

Terms of Reference (TOR)

Design of Climate Action Plans & Project Brochure Developed under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II) project

Timeline	<p>TOR published on ICLEI South Asia website – 28-09-2021</p> <p>Last date of acceptance of proposals: 06-10-2021</p> <p>Identification of winning proposal and selection of consultant – 08-10-2021</p> <p>Submission of final assignment workplan and design options (layout & design elements): within 4-5 working days from award of contract</p> <p>Submission of draft designed documents: within 2 weeks from award of contract</p> <p>Submission of final designed documents: within 3 weeks from award of contract</p> <p><i>It shall be noted that in any case 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.</i></p>
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1. Background:

ICLEI South Asia is implementing the European Commission funded project on ‘Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)’ in India & Bangladesh.

This project aims to reduce greenhouse gas emissions and support implementation of climate actions at local level by 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).

The project is supporting two model cities in each country, Thane & Nagpur in India and Rajshahi & Narayanganj in Bangladesh, through action research and technical assistance, to develop Low Emission Development Strategies and integrate the strategy into regular city planning, in order to mainstream implementation.

Under the Urban-LEDS II project, these four cities are being supported to develop their ‘Climate Action Plans (CAPs)’, which are a detailed and strategic plan for measuring, planning, and reducing

greenhouse gas (GHG) emissions and for building resilience against related climatic impacts. These climate action plans will provide evidence-based measures for GHG emission reduction and can be utilized as a comprehensive and customized roadmap to help cities in making informed decisions and understanding on where and how to achieve the largest and most cost-effective emissions reductions.

2. Description of the Assignment

Specific objectives

The goal of this work is to produce high quality designed versions of Climate Action Plans & a Urban-LEDS II project (South Asia) dissemination brochure suitable for print and web publishing.

Outputs expected

The contractor is expected to:

- Design the cover and content of the documents, including any tables, graphs, infographics and photos.
- To prepare high quality digital versions of each document suitable for print and e-publishing

The documents to be designed are:

- 4 Climate Action Plans (per report - appx 120 pages + 10-15 infographics)¹
- 1 Urban-LEDS II project (South Asia) dissemination brochure (4 pages & 2-3 infographics)

3. Payment and delivery schedule

- 50% of total work value: On signing of work order and acceptance of final work plan and design options (layout & design elements) by ICLEI South Asia
- 50% of total work value: On satisfactory completion and acceptance of the final designed documents by ICLEI South Asia, including submission of design files, etc. developed during the assignment.

4. Bid submission

The technical & financial bids (soft copy) must be submitted on or before 1st October 2021 to the following contacts

- Soumya Chaturvedula, Deputy Director, ICLEI South Asia, Email: soumya.chaturvedula@iclei.org
- Nikhil Kolsepatil, Senior Manager (Energy & Climate), ICLEI South Asia, Email:

¹ Bidder can indicate charges for per additional pages (above the mentioned pages & infographics in section 2)

nikhil.kolsepatil@iclei.org

- Bhaskar Padigala, Manager (Energy & Climate), ICLEI South Asia, Email: bhaskar.padigala@iclei.org

For any queries kindly contact: Nikhil Kolsepatil, Senior Manager (Energy & Climate), ICLEI South Asia, Email: nikhil.kolsepatil@iclei.org, (+91) – 85859 73062

The contractor will work closely with the Senior Manager (Energy & Climate), ICLEI South Asia, the author of the documents and the printer on design and layout elements.

5. Consultant Requirements

Both independent consultants and firms are welcome to apply. The consultants should ideally have the following expertise and experience:

Technical requirements

- The consultant over 3 years' experience in design, rendering, marketing, etc.
- Has demonstrable experience of similar project. Experience of working with NGOs/CSOs & Think Tanks shall be given preference.
- Will communicate with ICLEI South Asia in a professional and timely manner on progress.

Financial requirements

- The bidder (if a firm) should possess a valid national registration certificate.
- The bidder should be submitting VAT registration (if a firm) and up-to-date PAN certificate.
- The bidder (if an individual) should possess valid national identity document to prove nationality.

6. Details required in proposal

Technical Bid: Technical bid shall cover the following points.

- Credentials of organization(s) and or individual
- Concept proposal with methodological approach for undertaking the current assignment. Detailed work plan (with timelines) to accomplish the task within the scheduled project duration.
- Details of similar previous projects along with link (website or file sharing services) to the final output(s) (at least 3) implemented by the organization(s)/individual with documentary proof for the same.
- The consultant shall make an assessment of required support personnel (technical and administrative if any) to undertake the assignment. Consultant should provide time estimates of key Personnel in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered.
- Names and qualifications of the key personnel that will perform the services, including their roles in the assignment.

Financial Bid: Financial bid shall cover the following points.

- Financial bid for the tasks listed in the ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR.

- 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.
- The Financial bid shall be inclusive of all the costs including taxes associated with the assignment. The financial bid should be prepared in INR.
- 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.
- In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
- Latest audited financial statement

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 06th October, 2021.**

Please note:

- 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
- 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.
- In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder.

7. Terms and Conditions:

Deviation from date of completion and timeline

- Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order
- 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.

- In the event of any occurrences causing delay, the bidder shall intimate immediately in writing to ICLEI South Asia.

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/consultant is unable to perform as per the expectations of the project team and/or project cities, the contract of the expert/consultant can be terminated based on mutual consent. In case of contract termination, the expert/consultant would be paid on the basis of deliverables completed to the satisfaction of ICLEI South Asia.

Finalization of the Deliverables: ICLEI South Asia shall finalize the final deliverables after due review of the submitted documents. The consultant will have to incorporate all suggestions, alterations and comments given by ICLEI South Asia, within the timeline, as a part of the assignment.

Visibility Requirements: Materials will bear the logos & design elements in accordance to project design & communication guidelines.

Ownership and Copyright: The selected consultants 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 Consultant 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.