

Terms of Reference

Title	Selection of a Consultant to support ICLEI Local Governments for Sustainability, South Asia for implementing the Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal
Project	Community Led Action Plan Project for Water Security
Location	Darjeeling and Kurseong blocks in West Bengal
Timelines	Publishing of ToR on ICLEI SA website: 8 November 2024
	Last date for acceptance of proposals: 23 November 2024
	Identification of winning bidder: 25 November 2024
	Award of Work Order: 30 November 2024
Tender Inviting Authority	<i>ICLEI South Asia</i> C-3, Lower Ground Floor Green Park Extension New Delhi – 110016, India Tel: +91 – 11 – 4974 7200 Email: iclei-southasia@iclei.org

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I. Introduction

This Terms of Reference (ToR) outlines the requirements for selecting a successful bidder, henceforth referred to as *'the Consultant'* for the Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal, henceforth referred to as *'the Project'*.

II. Context

The Project aims to enhance water security in four tea gardens, two each in Darjeeling and Kurseong, henceforth collectively referred as *'said locations'*. ICLEI Local Governments for Sustainability, South Asia Secretariat, hereinafter referred to as *'ICLEI SA'*, with its strong presence in the region and established networks in the proposed districts, intends to develop and institutionalise community led integrated water resources management (IWRM). The Project aims to enhance the adaptive capacities and water resilience of the communities residing within tea gardens.

This Project proposes to develop a collaborative platform for bringing together different stakeholders from government, private sector, NGOs and local communities (particularly women from indigenous and migrant communities) to work towards enhancement of water resources of the region and improve water security through better access to good quality water. The Project will facilitate interaction between communities and local governments to implement actions on ground that promote water security that can be scaled up regionally.

The overall aim of the Project is to create and institutionalise a replicable model for community led IWRM, to implement Water Security Plans for tea estates that improve the quality, quantity, access and reliability of water for local communities. The specific objectives of the project are:

- To mobilise and build capacities of local indigenous community and migrant tea estate workers as barefoot hydrogeologists to assess water issues, and to design and implement locally-owned interventions that promote water conservation and rejuvenation, in collaboration with local governments and tea estate management.
- To improve water resource availability and equitable access thereby enhancing the adaptive capacity and resilience of the communities.
- To create an institutional platform for management and robust monitoring of the implementation of water security plans, involving local communities and local governments that ensures scale up and sustainability.

The expected outcomes of the Project are:

- Community led and managed water security plans institutionalised in said locations
- A cohort of barefoot hydrogeologists including women and local youth, formed and institutionalised
- Locally responsive water conservation measures implemented collaboratively
- A societal platform for local communities to engage and influence the local government

III. Scope of Work

The selected Consultant will undertake the following tasks:

1. Baseline Assessment (BA)

Relevant baseline data for the said locations will be obtained by the Consultant through primary and/or secondary surveys, in collaboration with ICLEI SA. The Consultant will perform a data-driven analysis, in consultation with ICLEI SA, on the basis of this baseline data to identify deficiencies and make suitable recommendations. If the analysis reveals that further data is needed, the Consultant will obtain the data from the said locations and/or concerned government offices, in collaboration with ICLEI SA.

The Consultant will conduct a total of four such assessments for all said locations. Each assessment will comprise of (i) water budgeting, inclusive of but not limited to inventory of water sources, water demand, water supply, inflows, and outflows, seasonal variability of availability of water, and water accessibility, affordability and quality, (ii) impact of climate change and environmental degradation on water sources, (iii) infrastructure assessment of water supply, and (iv) regulatory, legal and institutional frameworks/mechanisms of water management.

2. Water Security Plan (WaSPs)

The Consultant will support ICLEI SA to prepare one WaSP for each of the selected locations (for a total of four WaSPs for all the said locations). The Baseline Assessment will form the basis of assessing community needs and identifying solutions in the WaSP. Each WaSP will include (i) future projections/scenarios of water demand, supply and availability, (ii) climate risk and vulnerability assessment in the context of water security and disaster preparedness, and (iii) identified solutions for water resilience along with details of implementation roles/responsibilities, financial requirements, linkages to national and state schemes/missions/programmes, and level of priority, ie, short-term, medium-term or long-term. The Consultant will engage with the local communities and stakeholders, in collaboration with ICLEI SA, to finalise the identified risks, gaps, and solutions, mainly through (i) and (iii) mentioned herein..

3. Community Engagement and Training

The Consultant, in consultation with ICLEI SA, will engage members from the local communities from each of the selected locations (particularly women and youth) and concerned stakeholders from the government and tea estate management through focussed group discussions (FGDs) and personal interviews during implementation of pilot interventions in the said locations and monitoring and institutionalisation of the WaSP. The Consultant will train the selected community members as barefoot hydrogeologists to use digital tools for water monitoring and management. The Consultant will also build capacities of the concerned stakeholders through trainings and workshops for WaSP institutionalisation and monitoring.

4. Implementation of Pilot Interventions

The Consultant will support ICLEI SA to (i) identify and design pilot interventions based on the BA and the WaSP and (ii) monitor and assess/quantify the impact of the implemented pilot interventions.

5. Knowledge Management

The Consultant will support ICLEI SA for knowledge management for outreach and scale up of project outputs and outcomes. The support will include preparation of content for social media, web platforms and other media outreach as will be deemed necessary by ICLEI SA. The Consultant will support ICLEI SA to prepare (i) four case studies, one for each of the said locations based on the pilot interventions and learnings over the course of the Project, (ii) one training module for community led water resilience practices, and (iii) two issue briefs on locally led water management and inclusive planning methodologies for water resources.

6. Monitoring and Evaluation:

The Consultant will train and engage barefoot hydrogeologists from the communities in collection, analysis and reporting data for monitoring WaSP implementation, including any pilot interventions implemented as part of the WaSP. The Consultant will prepare a robust monitoring plan inclusive of detailed key performance indicators, key metrics to assess water security, WaSP institutionalisation and implementation.

IV. Deliverables

1. Inception report

- Brief project and knowledge management plan, methodology, and work schedule with a focus on data and technology integration for community led water resilience practices in the form of a PowerPoint presentation.
2. Baseline Assessment Report
 - Comprehensive data-driven gap analysis on the basis of this baseline data to identify deficiencies and make suitable recommendations as specified in Section III.
 - Criteria for selection of barefoot hydrogeologists for training purposes
 3. Training Report
 - Report on the selection and training of barefoot hydrogeologists, including monitoring framework for pilot project implementation and maintenance, and capacity building training provided to concerned stakeholders from the government and tea estate management.
 4. Inputs to Knowledge Management Process:
 - The Consultant will support and provide inputs to various knowledge materials, ie, the case studies, policy briefs etc, prepared as specified in Section III.
 5. Draft Water Security Plan for each of the selected locations
 - ICLEI SA to be supported in the preparation of one water security plan for each of the selected locations.

V. Timeline

The proposed time frame for the implementation of the deliverables specified in this ToR is 24 months from the date of award of Work Order. The timelines for completing the deliverables and the corresponding payment schedules are given below.

Milestones	Timeline
Inception report	Within 1 month of signing the contract
Baseline Assessment Gap Analysis Report	Within 3 (three) months from submission of inception report
Draft Water Security Plan for each of the selected locations	Within 8 (eight) months from submission of inception report
Training of barefoot hydrogeologists and/or consultation workshops commenced	within 4 (four) months from submission of inception report
Training Report	Within 12 (twelve) months from submission of inception report
Inputs to various knowledge materials like case studies, policy briefs etc	Within 15 (fifteen) months from submission of inception report
Issue of project completion letter by ICLEI SA	After 24 months and within 25 months of contract signing

VI. Payment Schedule

Milestones	Payment schedule
Signing of work order	20% of contract value
Submission of Draft Water Security Plan for each of the selected locations	30% of contract value
Submission of Training Report	15% of contract value

Finalisation of the case studies, policy briefs etc	15% of contract value
Issue of project completion letter by ICLEI SA	20% of contract value

VII. Bid Submission

VII. A. Technical Bid Submission

1. The bidder shall possess a valid registration certificate for the said firm.
2. The bidder shall submit GST/VAT registration, up-to-date TIN certificate and all relevant financial & registration documents declared by relevant authorities of Government of India for organization to operate in India.
3. The bidder must not have defaulted under any of the applicable Acts like Income Tax, GST Act, PF & ESI Act or any other Act which as per the nature of contract is required (Declaration/Return Copies to be furnished).
4. Last three Financial Year's balance sheet, if available, audited by a certified Chartered Accountant.
5. Details of similar work previously carried out, mentioning Beneficiary, Contract Value, Date of Commencement, Date of Commissioning, Contact details (with telephone no.) of contact person for the given contract etc. shall be provided.
6. Details of the key personnel whom the bidder shall engage for this project. Details must include their resume providing name, qualification, nature of work (field or office), mode of employment, previous experience.
7. The bidder shall produce original documents for cross verification as and when requested by ICLEI South Asia.

VII. B. Financial Bid Submission

The financial bid shall be inclusive of all the costs including taxes associated with this ToR. It is clarified that, for the purposes of evaluation, the financial bid should be prepared in Indian Rupees (INR). In submitting the price bid, the bidder shall adhere to the following requirements:

1. The price quoted shall be fixed and firm and not subject to any escalation or variation. The price should be inclusive of all transportation and all required material to successfully complete tasks, duties & taxes, and insurance.
2. All or any accessories/consumables/items required for satisfactory commissioning of the work shall be deemed to be included in the contract and shall be provided by the bidder/Consultant without extra charges.

Each page of all the documents mentioned above as well as technical and financial bid documents shall be duly signed by the contractor. The bid documents consisting of both technical and financial bids, and the supporting documentation shall be submitted by the bidder through email to the below mentioned email IDs on or before last day of acceptance of proposals:

a) Bedoshruti Sadhukhan, Associate Director, ICLEI South Asia

(Email: shruti.sadhukhan@iclei.org)

b) Souhardo Chakraborty, Manager, ICLEI South Asia

(Email: souhardo.chakraborty@iclei.org)

VIII. Bid Evaluation

Bidders submitting their bids in response to this ToR will be evaluated on the basis of their technical and financial proposals, where the maximum scores that can be obtained 70 and 30 marks respectively.

VIII. A. Technical Weightage

1. Project Understanding and Approach (20 marks)

- Demonstrate a comprehensive understanding of project objectives and local context
- Present a detailed approach to integrating advanced data and technology in achieving project goals

2. Methodology (20 marks)

- Outline a clear methodology for conducting FGDs, interviews, scoping, BA, and developing WaSP, emphasising the use of data and technology
- Describe tools and techniques for data collection, analysis, and visualisation

3. Work Plan and Timelines (20 marks)

- Provide a detailed work plan with specific timelines, highlighting key milestones for data-driven activities
- Ensure the plan aligns with project objectives and allows for data integration

4. Team Composition and Expertise (20 marks)

- Present a team with strong expertise in water resilience, data science, community engagement, monitoring and evaluation (MEL), gender for water resilience, and water security and budgeting.
- Clearly define the roles and responsibilities of team members, emphasising their experience for the identified role.

VIII. B. Financial Weightage

The financial weightage is 20 marks. Bidders are expected to provide a financial proposal which will be a competitive pricing model that demonstrates cost-effectiveness while maximising the use of data and technology. The Bidders must provide a detailed budget with clear justifications for each cost component.

IX. General Conditions and Eligibility Criteria

1. Bids, in response to this ToR, may be submitted by a single entity or a group of entities, ie, a 'Consortium', coming together to execute the project. Hereinafter, the word 'bidder' would apply to both a single entity and a consortium.
2. The bidder should be a body incorporated in India under the Companies Act, 1956 or 2013/NGO/Proprietorship/Partnership/LLP firm.
3. If the bidder ceases to meet the eligibility criteria or the qualification criteria set out in the tender at any time after the application due date and on or after the bid due date, then such bidder shall be disqualified, and its bid shall be liable for rejection.
4. ICLEI South Asia reserves the right to assess the capabilities and capacity of the bidder / their collaborators / associates / subsidiaries / group companies to perform the contract, should the circumstances warrant such assessment in the overall interest of the project.
5. ICLEI South Asia reserves the right to reject any or all bids or cancel/ withdraw the Terms of Reference (ToR) without assigning any reason whatsoever and in such case no bidder/ intending contractor shall have any claim arising out of such action.
6. The successful bidder, ie, the Consultant, may not sub-contract part or all their deliverables to another agency.

7. In the event the bidder is a consortium, it shall, comply with the following additional requirements:
 - a. Number of members in a consortium shall not exceed three (3) including the Lead Member
 - b. The members of the consortium shall nominate one member as the lead member.
 - c. The members of the consortium shall be responsible for successful implementation of the project throughout the terms of the contract.
 - d. The lead member shall be authorized and shall be fully responsible for the accuracy and veracity of the representations and information submitted by the members respectively from time to time in the response to this Bid.
 - e. The consortium agreement must be submitted with the bid.
 - f. The agreement must be on stamp paper and duly notarized, members should be jointly and severally responsible.
 - g. The consortium should jointly fulfil eligibility criteria & pre-qualification criteria mentioned in this document.
 - h. The consortium agreement should clearly mention the roles and responsibilities of each company in the consortium and the percentage share of each member.
 - i. The consortium agreement should mention the lead partner in the consortium.
8. If the bidder ceases to meet the eligibility criteria or the qualification criteria set out in this ToR at any time after the application due date and on or after the bid due date, then such bidder shall be disqualified, and its bid shall be liable for rejection.
9. ICLEI South Asia reserves the right to seek information and evidence from bidders regarding their continued eligibility and continued compliance with the qualification criteria at any time during the bid process. The bidder shall undertake to provide all the information and evidence sought by ICLEI South Asia.

IX. A. Technical Eligibility Criteria

1. The bidder should have a minimum of five years of experience in executing projects of similar nature and scope, including community led climate resilient and sustainable water management practices.
2. The bidder must have demonstrated expertise in successfully implementing at least two similar water related projects in the past 5 years.
3. The Contractor shall submit, in support of the above, the list of projects commissioned within the last 5 years along with their work order/ LOI/Commissioning certificates and the letter from Client/Employer/Owner confirming satisfactory performance
4. The certificates shall be in English language mentioning all the relevant details duly signed in the official letter head of the Client/Employer/Owner.
5. The bidder must have adequate in-house staff or subcontractors with relevant skills for climate resilience planning and implementation.
6. The bidder must have access to digital tools and equipment required to deliver the project outputs

IX. B. Financial Eligibility Criteria

1. The bidder should have a total turnover of at least INR 3 Crore in the last 5 financial years ending March 2024 (cumulatively over 5 years).
2. The bidder will provide a copy of the audited annual report for each of the previous three financial years to ascertain their turnover.

3. The bidder should have GST/VAT registration and up-to-date TIN certificate and should comply to all applicable financial regulations for operating in India.

X. Award of Contract

1. After selection of the successful bidder, ICLEI South Asia will issue the Letter of Award (Work Order) to the selected bidder in duplicate:
 - a) declaring it as the successful bidder,
 - b) accepting its financial proposal,
 - c) requesting it to fulfil the condition specified in this ToR,
 - d) subject to fulfilment of the conditions specified in the ToR, requesting the successful bidder to execute the Contract within specified timelines.
2. Detailed work order will be issued to the winning contractor within 7 days of announcing the successful bidder, ie, the Consultant.
3. The successful bidder is to forward the signed and sealed work order to ICLEI SA at the earliest or not more than 3 (days) days of issue of work order.
4. In case the successful bidder fails to indicate their intent to undertake the said work within the stipulated time of 3 (days) days and observe the formalities as above, the work order will be cancelled, and the next bidder will be finalised by ICLEI SA.

XI. Contact Information

For any queries, please write to the below mentioned contacts for clarification at least 3 days in prior to the last date of bid submission:

Souhardo Chakraborty, Manager, ICLEI South Asia

(Email: souhardo.chakraborty@iclei.org)