

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

CONFIDENTIAL

Strengthening the capacity of stakeholders on forest fire management	Project number/ cost centre: G-012334-01
	Tender number 10035269

List of abbreviations 2

1. General Information..... 3

1.1 Brief information on the project..... 3

1.2 Context..... 3

1.3 Objectives and the scope of the assignment 3

2. Tasks to be performed by the contractor 4

3. Concept..... 7

 Technical-methodological concept 7

 Project management of the contractor (1.6) 8

4. Personnel concept..... 8

 Key expert 1 8

5. Costing requirements 8

 Assignment of personnel and travel expenses 8

 Sustainability aspects for travel 9

6. Inputs of GIZ or other actors..... 10

7. Requirements on the format of the tender 10

List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
CV	Curriculum Vitae
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
G-VAN	Strengthening Gender Responsive Forest Ecosystems Management and Agroforestry in India
MoEF&CC	Ministry of Environment, Forest and Climate Change
SoPs	Standard Operating Procedures
ToRs	Terms of reference

1. General Information

1.1 Brief information on the project

The 'Strengthening Gender Responsive Forest Ecosystems Management and Agroforestry in India' (GVAN) project is to be implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in India on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) in partnership with the Indian Ministry of Environment, Forest and Climate Change (MoEF&CC) at the national level and the state forest departments of Himachal Pradesh, Uttarakhand, Uttar Pradesh and Madhya Pradesh. The goal of the project is to strengthen gender-responsive and climate resilient management of forest and agroforestry ecosystems. The implementation approach of the project is defined as per the following output areas:

1. The institutional framework for gender-responsive forest and agroforestry management that promotes climate resilience has improved.
2. Equitable planning processes and implementation of gender-responsive forest and agroforestry management that promote climate resilience are supported.
3. Gender-responsive or gender-transformative income-generating measures are implemented by forest and agroforestry ecosystem-dependent groups.

1.2 Context

Increasing incidences of forest fires in India—driven by anthropogenic pressures, lack of stakeholder inclusion, lack of planning at landscape level and climate change requires systematic strengthening of capacities at multiple levels. While frontline staff and institutions play a critical role in prevention, detection, and response, significant gaps remain in technical knowledge, community engagement, understanding the ecological and social contexts, role of fire in the provisioning of ecosystem services, coordination mechanisms and use of technology.

At the same time, effective forest fire management is intrinsically linked to broader landscape-level processes, as fire risks, drivers, and impacts are shaped by land-use patterns, ecological conditions, and socio-economic dynamics. However, forest fire management is often addressed in isolation, limiting its effectiveness in achieving long-term resilience.

1.3 Objectives and the scope of the assignment

This assignment therefore adopts a structured capacity-building approach covering basic and advanced forest fire management, while embedding fire management within landscape planning processes. A key element of the approach is the development of a cadre of trainers within the forest departments through a Training of Trainers (ToT) model, ensuring long-term sustainability and scalability of capacity building efforts.

Recognising that effective forest fire management extends beyond institutional capacities, the assignment also emphasises the role of Van Mitras and community-based frontline actors, whose proximity to forests and people enables prevention, inclusion, early detection and rapid response. Their engagement will be strengthened through practical, field-oriented training and integration into planning processes.

To ensure continuity beyond training, the assignment includes post-training handholding support to refine and finalise plans through mentoring, stakeholder consultations, data strengthening, and institutional coordination.

Location: Part of the assignment will be in the country of residence and partly in India.

2. Tasks to be performed by the contractor

The contractor shall provide the below-mentioned services in agreement with the results/milestones of the assignment with the MoEF&CC, UKFD, HPFD, UPFD and MPFD, other relevant stakeholders and GIZ at regular intervals. They will be responsible for sharing reports as per the milestones and timelines mentioned in Table 2. The assignment is divided into the following core tasks:

I. Revision of Forest Fire Management Modules and Development of SoPs

- Review and revise the existing forest fire management manual developed by GIZ to align with diverse forest types, fire regimes and socio-economic conditions across two Western Himalayan states covering:
 - Pre-fire management (Prevention and Preparedness)
 - Risk assessment and preparedness
 - Fire prevention measures
 - Early warning and communication systems
 - Capacity building and mock drills
 - Coordination protocol and resource mobilisation
 - Active fire management (Detection and Suppression)
 - Incident reporting and activation protocols
 - Roles and responsibilities of stakeholders
 - Fire suppression and response procedures
 - Safety and evacuation protocols
 - Inter-agency coordination and communication systems
 - Pre-fire management (Assessment and Rehabilitation)
 - Damage and impact assessment
 - Restoration measures
 - Documentation and reporting
 - Lessons learnt and adaptive management
 - Community recovery and livelihood considerations
- Develop a comprehensive and user-friendly 1-2 pager Standard Operating Procedures (SoPs) on three scenarios.

II. Capacity Building on Basic Forest Fire Management

- Develop modular training curriculum as per different category of stakeholders (front-line officials, van mitras and trainers) on:
 - Socio-economic background of forest fire
 - Forest fire types, causes, and behaviour
 - Fire and forest ecosystems
 - Prevention and mitigation measures
 - Early warning systems
 - Roles of institutions and communities
- Prepare training materials (presentations, manuals, field guides, etc.)
- Conduct basic training workshops as per identified stakeholders including practical exercises and mock drills

III. Capacity Building on Advanced Forest Fire Management

- Develop advanced modular training curriculum as per different category of stakeholders (front-line officials, communities, van mitras and trainers) on:
 - Fire and forest ecosystems
 - Fire and forest ecosystem services
 - Planning with community for local level fire management plan
 - Fire behaviour modelling and risk assessment
 - Guiding front line staff and communities in implementing fire management plans
 - Use of GIS, remote sensing, and fire alert systems
 - Inter-agency coordination and crisis management
 - Post-fire restoration and recovery
 - Scenario-based simulations
 - Strategic response planning
 - Technology-based monitoring tools
- Prepare training materials (presentations, manuals, field guides, etc.)
- Conduct advanced training workshops as per identified stakeholders.

IV. Integration of Forest Fire Management into Landscape Planning

- Support stakeholders and the consultants in integrating forest fire management into landscape-level plans into land-use planning, restoration strategies, livelihood interventions and climate adaptation measures
- Co-develop planning components:
 - Fire prevention and mitigation strategies
 - Planning for improved flow of ES through fire management
 - Preparedness and response protocols
 - Institutional coordination mechanisms
 - Community engagement strategies
- Support drafting of landscape plans with embedded fire management components, including:
 - Objectives, targets, and indicators
 - Spatial prioritisation
 - Implementation roadmap
 - Monitoring framework

V. Handholding to finalise the plan (post-training support)

- Establish a structured coaching and mentoring mechanism with the consultant responsible for developing landscape level plan.
- Support the refinement of fire-integrated landscape plans.

Deliverables:

1. Inception Phase

- Inception Report outlining approach, methodology, work plan, timelines, and stakeholder engagement strategy
- Training plan as per different stakeholders

2. Revision of module and development of SoPs

- Revised training module
 - First Draft: 12 days
 - Review and finalisation: 5 days
- Three SoPs: 6 days

3. Capacity Building on Forest Fire Management

- Duration of training: As mentioned in Table 1
- Modular curriculum (basic and advanced forest fire management)
- Training materials package
- Photo-documentation of the workshops (including participant details, feedback, and learning assessment)

4. Landscape Plans

- Fire-integrated draft landscape plans for selected districts, including:
 - Fire management strategies
 - Spatial prioritisation
 - Implementation roadmap
 - Monitoring framework
- Coaching and handholding plan
- Final forest fire management components integrated into the plan

Table 1: List of Trainings

Training	No. of Days	No. of Batches		
		HP	UK	MP
Forest Fire				
Basic Forest Fire Training for Front-line staff	3	2	2	1
Advanced training for Front-line staff + Communities	3	2	2	2
Advanced training for Van Mitras	5	2		
ToTs	2	2	2	2
Landscape Planning				
Senior officials (DFO and above) + Front-line officials of selected Forest Division	2	1	1	1
Handholding	10	-	-	-

5. Knowledge Products

- Final Report
- Presentations and training materials
- Facilitation guide for trainers

Certain milestones, as laid out in Table 2, are to be achieved by certain dates during the contract term, and at particular locations.

Table 2: Milestones and timelines

Milestones	Number of weeks from start of the contract
Inception Report with detailed work plan and timeframe for execution	02 weeks
Development of modules and SoPs	08 weeks
Capacity Building Design and Preparation	14 weeks
Implementation of Training	15 to 40 weeks
Post-training Handholding and Plan Finalisation	41 to 50 weeks
Final Reports	56 weeks

The Contractor shall report to the Team Leader of the FES Project and work in close cooperation with MoEF&CC, UKFD, HPFD, UPFD and MPFD. The deliverables as per the ToR shall be submitted to GIZ within the timelines specified in this document.

Period of assignment: September 2026 until 31st March 2028.

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 and interaction among actors (1.2.1) and strategy to establish cooperation and cooperating with the relevant actors (1.2.2).

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 (1.6.1). 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** (1.6.2) 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.

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.

Key expert 1

Qualifications of key expert 1

- Education/training (2.2.1): PhD in Forestry/Forest Science
- Language (2.2.2): C2 - level language proficiency in English as per CEFR
- General professional experience (2.2.3): 10 years of experience in the areas of forest management, forest restoration, forest fire prevention and management, integrating ecosystem services approach into development planning and natural resource management,
- Specific professional experience (2.2.4): 6 years of experience in forest ecosystems in India and working with government institutions, delivery and designing of forest fire management training and integrating in the forest management plans in India
- Regional experience (2.2.6): 10 years of work experience of forest management in India
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects/Cooperation management (Capacity Works)
- Others (2.2.8): Experience of implementing 4 trainings on forest fire management with forest department in India

5. Costing requirements

Assignment of personnel and travel expenses

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

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

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

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

Sustainability aspects for travel

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

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Key Expert 1	1	94	94	In place of assignment: 61 In place of residence: 33
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	1	EUR 34.822,00	EUR 34.822,00	A budget is earmarked for travel to the following countries: India. A fixed budget of EUR 34.822,00 is earmarked for settling travel expenses against evidence. The budget covers International and domestic flights, transportation, per diem allowances, overnight accommodation allowances, visa cost etc. Under the BMF travel expense regulations, overnight allowances not exceeding 100%

				<p>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.</p> <p>Per diem allowances can be reimbursed up to the maximum rates specified in the travel expense regulations on a lump-sum basis.</p>
<p>CO₂ compensation for air travel (international flights between Europe and Asia-economy)</p>	1	980,00	980,00	A fixed budget of EUR 980,00 is earmarked for settling carbon offsets against evidence.
Other costs	Number	Price	Total	Comments
<p>Flexible remuneration</p>	1	11.100,00	11.100,00	<p>A budget of EUR 11.100,00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Conceptual inputs and information related to the assignment
- Training logistics
- Necessary communication to state partners to facilitate the tasks outlined in the project

7. Requirements on the format of the tender

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

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

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

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