

## Terms of reference (ToRs)

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**Providing consultancy services regarding preparation of training modules and conducting of training sessions for the 'Passive-cost centre: design Response in Increasing Thermal Comfort with Viable Solutions (PRiTHVi) guidelines (Vol. 1 and 2)**

**Project number/** 20.2194.7-001.00

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## 0. List of abbreviations

ARHC	Affordable Rental Housing Complexes
AVB	General Terms & Conditions of Contract (AVB) for supplying services & work
BMTPC	Building Materials and Technology Promotion Council
BMZ	German Federal Ministry for Economic Cooperation and Development
CPWD	Central Public Works Department
CSB	Climate Smart Buildings Project
ECBC	Energy Conservation Building Code
ENS	Eco-Niwas Sanhita
GHTC	Global Housing Technology Challenge
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GoI	Government of India
IGEN	Indo-German Energy Programme
LHP	Light House Project
MoHUA	Ministry of Housing and Urban Affairs
PMAY-U	Pradhan Mantri Awas Yojana - Urban
PRiTHVi	Passive-design Response in Increasing Thermal Comfort with Viable Solutions
SDG	Sustainable Development Goal
ToR	Terms of Reference
ULB	Urban Local Body

## 1. Context

### 1.1. Background

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project "Climate Smart Buildings" (CSB) on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ).

Today, India is experiencing rapid transformation in its urban landscape, with an expected increase of nearly 416 million urban population by 2050 (United Nations). In line with expanding development, the country's building sector is expected to increase five-fold between 2015 and 2050, with an expected energy need increase of seven-fold during the period 2012-2032. According to a report by the Ministry of Housing and Urban Affairs (MoHUA), Government of India (GoI), India needs to invest \$4.5 trillion in infrastructure by 2040 to keep pace with urbanisation.<sup>1</sup>

As more buildings are constructed and more people move into urban areas, there is a significant increase in energy consumption and greenhouse gas emissions. Hence, it is important for developers and policymakers to consider sustainable development practices while planning and constructing new buildings and infrastructure, to achieve comfortable indoor living conditions for the inhabitants.

The Sustainable Development Goals (SDGs), especially the goal of making cities safe, inclusive, resilient, and sustainable (SDG 11) firmly places urbanisation at the forefront of the national development policy discourse. Other goals include SDG 7, 9, and 13. India has been making comprehensive efforts in this direction. While MoHUA, through its various developmental programmes and missions, has been consistently making efforts to align its initiatives to achieve the SDGs, it is imperative for the cities to play an important role in localising SDGs.

GoI has been implementing its flagship programme - Pradhan Mantri Awas Yojana- Urban (PMAY-U) since 2015 to fulfil the vision of Hon'ble Prime Minister of India to provide 'Housing for All' by 2022<sup>2</sup>. This includes the following programme verticals:

- Subsidy for Beneficiary-Led individual house construction/ enhancement. (BLC-N/ BLC-E)
- In-situ Slum Redevelopment (ISSR) for Slums
- Affordable Housing in Partnership (AHP) with Public & Private Sectors
- Promotion of Affordable Housing through Credit Linked Subsidy Scheme (CLSS)

Affordable Rental Housing Complexes (ARHCs), a sub-scheme under PMAY-U to provide urban migrants dignified affordable rental housing close to their workplace. Under the PMAY-U mission, 11.2 million houses are being constructed within the mission period. Currently, work in building thermal comfort has been partially addressed through development of thermal comfort standards for building and development of Eco-Niwas Samhita 2018 (ENS) for multi-storey residential buildings. The decisions taken during implementation have an impact on the level of comfort that these dwellings provide to its occupants, thus impacting their energy use and costs and the associated carbon emissions over the lifetime of the buildings.

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<sup>1</sup> [Economic Survey 2018: India needs \\$ 4.5 trillion by 2040 to develop Infra: Eco Survey - The Economic Times \(indiatimes.com\)](https://www.economic-times.com/india/2018/05/24/economic-survey-2018-india-needs-4-5-trillion-by-2040-to-develop-infra-eco-survey-the-economic-times/)

<sup>2</sup> [PMAY-HFA\(Urban\) \(pmaymis.gov.in\)](https://pmay-hfa(urban).pmaymis.gov.in/)

## About PRiTHVi initiative

["Passive-design Response in Increasing Thermal Comfort with Viable Solutions"](#) (PRiTHVi) (Volume 1: Single family homes and Volume 2: Multi-family homes) is an initiative aimed at promoting passive design techniques for increasing thermal resilience in buildings. Passive design refers to architectural design strategies that utilise natural elements, such as sunlight, shade, ventilation, and insulation to maintain comfortable indoor temperatures without relying heavily on mechanical heating / cooling systems. These strategies not only enhance thermal comfort but also reduce energy consumption and greenhouse gas emissions. The PRiTHVi initiative focuses on encouraging the adoption of passive design principles in building construction and renovation to improve thermal resilience. This is particularly important in the context of climate change, where extreme weather events, including heatwaves and cold spells, are becoming more frequent and severe.

Key aspects of PRiTHVi include:

- **Guidelines and Standards:** PRiTHVi provides guidelines and standards for integrating passive design techniques into building projects, ensuring that they meet thermal comfort requirements efficiently.
- **Awareness and Education:** It aims to raise awareness among architects, builders, and homeowners about the benefits of passive design and how it can enhance thermal resilience.
- **Capacity Building:** Training programs and workshops will be conducted to build the capacity of stakeholders, including ULB officials, engineers, architects, local builders, etc. in implementing passive design solutions effectively.
- **Research and Innovation:** PRiTHVi promotes research and innovation in passive design technologies and techniques to continually improve thermal resilience in buildings.
- **Policy Support:** The initiative may also involve policy interventions to incentivise or mandate the use of passive design in building codes and regulations.

The initiative also highlights the significant electricity consumption from the residential building sector, which is expected to increase five-fold in three decades. In essence, PRiTHVi is about creating resilient and affordable housing with a focus on energy efficiency and sustainable construction technologies, contributing to the reduction of CO<sub>2</sub> emissions and enhancing the overall quality of life for residents.

## 1.2. About the Project

The Federal Republic of Germany and the Government of the Republic of India have, under the Indo-German Technical Cooperation, agreed to jointly promote the "Indo-German Energy Programme" (IGEN) with the aim to foster sustainability in built environment to use sustainable materials for Thermal comfort and in turn improve the environment and climate conditions. IGEN's programme, Climate Smart Buildings (CSB), proposes to extend technical assistance and cooperation for the following:

- a. Technical assistance in developing thermal comfort action plan for climate resilience building for mass scale application in selected states for Affordable Housing
- b. Technical support in implementation of Global Housing Technology Challenge-India (GHTC-India)

The CSB programme is aligned with the commitments made by the Indian Government to meet its objectives submitted under SDG 11.

The objective of this programme is to enhance climate resilience and thermal comfort in buildings by adopting innovative passive measures, local sustainable and low embodied energy material coupled with best available technologies in constructions and buildings in

affordable housing. There are various efficient practices that can be adopted such as shading elements, efficient walling materials, insulation, optimum orientation and structured passive design techniques along with local innovative sustainable building material.

**The objective of the proposed assignment is to select a contractor that will support in activities related to the preparation of training modules and conducting of training sessions for the ‘Passive-design Response in Increasing Thermal Comfort with Viable Solutions’ (PRiTHVi) initiative for both the volumes.**

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

The contractor is responsible for providing the following services:

- **Preparation of training modules based on the PRiTHVi initiative (vol 1 and 2).**
  - **Defining module objectives:** It is imperative to establish clear objectives for each module to guide the training process in discussion with GIZ and as per the requirement of MoHUA. The training modules shall deploy user-friendly, comprehensible language with extensive use of illustrations / infographics to better convey the message. The modules should be able to convey the amount of energy that can be saved upon application of techniques mentioned in the initiative.
  - **Determining module duration and format(s):** Appropriate time for each topic within the module has to be allocated to ensure comprehensive coverage. Based on initial discussions, the most effective delivery format, considering diverse learning styles needs to be selected
  - **Detailed development:** This step shall involve activities, such as creation of a detailed plan outlining topics and time estimates to ensure a well-structured learning experience, identification and preparation of additional resources like reading materials, videos, and interactive tools to enhance training. It is also important to establish robust feedback mechanisms to measure effectiveness, gather feedback after each session, and make necessary adjustments for improvements in the future.
  - **Upload on website:** Support in uploading the modules on GHTC website.
  - **Post-module activities planning:** This involves development of follow-up activities, such as review sessions, assignments, or discussions to reinforce learning and engagement.
- **Conducting of training sessions for government officials**
  - **Planning training activities:** It is vital to define the objectives of the training sessions in relation to the needs of relevant officials dealing with building design, architecture, and engineering solutions. A tentative training framework is given below. The planning, administration, and organisation of the training sessions will be the responsibility of the Team Leader, including coordination in person and establishing contact with partner state governments for trainings in the target cities, selection of venue, invitation to speakers and participants, reporting, etc.
  - **Adapting materials:** Appropriate adjustments in training materials need to be incorporated to suit the specific audience and training situation.
  - **Setting up training activities:** The contractor must ensure that activities are set up in a clear manner for participants to understand easily. Critical and creative thinking among participants need to be encouraged throughout the training sessions.

- **Communicating to participants:** The contractor shall be responsible for communication with participants, including sharing of training invites, agendas, learning materials, etc., including follow-up for confirmation of participation and responses to queries/questions. It shall be the responsibility of the contractor to establish contacts at state level themselves.
- **Documenting the sessions:** The contractor shall be responsible for the documentation of the proceedings of the training sessions, including photo-documentation and preparation of reports.
- **Evaluating training activities:** The contractor must gather post-session feedback from the participating officials to assess the effectiveness of the training sessions. They must reflect on the feedback received and identify key areas for improvement in future training activities.
- **Compendium of the training sessions:** The contractor shall be responsible for development of the compendium based on all the sessions and document the learnings and outcomes.

### Training framework

The objective of the assignment is to train around 1,400 officials. Assuming around 50 participants in each training session (envisaged as 1-day events), about 30 sessions in total need to be organised. As of now, all the sessions are envisaged as offline events. However, if MoHUA and GIZ decide to organise a few of the trainings online, the contractor shall extend all kinds of technical support in organising the same.

Given that there are 6 zones (North, East, West, South, Central, and North-East), there would be 5 sessions per zone. The target cities in each zone shall be decided in due course in discussion with MoHUA and GIZ.

### Target group

The target group of the training modules/sessions shall be relevant staff members of MoHUA, Building Materials and Technology Promotion Council (BMTPC), state agencies, Central Public Works Department (CPWD), state PWDs, state urban development departments, ULBs, Development Authorities, and Green Building Certification bodies in India.

The team members of the selected contractor shall work closely with relevant MoHUA officials and GIZ colleagues and report the progress of each work package to Director, MoHUA and the Technical Advisors at GIZ.

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

Milestone	Deadline (from date of signing of contract)
Develop draft training modules based on the PRiTHVi initiative	1.5 months
Finalise the training modules, based on the feedback/suggestions received from partners and GIZ	2 months
Conduct 30 no. of training sessions for relevant government officials	4 months
Prepare the proceedings and the final compendium of the training sessions	6 months

Period of assignment: from **August 2024** until **February 2025**.

### 3. Concept

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

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

*Note: Please adjust the pre-filled assessments (%) in the technical assessment grid. If individual parts of the technical-methodological concept are not required, the corresponding paragraphs in the terms of reference must be deleted, and the weightings in the technical assessment grid must be set to zero.*

#### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

#### Project management of the contractor (1.6)

*Only if required, for example, in the case of more complex interaction between the contractor's services and the project:*

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

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

**Optional:** Details about backstopping

The tenderer 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 tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

### **Criteria for Eligibility of firms**

The bidder should have the following criteria for qualification:

#### **Commercial Criteria's**

- Bidder must be a legal entity and should be registered in India
- Average annual turnover for the last three financial years should be at least EUR 400,000.
- Minimum number of employees and managers for the past 3 years should be 20.
- The bidder should have at least:

#### **Technical eligibility assessment**

- The bidder should provide evidence of :
  - 5 reference projects in the technical field related to development of training modules related to climate-friendly buildings, climate adaptation with minimum commission value of projects should be EUR 80,000. in India in the last 3 years.
  - 5 reference projects (minimum commission value of each project should be EUR 80,000) in India related to conducting of training sessions with government stakeholders in the last 3 years.

#### **Technical experience**

- Preparation of training modules related to sectors such as climate-friendly buildings, climate adaptation, affordable housing, etc.
- Conducting of training sessions with government stakeholders, including coordination, planning, execution, and documentation

#### **Regional Experience**

- **Experience of development projects**
  - The bidder should have experience of working in development projects (ODA).

#### **A. Personnel concept**

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 6), the range of tasks involved and the required qualifications.



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

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

### Qualifications of the Team Leader

- Education/training (2.1.1): Master's degree in planning / urban development/ environmental engineering / environmental sciences / arts / social sciences / any other relevant field.
- Language (2.1.2): Proficient in English
- General professional experience (2.1.3): 15 years of professional experience in the sectors of sustainable urban development, climate resilience, climate adaptation, inclusive urbanisation, climate-friendly construction, green buildings, affordable housing, etc.
- Specific professional experience (2.1.4): 10 years in preparation of knowledge products and training modules on above-mentioned sectors.
- Leadership/management experience (2.1.5): 5 years of management / leadership experience as project team leader or manager.
- Regional experience (2.1.6): 5 years of experience in projects in India.

## **Expert 1: Architect / Green Building Expert**

### Tasks of Expert 1

- Provides technical support during the preparation of training modules
- Monitors the project activities and provide periodic updates to GIZ and MoHUA
- Supports the organisation of the training modules, including documentation of the events

### Qualifications of Expert 1

- Education/training (2.2.1): Master's degree in architecture / urban design / Green buildings / Environmental Design / any other relevant fields
- Language (2.2.2): Proficiency in English
- General professional experience (2.2.3): 10 years' experience in projects related to affordable building design, green buildings, innovative construction technologies, climate-friendly building designs, etc.
- Specific professional experience (2.2.4): 5 years of professional experience in developing standards / guidelines, training modules, and knowledge products related to the above-mentioned topics
- Regional experience (2.2.6): 3 years of work experience in India. Preference shall be given to candidate having prior experience of working with ministry / state / ULB officials.

## **Expert 2: Environmental Planner / Engineer**

### Tasks of Expert 2

- Provides technical support during the preparation of training modules

- Monitors the project activities and provide periodic updates to GIZ and MoHUA
- Supports the organisation of the training modules, including documentation of the events

#### Qualifications of Expert 2

- Education/training (2.3.1): Master's degree in planning / environmental planning / environmental engineering / Green buildings / Environmental Design / any other relevant fields
- Language (2.3.2): Proficiency in English
- General professional experience (2.3.3): 10 years' experience in projects related to affordable building design, green buildings, innovative construction technologies, climate-friendly building designs, etc.
- Specific professional experience (2.3.4): 5 years of professional experience in developing standards / guidelines, training modules, and knowledge products related to the above-mentioned topics
- Regional experience (2.3.6): 3 years of work experience in India. Preference shall be given to candidate having prior experience of working with ministry / state/ ULB officials.

#### **Expert 3: Communication Expert**

##### Tasks of Expert 3

- Supports the technical team in developing strategic communication plan during the preparation of training modules.
- Supports the development of training materials, including manuals, presentations, and interactive exercises, to support communication training initiatives.
- Vets the content of the materials with respect to the applicable communication guidelines of GIZ and states/cities and ensure the implementation of modifications/changes, as applicable.
- Conducts needs assessments and gap analyses to identify communication challenges and develop tailored solutions.

#### Qualifications of Expert 3

- Education/training (2.4.1): Master's degree in communication planning / mass communication / social sciences / arts / planning / engineering / any other relevant fields
- Language (2.4.2): Proficiency in English
- General professional experience (2.4.3): 10 years' experience in developing training and communication materials related to sustainable urban development, energy efficient buildings, affordable housing, innovative construction technologies, climate-friendly building designs, etc.
- Specific professional experience (2.4.4): 5 years of professional experience in conducting training workshops / sessions for government officials / corporates.
- Regional experience (2.4.6): 3 years of work experience in India. Preference shall be given to candidate having prior experience of working with ministry / state / ULB officials.

#### **Expert 4: Graphic Designer**

##### Tasks of Expert 4

- Designs graphics and infographics that convey the required messages and concepts.
- Designs the communication materials (training modules, workshop / training session materials, etc.).
- Designs the proceedings and the final compendium of the training sessions.

#### Qualifications of Expert 4

- Education/training (2.5.1): Bachelor's / Master's degree in graphic design / animation / mass communication / arts / any other allied fields.
- General professional experience (2.5.3): 5 years in developing communication materials with a robust portfolio showcasing graphic design and animation skills.
- Specific professional experience (2.5.4): 3 years in working with the latest design software and prior experience of designing knowledge products / communication materials related to the urban and climate sectors.

#### **Short-term expert pool with minimum 3, maximum 3 members**

#### **Trainers (6 nos.)**

#### Tasks of the short-term expert pool

- Support the team during the preparation of the training modules, especially the setting up of the training activities.
- Organise and conduct the training sessions (5 sessions each) in coordination with the team, GIZ, and MoHUA.

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): 6 experts with Master's degree in architecture / urban design / environmental planning / environmental engineering / urban and regional planning / any other allied fields
- Language (2.6.2): 6 experts with very good language skills in English.
- General professional experience (2.6.3): 6 experts with at least 10 years of experience in the green building / climate-friendly architecture sector. Preference shall be given to Master Trainers empanelled with the Energy Conservation Building Code (ECBC).
- Specific professional experience (2.6.4): 6 experts with at 5 years of experience in organising trainings / workshops with a diverse set of stakeholders (government, parastatals, private, civic bodies, academia, etc.) related to the above-mentioned topics.
- Regional experience (2.6.5): 6 experts with 3 years of experience in South Asia and India.

#### Soft skills of team members

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

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

## **4. Costing requirements**

#### **Assignment of personnel**

Team Leader: Assignment in India for 60 expert days

Expert 1: Assignment in India for 90 expert days

Expert 2: Assignment in India for 90 expert days

Expert 3: Assignment in India for 60 expert days

Expert 4: Assignment in India for 90 expert days

Short-term pool of experts (6 nos.): Assignment in India for 120 expert days (20 days each)

### Travel

The travel sector for this assignment is pan-India. The bidder is required to calculate the travel by the specified experts, and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. Travel approval by GIZ team members shall be required before the trips. Any travel reimbursement claim without prior approval shall be rejected.

For each training, it is envisaged that at least 2 members (1 Trainer and Team Leader / Expert 1 / Expert 2 / Expert 3) shall travel to the venue. The number can be increased to 3, depending on the requirements.

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	11	Team Leader: <b>10</b> days Expert 1: <b>10</b> days Expert 2: <b>10</b> days Expert 3: <b>10</b> days Expert 4: <b>10</b> days Short-term pool of experts (6 nos.): <b>10</b> days	Working with Ministry, GIZ, and states/cities
• Implementation	11	Team Leader: <b>50</b> days Expert 1: <b>80</b> days Expert 2: <b>80</b> days Expert 3: <b>50</b> days Expert 4: <b>80</b> days Short-term pool of experts (6 nos.): <b>110</b> days	Working with Ministry, GIZ, and states/cities
Travel expenses	Number of experts	Total number of days	Comments
• Per-diem allowance in country of assignment	9	360	Official travel for implementation in partner states/cities
• Overnight allowance in country of assignment	9	360	Official travel for implementation in partner states/cities
• Travel costs (train, private vehicle)	9	240	Official travel for implementation in partner states/cities
Flights	Number of experts	Total number of round trips / flights	Comments
• Domestic round trip	9	120	Official travel for

			implementation in partner states/cities
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### Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

### Workshop

- GIZ shall borne all expenses related to logistics for the organisation of training sessions, including accommodation, travel, venue booking, printing, etc. In case of online training sessions, GIZ shall bear expenses related to the infrastructure required for the same. This is applicable for the training participants only. The contractor must make their own arrangements and must include such anticipated expenses in the financial bid.

### 5. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

#### GIZ

- GIZ shall share relevant information and documents based on the requirements of the proposed activities.
- GIZ shall issue the letters on GIZ letterhead to the partner state governments to introduce the contractor. Henceforth, the contractor shall be responsible for the next steps, including coordination, training, and reporting.
- GIZ shall borne all expenses related to logistics for the organisation of training sessions, including accommodation, travel, venue booking, printing, etc. In case of online training sessions, GIZ shall bear expenses related to the infrastructure required for the same. This is applicable for the training participants only. The contractor must make their own arrangements and must include such anticipated expenses in the financial bid.

### 6. 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.

The complete bid shall not exceed **10 pages** (excluding CVs & other supporting company documents),

The CVs shall not exceed **5 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 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.