

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

SAPA Assessment around Two Protected Areas in India – MP and Assam

**Project number/
cost centre:**

G-011487-001

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	5
3.	Concept.....	7
	Technical-methodological concept	7
	Project management of the contractor (1.6)	8
	Further requirements (1.7).....	8
4.	Personnel concept.....	9
	Team leader	9
	Key expert 1 – Social Scientist/ Community engagement specialist	9
	Key expert 2 - Data Analyst.....	10
	National Short-term expert pool with 4 members – Data Collection expert (India based)	11
5.	Costing requirements	11
	Assignment of personnel and travel expenses	11
	Sustainability aspects for travel	12
	Key expert 1- Social Scientist/ Community engagement specialist	12
	Requirements on the format of the tender	13

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
SAPA	Social Assessment for Protected and Conserved Areas
NRM	Natural Resource Management
NABARD	National Bank for Agriculture and Rural Development
MoRD	Ministry of Rural Development
MoA&FW	Ministry of Agriculture and Farmers Welfare
SuATI	Support to Agroecological Transformation Processes in India

1. Context

Support to Agroecological Transformation Processes - SuATI was commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) as part of the global BMZ Initiative "Transformation of Agrifood Systems". The project is implemented by GIZ India in cooperation with the Ministry of Agriculture and Farmers Welfare (MoA&FW), the National Bank for Agriculture and Rural Development (NABARD) and the Ministry of Rural Development (MoRD). SuATI is focused on the states of Karnataka, Madhya Pradesh and Assam.

The objective of SuATI is to strengthen agroecological transformation processes of agricultural and food systems at national and state level in India through five interlinked output areas:

- Improve knowledge on agroecological and similar sustainable agricultural practices
- Support implementation of agroecological programmes with focus on market development, crop and income diversification at state level
- Anchor agroecological principles and approaches in national programmes
- Demonstrate landscape-based planning, implementation and monitoring of agroecological approaches
- Strengthen Indo-German dialogue and cooperation on agroecology

Background and Rationale

SAPA – Social Assessment for Protected and Conserved Areas – is a relatively simple, moderate-cost, multi-stakeholder methodology designed to assess the positive and negative social impacts of protected areas and associated conservation and development activities on the well-being of communities living inside and around such areas. It combines community meetings, a short household survey, and stakeholder workshops in order to generate a social diagnosis that can be used for action.

Within this assignment, the SAPA approach shall be applied comparatively around two protected areas of high ecological and social importance: Manas National Park in Assam and Panna Tiger Reserve in Madhya Pradesh. In both landscapes, neighbouring communities depend on agriculture, livestock, forest resources, and other local livelihood activities, while also facing different costs and benefits associated with conservation, wildlife, and the restrictions or opportunities created by management arrangements. Attention shall be paid to how households perceive agroecology, organic agriculture, and Natural Farming as possible or desirable land-use options in areas adjacent to protected areas.

The SAPA assessment is expected to provide a structured reading of community perceptions, benefits, costs, equity and governance issues, as well as practical entry points for improving benefit sharing, participation, prevention of negative impacts, and coexistence between conservation and local development. It shall also assess whether there is a basic level of acceptance for more conservation-compatible production systems, especially organic agriculture and Natural Farming, and under what conditions such a transition may be socially acceptable.

Overall Objective and Specific Objectives

Overall Objective –

To carry out a SAPA assessment around Manas National Park and Panna Tiger Reserve in order to identify, from the perspective of communities and other local actors, the principal positive and negative social impacts associated with protected areas and related conservation and development activities, while examining the extent to which agroecology, organic agriculture, and Natural Farming are perceived as credible alternatives for neighboring areas.

Specific Objectives –

- Identify and rank the most significant benefits and costs of each protected area for neighboring communities, taking gender, socio-economic position, and, where relevant, dominant livelihood profiles into account.
- Assess how these impacts are distributed across different household groups and analyze related issues of equity, participation, access to information, transparency, and governance.
- Document community perceptions regarding the interactions between conservation, livelihoods, agriculture, dependence on natural resources, human-animal conflict, and opportunities for agroecological transition.
- Examine whether organic or Natural Farming is perceived as an alternative form of cultivation and land management around protected areas, and whether there is a basic level of acceptance for Natural Farming, including associated conditions, expected benefits, and concerns.
- Highlight differences and convergences between the two landscapes in order to derive comparative lessons.
- Formulate, together with stakeholders, operational recommendations that may improve positive social impacts, reduce negative impacts, inform the main protected-area study, and clarify to what extent approaches such as organic agriculture and Natural Farming coupled with the Agroecological Approaches may be socially acceptable around protected areas.
- Identification of a landscape-based agroecological transition pathway for communities living in and around protected areas, including the role of Agroecological practices, Organic Agriculture and Natural Farming in strengthening biodiversity conservation, reducing human-wildlife conflict, enhancing climate resilience, improving livelihood opportunities, and reducing dependence on protected area resources. The assessment shall provide a practical strategy and actionable recommendations for promoting conservation-compatible farming systems and community livelihoods.

Geographic Scope and Target Groups

The assessment shall cover two conservation landscapes:

- Manas National Park, State of Assam;
- Panna Tiger Reserve, State of Madhya Pradesh.

The villages, hamlets, or clusters of localities to be included in the sample shall be finalized during the inception phase, based on a logic of diversity of situations: proximity to the protected area, exposure to wildlife, dependence on natural resources, livelihood profiles, degree of vulnerability, and, where possible, social and institutional diversity.

Target groups shall include neighboring households, women and men, youths, Landless Households, community organizations, producer groups, village representatives, protected area management authorities, relevant sector departments, civil society organizations, and other key stakeholders.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Inception phase

- Conduct a focused desk review on the two protected areas, their social context, neighboring livelihoods, conservation issues, existing institutional arrangements, and available references on agroecology, organic agriculture, and Natural Farming in or around comparable landscapes.
- Carry out a stakeholder analysis for each site.
- Propose the exact assessment area, localities to be visited, and sampling strategy.
- Prepare an inception report including the detailed methodology, draft tools, timetable, and field-team composition.

Community scoping meetings

- Facilitate initial community meetings (5-7 villages) at each site to identify the positive and negative social impacts considered most significant.
- Ensure, as far as possible, a separate reading of women's, men's, Youth's, and Landless people's perceptions, in line with the SAPA approach.
- Produce an initial ranking of the impacts to be explored further through the household survey.

Household survey

- Develop a short, clear, site-adapted questionnaire covering the selected significant social impacts, equity issues, selected governance questions, and perceptions of agroecology, organic agriculture, and Natural Farming as options or alternatives around protected areas.
- Train field investigators and supervisors.
- Conduct the survey with a household (May be approx. 150 HHs at each site) sample sufficient (in consultation with GIZ and key stakeholders) to allow at least a minimum comparative reading by site and by broad household profile.
- Clean, process, and analyse the data in a format suitable for reporting and discussion.

Interviews and stakeholder dialogue

- Conduct complementary interviews with protected area managers, relevant administrations, community organizations, NGOs, producer representatives, local leaders, and other actors considered relevant, including NABARD, MoEF&CC, MoRD, MoA&FW, etc., where possible, actors familiar with organic agriculture or Natural Farming initiatives.
- Use these interviews to shed light on governance, benefit-sharing, access to resources, information, and participation issues.

Validation, comparative analysis, Recommendations, and A National Workshop

- Organize a community feedback and validation meeting at each site.

- Facilitate at least one multi-stakeholder workshop per site, or an equivalent arrangement validated by the contracting authority, to discuss results and develop shared recommendations.
- Compare the findings from the two protected areas and highlight implications for future interventions.
- Contribute to a final workshop in Guwahati/New Delhi, where the combined lessons of the SAPA assessment and the main study can be discussed with relevant stakeholders.

Key Assessment Questions

- What are, in the view of communities, the main benefits associated with the protected area and with related conservation and development activities?
- Conversely, what are the main costs, constraints, or harms borne by households and social groups?
- Which groups benefit most, and which groups bear the greatest share of the costs?
- To what extent do communities feel informed, consulted, and involved in decisions that affect their livelihoods?
- What links do households make between conservation, agriculture, wildlife, access to resources, livelihood security, and the need for a transition towards more conservation-compatible practices?
- Is organic agriculture perceived by households and other actors as a realistic alternative production and management option around protected areas? What are its advantages, limitations, and conditions of feasibility in their view?
- Is there a basic level of acceptance for Natural Farming in areas neighboring protected areas, and which social, economic, technical, or institutional factors promote or hinder such acceptance?
- Which concrete actions could improve equity, reduce negative impacts, and strengthen the social acceptability of conservation arrangements?

Expected Results of the Assessment

- A clear and documented understanding of the social benefits and costs associated with each protected area from the perspective of neighboring communities;
- An analysis of impact differences across social groups and across the two sites studied;
- A more nuanced reading of equity, participation, and governance issues;
- Concrete and prioritized recommendations to improve positive impacts, reduce negative impacts, and identify the conditions under which organic agriculture and Natural Farming may be socially acceptable around protected areas;
- A solid basis for linking SAPA findings, in real time, with the 14-day main mission and with future interventions on agroecology, livelihoods, and human-animal conflict.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/partial works	Anticipated deadline (subject to change)	Criteria for acceptance
Inception Report	10 Sept 2026	Detailed methodology, sites, sampling, tools, timetable, team composition

SAPA scoping note by site	30 Sept 2026	Desk Research on the 2 proposed sites and existing Studies done for the two sites
Database and field note	15 October 2026	Final questionnaire, cleaned survey data, field note, and initial synthesis
Completion of Field Visits	30 October 2026	Visit to 2 project sites in MP and Assam and meeting with all the relevant stakeholders including the Community Interviews
Draft Report	15 November 2026	Site findings, comparative analysis, equity and governance issues, perceptions of agroecology, organic agriculture, and Natural Farming, and initial action points. This deliverable must be submitted in time to inform the draft report of the main study.
Validation presentation / Delhi/Guwahati workshop input	25 November 2026	Participate in and Presentation material for validation discussions and for the synthesis workshop in Guwahati/Delhi, aligned as far as possible with the validation of the main study.
Draft Report Submission	25 December 2026	Submission of draft report based on the Field visit and workshop feedback
Final Report	15 March 2027	Consolidated version integrating comments, operational recommendations, and the complementarity with the main protected-area mission

Period of assignment: from as soon as possible until 31st March 2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following

this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

In their proposed methodology/concept, bidders shall clearly describe how gender equality and gender representation will be incorporated into the sample design, including the methodology and approach proposed to ensure adequate and appropriate representation of women and men.

Post the field visit and survey, we are envisaging a synthesis and discussion workshop in New Delhi or Guwahati. In their proposed methodology/concept, bidders shall describe their

proposed approach for contributing to this important workshop in Guwahati/Delhi, including how they would coordinate their contribution with the validation process of the main study.”

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications. The contractor shall propose a team with strong capabilities in social facilitation, analysis, and field work in protected area contexts. A combination of SAPA methodological expertise, national capacity in India, and local language support is expected.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Completed doctoral degree (PhD or equivalent dissertation) in natural resource management, economics, environmental economics, rural development, or a closely related discipline.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in analyzing the interactions between conservation, local communities, livelihoods, and natural-resource governance
- Specific professional experience (2.1.4): 10 years of demonstrated experience in assessing the economic and social effects of protected areas or in comparable work. And, good knowledge of wildlife-related issues, forest and conservation policy, and institutional arrangements around protected areas
- Leadership/management experience (2.1.5): 8 years of management/leadership experience as project team leader or manager in a company working in the field of NRM, Agroecology, Biodiversity and Conserved Area Protection.
- Regional experience (2.1.6): 5 years of experience in projects in Africa and Asia-Pacific
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Key expert 1 – Social Scientist/ Community engagement specialist

Tasks of key expert 1

- Lead the Field as well as the Stakeholder level engagements
- Lead the Stakeholder-level meetings and field visits in India in the two assigned Project Sites in Madhya Pradesh and Assam.
- Contribute to the workshop scheduled in October-November in Delhi/Assam in all possible manner and participate actively in the workshop preparation

- Coordinate with the Data Analyst, Team Leader and Field team for smooth implementation of the assignment.

Qualifications of key expert 1

- Education/training (2.2.1): A University degree in NRM/Forestry/Environment/Biodiversity or closely related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 8 years of experience in managing projects and field operations related to Agro-forestry, Biodiversity, NRM and related themes.
- Specific professional experience (2.2.4): 5 years of experience working in the National Parks on Conservation and Mitigation strategy
- Leadership/management experience (2.2.5): 5 years in managing teams
- Regional experience (2.2.6): 3 years working experience in Asian countries

Key expert 2 - Data Analyst

Tasks of key expert 2

- Coordinate with the team and prepare the questionnaires for interviews and SAPA study on the 2 project sites in India
- Vetting of feedback and suggestions from GIZ and related stakeholders and incorporate the suggested changes in the final questionnaires
- Data Entry and analysis of the collected data from field surveys and stakeholder consultations.
- On-field trainings and demonstration of sample questionnaires and tools to the data collection team
- Contribute to the workshop scheduled in October-November in Delhi/Assam in all possible manner and participate actively in the workshop preparation
- Coordinate with the team as and when necessary

Qualifications of key expert 2

- Education/training (2.3.1): University degree in Data management/analysis/NRM/Forestry/Environment/Biodiversity
- Language (2.3.2): C1 -level language proficiency in English
- General professional experience (2.3.3): 7 years of experience in Data Analysis in the projects related to NRM/Forestry/Agriculture/Biodiversity.
- Specific professional experience (2.3.4): 5 years of experience on the data and reports related to the National Parks on Conservation and Mitigation strategy
- Regional experience (2.3.6): 3 years working experience in Asian countries

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods

- Interdisciplinary thinking

National Short-term expert pool with 4 members – Data Collection expert (India based)

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool (Data Collection Expert)

- Conduct field surveys, interviews, focus group discussions, and stakeholder consultations using approved tools and methodologies.
- Ensure accuracy, completeness, and consistency of data collected from respondents.
- Verify and cross-check collected information to minimize errors and maintain data integrity.
- Compile, organize, and submit data and field observations in the prescribed formats for analysis and reporting.

Qualifications of the short-term expert pool

- Education/training (2.6.1): A graduate in any discipline from a recognized university in India
- Language (2.6.2): Experts with C1-level language proficiency in Hindi/Assamese and English
- General professional experience (2.6.3): 3 years of experience in data collection and field surveys in Indian states
- Specific professional experience (2.6.4): 2 years of specific expertise in data collection in the field of Conservation, Biodiversity, NRM or related field
- Regional experience (2.6.5): 3 years of experience of working in Central and North Eastern Indian states

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1		10	International Expert
Key expert 1- Social Scientist/ Community engagement specialist	1		25	International Expert
Key expert 2- Data Analyst	1		20	International Expert
Local Data Collection Expert - National experts (India based)	4		60	National Expert (2 data collection experts each in Assam and Madhya Pradesh)
Travel expenses	Quantity	Number per expert	Total	Comments
Carbon offsets for flights	1		1,200 EUR	A fixed budget of EUR 1,200 is earmarked for settling carbon offsets against evidence.
Fixed travel budget	1		24,000	A budget is earmarked for travel to the following countries: India A fixed budget of EUR 24,000 is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations'

				column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
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Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in english language.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.