

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

Walkable Kochi- Assessment of Walkable Infrastructure of Kochi	Project number/ cost centre: P.20.2277.0-001.00
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List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference

1. Context

Sustainable Urban Mobility- Air Quality, Climate Action and Accessibility (SUM-ACA) is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the Ministry of Housing and Urban Affairs (MoHUA), commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The project objective is to enable national, state and municipal institutions to promote climate and environmentally friendly, low emission and socially balanced urban mobility system. The project is part of the Green Urban Mobility Partnership between Germany and India.

As a programme mandate, under SUM-ACA various urban transport plans, programs and measures shall be undertaken for four partner states Kerala (Cities: Kochi & Trivandrum), Karnataka (Cities: Hubli-Dharwad & Mysore), Orissa (Bhubaneswar, Cuttack & Puri) and Gujarat (Surat & Rajkot) on state level and at National level as well. Few of larger initiatives planned at national and city level are as follows:

- National Level Capacity Building and Training Initiatives in Urban Transport
- Digital reforms in Urban Transport sector in partner states and cities.
- Integrated mobility planning for enhancing better user experience at city level.

Kochi, a busy port city is a major centre for business, industry, and tourism in Kerala. Kochi boasts a robust public transport system serving almost half of all city trips. This network encompasses an extensive bus network, a growing metro system, a network of inland waterways connecting islands to the mainland, and a suburban railway serving commuters residing outside the city. All these different public transport modes may run effectively independently but lack on the aspects of multi-modal integration, as a result the dependency on private vehicles has increased.

Kochi shares the common problem of Indian cities: poor pedestrian infrastructure, broken and narrow sidewalks are often unusable due to parked cars, making walking difficult and dangerous. This lack of safe walkways, combined with missing pedestrian crossings and people occupying sidewalks can be attributed to traffic accidents. Recognizing the severity, in January 2023, the High Court recently demanded a report on the condition of all sidewalks, pushing for improvements.

In light to make Kochi more pedestrian-friendly, GIZ India through SUMACA project intends to support Kochi Municipal Corporation thorough a detailed pedestrian infrastructure audit. This will involve assessing the current state of sidewalks, potholes, crossings, and other pedestrian facilities. Based on this audit, we can then implement various measures to significantly **improve safety, comfort, and accessibility** for those who choose to walk. These improvements could include building new sidewalks, repairing existing ones, creating designated pedestrian zones, and installing proper signage and lighting.

2. Tasks to be performed by the contractor:

The contractor is responsible for providing the following services:

a) Identification of the 'Priority Walking Network':

- The first task includes Identification of the 'Priority Walking Network' (PWN) of a city, based on assessment of existing studies Comprehensive Mobility Plan, Non-Motorized Transport studies, reports etc. and site reconnaissance.

- The contractor shall also derive the priority walking network by spatial analysis of road connectivity, traffic density and mapping key destinations such as educational institutions, bus stops, metro stations, commercial areas, parks, etc.
- This will also include discussions with key stakeholders and consultations to gather inputs on the draft plan and submitting the proposal on 'priority walking network' in the form of a report and power point presentation. The expert shall present the proposal with SUM-ACA team and incorporate suggestions if any. The priority walking network shall be 30%-35% of total network of each ward. The total wards under Kochi Municipal Corporation are 74.
- After defining the Priority Walking Network, the Contractor shall undertake a vetting exercise on field to determine which footpaths are in good condition, which are not and identify junctions that are critical to be assessed from a walkability standpoint. The Contractor shall also verify for which roads/streets/footpaths and junctions budgets have already been assigned. This process of ground-truthing should lead to the final network of footpaths and junctions (Audit Network) for which walkability audits are to be done.

b) Formation of a Working group:

The contractor shall propose the list of agencies to be included for the formation of a Working group for the project. The expert shall present the proposal on the priority network and way forward with key stakeholders like Kochi Municipal Corporation, Centre for Heritage Environment and Development and other concerned agencies during a stakeholder consultation, for seeking formal approvals for the project from Kochi Municipal Corporation.

c) Identification of local team of Kochi to carry out comprehensive Audits.

The contractor/vendor shall partner with the local institutions/ agencies who can take up the comprehensive audits of priority networks. The vendor shall prioritize local institutions, colleges, citizens, and members of civic groups who have better understanding of socio-economic demographics of Kochi city. It is contractor's responsibility to produce data with high accuracy and high ownership. The audits are to be carried out along streets identified under the 'Audit Network'. The contractor will commence with a trial audit in 2-3 wards initially to assess outcomes and identify challenges. Following this, they will review the survey parameters based on the trial audit results. Once approved by GIZ, the contractor will proceed with conducting audits in all 74 wards using the local survey team. Training will be provided to the identified local team for auditing purposes. The contractor will be responsible for ensuring the quality assurance of the collected data.

d) Building the audit team:

Local team hired shall be handed over outreach material such as creatives, sign-up form. The contractor shall also plan launch of the campaign to add more local volunteers from each ward and undertake follow-up outreach for target, management of volunteer sign-ups.

e) Audit Parameters:

The audits consist of mapping issues on fields that inhibit walking across footpaths and junctions. The vendor shall identify detail list of parameters under 5 broad categories i.e. encroachment, obstruction, waste, footpath quality, and safety. The contractor shall also identify the potholes on the Audit Network identified within each ward. Contractor shall also identify detailed list of parameters for junctions to be audited around Audit Network. The

contractor shall discuss these parameters with SUMACA team before undertaking the detailed audit.

f) Tools for undertaking audits:

The Data shall be collected on a phone-based app, capturing geo-spatial data and photos. This shall be further analysed and visualised on an interactive dashboard.

g) Train the trainees:

Once the local team for audits is onboarded the Contractor shall train them through an introductory training workshop that covers all aspects of the audit process and application to be used. The expert shall also prepare a schedule with timelines to carry out the surveys, which will be shared with the local team. The contractor shall also ensure that members from the team are present during the period of the audit to plan and handhold the local team in carrying out the audit.

h) Citizen outreach activities:

Since the audits in Kochi to be taken up by local team, citizen engagement is limited. Hence citizen outreach measures are to be planned prior/during/post audits, in consultation with respective ward councillors of KMC and carry out the same. This can be done in select wards, identified in consultation with KMC. For citizen engagements visually active frontages can be selected and activities like 'walk the talk', art projects can be carried out there. This shall also include preparation of community engagement material.

- i) **Data Cleaning and Analysis** including generation of instant budget estimations for each Audit Network and ward.
- j) **Sharing cleaned data sets** with Kochi Municipal Corporation, that enable the creation of local projects like first & last mile for metro/bus/railway/ferry, junction improvement, safe school zones etc; which can be accessed by city agencies like KMC, C-HED, Cochin Smart Mission Limited, Kochi Metro Rail Limited etc.

k) Development of a Dashboard:

The contractor shall develop a dashboard of all data and budgets to map progress over time. The following are the key features of the dashboard are to be included in the dashboard.

- Each Ward profile: area, Population, prominent land-use etc.
- Identified Priority Walking network for each ward, major trip attractors and generators of that ward, typology of road.
- Complete audit details for footpath network and junction network. Each issue recorded during the comprehensive auditing shall be supplemented by the pictures and geo-referenced on map.
- Ward level report card shall also be generated that can be submitted to the government officials by local community groups for further engagement for action.
- Datum - digital database of city issues related to pedestrian infrastructure that can be built upon to measure progress year on year as before and after.
- Filter data by issue type, street, or ward by count (number of issues) and intensity (% coverage).
- Visualise heat maps of the issues to understand geo-spatial distribution.

- Photo map provides a map of all photos of all the issues in a ward as indisputable evidence.
- Detailed Key Performance indicators (KPI's) for undertaking detailed analysis shall be discussed with SUMACA before finalization.
- Detailed Key Performance indicators (KPI's) for undertaking solutions and budgeting estimation shall be discussed with SUMACA before finalization. The contractor shall follow the Schedule of Rates of state to reach at the estimation.
- KPI's related to micro, meso and macro level comparison at city level shall be discussed and approved before finalizing.
- The dashboard shall display the progress status of both completed and ongoing projects.

Other Requirements:

- The contractor shall include the O&M and updating the dashboard at regular intervals for minimum period of to the local municipal agency for three (3) years from development of the final version of dashboard and handing over.
- The contractor shall hand-hold local municipal agency for a period of one year from the development of the final version of dashboard and handing over. The handholding shall include the addition of new issues not identified before and deleting the old information which has already been improved.
- Training of engineers and local staff to use the dashboard.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

Milestone	Deadline/place/person responsible
Inception Report	M +15 Days
Identification of Priority Network and Audit Network in agreement with GIZ	M+ 45 Days
Training of the audit team and building of Audit Team and completion of survey for 20% of total 74 wards	M + 75 days
Outreach programme and local workshops	M+ 105 days
Training of the audit team and building of Audit Team and completion of survey for of total 74 wards	M + 150 Days
Data Cleaning and development of Beta version	M+ 180 days
Final Dashboard and handover to Kochi Municipal Corporation	M +240 Days

M = Date of Award of Contract

Period of assignment: From July 2024 until 15th March 2025.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements

(technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

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

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

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

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

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

Other specific requirements

- Use of residents and volunteers to undertake the survey. Suggest techniques for community participation engagement for the ward surveys. Techniques like walk the talk etc.
- Description of detailed methodology of undertaking the task, highlighting issues/risks and challenges.
- Description of detailed KPI's which can be possible to make proposed dashboard more interactive.

Project management of the contractor

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

- The contractor is responsible for selecting, preparing, training and steering the local team assigned to perform the tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

Details about backstopping

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

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

4. Criteria for Eligibility of firms

1. Please provide the legal status of your firm.
2. Average annual turnover for the last three financial years: at least 58000 EUR
3. The number of employees as at 31.12. of the previous year: at least 5 persons
4. Please provide 1 reference projects in the field of Software development and walkability audits with at least 1 reference project in Southern India in last three years with commission value of 25000 Euros.
5. The agency must submit a declaration on GWB clauses – refer Annexure “Legal Inferences”.
6. The agency must declare “Average no. of employees & managers in past three calendar years”.

The submission of documentary evidence against each criterion is mandatory.

Technical Experience

1. Experience of 1 project in undertaking walkable audits for city municipal area of Indian cities.

4A. Personnel concept

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project

- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification master's in engineering or related discipline.
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 10 years of professional experience in the urban governance sector
- Specific professional experience (2.1.4): 10 years of specific experience handling of core urban municipal issues, handling urban planning issues and solving the challenges digitally.
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in India.
- Development Cooperation (DC) experience (2.1.7): Not applicable
- Other (2.1.8): Experience of undertaking community participation and engagement programmes for delivering digital solutions to urban issues.

Expert 1

Tasks of expert 1

- Coordinate with Local survey team, undertaking community participation and engagement in local wards in coordination with local survey team.
- Training, capacity building and complete handholding of local team for undertaking detailed ward surveys.
- Project delivery responsibilities and coordination with SUMACA team.
- Regular reporting in accordance with deadlines

Qualifications of expert 1

- Education/training (2.2.1): University qualification master's in engineering or related discipline
- Language (2.2.2): Good business language skills in English
- General professional experience (2.2.3): 07 years of professional experience in the urban governance sector
- Specific professional experience (2.2.4): 05 years of specific experience handling of core urban municipal issues, handling urban planning issues and solving the challenges digitally.
- Leadership/management experience (2.2.5): Not Applicable
- Regional experience (2.2.6): 5 years of experience in projects in India.
- Development Cooperation (DC) experience (2.2.7): Not Applicable
- Other (2.2.8): Experience of undertaking community participation and engagement programmes for delivering digital solutions to urban issues.

Expert 2

Tasks of expert 2

- Coordinate with Local survey team, undertaking community participation and engagement in local wards in coordination with local survey team.

- Training, capacity building and complete handholding of local team for undertaking detailed ward surveys.
- Project delivery responsibilities and coordination with SUMACA team.
- Regular reporting in accordance with deadlines

Qualifications of expert 2

- Education/training (2.3.1): University qualification master's in urban/transport planning
- Language (2.3.2): Good business language skills in English
- General professional experience (2.3.3): 07 years of professional experience in the urban transport planning
- Specific professional experience (2.3.4): 05 years of specific experience handling of non-motorized transport (NMT) projects, preparation of city NMT plan, handling urban planning issues and solving the challenges digitally.
- Leadership/management experience (2.3.5): Not Applicable
- Regional experience (2.3.6): 5 years of experience in projects in India.
- Development Cooperation (DC) experience (2.3.7): Not Applicable
- Other (2.3.8): Experience of undertaking community participation and engagement programmes for delivering digital solutions to urban issues.

Soft skills of team members

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

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

Short-term expert pool with maximum 2 members

Tasks of the short-term expert pool

- Local coordination with wards
- Team formation
- Development of Phone app
- Support in training of trainers.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification Bachelor's computer science engineering or related discipline. And 1 expert in Masters in Transport / urban Planning.
- Language (2.6.2): 2 experts with very good language skills in English.
- General professional experience (2.6.3): 2 experts with minimum 3 years of experience in the urban sector and development of digital tools, survey coordination, data development, team coordination.
- Specific professional experience (2.6.4): 2 experts with at least 3 years of experience in dashboard development for urban and transport sector and app development
- Regional experience (2.6.5): 2 experts have experience in India.
- Development Cooperation (DC) experience (2.6.6): Not Applicable
- Other (2.6.7): Not Applicable

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

2. Costing requirements

Assignment of personnel

Team leader: On-site assignment in India for 40 expert days

Expert 1: Assignment in country of assignment: India for 60 expert days

Expert 2: Assignment in country of assignment: India for 60 expert days

Short-term Expert pool (max 2): Assignment in country of assignment: India for **Total 80** expert days

This assignment falls under the GIZ Negotiated Competitive bidding, therefore GIZ may invite the agency (with maximum technical score), for financial negotiations (if necessary)

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

A tentative schedule of 10 domestic round trips along with 20 nights of accommodation and 30 days of local travel and per diem each has been envisaged by GIZ.

- Economy class Airline tickets shall be procured by the contractor and reimbursed by GIZ against provision of receipts, flight tickets, and boarding passes.
- Accommodation and local travel will be arranged by contractor and shall be reimbursed by GIZ against provision of invoices.

Workshops, training

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

- 2 Workshops for community engagement and onboarding of local team for surveys in Kochi. The cost shall be paid on lumpsum basis. The cost may include.
 - 40-45 Participants/ delegations shall be invited.
 - Day-long event
 - Other inclusions – food, venue rental cost, tea during breaks, Audio- visual, standees, backdrops, stationary, 3-4 outstation partners travel and accommodation cost.

Other costs

- Development of Dashboard for Kochi Municipal corporation. Lumpsum Fees. This include following:
 - Licence fees for 3 years.
 - All maintenance and operation cost starting date would be signing of the contract.
 - Handholding of KMC engineers for period of one year
 - Product development charges

7. Requirements on the format of the bid

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

The complete bid shall not exceed 25 pages (excluding CVs & other supporting company documents)

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

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

The assignment falls under GIZ negotiation tendering procedure hence the agency with maximum technical score shall be contacted for financial negotiations, if required.