned by the contractor

The following additional backstopping services are to be offered:

- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ
- Participation in regular coordination and strategy meetings (face-to-face/virtual) in Delhi with the team of consultants and the GIZ project team
- Capacity building of the seconded staff

Project management specifications:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the consultancy tasks.

- The contractor provides equipment and supplies/non-durable items and assumes the associated operating and administrative costs.
- The contractor will manage expenditures and costs, accounting processes and invoicing in accordance with GIZ's requirements.
- The contractor will report regularly to the client in accordance with the General Terms and Conditions of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In addition to the reports specified in the GIZ General Terms and Conditions, the contractor submits the following reports:

- Inception report prepared based on an onboarding workshop conducted by GIZ. The workshop shall take place once the contractor's team is mobilised
- Contributions to reports to GIZ's commissioning party
- Brief half-yearly reports on the implementation status of the project (5-7 pages)

3.7. Sustainability requirements (section 1.7 of the assessment grid)

Objectives for the tenderer

The tenderer is required to demonstrate how it will ensure that the project activities are sustainable and how it will implement them in a way that avoids or reduces unintended negative results and promotes gender equality.

In its tender, it is required to outline from its perspective the key possible unintended negative results in its area of responsibility and, where relevant, in the following areas: the environment, climate change (mitigation) and adaptation to climate change, conflict and context sensitivity, human rights and gender equality. It must also discuss in greater detail the mitigation effects that will result from the key mitigation measures described in section 2. In the area of gender equality, the tenderer is also required to consider these aspects with regard to potential areas for support and corresponding support measures from section 2.

Requirement: Climate change - 5 points out of a possible total of 10 points.

Requirement: Gender equality - 5 points out of a possible total of 10 points.

3.8. Further requirements (section 1.8 of the assessment grid)

The tenderer is required to explain and, as far as possible, provide specific evidence of how it will make use of national resources (for example national institutions, universities, training institutes, network partners etc.) as part of the service delivery, especially the development of digital solutions and implementing capacity development activities.

Requirement: Development of Digital Solutions: 5 points out of a possible total of 10 points.

Requirement: Implementation of Capacity Building measures: 5 points out of a possible total of 10 points.

4. Human resources

4.1. Specified human resources concept

The tenderer is required to provide staff for the positions ('experts') referred to and described here in terms of the scope of tasks and qualifications on the basis of corresponding CVs (see section 6).

The qualifications listed below are the requirements for achieving the maximum number of points in the specialist assessment.

Expert 1: Team leader (**National) (section 2.1 of the assessment grid)**

A statement of availability for this expert must be attached to the tender as an annex.

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Support the team in updating and/or adapting the project strategy, in evaluations and in prepariang a a follow-on phase
- Provide advisory services to eight partner cities in selected implementation projects for public transport, non-motorised transport, clean air and emission reduction, etc.
- Responsible for steering and coordinating international and national expert/consultant team within the available budget
- Coordinate with the officer responsible for the commission (Project Head) and Deputy Project Head in Delhi on a regular basis.
- Design, implementation, monitoring and evaluation of capacity development measures for local partners in the areas of clean air and sustainable mobility
- Taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting local and international experts
- Guide/steer the four urban transport experts and project coordinator (long term experts) in the implementation and coordination of project activities at the city level
- Support to the representation of the project at international and national fora and in any coordination formats with other GIZ projects as well as bilateral and multilateral agencies
- Ensuring that monitoring procedures are carried out
- Lead in setting up and monitoring the Results-based Monitoring Systems and support to the preparation and updation of Capacity WORKS tools
- Develop and periodically update the expected/achieved socio-economic and environment impact figures of all the SUM-ACA project supported activities in GIZ prescribed format
- Regular reporting in accordance with deadlines and quality control of all the deliverables submitted by long term and short term experts
- Prepare and periodic updation of presentations and newsletters on SUM-ACA supported project activities

Qualifications of the team leader

- Education/training (2.1.1): University degree (Master's) in Transport Planning/Transport Engineering or other relevant transport disclipines
- Languages (2.1.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages, Knowledge of Hindi, B2 in the Common European Framework of Reference for Languages
- General professional experience (2.1.3): 15 years of professional experience in the urban transport sector
- Specific professional experience (2.1.4): 10 years of professional experience on projects and studies related to urban/regional transportation, development of policy, institutional and financing aspects of various transport related infrastucture, transport related emission reduction and other relevant projects
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of professional experience in India
- Development cooperation (DC) experience (2.1.7): 3 years of experience working on DC projects
- Other (2.1.8): Prior experience of working with Indian National Ministries / State Governments / Cities/ Local Development Authorities/ Municipal Corporations etc.

Expert 2: Project Coordinator (National) (Section 2.2 of the assessment grid)

Tasks of expert 2

- Support the team leader in raising national and international contracts for short term experts
- Support in the preparation of quarterly/bi-annual progress reports and project monitoring
- Responsible for coordinating the assignments and activities of national and international short term experts in India in close coordination with the team leader
- Participation and documentation in regular coordination and strategy meetings (face-to-face/virtual) in Delhi with the team of consultants and the GIZ project team
- Support to the Results-based Monitoring Systems and support to the preparation and updation of Capacity WORKS tools
- Support the team leader in review of deliverables
- Support in preparation of communication and knowledge products on the project activities
- Day-to-coordination with the GIZ project staff
- Preparation and documentation of team meetings, team workshops, etc
- Background research in the field of urban transport planning (e.g. Comprehensive Mobility Plans, Clean Air Action Plans, non-motorized transport plans) and governance and institutional strengthening in the urban mobility sector.
- Technical inputs and quality assurance on selected deliverables from short-term experts.

Qualifications of expert 2.

- Education/training (2.2.1): University degree (Master's) in transport engineering/planning

- Languages (2.2.2): Knowledge of English, C1 in the Common European Framework of Reference for Languages
- General professional experience (2.2.3): 3 years of professional experience in the transport sector
- Specific professional experience (2.2.4): 3 years of professional experience in studies or projects related to urban transport (e.g, public transport, non-motorised transport, road safety, comprehensive mobility plans etc.)
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): not applicable
- Development cooperation (DC) experience (2.2.7): not applicable
- Other (2.2.8): not applicable

Expert 3: Expert pool 1 'Senior International Short Term Experts (STEs)' with experience in European and Asian countries (3 experts)
(Section 2.3 of the assessment grid)

A statement of availability for individual experts or for this expert pool must be attached to the tender as an annex.

Tasks of the expert pool

- Technical input to the national ministry, local partners institutions, and other relevant local stakeholders on all project related topics
- Technical inputs and review of deliverables and project outputs against the specific local context
- Support/guide other LTEs and STEs working on the project activities
- Identify and share international good practices on various topics identified by the project team
- Participate and present on the subject of expertise at national and international conferences
- Research activities on the sustainable urban mobility and clean air topics relevant to the selected cities and local context
- Providing inputs for workshops, meetings, seminar, etc.
- Documentation of all project activities in line with formats and guidelines provided by the team leader of the consortium and the GIZ Project Head.

Qualifications of the expert pool

- Education/training (2.3.1): 2 experts with a university degree (Postgraduation/Master's/M.Sc.) in transport planning, engineering, urban planning or other relevant disciplines, 1 Expert with a university degree in environmental science/planning/engineering or other relevant disciplines
- Language (2.3.2): 3 experts with knowledge of English, C1 in the Common European Framework of Reference for Languages
- General professional experience (2.3.3): 2 experts with 12 years of professional experience in the sustainable mobility sector, 1 expert with 12 years of professional experience in working with transport related clean air and emission reduction sector

- Specific professional experience (2.3.4): 1 expert with 8 years of professional experience in urban transport and infrastructure planning, public transport, alternative fuel technology, electric mobility and other relevant projects, 1 expert with 8 years of professional experience in intelligent transport systems, new mobility services, big data analytics, open data solutions in urban transport etc., 1 expert with 8 years of professional experience in the conducting GHG inventories, measurement, reporting and verification (MRV) for GHG emissions and related activities with special focus on transport related vehicular emissions
- Leadership/management experience (2.3.5): not applicable
- Regional experience (2.3.6): 3 experts, each with 8 years of international work experience in European or/and Asian countries
- Development cooperation (DC) experience (2.3.7): 2 experts, each with 5 years of experience in DC, 1 expert with 2 years of experience in DC
-
- Other (2.3.8): not applicable

Expert 4: Expert pool 2 'Senior national STEs' (4 experts)
(Section 2.4 of the assessment grid)

A statement of availability for individual experts or for this expert pool must be attached to the tender as an annex.

Tasks of the expert pool

- Technical input to the national ministry, local partners institutions, and other relevant local stakeholders on all project related topics
- Technical inputs and review of deliverables and project outputs against the specific local context
- Research activities on the sustainable urban mobility and clean air topics relevant to the selected cities and local context
- Local coordination of all project activities in close collaboration with the team leader
- Providing inputs for workshops, meetings, seminar, etc.
- Documentation of all project activities in line with formats and guidelines provided by the team leader of the consortium and the GIZ Project Head.

Qualifications of the expert pool

- Education/training (2.4.1): 2 experts with a university degree (Master's) in transport planning/engineering/economics or urban planning, 1 Expert with a university degree (Master's) in Environmental Sciences or other relevant disciplines, 1 Expert with a university degree (Master's) in Computer/IT Sciences or other relevant disciplines
- Language (2.4.2): 4 experts with knowledge of English, C1 in the Common European Framework of Reference for Languages
- General professional experience (2.4.3): 2 experts with 12 years of professional experience in the sustainable urban transport sector, 1 expert with 12 years of professional experience in working with clean air and emission reduction sector, 1 expert with 10 years of professional experience in working with use of data sciences, big data analytics and its applications

- Specific professional experience (2.4.4):1 expert with 5 years of professional experience in public transit planning, PPP projects and concessionaire contracts, urban transport master plans, financial planning, feasibility studies and other relevant projects, 1 expert with 5 years of professional experience in intelligent transport systems and its application in urban transport, 1 expert with 5 years of professional experience in transport related vehicular emissions,emission reduction tools, clean air, well to wheel analysis and other relevant projects, 1 expert with 5 years of professional experience in working with artificial intelligence, advance analytics, machine learning and its applications in transportation or related fields
- Leadership/management experience (2.4.5): not applicable
- Regional experience (2.4.6): not applicable
- Development cooperation (DC) experience (2.4.7): 2 experts with 3 years of experience in DC
- Other (2.4.8): 2 experts with 5 years experience in working with national and state ministries on policy and programme development

Expert 5: Expert pool 3 'Junior National STEs' (2 experts)
(not part of the evaluation)

Tasks of the expert pool

- Support the senior STEs in delivering the services
- Support the STEs in conducting desktop research, report writing and preparing presentations

Qualifications of the expert pool

- Education/training: 2 experts with a university degree (Master's) in transportation planning/engineering or other relevant disciplines
- Language: 2 experts with knowledge of English, C1 in the Common European Framework of Reference for Languages
- General professional experience: 2 experts with 5 years of professional experience in studies or projects related to urban transport (e.g, public transport, non-motorised transport, road safety, comprehensive mobility plans etc.).
- Specific professional experience: not applicable
- Leadership/management experience: not applicable
- Regional experience: not applicable
- Development cooperation (DC) experience: not applicable
- Other: not applicable

Although expert pool 3 is not part of the technical evaluation, however the contractor shall provide financial quote for these expert positions.

Expert 6 : Expert pool 4 Urban Transport Experts (not part of the evaluation)

The contractor shall provide **four** urban transport experts, who will be based in the four respective partner cities, one expert per city. The experts will be responsible for the day-to-day collaboration with the partner institution and steering of activities at the local level. Further, they are responsible for the replication/scaling up to the second partner city in

respective states. The four experts shall be recruited as long term experts and will be reporting to the team leader.

GIZ and MoHUA haven't decided on the four partner cities at the time of publication of the tender and is expected to happen in the fourth quarter of 2022. Hence these four positions shall be filled by the selected contractor after the selection of the cities in consultation with GIZ and if required, also by the partner agencies. However, the contractor shall provide financial quote for this pool.

Tasks of the four Urban Transport Experts

- Technical input to the local partners institutions (Municipal Corporation, Special Purpose Vehicle (SPV), Bus Company, Development Authorities) and other relevant local stakeholders on all project related topics
- Technical inputs and review of deliverables and project outputs against the specific local context
- Research activities on the mobility topics relevant to the respective cities and local context
- Local coordination of all project activities in close collaboration with the national senior expert
- Organisation of local workshops, meetings, etc.
- Documentation of all local project activities in line with formats and guidelines provided by GIZ.
- Participation in regular coordination meetings with other projects of GIZ and other bilateral, multilateral agencies and/or national expert institutions working in the respective cities
- Participation in regular coordination and strategy meetings in Delhi with the team of consultants and the GIZ project team

Qualifications of the Urban Transport Experts

- Education/training: University degree (Bachelor's/Master's) in Transport Planning/Urban Planning/Transport Engineering or other relevant disciplines
- Languages: Knowledge of English, C1 in the Common European Framework of Reference for Languages
- General professional experience: 6 years of professional experience in the urban transport sector
- Specific professional experience: 4 years of professional experience in studies or projects related to public transport, non-motorised transport, road safety, comprehensive mobility plans, GHG emissions etc.
- Leadership/management experience: not applicable
- Regional experience: not applicable
- Development cooperation (DC) experience: not applicable
- Other: not applicable

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

The tenderer's ability to provide the pool of experts required here will be assessed on the basis of sample CVs.

Soft skills of team members
In addition to their specialist qualifications, all team members should also have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Social and intercultural skills
- Efficient partner- and client-focused working methods
- Interdisciplinary thinking

Please note that soft skills of team members as defined above are not part of the evaluation.

4.2. Contractor's own human resources concept

- Not applicable

5. Costing requirements

5.1. Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToRs (the number of experts and expert days, the budget specified in the price schedule), because this is part of the competitive tender and is used to ensure that the tenders can be compared objectively. There is no entitlement to use the total number of expert days or the specified budget.

The number of expert days corresponds to the working days.

Expert	Expert days in home country	Expert days in country of assignment	Expert days in total	Number of international flights	Number of national flights
Expert 1: **Team Leader**	-	594	594	2	30
Expert 2: **Project Coordinator**	-	594	594	1	20
Expert 3: (Expert Pool 1) **Senior International STEs**	165	165	330	15	40
Expert 4: (Expert Pool 2) **Senior National STEs**	-	1584	1584	-	50
Expert 5: (Expert Pool 3) **Junior National STEs**	-	572	572	-	20
Experts 6,7,8,9: **Urban Transport Experts (four)**	-	2112	2112	-	40

5.2 Local administrative staff

The following local administrative staff are needed:

One Support staff for twenty seven months (1000 €/month lump sum budget)

5.3 Travel expenses

Travel expenses budget: EUR 196.400

As the number and duration of the business trips is not yet clear, the above-mentioned fixed, unalterable travel-expenses budget for all trips in Germany and abroad for experts as mentioned in 5.1 table is specified in the price schedule. The budget contains the following travel expenses:

- Per-diem allowances and accommodation allowances
- Flights and other transport costs
- Ancillary travel costs (visa etc.)

The costs are reimbursed in accordance with the country table in the 'Bundesreisekostengesetz' (German travel expenses act) as a lump sum (per-diem allowances and accommodation allowances up to the highest rates under tax law for the country in question) or on submission of documentary proof (accommodation costs which exceed this up to an appropriate amount, the cost of flights and other forms of transport). All business travel must be agreed in advance by the officer responsible for the project. Travel expenses must be kept as low as possible.

5.4. Equipment

Budget for equipment: EUR 80.000

The fixed, unalterable budget above is earmarked for the procurement of the equipment described in the table below (payment on submission of documentary proof).

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 the client for the duration of the contract.	Equipment to be procured/leased by the contractor in the financial bid.
	Furnished work-space for Team Leader and Project Coordinator (part of GIZ-India office, Delhi) Upto two floating work-stations for STE, as per requirement	Office furniture for urban transport experts IT equipment for long term staff (Team leader, Project coordinator, Urban transport experts) Equipment/material goods for testing/piloting measures on ground, emission testing tools/equipment, and supporting the partner agencies in the implementation of digital solutions

In line with section 3.7, the contractor must describe the extent to which sustainability factors will be taken into consideration in the procurement of the equipment.

5.5. Operating costs in the country of assignment

Lump sums for supplies/non-durable items: EUR 200 per month lump sum budget

The fixed, unalterable lump sums given above are specified for supplies/non-durable items (financial settlement on submission of documentary proof). The lump sum includes all the costs involved in the proper running of the offices and vehicles such as local travel expenses, couriers, stationary, printing etc. (beyond GIZ office premises).

5.6. Workshops, education and training

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

- Trainings, stakeholder consultations, exposure visits within and outside India, etc.
- Organising dissemination events, workshops, webinars, conferences, side events
- Organising tactical events, pilot activities in partner cities

Workshop budget: EUR 150.000

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

- Room hire
- Technical systems
- Moderation services
- Translation/interpreting
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops
- Organising tactical/temporary/pilot measures on ground

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 (sections 5.4 to 5.7 and 5.9 of the financial bid).

5.7. Local subsidies

Budget for local subsidies: EUR 50.000

Local subsidies shall be given to local institutions,NGOs etc. towards implementation of pilot activities, conducting studies, research or sensitising the citizens. Local subsidies are awarded on the basis of the attached annex 'Mustervertrag Örtliche Zuschüsse' (Contract template contract for local subsidies) and in accordance with the provisions of the General Terms and Conditions and the annex 'Handreichung Örtliche Zuschüsse' (Guideline for local subsidies) to the General Terms and Conditions.

5.8. Other costs

– Not applicable –

5.9. Flexible remuneration item

Budget for flexible remuneration: EUR 100.000

The fixed, unalterable budget given above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the officer responsible for the commission 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 (font size 11 or larger) and clearly formulated. The language of the tender is English.

The technical-methodological concept of the tender (section 3 of the ToRs) shall not exceed 20 pages (excluding the cover page, list of abbreviations, table of contents and brief introduction).

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU-format and each CV must not be more than four pages in length. The CVs must clearly show what position the proposed person held, which tasks they performed and how many expert days they worked during which period in the specified references. The CVs can also be submitted in English (language).

We strongly request that you do not exceed the number of pages specified.

7. Options

7.1 Follow-on measure/extension of service-delivery period

It is possible to continue key elements of the service specified in the tender as part of a follow-on measure within the context of the basic project. This is described in detail below.

Type and scope: GIZ is expecting an extension of SUM-ACA project. Thus during the course of the consultancy, it is possible that project may get extended with additional pilot cities (upto two) in additional state and additional thematic areas such as road safety. In that case, GIZ may extend the scope of the on-going consultancy with additional cities and similar workpackages. Consultancy firm in its proposal must demonstrate most economic and productive way of managing the additional cities, in case awarded. However, extension of consultancy is not binding on GIZ and this part will not be included into the technical evaluation. It is possible to continue key elements of the services specified in the tender as

part of a follow-on measure within the context of the basic project. The scope for the follow-on assignment includes these key tasks/deliverables:

- **Clean Air Action Plans and Roadmap** report for additional cities while incorporating the sustainable mobility strategies in the transport sector.
- **Support during implementation of measures in newly added cities**
- **Training and capacity development** of relevant stakeholders in the city responsible for the implementation of clean air action plans and city-wide mobility plans and projects.
- **Replication of digital and open data tools in other states and cities**
- **Implementation of capacity building measures in other states and cities**

Precondition: The contract for the follow-on phase is awarded by GIZ's commissioning party BMZ.

8. Annexes

(A) Module proposal (will be published with the invitation to submit a bid)
(B) Results model (will be published with the invitation to submit a bid)
(C) SMART-SUT compendium (will be published with the invitation to submit a bid)