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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Agency to Build Narrative and Develop Knowledge and Communication Products mapping the Results in IGGSP	**Project number/ cost centre: G-012100-001** **12100020000** **Tender number 10049107**

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0. List of abbreviations

AG	Commissioning party *Auftraggeber*
AHK	German Chamber of Commerce and Industry Abroad *Außenhandelskammer*
AI	Artificial Intelligence
AN	Contractor *Auftragnehmer*
AVB	General Terms and Conditions of Contract for supplying services and work *Allgemeine Vertragsbedingungen*
BIBB	Bundesinstitut für Berufsbildung
DC	Development Corperation
DGT	Directorate General of Training
FK	Expert *Fachkraft*
FKT	Expert days *Fachkraft Tage*
GIZ	German Agency for International Cooperation (GIZ) GmbH *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH*
GG	Gender Equality Marker
IGGSP	Indo-German Green Skills Programme
ITI	Industrial Training Institute
KZFK	Short-term expert *Kurzzeit Fachkraft*
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education and Training
NSDC	National Skill Development Corporation
OECD DAC	Development Assistance Committee of the Organisation for Economic Co-operation and Development
PAM	Partnerships for Development-oriented Vocational Training and Labour Migration
ToRs	Terms of References

TVET	Technical Vocational Education and Training
ToT	Training of trainer
TTLM	Teacher Training and Learning Material
VET	Vocational Education and Training
WP	Work Package

1. Context

India's growing economy requires skilled workforce in the future, especially in green sectors such as solar energy (3.26 million new jobs by 2050) and e-mobility (10 million new jobs by 2030) (see SCGJ report "Gearing up the Indian Work force for a Green Economy" 2023). The emergence of new professions in green and digitalised sectors of the future therefore offers a unique potential to break up the traditional attribution of gender roles through appropriate training and further education formats in favour of equality between men and women and to contribute to increased participation of women in the labour market and thus to poverty reduction.

To train youth for a skilled workforce, the Government of the Republic of India plays the dual role of policy advocacy as well as a key financier for majority of skill development initiatives. The Ministry of Skill Development and Entrepreneurship (MSDE) is entrusted with creating policies for skill development initiatives and supports the operations centrally with assistance of the National Skill Development Corporation, Directorate General Training (DGT), National Council for Vocational Education and Training, National Skill Development Fund, State Skill Development Missions and other Program Implementation Agencies to assist in this endeavour. MSDE is tasked with skilling on a large scale with speed and high standards in order to achieve the government's vision of a 'Skilled India.' At the state level, the primary responsibility for program implementation and governance lies with the state governments through respective State Skill Development Missions.

In this context, the Indo-German Green Skills Programme (IGGSP) supports the Government of the Republic of India to improve vocational training and employment in India in selected green occupations, especially for women. IGGSP is active from the cities of Delhi, Bengaluru, Hyderabad, Kolkata and Pune to maximize impact all over India. The project cooperates with key stakeholders from Government of India, civil society and industries to build sustainable models for improving gender parity in green occupations and ensuring that women can fully participate and benefit from India's economic development.

IGGSP has the OECD DAC marker GG2 which puts a major focus on gender equality and the support of the German Feminist Development Policy.

The overall objective of the project is that vocational training and employment in India have improved in selected green occupations, especially for women.

The project has 4 outputs which pursue the following objectives:

1. Improved provision of gender-equitable education and training opportunities for selected green professions.
2. Improved structural conditions for the implementation of gender-equitable vocational education and training in the green professions supported by the project.
3. Use of international experience to further develop implementation practice for the gender-equitable promotion of skilled workers in green professions.
4. Adaptation to German and international standards of training and curricula for green professions in selected Indian training institutions.

Each of the outputs is underpinned by output indicators. In the present TOR, has a cross cutting focus on the achievements of all project outputs and indicators which are as follows:

Output 1

The range of gender-equitable education and training programmes for selected green professions has improved.

The achievement of this output is measured by the two indicators 1 and 2. These are as follows :

Output indicator 1.1

In 12 accredited education and training programmes for green professions, approaches to gender equality and digitalisation were taken into account in the new development, revision or implementation with the participation of the private sector.

Output indicator 1.2

The number of people who have completed education and training programmes supported by the project for selected green professions with a state-recognised certificate has increased from 500 to 1,700 people (including 240 people from marginalised groups and 600 women).,

Output 2:

The structural conditions for the implementation of gender-equitable vocational education and training in the green professions supported by the project have improved.

The achievement of this output is measured by the two indicators 1 and 2. These are as follows:

Output Indicator 2.1.

450 out of 600 participants, including 230 women of the capacity development measures supported by the project have initiated concrete initiatives/change projects to strengthen gender equality in green professions

Output Indicator 2.2.

In a participatory process, 30 public and private actors in vocational education and training in the clusters supported by the project have developed action plans to strengthen gender equality in selected green professions and initiated measures to implement them

The outcome of this is also reflected in Output 3

Output 3:

International experience with regard to good practice for the gender-equitable promotion of skilled workers in green professions is used to further develop implementation practice in India.

Output Indicator 3.1

1 International comparative analysis of the regulatory framework and implementation practice relevant to green TVET was published with a focus on improving the quality of gender equality together with a key actor in the TVET system.

Output 4:

In selected Indian training institutes for green professions, training and curricula are adapted to German and international standards.

Output Indicator 4.1.

08 out of 12 of India's education and training programs on green professions have been adapted to German and international standards regarding gender-equitable labor mobility.

Output Indicator 4.2.

20 Indian VET actors in green professions have improved their capacity for gender-responsive international mobility

The completion of the Outputs should lead to the achievement of the following Module Target Indicators:

Module Target Indicator 1

840 graduates – at least 70% of all graduates – (including 168 people from marginalised groups and 420 women), of the certified vocational education and training measures for green professions supported by the project are in employment or self-employment with living wages/income 6 months after completion of the measure.

Module Target Indicator 2

20 out of 60 public and private Indian actors in vocational education and training in the clusters supported by the project have each implemented a gender-transformative or gender-responsive measure in the selected green professions as part of their action plans developed with the support of the project.

Module Target Indicator 3

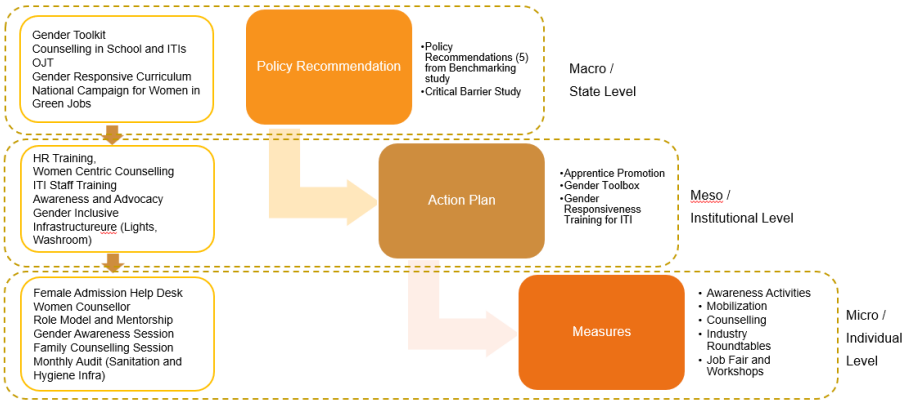
Concrete steps have been taken to implement 5 recommendations for improving the quality of the VET system with regard to gender equality in green professions in relevant policy documents.

Module Target Indicator 4

100 graduates (at least 50% of whom are women) who participated in a mobility programme (PAM) or took up qualified employment in India or abroad during or at the latest within [6/12] months of completing the measure

All outputs and module target indicators are closely interrelated; the present TOR covers the linkage between the project Output and Indicators with a focus on storytelling of the narrative of the project. The infographic defines the Approach of the project at different levels.

Approach



The relation between different aspects of the project and their linkage from Policy to Action can be mapped through above activities and intervention under the project.

The contractor will bring the activities in all Outputs in a single strong narrative to showcase overall project impact. Output 1 focuses on implementation and development of skilling programmes, Mobilization, Counselling, On Job Trainings (OJT), apprenticeships and Placement, While Output 2 works on the improvement of structural conditions for a gender transformative and responsive greens skilling and jobs. The Action Plans are primarily agreements made with different stakeholders on their commitment to take active measures which to make the workplace gender inclusive. The project tracks the implementation status of the action plan measures through continuous surveys. Output 3 works on an improvement of macro level conditions through policy recommendation, international comparative analysis, good-practice implementation. Each Output is measured by their own indicators but at the same time achievements are closely interlinked in practice; Output 4 focuses on International Mobility primarily through German Language training, Development of bridging course and partnership with Employers in Germany.

The activities in Output 1 the Action Plans developed under Output 2 draw on and feed into the policy recommendations generated under Output 3. The results under all outputs exist as separate deliverables (mobilization, counselling support, individual Action Plans, the comparative analysis, scattered case material) rather than as a single, coherent account of the project's contribution to gender-equitable green skilling. Under this contract, the agency has to regularly touch base with the organisations and institutions that the project has worked with and provide advisory support and to follow up on achieved impact.

The selected agency is expected to map the implementation of all the project activities under different outputs and document the results, good practices and case studies across project locations.

The agency shall consolidate the results of the activities under Output 1,2 3,4 into one overarching narrative that demonstrates, in an accessible and evidence-based format, how the project's interventions have jointly advanced gender equality and employability in green professions. Additionally, during the process, the Agency shall also follow up on Action Plan and provide inputs to strengthen the Action Plans.

The assignment is expected to require regular presence in and travel to all 4 project locations, with structured checkpoints with GIZ to track progress and validate outputs. The key tasks in the assignment include:

- Map local project activities and assess their impact in accordance with project objectives and indicators
- Follow up on all project activities, including Action Plans and record and strenghten achieved results and impacts through existing project contracts and other implemented activities.
- Build and strengthen the narrative which ties together the work done across project Output 1, 2, 3 and 4 and demonstrate the linkages through documentation of case studies and Good Practices.
- Document at least 5 narratives per location as the project output and map the impact through the IGGSP activities include all external and internal interventions which have led to overall improvement in the Green Skills and Employment Ecosystem.
- Develop a Knowledge and Communication Product in form of a Coffee Table booklet/Brochure/Factsheet as well as short, animated clips and social media posts or any other relevant format as agreed upon between the project and the agency which documents these narratives and inputs from the key beneficiaries and key stakeholders involved in the process.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Gain comprehensive understanding of all the project outputs and the interventions being implemented by the project.
- Streamline and understand the activities under the four outputs.
- Engage with project team and stakeholders to understand key successes and challenges in implementing the project activities, and develop the approach to support them
- Develop a narrative which weaves the outcome of all the project activities into a single Story.
- Develop a schedule for regular engagement with these orgs and institutions to strengthen their understanding of the narrative and also the alignment between the different project activities, including a follow up and strengthening of Action Plan.
- Develop the structure for the narratives and the plan for different knowledge product
- Develop draft and final knowledge /communication products for all four locations
- Develop 5 Short Clips of 1 to 2 minutes showcasing Success Story/ Project Impact and results.

The various project Outputs lead from Individual Level (Output 1) i.e. on ground mobilization and training to Institution Level (Output 2) with Training of Trainers and Action Plan Development and the Policy Level through Policy Recommendations (Output 3) and additionally also providing opportunities for International Mobility (Output 4). The project activities have been implemented under various outputs at different levels. Key stakeholders

involved across the 4 locations include Industrial Training Institutes (ITIs), green industry employers, state government departments responsible for skill development, and NGOs working on gender and livelihoods all of whom hold Action Plans, implementation experience, or beneficiary insight relevant to this assignment.

The assignment is expected to require regular presence in and travel to all 4 project locations, with structured checkpoints with GIZ to track progress and validate outputs.

The following work packages structure the tasks to be performed:

Work package 1: Map all the project activities, follow up and advise on implementation of project activities including Action Plan and define consolidated results with partners

Work package 2: Documenting the Journey involving Multiple stakeholders working towards a joint goal into strong narratives. Develop at least 5 for each locations)

Work package 3: Development of Knowledge Products and Video Clips for wider dissemination

For each work package (WP), the expected goals and tasks are indicated below. These are to be understood as indicative examples and do not represent an exhaustive list. The services described here are standard expectations to be fulfilled by the contractor, however, the scope and type of assignments described may differ. After conclusion of the contract, a kick-off meeting will take place where a tentative implementation plan will be discussed and agreed on.

Work Package 1: Map all the project activities, advise implementation and define consolidated results with partner

Description:
The agency develops a working understanding of activities across all four project outputs Output 1 (mobilisation, counselling, enrolment, placement), Output 2 (Action Plans developed under Output Indicator 2.2 and related capacity-building trainings), Output 3 (policy recommendations and international comparative analysis), and Output 4 (international mobility support, German language training, bridging courses, employer partnerships in Germany). The contractor follows up on the ground across all 4 project locations (Kolkata, Bengaluru, Pune, Hyderabad), engaging regularly with ITIs, employers, state departments and NGOs to review progress, consolidate results, and provide advisory support using the project's existing continuous-survey mechanism as per the existing Monitoring and Evaluation plan. Next, the agency is tasked with regularly engaging with the organisations / institutions to review progress on the implementation of all the project activities and providing advisory support in areas where they may face some challenges. This entails meetings in person at regular and scheduled intervals, discussion on progress and reporting of the same to org and GIZ team, propose suggestions for expediting implementation, document the narrative over time to build the journey which is further detailed in WP 2.)

Goal:
Activities across all four outputs are consolidated, current implementation status is understood location-by-location, and the contractor has a coherent working picture of the project as the foundation for the narrative and knowledge product work.

Target Group:

Industrial Training Institutes (ITIs), green industry employers, state government departments for skill development, and NGOs holding or implementing Action Plans in Kolkata, Bengaluru, Pune and Hyderabad.

Tasks:

- Review and understand activities and results under all four outputs,
- Conduct regular follow-up visits to each of the 4 project locations to review progress, identify bottlenecks, and provide hands-on implementation support and consolidate results across all outputs.
- Strengthen and Follow up on the Action Plans with close coordination with stakeholders
- Engage with the project team and stakeholders to understand key successes and challenges across activities and suggest pathways to align with overall proejct objective.
- Align follow-up and reporting with the project's existing Monitoring and Evaluation Plan.
- Develop a schedule for regular engagement with organisations/institutions to build shared understanding of the emerging narrative and how activities align across outputs.
- Establish regular checkpoints with GIZ and the technical committee to report on implementation progress across locations.

Deliverable: Consolidated status overview of project activities across all four outputs and 4 locations, structured to feed directly into Work Packages 2 and 3.

Work package 2: Documenting the Journey involving Multiple stakeholders working towards a joint goal into strong narratives. (Develop at least 5 for each location)

Description:
The contractor weaves together the activities and results emerging from Work Package 1's project activities implementation across all outputs building a single coherent narrative that demonstrates the project's overall contribution to gender-equitable green skilling. This includes documenting how Output 1 initiatives (mobilisation, counselling and placement of students) and Output 2 capacity-building measures (ITI managers' gender-responsive training, HR managers' Gender Toolbox training) and Output 4 (International Mobility) feed into policy directions from Output 3. Case studies and good practices are documented from each of the 4 locations, capturing inputs from key stakeholders, beneficiary input, so the narrative shows how the project's interventions work together, but reflecting the full breadth of the project's contribution to gender equitable green skilling and the narrative reflects the full chain from ground-level activity through training to policy grounding and impact. At least 5 such narratives for each location building weaving stories of acheived results.

Goal:
A coherent, evidence-based narrative exists that ties together the project's Output 1, 2 3 and 4, demonstrated through documented case studies and good practices from all 4 locations. s

Target Group:
ITIs, green industry employers, state departments, NGOs, and project beneficiaries (including students and trainees reached through mobilisation, counselling and placement initiatives) across Kolkata, Bengaluru, Pune and Hyderabad.

Tasks:

- Document atleast 2 case studies , atleast 2 testimonials and good practices from all outputs implementation and related project activities in each of the 4 locations.

- Conduct structured interviews/consultations with key stakeholders (ITIs, green industry employers, state departments, NGOs) and beneficiaries to gather narrative material.
- Trace and document the linkage between different outputs mobilisation, counselling, placement initiatives, the outcomes seen under the Action Plans, mobility support (language training, bridging courses, German employer partnerships) connects to participant outcomes. and policy recommendations are reflected in on-ground practice.
- Weave findings across all four outputs into a single narrative arc and draw explicit linkages between the policy recommendations under Output 3 and the concrete changes achieved under Output 1, Output 2 and Output 4, situating all three within a single narrative arc.
- Maintain regular coordination with GIZ to validate the emerging narrative and ensure consistency across locations.
- Act as the central point of communication between GIZ and the stakeholders across the 4 locations for narrative-related documentation.

Deliverable: Develop at least 2 Case Studies, 2 Testimonials and other Relevant Documentation for each location capturing the results and the impact and learning across all the project outputs. Create atleast 5 narratives for each of the 4 project locations which captures the project implementation with evidence.

Work Package 3: Development of Knowledge and Communication Products and Video Clips for wider dissemination
Description:
The contractor consolidates the narrative and case study material developed under Work Package 2 into a polished Knowledge and Communication Product (e.g. a coffee-table booklet/brochure/factsheet as agreed between project and agency) and also develops 5 Video Clips that showcases the project's overall impact on gender equality in green professions. For each of the 4 project locations, the product presents at least 5 narratives that clearly map the on-ground activities undertaken (including curriculum development, mobilisation, counselling and placement under Output 1), the relevant trainings delivered (ITI managers' gender-responsive training and HR managers' Gender Toolbox training under Output 2), international mobility outcomes where relevant (Output 4) their linkage to the policy recommendations under Output 3, and the resulting impact and results. The product incorporates direct inputs and voices from key stakeholders and beneficiaries and is designed for use in donor reporting, knowledge management, and external visibility.

Goal:
A finalised knowledge product is available presenting the narratives developed across all 4 project locations, each clearly mapping ground-level activities, trainings, policy linkage and results, and together showcasing the project's combined impact across Outputs 1, 2, 3 and 4. 5 Video Clips of 1 to 2 minutes which capture the project Impact and Success Story and can be used for dissemination

Target Group:
GIZ, BMZ, ITIs, green industry employers, state departments, NGOs, and external/donor audiences.

Tasks :
- Design and produce a knowledge product (coffee-table booklet/brochure or similar format as discussed between project and agency) documenting at least 5 per location across the 4 project locations.

- Ensure each narrative maps the full chain: on-ground activity (including Output 1 curriculum development, mobilisation, counselling and placement) ,relevant training (ITI managers' gender-responsive training, HR managers' Gender Toolbox) its linkage to Output 3 policy recommendations and impact and results.
- Develop 5 Video Clips of 1 to 2 minutes which capture the project
- Incorporate direct inputs, quotes, or contributions from key beneficiaries and stakeholders (ITIs, green industry, state departments, NGOs) into the product.
- Map how internal and external interventions under IGGSP have contributed to overall improvements in the green skills and employment ecosystem, with explicit attention to gender-equitable outcomes.
- Ensure the product reflects the gender-inclusive framing required by the project's OECD DAC GG2 marker and the German Feminist Development Policy.
- Submit the product for review and validation with GIZ prior to finalisation and dissemination.

Deliverable: Knowledge and Communication Product including videos and short clips as per the following project requirements:

Format

- The documents should have cover page/title page, imprint page, acknowledgement and disclaimer for the data collected, photos with caption, list of acronyms and table of contents and comply with GIZ publication guidelines.
- The final product/documents would belong to GIZ only and hence GIZ logo should be used throughout the document following GIZ communication guidelines (will be shared with selected bidder). In certain cases, GIZ may also request the bidder to share the communication product(s) in the GIZ template. Bidder should not use their own logos and its corporate communication/content.

Consent forms

- Before taking photos or videos or interviews during the assignment, the bidder must ensure that the GIZ consent forms (for everyone appearing in the photos) are filled and signed by individuals and by the guardians in case photos, videos, interviews are taken for children.
- The consent forms should be submitted to GIZ with the final deliverables.

Copyrights

- All deliverables, products, materials developed under this assignment shall be the sole property of GIZ and cannot be used or shared for any other purpose with others by the contractor. GIZ holds an unlimited copyright to all produced material and assets. The bidder ensures that GIZ's copyrights are always respected and followed. The bidder is responsible for obtaining necessary permissions/license/royalties for any material used unless provided by the project.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- Brief quarterly reports on the implementation status of the project

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick off meeting with GIZ	Latest 2 weeks after contract signed
Map of Stakeholders and Plan for follow up and Narrative Development in format as per M&E Requirement	Month 1
Upto 20 Narratives drafted as results in required format co created with stakeholders	Month 2
Atleast 8 Testimonials (minimum 2 for each location), 8 Case studies (minimum 2 for each location) and Success stories Documentation and Video Scripts	Month 6
Draft Knowledge and Communication Product prepared and Video Version Shared with GIZ team	Month 8
Final consolidation • Knowledge and Communication Product • Final report with all the narratives well documented with evidence and results • 5 Video Clips of 2 minutes length documenting Results and Project Impact / Success Story	Month 10

Period of assignment: from November.2026 until 31.10.2027.

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

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for all three work packages (consolidation of activities across all outputs, narrative development, knowledge product) quality and deadlines.
- Lead coordination and backstopping with GIZ, the technical committee, and relevant Indian stakeholders across all 4 project locations.
- Coordinating and ensuring communication between GIZ, ITIs, green industry actors, state departments, NGOs and other partners involved in the assignment.

- Facilitating high-level stakeholder engagement (state skill development departments, ITI leadership, industry associations).
- Supervision of the key experts and the short-term expert pool, ensuring consistency of narrative and documentation quality across all 4 locations.
- Personnel management, including planning and steering assignments of local/short-term experts and identifying need for additional short-term inputs within budget.
- Overall quality assurance of the knowledge product prior to submission to GIZ.
- Regular reporting to GIZ in accordance with agreed deadlines and checkpoints.

Qualifications of the team leader

- Education/training (2.1.1): University degree (Master or equivalent) in social sciences, development studies, gender studies, communications, or a related field.
- Language (2.1.2): C1-level language proficiency in English and German
- General professional experience (2.1.3): 10 years of professional experience in result-oriented monitoring, vocational education/skilling, and gender-focused programming.
- Specific professional experience (2.1.4):10 years of experience in leading multi-stakeholder documentation, monitoring and knowledge management assignments; demonstrated experience linking implementation activities to policy-level narratives.
- Leadership/management experience (2.1.5): At least 8 years of experience as team leader/project lead managing multi-location teams.
- Regional experience (2.1.6): At least 3 years of experience working in India.
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): Demonstrated experience with gender-responsive programming and familiarity with Feminist Development Policy principles

Key expert 1

Tasks of key expert 1

- Developing a working understanding of activities across all four project outputs (mobilisation/counselling/placement under O1; Action Plans and trainings under O2; policy recommendations under O3; mobility support under O4) as the basis for consolidation work.
- Conducting regular follow-up visits to ITIs, green industry actors, state departments and NGOs across the 4 locations to support Action Plan implementation.
- Liaising with ITI management on follow-up to the one-day gender-responsive training, and with HR managers on follow-up to the Gender Toolbox training, tracking resulting changes in institutional/workplace practice.
- Mapping linkages between Action Plan activities and Output 1 mobilisation, counselling and placement initiatives,and, where applicable, Output 4 mobility-related activities.
- Maintaining structured records of project activtity implementation status per location for use by Key Expert 2 and Key Expert 3

Qualifications of key expert 1

- Education/training (2.2.1): University degree in vocational education, social sciences, gender studies, or a related field.
- Language (2.2.2): C1-level language proficiency in English, B2-level language proficiency in Hindi
- General professional experience (2.2.3): 5 years of professional experience in TVET, skilling, or gender-responsive workplace/institutional programming.

- Specific professional experience (2.2.4): 5 years of experience in Monitoring and Evaluation
- Regional experience (2.2.6): Experience working directly with VET or industry stakeholders in India, ideally across more than one of the 4 project locations.
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in DC projects.
- Other (2.2.8): Familiarity with ITIs/gender-responsive training methodologies for institutions and workplaces.

Tasks of key expert 2

- Building and strengthening the overarching narrative that ties together of all the project Outputs and activities on ground.
- Conducting structured interviews and consultations with ITIs, green industry employers, state departments, NGOs, and beneficiaries across the 4 locations.
- Documenting case studies and good practices, explicitly tracing the chain from ground-level activity (mobilisation, counselling, placement) through training (gender-responsive ITI/HR trainings) to policy grounding (Output 3) and mobility support (Output 4) each contribute to results, as relevant to each case.
- Acting as the central communication point between GIZ and stakeholders across the 4 locations for narrative-related documentation.
- Validating the emerging narrative with GIZ and the technical committee at agreed checkpoints.

Qualifications of key expert 2

- Education/training (2.3.1): University degree in communications, journalism, marketing, development studies, social sciences, or a related field.
- Language (2.3.2): C1-level language proficiency in English, B2-level language proficiency in Hindi
- General professional experience (2.3.3): 5 years of professional experience in knowledge management, M&E documentation, or development communications.
- Specific professional experience (2.3.4): 3 years of experience producing case studies, impact stories, or narrative reports for development programmes, ideally with a gender focus
- Regional experience (2.3.6): Experience conducting stakeholder consultations/fieldwork in India across multiple locations.
- Development cooperation (DC) experience (2.3.7): 3 years of experience in DC projects.
- Other (2.3.8): Demonstrated ability to translate technical/policy content into accessible narrative form for donor and public audiences.

Tasks of key expert 3

- Leading the design, editorial development, and production of the knowledge product (coffee-table booklet/brochure/factsheet or other as agreed between project and agency) presenting 5–8 narratives per location.
- Ensuring each narrative in the product clearly maps on-ground activity, relevant training, policy linkage, impact/results.
- Incorporating direct stakeholder and beneficiary inputs (quotes, visuals, testimonials) into the final product.
- Ensuring the product's visual and editorial style reflects gender-inclusive framing consistent with the GG2 marker and Feminist Development Policy as well as the GIZ

communication guidelines that will be shared by the project before starting the assignment.
- Managing production timelines and coordinating final review/validation with GIZ prior to publication.

Qualifications of key expert 3

- Education/training (2.4.1): University degree or equivalent professional qualification in journalism, graphic/editorial design, publishing, communications, marketing, or related field.
- Language (2.4.2): C1-level language proficiency in English
- General professional experience (2.4.3): 5 years of professional experience in publication design and production (print and/or digital knowledge products).
- Specific professional experience (2.4.4): At least 3 years of experience producing donor-facing or development-sector knowledge products (reports, booklets, brochures).
- Regional experience (2.4.6): At least 3 years of experience of producing publications for or within the Indian and/or German development context.
- Development cooperation (DC) experience (2.4.7): 3 years of experience in DC projects.
- ~~Other (2.4.8): 3 years of experiences on gender-responsive curricula adaptation.~~

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

Short-term expert pool with minimum 4, maximum 5 members

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

- Collaborating with Key Experts 1 and 2 on ground-level data collection, site visits, and stakeholder liaison in their assigned location.
- Supporting identification and documentation of case studies and narratives (5–8 per location) in coordination with local ITIs, green industry actors, state departments, and NGOs.
- Providing local language support and cultural/contextual grounding for interviews and consultations.
- Assisting with logistics for site visits, local checkpoints, and stakeholder meetings in their location.

Qualifications of the short-term expert pool

- Education/training (2.6.1): All experts with a university degree (diploma/master's or master professional) in the field of vocational education and training, social sciences or engineering
- Language (2.6.2): All experts with C1-level language proficiency in English and knowledge of regional language (1 for each location)
- General professional experience (2.6.3): All experts with 4 years of professional experience in the Indian vocational training system
- Specific professional experience (2.6.4): Specific Professional experience in Development sector and stakeholder management
- Regional experience (2.6.5): All experts with 3 years of experience in at least in each of the states Telangana, Karnataka, West Bengal or Maharashtra
- Other (2.6.7): All experts 2 years working experiences in the development sector in the field of vocational education and further training

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)).

Feldfunktion geändert

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 (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 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.

Feldfunktion geändert

Feldfunktion geändert

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	15	15	
Key Expert 1	1	17	17	
Key Expert 2	1	17	17	
Key Expert 3	1	17	17	
Designation of short-term expert pool	5	16	80	
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Total Travel Expense				
Per-diem allowance in country of assignment	1	4	3,280.00 EUR	Lumpsum based on the following: 5 days in each project location Delhi, Hyderabad, Pune, Kolkata, Bangalore for team leader and key experts 1-3 5x4x46 EUR (Delhi) = 920 EUR 5x4x22 EUR (Hyderabad - Im Übrigen) = 440 EUR 5x4x22 EUR (Pune - Im Übrigen) = 440 EUR 5x4x32 EUR (Kolkata) = 640 EUR 5x4x42 EUR (Bangalore) = 840 EUR Lumpsum: 3280 EUR
Overnight allowance in country of assignment	1	4	16,632.00 EUR	**Overnight stays abroad:** **Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted**

				for reimbursement on a lump-sum basis. **Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.** **Overnight stays in Germany (deviation from the travel expense regulations):** **Note: Overnight allowances of up to EUR 130 can be submitted for reimbursement against evidence. Up to EUR 80 can be submitted for reimbursement on a lump-sum basis.** **Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence**.
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
International flights	2	1	1,400.00 EUR	Travel to the place of service delivery India
Domestic flights	50	5	10,000.00 EUR	Flights within the country of assignment during service delivery. Estimated price per flight: 200.00 EUR
CO_2 compensation for air travel	52	5	2,600.00 EUR	A fixed budget of EUR 2,600.00 EUR is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • Taxi • Car • Bus	180	9	2,700.00 EUR	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	1	1	100.00 EUR	Visa costs
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	8,306.00	8,306.00	A budget of EUR 8,306.00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.

				Use of the flexible remuneration item requires prior written approval from GIZ.
Subcontracts	1	5,000.00 EUR	5,000.00 EUR	The budget contains the following costs of a lumpsum of 5,000.00 EUR for the production of 5 video clips of 2 minutes length each.
Procurement of materials and equipment	10	200.00 EUR	2,000.00 EUR	The budget contains the following costs 2,000.00 EUR for printing and publishing.

6. 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.

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.