

Terms of Reference (TOR)

For

Developing an illustrated guide on Khazans in an engaging form that will target citizens of all age groups under the Need for an urban policy on Khazans- ensuring sustainable and climate-resilient urban development Project

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| Summary | <p>Goa’s capital city, Panaji, is prone to flooding every year because of intense monsoonal precipitation (Ministry of Urban Development and World Bank, 2015) which leads to disruption in urban services, loss of business and affects the quality of life of its citizens. Panaji has already been identified as one of the coastal cities of India vulnerable to flooding due to climate-change induced sea-level rise (TERI, 2014). Sea-level rise coupled with projected future increases in precipitation and extreme events due to climate change will lead to increased instances of inundation, waterlogging, and floods in the city. Therefore, the city needs to explore holistic climate adaptation strategies beyond grey infrastructure that will enable a better response to climate change.</p> <p>One such strategy lies in its indigenous heritage. Considered to be “endemic and heritage ecosystems of Goa” (Sonak, 2014), <i>khazans</i> are saline flood plains in Goa’s tidal estuaries which have been reclaimed over centuries with a complex system of bunds and sluice gates (Kamat, 2004). The reclaimed land not only protects the surrounding areas from the influence of the sea, but also provides Goans with their staple ‘fish curry and rice’.</p> <p><i>Khazans</i> provide ecosystem services similar to those generated by wetlands (Sonak, 2014). As human engineered coastal ecosystems, their original purpose was protective, to serve as barriers to tide, wind and wave action. Their construction and evolution shapes hydrological flows within the landscape. Thus, <i>khazans</i> and their biota help in water regulation, purification and supply functions such as filtering, retention and storage of water (Kamat, 2004).</p> <p>Another significant benefit is erosion control which allows for stabilization and sediment accumulation of the intertidal and sub-tidal areas of the coast. The ability of <i>khazans</i> to act as nutrient sinks, buffering or filtering nutrient and chemical inputs to the coastal</p> |
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| | <p>environment is the main reason for their being extremely fertile areas. In addition to their provisioning services which yield food, timber, salt, <i>khazans</i> support a unique and rich biodiversity, yielding regulating services such as pollination, decomposition, carbon storage and climate regulation.</p> <p>Thus, these integrated agro-fishery-saltpan ecosystems augment the nutritional and food security as well as climate resilience of the area, acting as a storm water receptacle and protecting from eroding impacts of high tides. Most importantly, as pointed out by Sonak (2014), <i>Khazans</i> act as natural insurance service providers, offering local communities resources and choices that can be used as safeguards in case of natural disasters such as floods, storms and droughts. They represent effective climate change adaptation solutions against sea level rise and extreme climate events.</p> <p>Due to rapid urbanisation, dwindling of traditional practices, the appreciation of the importance of <i>Khazans</i> is increasingly dwindling among the common citizens. This assignment is an attempt to address this gap through the development of an illustrated guide on <i>Khazans</i>.</p> |
| <p>Description of the assignment, expected outcomes</p> | <p>The scope of work is divided in two parts:</p> <ol style="list-style-type: none"> 1. The winning bidder will develop a coloured illustrated guide (approximately 25-30 pages; A5 or a mutually agreeable size), on <i>Khazans</i>, encompassing details provided in a 10 pager A4 size word document. The guide will cover topics like (and not be restricted to) Introduction to <i>Khazans</i>; Components of <i>Khazans</i>; Ecosystem Services provided by <i>Khazans</i>; History of <i>Khazans</i>; Biodiversity of <i>Khazans</i>; Threats to <i>Khazans</i>; Need for conservation of <i>Khazans</i>. A detailed list of the topics is provided in Annexure A. 2. The winning bidder shall provide high resolution, print friendly version of the illustrated guide. |
| <p>Concrete deliverables expected</p> | <ol style="list-style-type: none"> 1. Develop an illustrated guide for citizens of all age groups (coloured, approximately 25-30 pages; A5 or a mutually agreeable size) on <i>Khazans</i>, the ecosystem services provided by the same and the need to conserve them. 2. Provide high resolution, print friendly version of the illustrated guide. |
| <p>Location and deadlines</p> | <p>Location: India</p> <p>Deadlines:</p> <ol style="list-style-type: none"> 1. Developing and submitting draft - Within 15 days from award of work |

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| | <p>2. Revising the draft and finalising the illustrated guide in consultation with ICLEI SA- Within 1 month from award of work</p> <p>3. Submission of high-resolution print friendly version - Within 1.5 months from award of work</p> |
| Payment schedule | <p>30% on total work value on signing of work order and submission of invoice</p> <p>40% on approval of draft illustrated guide</p> <p>30% on submission of final high resolution print friendly version file</p> |
| Time frame | <p>Publication of tender on ICLEI SA Website – 19th February 2024</p> <p>Last date of acceptance of proposals: 26th February 2024</p> <p>Date of announcement of successful bidder: 27th February 2024</p> <p>Issue of work order to winning bidder: 28th February 2024</p> <p>Developing and submitting draft - Within 15 days from award of work</p> <p>Revising the draft and finalising the illustrated guide in consultation with ICLEI SA- Within 1 month from award of work</p> <p>Submission of high-resolution print friendly version - Within 1.5 months from award of work (15th April 2024)</p> |
| Contact | <p>Dr Monalisa Sen, Senior Programme Coordinator (Biodiversity), ICLEI South Asia, C-3, Green Park Extension, New Delhi-110016, India Tel: +91-11-49747200 Fax: +91-11-49747201 Email: monalisa.sen@iclei.org Website: http://southasia.iclei.org/</p> |

Annexure I: Bidders Eligibility Criteria and List of Required Documents

(A) Bidder Eligibility Criteria

➤ Technical requirements

Both independent consultants and firms are welcome to apply.

- *Preferred Qualifications of Consultant/Team Lead :*
 - a) Should be well versed with the subject
 - b) Should have led similar illustrated book and communication material development for at least 5 years (copies/web links of earlier similar work needed)
- Financial requirements
 - a) The bidder (if a firm) should possess a valid GST registration.
 - b) The bidder must be registered with Income tax department and should produce Latest Income Tax clearance certificate/income tax return details
 - c) The bidder (if an individual) should possess a valid PAN card.

(B) Documents to be submitted by participating bidders

➤ Technical Bid

The Technical bid should provide the following information/ documents

- a) Consultancy/ company profile (both independent consultants and firms are encouraged to apply)
- b) Bidder's experience on assignments of similar nature, the outline should indicate, inter alia, the profiles and names of the staff provided (if in case of a firm), duration of the assignment, contract amount, and firm's involvement.
- c) Detailed Approach and Methodology for undertaking the current Assignment
- d) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- e) Against the list of proposed staff, details of tasks assigned to each staff as per his / her experience shall influence the evaluation
- f) All relevant CVs shall be provided in full detail. 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.
- g) Each page of the CV must be signed in original by the authorised representative together with original or electronic signature of the key team member at the proposal stage. However, at the time of contract signing, original signatures of both authorised representative and the Key Personnel shall be required

- h) The consultant shall make the assessment of support personnel both technical and administrative to undertake the assignment. Additional support and administrative staff shall be provided by the consultant, if needed for the timely completion of the Assignment within the total estimated cost. Consultant should provide time estimates of Key Personnel as well as support staff in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered
- i) The Proposals/ bid documents must be duly signed by the authorised representative/ signatory on each page and stamped as detailed below. This shall not contain any alternative items or suggestions, comments or conditions:
 - i. By the partner holding the Power of Attorney in case of a partnership firm / limited liability partnership (A certified copy of the Power of Attorney shall accompany the proposal)
 - ii. By the proprietor in case of a proprietary firm; by a duly authorized person holding the Power of Attorney or by a Board Resolution in case of a Limited Company or a corporation (A certified copy of the Power of Attorney/Board Resolution shall accompany the proposal)
 - iii. By the authorized representative of the Member in Charge in case of Joint Venture / consortium (a certified copy of Board Resolution/Power of Attorney indicating the representative shall accompany the Proposal).

➤ **Financial Bid:**

The Financial bid should provide the following information/ documents:

- a) A financial proposal needed in terms of total professional cost, with details of time duration and unit rate for each team member.
- b) The Financial bid shall be inclusive of all the costs including taxes associated with the assignment. It is clarified that, for the purposes of evaluation, the financial bid should be prepared in INR.
- c) 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.
- d) In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
- e) A copy of valid Pan Number and registration papers of the firm.

Please note:

- a) The bidder shall acquaint with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.

- 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

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. Each page of all the documents mentioned above as well as technical and price bid documents shall be duly signed by bidder.

(C) Bid Submission

- The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website
- The bid document shall be submitted by bidders through email to the below mentioned email ID on or before 26.2.2024:

monalisa.sen@iclei.org

- The bidder shall also submit 3 sets of hard copies of the bid documents to the address as mentioned below:

Dr Monalisa Sen,

Senior Program Coordinator (Biodiversity),

ICLEI South Asia,

C-3, Green Park Extension, New Delhi-110016, India

Tel: +91-11-49747200 Fax: +91-11-49747201

Email: monalisa.sen@iclei.org

Website: <http://southasia.iclei.org/>

The hard copy of bid document shall reach to the above mentioned address not later than 3 days from the last date of submission of bid document, provided the bid has been submitted through email before the due date of submission

- The Bid shall be submitted in two parts, viz.
 - Envelop I: Technical Bid;
 - Envelop II: Financial Bid; and
 - both the Envelops I & II to be placed and sealed inside Envelope III

- Envelop I: sealed and shall be super scribed as:

Part A: Technical bid for

“Developing an illustrated guide on Khazans in an engaging form that will target citizens of all age groups under the Need for an urban policy on Khazans- ensuring sustainable and climate-resilient urban development Project”

- Envelop II: sealed and shall be super scribed as:

**Part B: Financial bid for
“Developing an illustrated guide on Khazans in an engaging form that will target
citizens of all age groups
under the Need for an urban policy on Khazans- ensuring sustainable and climate-
resilient urban development Project”**

- Envelop III: sealed and shall be super scribed as:

**“Developing an illustrated guide on Khazans in an engaging form that will target
citizens of all age groups
under the Need for an urban policy on Khazans- ensuring sustainable and
climate-resilient urban development Project”**

- The bid shall be valid for a period of 60 days from the date of submission of bid document
- A bidder shall submit the bid documents that satisfies each and every condition laid down in this notice, failing which, the bid will be liable to be rejected by ICLEI South Asia
- In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder

Annexure I: Contract Terms

1 Specific conditions of contract

1.1 Contractor to study conditions:

- The bidder shall be deemed to have carefully examined the work and site conditions'. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia but without any guarantee to it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

2 General conditions of contract

- 2.1 The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR
- 2.2 The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal
- 2.3 It should be noted that the project is being implemented by ICLEI South Asia and hence instructions to bidders will be given by ICLEI South Asia. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work
- 2.4 The bidder shall also obtain necessary permission, from concerned government departments related to the work/data collection if deemed necessary, in coordination with ICLEI South Asia.

3 Tender Evaluation & Bid Assessment

- 3.1 The bids received will be scrutinized and evaluated by ICLEI South Asia. The decision shall be informed to the winning bidder.

4 Award of contract:

- 4.1 Detailed Work Order will be issued to winning bidder within 1 day of announcing the winning bidder
- 4.2 The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 7 (seven) days of issue of work order
- 4.3 In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 7 (seven) days and observe the formalities as above, the Letter of Intent will be cancelled and the next bidder will be finalised by ICLEI South Asia.

5 Compensation for delay

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

5.2 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 15 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.

6 Extension of date of completion

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia-

6.1 Force Majeure:

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

Please note that this clause will only account if event occurs during data collection/ site visit/ city visit period.

7 Materials/Appliance at site

- 7.1 ICLEI South Asia does not undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder
- 7.2 All materials/ equipment/ tools brought to site by the bidder 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.

8 Final Inspection of Work

- 8.1 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.
- 8.2 At the time of such inspection ICLEI South Asia shall the bidder in writing as to the particular concerns to be remedied before final acceptance can be made

ANNEXURE A

TOPICS TO BE COVERED (but not limited to this)

1. Coastal resources of Goa
2. Climate Change Impacts on Goa
3. The significance of Nature-based solutions in the fight against Climate Change
4. A Heritage Goan NbS: Khazans
5. What is a Khazan?
6. History and Architecture
7. Components of a Khazan
8. Distribution and extent
9. Ecology and Ecosystem services
10. Management of Khazans
11. Threats and need for Conservation of Khazan Lands
12. Why Conserve Khazans?