

Terms of Reference (TOR)

Design of ‘Ahmedabad Climate Resilient City Action Plan’ developed under CapaCITIES II Project

Timeline	<p>TOR published on ICLEI South Asia website: 01-09-2023</p> <p>Last date of acceptance of proposals: 08-09-2023</p> <p>Identification of winning proposal, selection of consultant, award of contract: 15-09-2023</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>
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1. Background

With support from the Swiss Agency for Development and Cooperation (SDC), Ahmedabad Municipal Corporation is implementing the ‘Capacity Building Project on Low Carbon and Climate Resilient City Development in India (CapaCITIES II project)’, to help achieve lower GHG emissions growth path and increase resilience to climate change in selected Indian cities. The CapaCITIES II project is being implemented by ICLEI-Local Governments for Sustainability, South Asia, South Pole and econcept.

This project has assisted Ahmedabad to develop a “Climate Resilient City Action Plan (CRCAP) – Towards a Net Zero Future”, oriented towards net zero emission goals and climate resilient development. The CRCAP aims to make Ahmedabad climate resilient and achieve net zero emissions by 2070. Ahmedabad’s CRCAP report proposes strategies to reduce greenhouse gas emissions, enhance urban climate resilience, and ultimately meet ambitious climate goals. The CRCAP emphasizes the adoption of climate-resilient approaches in urban planning, development, and infrastructure projects. This action plan report provides a guiding framework and roadmap to mainstream climate action planning and infrastructure by addressing necessary institutional mechanisms, technical capabilities, and communication channels for coordinated and accelerated climate action.

2. Description of the Assignment

Specific Objectives

The goal of this work is to produce high quality designed versions of Climate Resilient City Action Plan report and its Executive Summary booklet that are suitable for print and web publishing. In-house designed version is in place and designers are expected to build on this and draft InDesign files are available.

Outputs Expected

The consultant 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 the two documents suitable for print and e-publishing.

The documents to be designed are:

- 1 Climate Resilient City Action Plan (approx. 300 pages + 30-35 infographics + 35-40 box items)¹.
- Annexures (approx. 100 pages) – light design and layout
- 1 Executive Summary of the Climate Resilient City Action Plan (approx. 25 pages)

3. Payment and Delivery Schedule

- 40% 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.
- 60% 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 08 September 2023 to the following contacts:

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

¹ Bidders can indicate charges on a per page basis for pages additional to the no. of pages & infographics noted in section 2)

3. Ankit Makvana, Manager (Gujarat Operations), ICLEI South Asia,
Email: ankit.makvana@iclei.org

For any queries kindly contact: Ankit Makvana, Manager (Gujarat Operations), ICLEI South Asia,
Email: ankit.makvana@iclei.org, (+91) – 9998342046

The agency will work closely with the Manager (Gujarat Operations), ICLEI South Asia, and and relevant ICLEI South Asia team members 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

- Over 5 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 a VAT registration (if a firm) and have up-to-date PAN certificate.
- The bidder (if an individual) should possess a 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 assess 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 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 08 September 2023.**

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.
- 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.

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 based on 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 with 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 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.