

Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

Project title: Green Hydrogen Investments in India	Processing number/cost centre: G-012385-001
Country: India	Internal order: 12385010000
Subject of the tender procedure: Green Hydrogen in hard-to-abate sectors: policy and regulatory instrument development, conduction of studies	Tender number: 10005247

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0. List of abbreviations

BMZ	<i>Federal Ministry for Economic Cooperation and Development</i>
CCfDs	<i>Carbon Contracts for Difference</i>
EU	<i>European Union</i>
GHG	<i>GreenHouseGases</i>
gH₂	<i>Green Hydrogen</i>
GH₂I	<i>Green Hydrogen Investments Project</i>
GNA	<i>General Network Access</i>
GW	<i>Gigawatt</i>
MNRE	<i>Ministry of New and Renewable Energy</i>
MoCF	<i>Ministry of Chemicals and Fertilizers</i>
MoPNG	<i>Ministry of Petroleum and Natural Gas</i>
MoPSW	<i>Ministry of Ports, Shipping & Waterways</i>
MoS	<i>Ministry of Steel</i>
MS	<i>Milestone</i>
MRV	<i>Monitoring, Reporting and Verification</i>
NDCs	<i>Nationally Determined Contributions</i>
NGO	<i>Non-governmental organization</i>
PMP	<i>Petroleum and Minerals Pipelines Act</i>
PtX	<i>Power-to-X</i>
RE	<i>Renewable Energy</i>
RED	<i>Renewable Energy Directive</i>
RFNBO	<i>Renewable Fuels of Non-Biological Origin</i>
e-SAF	<i>Electro-Sustainable Aviation Fuels</i>
STE	<i>Short-term expert</i>

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ToR

Terms of Reference

WP

Work Package

1. Context

The project "Green Hydrogen Investments" (GH2I), implemented under the Indo-German Bilateral Development Cooperation by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and Ministry of New and Renewable Energy India (MNRE), contributes to a sustainable and inclusive energy transition towards climate neutrality by improving the policy, institutional and technical requirements for the use of green hydrogen in India's hard-to-abate sectors. Green hydrogen is particularly important for energy-intensive industrial sectors, such as the iron, e-SAF and fertilizer industry among others, which cannot be efficiently and cost-effectively decarbonized with purely electricity-based technologies. The use of gH2 in these sectors, especially in the context of India's Net Zero Goal and projected pathway to more than double its domestic steel production capacity to 300MT by 2030 while already accounting for 42% of industrial GHG emissions, is well-suited to save significant amounts of CO2 and make an effective contribution to climate protection. The technical cooperation module thus contributes to the overarching German development goals in India, especially to the decarbonization of the economy with accelerated RE expansion and supports a modern and sustainable decarbonization of hard-to-abate sectors in India. In the context of current geopolitical developments, access to cost-competitive green hydrogen derivatives constitutes a strategic interest for Germany and the European Union. To strengthen India's developing hydrogen ecosystem offers a relevant framework for engagement by German companies across the hydrogen value chain and contributes to strengthening sustainable economic cooperation.

The technical cooperation module aligns with the "Responsibility for our Planet - Climate and Energy" theme of the "BMZ 2030" reform concept and integrates into the following guidelines of the new BMZ Asia Strategy: (1) Shaping climate-friendly development in a social and inclusive way; (2) Vocational training in "green" future industries - humane, fair and innovative; and (3) Gender equality - for just and strong societies. Furthermore, the module is guided by the BMZ's strategy for implementing a feminist development policy, promoting women's rights, representation, and resources (3R approach) in the hydrogen sector. The module's goals are consistent with those of the India-Germany Platform for Investments in Renewable Energy Worldwide, announced in September 2024, which aims to promote investments, innovative solutions, and the participation of women in India's renewable energy sector.

The Project has the following Outputs:

- **Output 1** Indian public institutions have recommendations based on international experience for the implementation of India's hydrogen strategy.
- **Output 2** Companies and associations now have improved decision-making bases for the use of green hydrogen in industrial sectors that are difficult to electrify.
- **Output 3** The conditions for gender-equitable participation of actors from politics, business, science and civil society in the Indian green hydrogen economy have improved.

Output 1: Indian public institutions have recommendations based on international experience for the implementation of India's hydrogen strategy

The focus of Output 1 is to support the development of India's gH2 economy in developing policy and regulatory instruments based on international experience and focused on hard-to-abate sectors. It aims to both promote domestic market demand and bridge export obstacles, especially in the German/EU context.

The underlying hypothesis is that providing the national and state governments in India with suitable gH2 instruments will allow an improved and sustainable national gH2 market ramp-up to fulfil their national climate goals and reduce import dependencies. At the same time, to support the facilitation of investment-friendly framework conditions for access to international project funding, the Indian gH2 strategy could make use on exchange between Indian and international stakeholders on best practices (knowledge & technology exchange) for the use of green hydrogen in hard-to-abate sectors. This comes also with supporting offtake with internationally compatible regulatory instruments, e.g. certification schemes.

Output 2: Companies and associations now have improved decision-making bases for the use of green hydrogen in industrial sectors that are difficult to electrify.

Output 2 focuses on supporting companies and associations in sectors that are difficult to electrify, such as the iron and steel industries, in their future use of green hydrogen (gH2). This will be achieved by creating a broader knowledge base, with associations acting as intermediaries.

The underlying hypothesis is that providing companies with better market data, techno-economic models, long-term decarbonization scenarios and pre-feasibility studies will allow them to better assess the potential and costs of gH2. This, in turn, minimizes risks, encourages earlier market entry, and increases the success rate of investments. It's assumed that companies qualifying for international financing will implement sustainability requirements compatible with those standards, which often exceed current regulations in India (a synergy with Output 1).

By taking these steps, the technical foundations for building a gH2 economy in India will be improved. Projects like the EU's H2FUTURE initiative have demonstrated that detailed, well-founded decision-making tools are crucial for the acceptance and wider implementation of gH2 technologies. This is further supported by the experiences of technical cooperation projects on gH2 in South Africa, Chile, and Brazil.

These connections are based on the assumption that companies recognize the added value of international cooperation and have the necessary financial resources for long-term implementation.

2. Tasks to be performed by the contractor

The assignment is embedded in the overall activities related to Output 1 and Output 2 of the Project. The contractor is asked to carry out specific parts of the activities related to these Outputs.

GIZ provides consultancy to its partners through a wide array of methods. Most importantly, GIZ develops and implements solutions together with partners through close cooperation and process advisory. GIZ and its Indian partners are jointly responsible for achieving the objectives of the Project. The goal of this specific tender is to support GIZ and its partners in achieving these goals. Hence all services tendered here are to be developed in close coordination and communication with the Project and its partners. The objective of the tender is to provide GIZ with high-quality advisory services, policy and regulatory instrument proposals and designs (regulations, norms and standards, certification systems, legislation, subordinate legislation, incentive systems, and support programs) and ad hoc studies in the context of gH2 in hard-to-abate sectors in India.

2.1 Term

The expected term of the contract for services must be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for achieving the work packages, objectives and indicators described in this document.

2.2.1 Work Package 1 – Short-term help desk for studies

The overarching goal of this working package is for GIZ to have flexible access to a STE-pool to tackle (short-term) studies concerning the gH2 landscape in India. Due to the dynamic nature of the Indian green hydrogen market and due to unforeseeable thematic requirements over the course of the project term, the contractor must be capable to deliver those objectives of varying depth and complexity in parallel.

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

WP1A) Brief studies

Producing an estimated **50 brief studies**, defined here as **of approx. 3 pages each**, typically in the hydrogen-related fields of law, politics, economics, energy, finance and technology.

The GIZ person responsible for the contract or their designated representative will send the contractor team leader a brief description by email, requesting a short analytical document (Word, Excel, PPT, PDF; language: German, or English) that shall analyse and evaluate a specific topic or problem of the partner or within the scope of the project task in the form of a

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brief study, statement, discussion, or decision paper specified by mail. The team leader forwards this to a suitable team of experts, in which at least one of the core experts (or himself) and any number of other team experts work on the topic and deliver it to GIZ by email within the above-mentioned deadline.

These brief studies typically require little or no computing effort (e.g., rough estimates or plausibility checks, usually in Excel).

Depending on the development of the project and the demand of the partner in India it may not be necessary to deliver all 50 brief studies. In case the political project partner reduces the final demand for brief studies, less than 50 brief studies may be required. Close coordination between the project partner, GIZ and the tenderer, will continuously update on the required demand.

It is the contractor's responsibility to build a team which covers the necessary expertise to deliver on the different objectives and deliverables as presented in this section.

Milestones for Work Package 1A

MS1A-0 (Onboarding Call): GIZ drafts a brief concept note for the studies together with their political partner(s) and sends it to the consultant. The consultant needs to clarify on any ambiguities in an onboarding call.

MS1A-1: Development of the brief study draft.

MS1A-2: Incorporation of feedback from partners and GIZ; completion of the deliverables according to brief concept note.

Milestones for WP1A)	Delivery period
MS1A-0 Onboarding Call	1 day after request for a respective brief study.
MS1A-1 Draft of brief study	3 days after request for a respective brief study.
MS1A-2 Final brief study	7 days after request for a respective brief study.

WP1B) Studies

Producing 4 studies, defined here as a maximum of **50 pages**.

The studies will cover specific topics within the field of green hydrogen and PtX for India, that lie within the required specific professional experience that is solicited for the implementation of this contact (see chapter 4). The following subject areas have been identified for the development of the studies. The specific studies and the timeline for their conduction will be determined after the opening workshop.

Depending on the development of the project and the demand of the partner in India it may not be necessary to deliver all 5 studies. In case the political project partner reduces the final demand for studies, less than 5 studies may be required. Close coordination between the project partner, GIZ and the tenderer, will continuously update on the required demand.

- Study on Green Port Clusters in India, e.g. assessing the potential for developing integrated green hydrogen-based port ecosystems that combine production, storage, and export infrastructure; analysing strategic port locations with high renewable energy potential; evaluating demand from shipping, bunkering, and adjacent industrial users; and identifying policy, regulatory, and investment enablers to position India as a global hub for green hydrogen and derivatives such as ammonia and methanol.
- Study on Green Iron and Steel Hubs in India, e.g. examining pathways for the decarbonisation of steel production through the adoption of green hydrogen; identifying suitable industrial clusters with access to renewable energy, water, and logistics infrastructure; assessing techno-economic feasibility and transition timelines; and outlining policy measures, financing mechanisms, and international partnerships required to scale up low-carbon steel production.
- Study on Green Public Procurement in Indian Hard-to-Abate Sectors, e.g. analysing how public procurement policies can stimulate demand for low-carbon industrial products such as green steel or hydrogen-based fuels; reviewing international best practices and their applicability in the Indian context; evaluating mechanisms such as carbon contracts for difference (CCfDs) and preferential purchasing; and proposing actionable recommendations to align procurement strategies with India's climate targets and industrial policy objectives.
- Study on e-SAF in India, e.g. examining pathways for the decarbonisation of the aviation sector through the production and deployment of e-SAF based on renewable hydrogen and captured CO₂; assessing techno-economic feasibility, production costs, market demand, and scale-up potential; and outlining policy measures, certification frameworks, financing mechanisms, and international partnerships required to establish competitive e-SAF value chains and support the transition towards low-carbon aviation fuels.

It is the contractor's responsibility to build a team which covers the necessary expertise to deliver on the different objectives and deliverables as presented in this section.

Milestones for Work Package 1B

MS1B-0 (Onboarding Call): GIZ drafts a concept note for the studies together with their political partner(s) and sends it to the consultant. The consultant needs to clarify on any ambiguities. The concept note includes main objectives and key deliverables for each MS.

MS1B-1 (Kick-off meeting): The consultant organizes a digital kick-off meeting with GIZ and the respective partner ministry/institutions, in which the contractor will present its approach to deliver on the concept note, introduce the members of the contractor's team including roles and responsibilities, present a detailed timeline including relevant deliverables, make sure that the implementation offer by the contractor fulfills GIZ and partner's expectations and make adjustments to the implementation plan if necessary.

MS1B-2: Development of the study draft.

MS1B-3: Digital presentation and discussion of the draft with the political partner.

MS1B-4: Incorporation of feedback from partners and GIZ; completion of the deliverables according to brief concept note.

MSB1-5: Support presenting results of the study at on-site public dissemination event(s). Preparation of a summary for publication purposes.

Milestones for work package 1	Delivery period
MS1B-0 Onboarding Call	8 days after request for a respective study.
MS1B-1 Kick-off meeting	16 days after request for a respective study.
MS1B-2 Draft of study	60 days after request for a respective study.
MS1B-3 Presentation of study	75 days. after request for a respective study.
MS1B-4 Completion of deliverables	90 days after request for a respective study.
MS1B-5 Support public dissemination	120 days after request for a respective study.

2.2.2. Work Package 2 – gH2 Instruments based on international experience

This work packages contributes to the Module objective indicator: 4 policy and 6 regulatory instruments based on international experience for gH2 use are published by Indian ministries. Therefore, the consultant shall elaborate 4 policy instruments and 6 regulatory instruments according to the specification below.

The overarching goal of the work package is to enable Indian public institutions to draw on international experience in developing a regulatory framework for the application of gH2. The expected outcome is that these institutions will use this experience and these recommendations to develop specific regulations, norms, and standards tailored to the Indian context. Of particular importance in this context is advising on an internationally compatible certification system for gH2 production that assesses and certifies criteria related to the environment, social issues, and corporate governance. This will enable participation in international financing mechanisms to support gH2 projects. Additional investment-friendly framework conditions and long-term decarbonization strategies create planning certainty and improve the institutional prerequisites for building a sustainable gH2 economy in India. There is a lack of knowledge—for example, regarding international approaches—on how to draft policy documents, laws, and subordinate regulations, as well as standards and norms.

Incentive systems, such as a carbon market, are not yet sufficiently developed. The program supports the development of such instruments, broadly defined as regulations, norms and standards, certification systems, legislation, subordinate legislation, incentive systems, development of long-term decarbonisation scenarios and strategies for selected industrial sectors, and support programs, is due to the rapidly changing hydrogen landscape in India. The aim of work package 2 is to develop effective instruments in close consultation with GIZ and the relevant ministries, especially Ministry of New and Renewable Energy (MNRE) but also Ministry of Steel, (MoS), Ministry of Ports, Shipping & Waterways (MoPSW), Ministry of Petroleum and Natural Gas (MoPNG), Ministry of Chemicals and Fertilizers (MoCF) and potentially other government bodies. The following subject areas have been identified for the development of the instruments. The specific instruments and the timeline for their implementation will be determined after the opening workshop. All instruments shall be delivered in a policy-ready report to facilitate their review, adoption, and integration into the formal decision-making processes of the respective ministries. Depending on the complexity and maturity of the selected instruments, each policy-ready report may typically comprise approximately 180–300 pages, including (unless otherwise specified in the respective concept note):

- Policy analysis
- International benchmarking
- Stakeholder inputs
- Implementation recommendations
- Draft regulatory or standards language
- Institutional analysis
- and annexes/supporting materials.

Policy instruments:

- **Framework for Green Hydrogen Demand Creation**, e.g. covering sector-specific pathways for the gradual substitution of grey hydrogen in refineries and fertilisers, utilizing non-mandatory and phased market-aligned approaches, and aligning green public procurement with India's broader decarbonisation goals (NDCs)
- **Infrastructure Planning Framework**, e.g. covering strategic cluster formation, pilot design, RACI-based roles, and tender design that incorporates quality and safety criteria (such as PESO compliance) alongside site selection and state-level capacity building.
- **Integration of Green Hydrogen in State Energy Planning (IEP)**, e.g. adopting a state-led approach to integrate into broader provincial energy strategies, building on existing projects such as the ongoing IEP project in Odisha to ensure regional alignment.
- **Gender Policy in Green Hydrogen**, e.g. promoting gender inclusion across the value chain to ensure diverse participation and workforce development within the emerging green hydrogen economy

Regulatory instruments:

- **Green Hydrogen Infrastructure – Legal & Regulatory Framework**, e.g. covering the assessment of existing legal frameworks and infrastructure-related laws (such as the

- PMP Act), identifying regulatory gaps that require amendments, and providing recommendations to ensure adequate legal backing for shared infrastructure.
- **Policy as a Code (Energy Regulations)**, e.g. covering the conversion of policies and regulatory provisions—including certification schemes, tariffs, GNA rules, and connectivity rules—into machine-readable formats to enable automated, consistent implementation and rule-based decision-making.
 - **Port & Logistics Handling Norms for Green Hydrogen and Derivatives**, e.g. covering the establishment of standards and procedures for the handling, storage, and transport of green fuels at ports, with a specific focus on addressing bunkering gaps for Ammonia and Methanol.
 - **Green Iron and Steel Taxonomy Integration Framework**, e.g. covering the integration of notified green steel taxonomy into public procurement and financing, ensuring alignment with national targets (NDCs) and broader decarbonisation efforts while providing guidance on the structuring of financial support mechanisms for equipment and process integration
 - **Green Hydrogen Standardization Roadmap**, e.g. covering the establishment of hydrogen standardization efforts within the Indo-German Energy Partnership and India's National Green Hydrogen Mission
 - **e-SAF Regulatory Readiness Framework**, e.g. covering the development of a regulatory framework for the production, certification, accounting, and export of e-SAF in India, aligned with international requirements as ReFuelEU Aviation Regulation, RED III, and associated delegated acts.

It is the contractor's responsibility to build a team which covers the necessary expertise to deliver on the different objectives and deliverables as presented in this section.

Milestones for Work Package 2

MS2-1 (Onboarding Call): For every instrument, GIZ drafts a concept note together with their political partner(s) and sends it to the consultant. The consultant needs to clarify in a digital Onboarding Call on any ambiguities within 3 weeks after request for a respective instrument. The concept notes include main objectives and key deliverables for each MS.

MS2-2 (Kick-off meeting 1): The consultant supports GIZ with organizing an in-person kick-off meeting with the respective partner ministry/institutions, in which the contractor will present its approach to deliver on the first 4 instrument concept notes, introduce the members of the contractor's team including roles and responsibilities, present a detailed timeline including relevant deliverables, make sure that the implementation offer by the contractor fulfills GIZ and partner's expectations and make the necessary adjustments to the implementation plan if necessary.

MS2-3 Development of the first 4 instrument drafts. Initial comments on the drafts by GIZ, initial revision of the instrument draft. Presentation and discussion of the draft in an in-person workshop with the political partner(s). Incorporation of final feedback from partners and GIZ; completion of the deliverables according to brief concept note. If an instrument is publicly launched, support presenting results of the study at public dissemination event(s). Preparation of a summary for publication purposes.

MS2-4 (Kick-off meeting 2): The consultant supports GIZ with organizing an in-person kick-off meeting with the respective partner ministry/institutions, in which the contractor will present its approach to deliver on the second 4 instrument concept notes, introduce the members of the contractor's team including roles and responsibilities, present a detailed timeline including

relevant deliverables, make sure that the implementation offer by the contractor fulfills GIZ and partner's expectations and make the necessary adjustments to the implementation plan if necessary.

MS2-5: Development of instrument drafts 5-8. Initial comments on the drafts by GIZ, initial revision of the instrument draft. Presentation and discussion of the draft in a hybrid workshop with the political partner(s). Incorporation of final feedback from partners and GIZ; completion of the deliverables according to brief concept note. If an instrument is publicly launched, support presenting results of the study at public dissemination event(s). Preparation of a summary for publication purposes.

MS2-6 (Kick-off meeting 3): The consultant supports GIZ with organizing a hybrid kick-off meeting with the respective partner ministry/institutions, in which the contractor will present its approach to deliver on the final 2 instrument concept notes, introduce the members of the contractor's team including roles and responsibilities, present a detailed timeline including relevant deliverables, make sure that the implementation offer by the contractor fulfills GIZ and partner's expectations and make the necessary adjustments to the implementation plan if necessary.

MS2-7: Development of the final 2 instrument drafts. Initial comments on the drafts by GIZ, initial revision of the instrument draft. Presentation and discussion of the draft in a workshop with the political partner(s). Incorporation of final feedback from partners and GIZ; completion of the deliverables according to brief concept note. If an instrument is publicly launched, support presenting results of the study at public dissemination event(s). Preparation of a summary for publication purposes.

Milestones for work package 2	Delivery period
MS2-1 Onboarding Call	3 weeks after request for a respective instrument.
MS2-2 Kick-off meeting 1	10 weeks after contract award.
MS2-3 Completion of first 4 instruments	8 months after contract award.
MS2-4 Kick-off meeting 2	10 months after contract award.
MS2-5 Completion of second 4 instruments	17 months after contract award.
MS2-6 Kick-off meeting 3	18 months after contract award
MS2-7 Completion of final 2 instruments	22 months after contract award.

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on expenditure management and cost control:

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- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: English

- Reports and Drafts according to Milestones defined in chapter 2.2

The following reports reflect the overall progress of the contract:

- Inception report: 15 pages, 6 weeks after contract award
- Interim report(s) on the first Monday of the 7th, 13th and 16th month after contract award
- Draft final report on 31.08.2028
- Final report on 29.09.2028

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: according to chapter 2, M2-6 and M3-6: Support GIZ-Team in presenting tools at public dissemination event(s). Preparation of a summary for publication purposes.
- The contractor's experts can be actively involved in GIZ's Energy and Mobility Community of Practice (CoP) learning network that gives its members a platform to disseminate expertise. After creating the instruments from Work Package 2, the contractor is expected to prepare a summary and lessons learned beyond the specific cases and actively support the GIZ team in a presentation.

Backstopping requirements:

The consultancy will provide necessary backstopping for Expert 5 and the pool of experts from their headquarter(s), including technical support in the above-mentioned areas, connection to international expert networks and the provision of contacts of international consultants as well as experts from relevant Indian Ministries, relevant business associations and other relevant players and stakeholders in the Indian H2 market or international think tanks, consultancies or

universities, etc. If the involvement of GIZ advisors is required during the assignment of the short-term experts, the pool manager is responsible for organising this accordingly.

The anticipated need for extensive steering due to the size of the consultant team will require effective steering and reporting to ensure project oversight, timely delivery of outputs, and transparent communication of progress. At the same time, close cooperation with the GIZ team is paramount, particularly in coordinating efforts with the partner ministry.

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- *The contractor's responsibility for its own staff;*
- *Ensuring the flow of information between GIZ and the contractor's field staff;*
- *Process-oriented technical and conceptual steering of the consulting services;*
- *Steering adaptations to changing framework conditions;*
- *Performance monitoring;*
- *Ensuring the administrative management of the project;*
- *Ensuring compliance with reporting requirements;*
- *Technical support by the contractor's staff for its personnel on the ground;*
- *Making local use of and sharing the lessons learned by the contractor with the GIZ team.*

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- Gender equality: Gender-sensitive aspects need to be reflected in the respective products of Work Package 1 and Work Package 2. The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks and (4 out of 10 points)
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation and (4 out of 10 points)
- assessing whether the proposed personnel setup is adequate to simultaneously ensure rapid, high-quality delivery of ad-hoc studies (2 out of 10 points)

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

For Work Package 1:

Not applicable due to the flexible nature of the requests for studies concerning the gH2 landscape in India.

For Work Package 2:

The tenderer is required to describe the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

(section 1.2.3 of the assessment grid) - Not applicable -

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible. It is required to describe in detail on how to approach the elaboration of the policy and regulatory instruments listed in section 2.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender.

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

- Not applicable -

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5):

Environmental protection and climate action (climate change mitigation/adaptation)

-Not applicable -

Conflict and context sensitivity

-Not applicable -

Human rights

-Not applicable -

Requirement: 'Gender equality':	10 points out of a total of 10
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	-Not applicable -
Requirement: 'Conflict and context sensitivity':	-Not applicable -
Requirement: 'Human rights':	-Not applicable -

3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure. We request the consultant to elaborate in their application how they will approach to facilitate seamless integration of activities, alignment of objectives, and prompt resolution of issues, ensuring the project's strategic direction and successful outcomes.

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in

chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project (section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

- Not applicable -

3.4.4 Monitoring (section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

3.5 Further requirements (section 1.5 of the assessment grid)

- The tenderer should explain and quantify as far as possible (e.g., tabular overview of the entire expert team, consisting of all experts and pools offered) how well the overall team covers the expertise required for **Work Package 1 and 2** in terms of experience in the required dimensions (5 points out of a total of 10 points).
- The tenderer is required to explain how it will make use of national resources (for example national institutions, network partners etc.) in the context of service delivery (5 points out of a total of 10 points).

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender, age etc.

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

‘One year of professional experience’ is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

Expert 1: Team leader with international experience (section 2.1 of the assessment grid)

This position is a key expert.

Tasks of Expert 1: Team leader:

- Overall responsibility for the work packages of the contractor
- Ensuring the coherence, quality and complementarity of the contractor’s services.
- Staff management, planning the assignments and steering the consulting team, while supporting the other experts technically.
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the advisor managing this contract at GIZ
- Facilitation of consultative processes, including workshops and bilateral exchanges with political partners,
- Covering topics including but not limited to policy and regulatory frameworks, institutional and governance aspects, market and economic analysis, financing mechanisms, energy system integration, technology assessment, and industrial applications of green hydrogen
- Support the development of regulations, norms and standards, certification systems, legislative and subordinate legislative instruments, incentive schemes, and support programmes,
- Responsible for the incorporation of feedback from ministries, GIZ and other stakeholders and support to public dissemination and communication of results.

Qualifications of Expert 1: Team leader

Education/training (section 2.1.1 of the assessment grid):	University degree (‘master’s or German Diplom’) in economics, electrical engineering, energy management, power engineering, physics, or law.
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	In total 15 years of professional experience: - 10 years in the sector renewable energy in an international context (5 points out of a total of 10 points) and - 5 years of professional experience in the green hydrogen sector (5 points out of a total of 10 points)
Specific professional experience (section 2.1.4 of the assessment grid):	In total 10 years of professional experience on following topics: - 5 years in conducting political studies, including regulations, norms and standards, certification systems, legislation, incentive systems or support programs in the gH2 space (7 points out of a total of 10 points) and

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	- 5 years in conducting technical and economic studies in the gH2 space (3 points out of a total of 10 points)
Leadership/management experience (section 2.1.5 of the assessment grid):	15 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	- Not applicable -
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	4 years professional experience in India
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	10 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	- Not applicable -

Expert 2: Lead green hydrogen and green steel expert with international experience
(section 2.2 of the assessment grid)

This position is a key expert.

Tasks of expert 2

- Deliver on technical topics related to Work Package 1 and Work Package 2 as described in chapter 2
- Conducting brief studies as described in Work Package 1
- Covering topics including but not limited to energy system integration, technology assessment, and industrial applications of green hydrogen in hard-to-abate sectors¹
- Support the development of regulations, norms and standards, certification systems, legislative and subordinate legislative instruments, incentive schemes, and support programmes,
- Support technical drafting and revision of policy and regulatory instruments in line with the agreed milestones (MS2-0 to MS2-6),

¹ Hard-to-abate sectors are industries and economic activities for which direct electrification or other readily available low-carbon alternatives are technically challenging or economically unfeasible. These sectors typically include steel, cement, chemicals, aviation, shipping, and certain high-temperature industrial processes. Please note that this applies to all subsequent references to 'hard-to-abate sectors'

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- Support with incorporation of feedback from ministries, GIZ and other stakeholders and support to public dissemination and communication of results.
- Identification and assessment of international best practices and transferable policy and regulatory approaches related to green hydrogen in hard-to-abate sectors in India

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree ('master's or German Diplom') in Natural Sciences, Renewable Energy, Economics, Business, or Engineering.
Language (section 2.2.2 of the assessment grid):	Knowledge of German, C1-level (5 points out of a total of 10 points), and English, C1-level (5 points out of a total of 10 points) in the Common European Framework of Reference for Languages
General professional experience (section 2.2.3 of the assessment grid):	In total 15 years of professional experience: - 5 years in the climate, renewable energy, fuel or steel sector in an international context (5 points out of a total of 10 points) and - 5 years of professional experience in the field of green hydrogen (2 points out of a total of 10 points) and - 5 years of professional experience in the field of green steel (3 points out of a total of 10 points)
Specific professional experience (section 2.2.4 of the assessment grid):	In total 10 years of specific professional experience: - 4 years of professional experience in conducting political studies, including regulations, norms and standards, certification systems, legislation, incentive systems or support programs in the field of gH2 (4 points out of a total of 10 points) and - 3 years of professional experience in conducting technical studies in the PtX fields of green methanol, or green ammonia space (3 points out of a total of 10 points) - 3 years of professional experience in 4 countries related to RED I-III, RFNBO certification and GHG emissions accounting (3 points out of a total of 10 points)
Leadership/management experience (section 2.2.5 of the assessment grid):	- Not applicable -
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	- Not applicable -
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	- Not applicable -
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	- Not applicable -

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Other (section 2.2.9 of the assessment grid):	- Not applicable -
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Expert 3: Lead economist with international experience (section 2.3 of the assessment grid)

This position is a key expert.

Tasks of expert 3

- Deliver on economic topics related to Work Package 1 and Work Package 2 as described in chapter 2
- Conducting of brief studies as described in Work Package 1
- Covering topics including but not limited to policy and regulatory frameworks, institutional and governance aspects, market and economic analysis and financing mechanisms of green hydrogen in hard-to-abate sectors
- Support development of regulations, norms and standards, certification systems, legislative and subordinate legislative instruments, incentive schemes, and support programmes,
- Support technical drafting and revision of policy and regulatory instruments in line with the agreed milestones (MS2-0 to MS2-6),
- Support incorporation of feedback from ministries, GIZ and other stakeholders and support to public dissemination and communication of results.
- Identification and assessment of international best practices and transferable policy and regulatory approaches related to green hydrogen in hard-to-abate sectors in India

Qualifications of expert 3.

Education/training (section 2.3.1 of the assessment grid):	University degree ('master's or German Diplom') in Economics.
Language (section 2.3.2 of the assessment grid):	Knowledge of German, C1-level (5 points out of a total of 10 points), and English, C1-level (5 points out of a total of 10 points) in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	In total 7 years professional experience in the sectors green hydrogen or PtX in hard-to-abate sectors.
Specific professional experience (section 2.3.4 of the assessment grid):	In total 7 years of specific professional experience: - 5 years of professional experience in conducting economic studies, including regulations, norms and standards, certification systems, legislation, incentive systems or support programs in the field of gH2 in hard-to-abate sectors (5 points out of a total of 10 points). - 2 years of professional experience in 4 countries related to RED I-III, RFNBO certification and GHG emissions accounting. (5 points out of a total of 10 points)

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Leadership/management experience (section 2.3.5 of the assessment grid):	- Not applicable -
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	- Not applicable -
Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	- Not applicable -
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	10 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	- Not applicable -

Expert 4: Lead legal expert with international experience (section 2.4 of the assessment grid)

This position is a key expert.

Tasks of expert 4

- Deliver on legal topics related to Work Package 1 and Work Package 2 as described in chapter 2
- Supporting conducting of brief studies as described in Work Package 1
- Covering topics including but not limited to policy and regulatory frameworks, institutional and governance aspects, market and economic analysis, financing mechanisms and energy system integration of green hydrogen in hard-to-abate sectors
- Development of regulations, norms and standards, certification systems, legislative and subordinate legislative instruments, incentive schemes, and support programmes,
- Technical drafting and revision of policy and regulatory instruments in line with the agreed milestones (MS2-0 to MS2-6),
- Support incorporation of feedback from ministries, GIZ and other stakeholders and support to public dissemination and communication of results.
- Identification and assessment of international best practices and transferable policy and regulatory approaches related to green hydrogen in hard-to-abate sectors in India

Qualifications of expert 4.

Education/training (section 2.4.1 of the assessment grid):	University degree ('master's or German Diplom') in Law or fully qualified lawyer.
Language (section 2.4.2 of the assessment grid):	Knowledge of German, C1-level (5 points out of a total of 10 points), and English, C1-level (5 points out of a total of 10

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	points) in the Common European Framework of Reference for Languages
General professional experience (section 2.4.3 of the assessment grid):	8 years of professional experience in the field of law on hydrogen.
Specific professional experience (section 2.4.4 of the assessment grid):	In total 8 years of specific professional experience: - 5 years of professional experience in conducting legal studies, including regulations, norms and standards, certification systems, legislation, incentive systems or support programs in the field of gH2 in hard-to-abate sectors (5 points out of a total of 10 points) - 3 years of professional experience in 4 countries related to RED I-III, RFNBO certification and GHG emissions accounting (5 points out of a total of 10 points)
Leadership/management experience (section 2.4.5 of the assessment grid):	- Not applicable -
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	- Not applicable -
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	3 years professional experience in India
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.4.9 of the assessment grid):	- Not applicable -

Expert 5: Lead expert Indian hydrogen landscape with national experience (section 2.5 of the assessment grid)

This position is a key expert.

Tasks of expert 5

- Deliver on economic topics related to Work Package 1 and Work Package 2 as described in chapter 2
- Technical management of expert pool
- Facilitation of consultative processes, including workshops and bilateral exchanges with political partners,
- Incorporation of feedback from ministries, GIZ and other stakeholders and support to public dissemination and communication of results.

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Qualifications of expert 5.

Education/training (section 2.5.1 of the assessment grid):	University degree (Bachelor's degree or German Diplom) in engineering, energy systems, economics, public policy, or a related field on hydrogen and or renewable energy.
Language (section 2.5.2 of the assessment grid):	Knowledge of English (5 points out of a total of 10 points) C1-level and Hindi (5 points out of a total of 10 points), C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.5.3 of the assessment grid):	10 years of professional experience in the energy sector, with a focus on green hydrogen and related value chains, including green iron/steel and sustainable aviation fuels (e-SAF)
Specific professional experience (section 2.5.4 of the assessment grid):	7 years of professional experience in the Indian green hydrogen ecosystem, including in-depth knowledge of policies, regulations, market frameworks, and implementation mechanisms
Leadership/management experience (section 2.5.5 of the assessment grid):	10 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for 5 people
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	- Not applicable -
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	- Not applicable -
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.5.9 of the assessment grid):	2 years of experience working with professional networks and working relationships with Indian ministries, public authorities, private sector actors, industry associations, or non-governmental organisations on matters of gH2 in hard-to-abate sectors in India.

Expert 6: Pool with 5 experts with national experience (section 2.6 of the assessment grid)

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Please include a table that clearly indicates which of the respective experts fulfil which criteria.

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Tasks of the expert pool

- Supporting conducting of brief studies as described in Work Package 1
- Covering topics including but not limited to policy and regulatory frameworks, institutional and governance aspects, market and economic analysis, financing mechanisms, energy system integration, technology assessment, and industrial applications of green hydrogen
- Providing evidence-based analysis for Work Package 1 and Work Package 2, taking into account especially national and local conditions in India.
- Development of regulations, norms and standards, certification systems, legislative and subordinate legislative instruments, incentive schemes, and support programmes,
- Technical drafting and revision of policy and regulatory instruments in line with the agreed milestones (MS2-0 to MS2-6),
- Support facilitation of consultative processes, including workshops and bilateral exchanges with political partners,
- Incorporation of feedback from ministries, GIZ and other stakeholders and support to public dissemination and communication of results.
- Support with the identification and assessment of international best practices and transferable policy and regulatory approaches related to green hydrogen in hard-to-abate sectors in India

Qualifications of the expert pool

Education/training (section 2.6.1 of the assessment grid):	All experts with a university degree ('master's or German Diplom') in: - Energy Engineering, - Environmental Engineering, - Economics or Energy Economics, - Public Policy or Political Science, - Law with a focus on energy, environmental or regulatory law or - Finance or Business Administration with energy focus
Language (section 2.6.2 of the assessment grid):	All experts with knowledge of English (5 points out of a total of 10 points) C1-level and Hindi (5 points out of a total of 10 points), C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.6.3 of the assessment grid):	2 of the 5 experts each with 10 years of professional experience in the sector energy, climate policy, or industrial decarbonisation (4 points out of a total of 10 points) and 3 of the 5 experts each with 10 years of professional experience in the sector energy policy and regulation, climate and industrial policy, or related public-sector or advisory environments (6 points out of a total of 10 points).
Specific professional experience (section 2.6.4 of the assessment grid):	All experts each with 5 years of professional experience in the following areas: - Green hydrogen, PtX and industrial decarbonisation (in one of the following sectors iron, steel, chemicals, fertilisers, e-fuels) (5 point out of a total of 10 points) and

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	- Renewable energy grid integration (2 point out of a total of 10 points) and - Energy policy, regulatory frameworks (including standards or certification systems), legislative instruments or incentive mechanisms in the energy or climate sector (3 point out of a total of 10 points)
Leadership/management experience (section 2.6.5 of the assessment grid):	- Not Applicable -
International professional experience outside the country/region of assignment (section 2.6.6 of the assessment grid):	All experts each with 7 years of professional experience in India
Professional experience in the country/ region of assignment (section 2.6.7 of the assessment grid):	- Not Applicable -
Experience in the field of development cooperation (section 2.6.8 of the assessment grid):	3 experts each with 3 years of experience in development cooperation projects
Other (section 2.6.9 of the assessment grid):	- Not Applicable -

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared

objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence /remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights	Number of national flights
Expert 1: Team leader (international experience)	60	50	110	No	5	1
Expert 2: Lead green hydrogen and green steel expert (international experience)	80	20	100	No	2	1
Expert 3: Lead economist (international experience)	80	20	100	No	2	1
Expert 4: Lead legal expert (international experience)	80	20	100	No	2	1
Expert 5: Lead expert Indian hydrogen landscape (national experience)	80	60	140	No	0	1
Expert 6: Pool with 5 experts	560	200	760	No	0	20

(national experience)						
Backstopping	Not applicable	Not applicable	Not applicable	No	0	0

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

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](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/budget
Total number of international flights	11
Total number of national flights	25
CO ₂ offsets for flights	2800 € An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, public transport)	36

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Per-diem allowances (experts with international experience)	110
Accommodation allowances (experts with international experience)	110
Other travel costs for experts with national experience (per diem allowance and accommodation)	42.380 €
Visa acquisition costs	2.000 €

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 (download at <https://www.bundesfinanzministerium.de>).

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Transport costs
- Visa acquisition costs

Notes on the settlement of accommodation allowances outside Germany:

For the country India, tenderers may offer accommodation allowances up to EUR 211. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 158.25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.
- If the contractor offers accommodation allowances at between 75% and 100% (EUR 158.26 – 211.00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

Accommodation allowances outside Germany that exceed the maximum amount permissible under tax law as stipulated by BMF and were unavoidable (e.g. due to security requirements) can be settled exclusively on presentation of a written justification of the specific case for the evidenced costs up to the contractually agreed amount.

5.4 Materials and equipment

– Not applicable –

5.5 Operating costs in the country of assignment

– Not applicable –

In case necessary, e.g. during visits of experts with international experience to New Delhi, GIZ can temporarily provide office space during the days of the visit. (Although this will most likely not be necessary, as the visits are planned for Workshops etc. for which GIZ will organize logistics.)

5.6 Workshops, education and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified. The costs will be covered directly by GIZ or the partner(s). The printing of all workshop materials, draft reports, presentation slides, handouts, and brochures and training manuals will be covered by GIZ.

5.7 Local contributions

– Not applicable –

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 83.000,00

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 20 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in German.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following option if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

– Not applicable –

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7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition: The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.