

Terms of Reference (TOR)

Design and Develop Children Centric Climate Resilient Parks in Nagpur under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II) project

1. Background

ICLEI South Asia is implementing the European Commission funded project - '[Accelerating climate action through the promotion of Urban Low Emission Development Strategies \(Urban-LEDS II\)](#)' in select cities of India and Bangladesh with support from UN-Habitat as an implementing partner. This project, being implemented from 2017 to 2021, aims to reduce greenhouse gas emissions and support implementation of climate actions at local level through the promotion of Urban Low Emission Development Strategies (Urban LEADS) in cities/towns of emerging economies (Brazil, Colombia, India, Indonesia and South Africa) and Least Developed Countries (Bangladesh, Lao PDR and Rwanda).

In South Asia, the Urban-LEDS II project is supporting the cities of Thane & Nagpur from India and Rajshahi & Narayanganj from Bangladesh in climate action planning and implementation of on-ground demonstration solutions. The demonstration solutions (or pilot projects) respond to local context and priorities, and enable the cities to address climate change and promote urban sustainability.

In Nagpur, ICLEI-SA is working with Nagpur Municipal Corporation (NMC) and Nagpur Smart & Sustainable City Development Corporation Limited (NSSCDCL) for implementation of URBAN LEADS II Project. One of the assignments is to design and develop children centric climate resilient parks envisaged to create vibrant accessible public spaces for children and raise the awareness among kids as well as visitors regarding climate change through implementation of several place making and climate-linked interventions.

2. Details of the consultancy assignment:

A) Location of the project	Tara Park and Trikoni Park, Bidipeth Area, Ashirvad Nagar, Nagpur- 440024
B) Objective	The objective of the assignment is to re-design 2 identified parks and develop 1 park to implement children centric interventions and raise awareness among children about nature conservation using the Building as Learning Aid (BaLA) concept. The assignment includes design, preparation of detailed architectural & engineering drawings, relevant infographics for Information Education Communication (IEC) activities, preparation of detailed BoQ by engaging with the community and undertaking necessary site visits. The identified parks are i) Tara Park ii) Trikoni Park, both of which

	<p>are located in Bidipeth Area, Nagpur. Implementation of identified design interventions will then be implemented at Trikoni Park.</p>
<p>C) Scope of Work</p>	<p>The assignment has following core tasks:</p> <ul style="list-style-type: none"> • Part I: Re-Design Tara and Trikoni Park from children centric and climate resiliency perspective including detailed site drawings, IEC material, community engagements and preparation of detailed Bill of Quantities (BoQ) and costing to implement Climate Resilient Infrastructure in the parks. • Part II: Implementation of identified climate resilient infrastructure solutions from Part I and undertake stakeholder consultations for knowledge dissemination for local capacity building. A budget of up-to INR 4 lakhs is available to execute the interventions identified in Part I of the assignment. <ul style="list-style-type: none"> ➤ Note: On completion of Part of I and before starting of the Part II of the assignment, bidder shall submit detailed proposal of identified solutions along with BOQ, technical specifications and respective costs of identified interventions to ICLEI-South Asia and NSSCDCL for approval. Suitable and cost-effective solutions will be selected by ICLEI-SA and NSSCDCL and approval will be given for the further implementation at site. <p>Following are few interventions, but not limited to, identified for this assignment:</p> <ul style="list-style-type: none"> • Design children centric climate resilient infrastructure interventions along with the requirements stated by Nagpur Smart & Sustainable City Development Corporation Limited (NSSCDCL) interventions for Tara Park and Trikoni Park located in Bidipeth Area, Nagpur. • Design permanent/semi-permanent interventions considering children and differently abled children including Information, Education and Communication (IEC) solutions. • Undertake site visits at Tara & Trikoni Parks for preparation of detailed architectural drawings and collect information on existing hard/soft infrastructure, park's accessibility and usage all year around. • Identify and design a suitable space for the community to promote and conduct urban farming. Benefits are also to be emphasized using IEC

	<p>interventions such as infographic boards, vibrant paintings on walls and structures inside the park. Further step will be to plant edible/fruit bearing plants to enhance the park’s biodiversity.</p> <ul style="list-style-type: none"> • Identify slopes at the site and suggest suitable design for ground water recharge pits in the premises. • identify and design the space for flower beds of indigenous species for generating sensory experience amongst the targeted audience especially children. Also identify suitable locations and propose bird-feeders and allied interventions. • Identify alternate material placement in flooring design for improving a sense of touch by designing sensory pathway. • Propose furniture based on children’s anthropometry and their safety and longevity of furniture and especially from recycled material or with use of existing material. • Identify suitable space and design a cycle track for children without affecting the on-going activities in the park. <p>Undertake necessary site visits to the Tara and Trikoni Park for detailed site level measurements and to undertake community engagements to understand the on-going activities in the park and design the interventions accordingly.</p>
<p>D) Additional Notes</p>	<ul style="list-style-type: none"> • The envisaged tasks will be undertaken with the guidance of the Urban-LED S II project managers from ICLEI South Asia and Nagpur Smart & Sustainable City Development Corporation Limited (NSSCDCL) team. Bidders shall communicate with relevant contact points at ICLEI South Asia in a professional and timely manner on progress and on all inputs needed to complete the assignment within the required timeframe. • Relevant technical support and guidance will be provided by ICLEI-South Asia such as suggestions for species selection Park’s Biodiversity enhancement, however the bidder is expected to undertake his/her own research for understanding of the on-ground conditions and propose solutions as necessary to deliver the output. • It is to be noted that, interventions shall be designed in a manner that children will be able to comprehend the importance of nature

	<p>conservation, its need and suitable sustainable solutions, while accessing/utilizing the parks.</p> <ul style="list-style-type: none"> • Bidders are advised to undertake site visits as necessary before submitting the bid to ICLEI-South Asia. It is expected that the bidder has full knowledge of the site. • Bidder shall share draft project design proposal at the time of submitting the bid for this ToR. • After the preparation of final design proposal, ICLEI-SA will select interventions that show linkage with climate change for which bidder shall submit detailed BoQ and Costing for implementation. • ICLEI-SA will then give approval to the bidder to undertake implementation as Part II of this contract, where bidder will be responsible to implement the identified solutions.
<p>E) Time Schedule of delivery</p>	<p>This contract work is expected to be completed in 1-week days (latest by October 6, 2021).</p> <ul style="list-style-type: none"> • Submission of final designs of Tara and Trikoni Park with ICLEI South Asia team – 3 days from award of contract • Successful Completion of Information, Education and Communication (IEC) and visual children centric climate resilient interventions at Trikoni Park– 2 weeks from award of contract • Successful completion of infrastructure linked solutions at the Trikoni Park- 2 weeks from award of contract <p>It shall be noted that there is no possibility of timeline extension for this consultancy. In case of incomplete work, the payment will be made on pro rata basis for the tasks completed and the same will be decided by ICLEI South Asia.</p>
<p>F) Payment and delivery schedule</p>	<ul style="list-style-type: none"> • 50% of total work value: On signing of work order and acceptance of draft proposal by ICLEI South Asia • 50% of total work value: On satisfactory completion and acceptance by ICLEI South Asia of project on-ground implementation at Trikoni Park
<p>G) Timeline for</p>	<ul style="list-style-type: none"> • ToR published – September 24, 2021

<p>proposal submission and selection</p>	<ul style="list-style-type: none"> • Last date for submission of proposal – September 30, 2021 • Issue of work order to selected bidder – October 1, 2021
<p>H) Contact</p>	<p>For bid submission (soft copy):</p> <p>i) Soumya Chaturvedula, Deputy Director, ICLEI South Asia, Email: soumya.chaturvedula@iclei.org</p> <p>ii) Nikhil Korsepatil, Senior Manager (Energy & Climate), ICLEI South Asia, Email: nikhil.korsepatil@iclei.org</p> <p>iii) Bhaskar Padigala, Manager (Energy & Climate), ICLEI South Asia, Email: bhaskar.padigala@iclei.org</p> <p>For any queries: Shardul Venegurkar Senior Project Officer (Energy & Climate), ICLEI South Asia, Email: shardul.venegurkar@iclei.org Phone: (+91) – 7276293919</p>
<p>I) Bidder Credentials</p>	<p>Both independent bidders and firms are welcome to apply. The bidders should ideally have the following expertise and experience:</p> <p>Technical requirements</p> <p>a) Master’s Degree in Architecture or Urban Planning from accredited institutes</p> <p>b) Min. 5 years of experience and 3 similar projects in the areas of tactical urbanism, children centric placemaking, landscape design, etc. along with expertise in tools such as AutoCAD 2D & 3D, IN DESIGN and relevant rendering tools required for designing and preparation of Infographics.</p> <p>c) Experience of working with Smart City SPVs and development organizations working in urban development space is a desirable. Demonstrated experience of working on Government of India’s smart city</p>

	<p>initiatives is a plus.</p> <p>d) Excellent English and Marathi (local language) writing and communication skills, particularly in the context of writing to make complex content understandable to children and citizens accessing the parks.</p> <p>Financial requirements</p> <p>a) The bidder (if a firm) should possess a valid national registration certificate.</p> <p>b) The bidder should submit VAT registration (if a firm) and up-to-date PAN certificate.</p> <p>c) The bidder (if an individual) should possess valid national identity document to prove nationality.</p>
<p>J) Details required in proposal</p>	<p><u>Technical Bid:</u></p> <p>Technical bid shall cover the following points.</p> <ol style="list-style-type: none"> 1. Credentials of organization(s) and or individual 2. Concept design proposal in line with scope of work for undertaking the current assignment. Detailed work plan and technical methodology (with timelines) to accomplish the task within the scheduled project duration. 3. Details of similar previous projects implemented by the organization(s)/ individual with documentary proof for the same 4. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting (if a multi-personnel team). CVs demonstrating qualifications must be submitted. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event. <p><u>Financial Bid:</u></p> <p>Financial bid shall cover the following points.</p> <ol style="list-style-type: none"> 1. Financial bid for the tasks listed in the ToR document – part I and II. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR which includes design consultancy services stated in Part I and project implementation cost stated in Part II. 2. A financial proposal clearly stating manpower/expert time and costs as may be required, adequately addressing the manpower stated available for the assignment, as given in the technical proposal. 3. The Financial bid shall be inclusive of all the costs including taxes

associated with the assignment. The financial bid should be prepared in INR.

4. The total amount indicated in the financial bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.
5. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.

Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Bidders shall ensure that the technical and price bid documents shall have a sign of the authorized representative/signatory, on the first and last pages at a minimum.

All Technical and Financial bids should preferably be in English. Bidders are encouraged to visit the weblink with the ToR before submission of bid.

Soft copy of the proposal/bid document (technical and financial) should be mailed to ICLEI South Asia on the contact details mentioned in this document no later than 30th September, 2021.

Please note:

- a) **Bid proposals will be evaluated based on draft designs, technical methodology and on cost effectiveness for carrying out the assignment.**
- b) All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges
- c) ICLEI South Asia does not undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder.
- d) All materials/ equipment/ tools brought to site by the bidder and shall be the responsibility of the bidder. ICLEI South Asia shall extend help as and when approached by the bidder to keep any materials/ equipment/ Appliance/ tool, however not liable for any loss, theft or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.
- e) Bid Validity: All bids submitted shall remain valid for a period of 30 days from the time of submission. Any bids submitted for a lesser duration can be disqualified.
- f) In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder.

	g) ICLEI South Asia team shall make final inspection of all work included in the contract/work order, or any portion thereof, or any completed structure forming part of the work of the contract, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.
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3. Terms and Conditions:

Deviation from date of completion and timeline	<p>a) Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order</p> <p>b) If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 7 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.</p> <p>c) In the event of any occurrences causing delay, the bidder shall intimate immediately in writing to ICLEI South Asia.</p>
Conflict Resolution	In case of a conflict, the same would be addressed through mutual discussions. In case the conflict cannot be mutually sorted, ICLEI South Asia's decision would be final and binding.
Termination of Contract	In case the expert/bidder is unable to perform as per the expectations of the project team and/or project cities, the contract of the expert/bidder can be terminated based on mutual consent. In case of contract termination, the expert/bidder would be paid on the basis of deliverables completed to the satisfaction of ICLEI South Asia.
Ownership and Copyright	The selected bidders shall understand that as part of the Consultancy, they might be asked to create, modify or contribute to the creation of designs, documentation and other copyrightable works. The Bidder agrees that any and all designs and assignment outputs, including design formats, text, photographs, work-up files, documentation and other copyrightable materials that have been prepared as part of this contract shall be "works made for hire" and that ICLEI South Asia shall own all the copyright rights in such works.