**Tool 10: Terms of Reference for the procurement of pre-feasibility study provider**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Organisation** |  |
| **Published on** |  |

**Section 1: Overview and Background Information**

**Description**: *The purpose of this section is to provide the bidder with relevant information and key data on the project (background) and its purpose (general objectives), and to position the ToR in the overall context of the measure (rationale). Generally, the brief description of the module proposal can be used for this purpose. The context also explains the specific objective to be achieved by the services.*

**Suggested content:**

1. *Basic information about the project*
2. *Context of the city, region or implementation place*
3. *Brief explanation on how the services provided by bidder contribute to achievement of the project’s objectives*
4. *How soon can the project start after approval and for which period the supplier would be contracted*

**Section 2: Scope of Work of Contractor**

**Description**: *This section should cover all services and/or works that the contractor is to provide. These usually comprise tasks and deliverables. The services must be described in enough detail (including time frame, deadline, place of performance, trips, responsibilities, contributions from other actor etc.) that the bidder can estimate whether it is able to provide a bid and what individual costs must be included in the price calculation, based on scope and volume.*

**Suggested content:** For each task and/or deliverable**,** make sure to include a subsection with the following content:

* Detailed description of specific task, including the approach to be performed by contractors.
* List of expected final deliverables with deadlines, including formats and quality standards.
* Project management, reporting, quality assurance and communication.

**Example:** Below you will find an example of the deliverables expected from pre-feasibility study providers in the case of addressing heat waves in a neighbourhood. In this example, a health module and a primary school are expected to be the implementation places.

|  |  |  |
| --- | --- | --- |
| Deliverable | Description | Deadline and format |
| *D1: Pre-feasibility analysis*  *feasibility for the implementation of green infrastructure actions - Nature-based solutions.* | *For the realisation of this deliverable, the consultant shall consider the following:*   * *Desk review of the technical standards, building regulations and other guidelines for basic urban infrastructure, as well as for public health and school facilities.* * *Review of the neighbourhood strategy, municipal and state development plan, plans, national climate change programmes to generate a route of actions for the fulfilment of indicators and commitments under the international framework of climate change, sustainable development goals, NDCs and similar.* * *Review other previous work conducted by the project.*   *The pre-feasibility study shall contain the following information:*   * *Well-identified problems and viable solutions. The most urgent and priority ones should be identified.* * *Cost estimates of possible interventions* * *The results of possible solutions should be linked to public health issues, integrated risk management and environmental education from a human rights and gender perspective.* * *Energy efficiency systems should be considered in response to specific needs in both the health module and the primary school.* * *A list of materials, possible sustainable construction systems in the region, as well as a design that responds to the identity of the school should be provided.* * *A mapping of actors must be included for the socialisation of the project to be intervened and for the qualitative analysis to be carried out.* * *A maintenance strategy should be proposed to guarantee its replicability and sustainability.* | *Word document with max. 200 pages*  *Deadline: DD.MM.YYYY* |
| *D2: Drawings and plan package* | *Provide a set of site plans or sketches identifying sites with climate-related problems. The plans should include overall plans indicating the problem areas and their description, as well as the points where intervention is recommended. This should be accompanied by an objective image and construction details as a reference for viable solutions.* | *PDF and JPG format.*  *Deadline: DD.MM.YYYY* |

**Section 3: Technical-methodological concept**

**Description**: *This section is intended to explain bidders how they should describe their process of delivering their services, as stated in Section 2.*

**Suggested text**: “The tenderer should consider the tasks to be carried out with reference to the objectives of the services subject to the tender and must present and argue the strategy with which he/she intends to provide the services for which he/she is responsible.

The bidder shall set out the relevant actors for the provision of the services for which he/she is responsible and describe the cooperation with these actors.

The bidder should present and explain his/her approach to conducting action with counterparts and his/her contribution to a results-based monitoring system.

The bidder shall describe the key processes for providing the services for which he/she is responsible and create an operational plan or schedule describing how the services will be provided, in accordance with Section 2. In particular, the bidder shall describe the necessary steps and, where applicable, take into account milestones and contributions from other actors (partner contributions).

*Social responsibility, inclusion and gender*

The consulting team must explain in the proposal how it ensures social responsibility, inclusion of diversity and gender perspective. It is also recommended to use inclusive language when writing documents.

The advisory team should consider, as far as possible, the inclusion of women and youth in the advisory team, actively invite people from minority and/or vulnerable groups to participate in the calls, and facilitate their attendance and participation in workshops and events.

As far as possible, the team or consulting company must have a Business or Social Responsibility Certification (COMPANY B, ISO 14001, ISO26000, Global Compact, Best Companies to Work for LGBTQ+ Inclusive Company, Family-Responsible Company).”

**Section 4: Personnel concept**

**Description**: The technical-methodological concept is put into practice through the personnel concept. The personnel concept consists of positions, to which tasks and qualifications are assigned and which, as a whole, cover the tasks to be implemented by the contractor as described in Section 2.

**Example:** For the example mentioned in Section 2, the personnel required would be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Tasks** | **Qualifications** | **Interpersonal skills** |
| *Principal consultant* | * *Overall responsibility for the contractor's advisory packages (quality and deadlines).* * *Coordination and assurance of communication with GIZ, counterparts and others involved in the project.* * *Overall responsibility for contractor advisory packages (quality and deadlines)* * *Coordination and assurance of communication with GIZ, counterparts and others involved in the project* * *Preparation of:*    + - *Preliminary studies*     - *Plans and drawings*     - *Descriptive documents, catalogues and volumes* * *Reporting according to deadlines* | * *Education/training: university degree in engineering or architecture or related to urban planning.* * *Language: [fill out]* * *General Professional Experience: 5 years in public space design and construction.* * *Specific professional experience: 5 years in: Preparation of plans, participatory designs for public spaces, construction, urban planning plans, knowledge of urban resilience.* * *Experience in leadership/management: 3 years of experience in leading/managing teams in projects* * *Regional experience: 5 years of experience in projects in* *the region* | * *Own initiative* * *Communication skills* * *Sociocultural competencies* * *Efficient partner- and customer-oriented performance* * *Interdisciplinary thinking* |
|  | * *Support the team leader in the development of*    + *Preliminary studies*   + *Plans and drawings*   + *Descriptive documents, catalogues and volumes* | * *Education/training: university degree in engineering or architecture or related to urban planning.* * *Language: [fill out].* * *General Professional Experience: 3 years in public space design and construction.* * *Specific professional experience: 3 years in preparation of plans, participatory designs for public spaces, construction, urban plans, knowledge of urban resilience.* * *Regional experience: 2 years of experience in projects in the region* | * *Ability to work in a team* * *Own initiative* * *Communication skills* * *Sociocultural competencies* * *Efficient partner- and customer-oriented performance* * *Interdisciplinary thinking* |

**Section 5: Requirements for price calculation**

**Description**: *In this section, you provide the bidder with additional information they need to provide a price calculation. For instance, if they can consider travel expenses for the provision of the services and how much.*

**Section 6: Requirements on the format of the bid**

**Description**: *In this section, you explain the potential providers how you want them to submit their bid. These requirements can range from Excel files with their budget breakdown to Gant charts with their delivery plan.*

**Examples**: Below you can find some examples of the formats you can require. Note it may be more appropriate to transfer them to an Excel file and attach them to the ToRs.

***Budget Tables***

Personnel

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Organisation** | **Rate** | **Days** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Total:** |  |  |

Travel expenses

|  |  |
| --- | --- |
| Anticipated Travel and expenses detailing flights, nights away and sustenance | Flights:  Travel nights and details:  Expected Cost: |
| Expected non-travel expenses (e.g. equipment, commissioned surveys etc.), including rationale and expected cost: | Description:  Expected Cost: |

Total budget

|  |  |
| --- | --- |
|  | **Amount (Currency)** |
| The total fees for this Activity are: |  |
| The total expenses for this Activity are: |  |
| **Total:** |  |

***Work plan***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverables**  **(as per section 2)** | **Deliverable due date** | **Task #** | **Description** | **Responsible team member** | **Task due date** |
| D1: [Title] |  | T1 |  |  | e.g. Week one |
| T2 |  |  |  |
| T3 |  |  |  |
| T4 |  |  |  |
| D2: [Title] |  | T5 |  |  |  |
| T6 |  |  |  |
| T7 |  |  |  |
| T8 |  |  |  |
| D3: [Title] |  | T9 |  |  |  |
| T10 |  |  |  |
| T11 |  |  |  |

***Delivery Plan (Gantt chart)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Month** | **February** | | | | **March** | | | | **April** | | | | **May** | | | |
| **Package** | **Activity** | **Description** | **Deliverable due date** | **3** | **10** | **17** | **24** | **3** | **10** | **17** | **24** | **7** | **14** | **21** | **28** | **5** | **12** | **19** | **26** |
| **D1** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T4** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D2** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T4** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T5** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D3** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T4** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D4** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |