

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

CONFIDENTIAL

Engagement of an agency for a study on 'Understanding global Integrated Climate Risk Management best practices with a gender-responsive and private sector cooperation lens'

**Project number:
G-012364-001**

**Tender number
10019097**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
CDRI	Coalition for Disaster Resilient Infrastructure
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Development Cooperation)
InCRIS	Integrated Climate Risk Management
KZFK	Short-term expert
NDMA	National Disaster Management Authority
ToRs	Terms of reference

1. Context

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project 'Integrated Climate Risk Management (InCRIS) in India' on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), and in close cooperation with the National Disaster Management Authority (NDMA), Government of India, since December 2024.

Project objective: The institutional and technical capacities of state actors in selected federal states and at national level for the integrated management of selected climate risks have been strengthened.

Approach: The project aims to support National Disaster Management Authority (NDMA) towards alleviation of heatwave related impacts into the comprehensive risk management framework at national and sub-national level by way of policy and actionable strategies. Following a holistic approach, the efforts are accompanied by measures to raise awareness and build capacity of stakeholders in managing the runaway effects of heatwaves.

- fostering national and international exchange and dialogues on innovative approaches to combat impacts of climate change related heatwaves.
- enhancing and strengthening the capacities of authorities at national and sub-national level and institutions for technical application of innovative financial tools for addressing heatwave impacts.
- incorporating gender-sensitive approaches into risk reduction frameworks, ensuring equitable participation and addressing the specific vulnerabilities of women and marginalised groups in heatwave mitigation and adaptation strategies.
- piloting community-based climate adaptation measures and compiling traditional knowledge and best practices for reducing heat-related risks of vulnerable populations, in collaboration with technical partners such as CDRI.

Project outputs with corresponding indicators:

1. Framework conditions for the implementation of recommendations for integrated heatwave management are improved.
 - a. A total of 3 learning formats to be developed, 2 of which are gender-responsive for the effective and efficient implementation of selected recommendations for action for the integrated management of heatwaves, have been put into operation by the module's implementation partners.
 - b. 2 governmental organizations involved in the management of heatwaves have introduced a digital decision support tool for the integrated management of heatwaves in their information technology systems.
2. The implementation of climate risk financing solutions as part of integrated climate risk management has been increased.
 - a. 6,000 people, including 2,000 women, confirm the use of climate risk finance solutions provided by the project.
 - b. 4 climate risk finance solutions specifically geared to the needs of women are designed.
3. The dissemination of knowledge on gender-responsive, community-based approaches to climate adaptation to strengthen the climate resilience of critical infrastructure has been increased.
 - a. 3 new measures on gender-responsive, community-based climate adaptation to strengthen climate resilience of critical infrastructures have been implemented on a pilot basis.

- b. The 3 pilot-implemented, gender-responsive, community-based climate adaptation measures to strengthen climate resilience of critical infrastructures were presented in 2 exchange formats (national and international).

Gender-responsiveness and stakeholder collaboration for sustenance of risk management measures are important underlying components of the project – this means that an understanding of gender-specific and public-private cooperation risks and needs must be considered while designing project intervention.

The InCRIS project focuses on heatwaves as a climate-change induced extreme weather event, impacting people and livelihoods throughout the country. The project has global as well as national level engagement, and in this context, an understanding of integrated climate risk management beyond heatwaves is equally important. The agency is expected to identify the most prominent climate risks that India faces and base this study on them.

Using an understanding of the abovementioned risks, the agency should unpack the concept of integrated climate risk management, which is commonly understood as a comprehensive and intersectional approach to addressing climate and disaster vulnerabilities. It commonly includes structured assessment and documentation of risks, consultations with vulnerable groups, partnership-building to deliver results through policy and practice, and an exhaustive range of financial, technical and capacity support measures. It also requires integration of important themes such as gender, stakeholder cooperation and financial support mechanisms for sustaining results.

This assignment will focus on a detailed climate and disaster risk assessment to inform resilience planning in India, primarily ensuring that gender-differentiated vulnerabilities and capacities are systematically identified and incorporated. This will be followed by documenting existing gender-responsive climate and disaster risk mitigation models to create a knowledge base of replicable and scalable best practices from similar regions across the world.

Considering that the project is being implemented in India, traditional systems and knowledge are of value and the framework should also document and compile stories of the use of indigenous knowledge for integrated climate risk management and enhancement of resilience globally, thereby bridging local wisdom with contemporary risk governance.

Another critical component of this approach is fostering meaningful private sector engagement in integrated climate risk management, particularly in financing, innovation, and implementation, and should thus be explored in detail.

Additionally, despite the best of mitigation and adaptation measures that may be implemented, some climate-induced risks and threats are unavoidable and irreversible. This is where loss and damage (L&D) support helps impacted communities. Therefore, the study should also examine L&D through a gender lens, with special emphasis on vulnerable regions where socio-economic inequalities intensify climate impacts.

This work would thus identify, assess, and present on the innovative work, implementation, and policy development from global examples on the mentioned themes which have the potential to inform policy and practice in India.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Global assessment of Integrated Climate Risk Management in regions like India dealing with similar climate risks
- 1 case study compendium with a focus on gender-inclusion and private-sector participation
- 1 research report and 4 concept notes on the intersection of L&D, its gender specific impact and requisite action for improvement

Inception of the assignment

Objective:

To bring synergy between the onboarded agency and the commission's objectives and expectations

Key Activities:

- Conduct in-depth discussions with the GIZ team on the objectives, ToR requirements, and value addition beyond the outlined scope
- Define a timeline for formal submissions, periodic reviews, and follow-up meetings
- Present a detailed plan for implementation and execution within the agreed upon timeframe

Deliverables/Milestones:

- Inception report outlining methodology, indicative scope of research, and list of countries/cases to be studied
- Presentation and documentation of the timeline, execution, and implementation plan

Work Package (WP) 1: Global assessment of Integrated Climate Risk Management in regions like India dealing with similar climate risks

Objective:

To assess global best practices, policy frameworks, tools, community-based strategies, and other crucial components for integrated climate risk management in regions with risks similar to India

Key tasks:

- Literature review to identify the top five most intense climate-related risks faced by India and its impacts (with a focus on gender specific consequences), measures for risk reduction including policy, indigenous knowledge contribution, successful case studies etc. This should be a holistic review giving a complete picture of the measures to reduce climate risk which may include early warning systems, nature-based, financial and technological solutions, and integrated heat & health action plans.
- Conducting multi-stakeholder (virtual) consultations with government bodies, academia, private sector representatives, and community representatives associated with the chosen climate risks and countries/regions
- Organizing dialogues with private sector stakeholders to examine their role in the task and engage with partners to explore collaborative mechanisms for action on the identified climate risks in India and other countries. These should be done virtually.
- Propose an indicative list of factors that are crucial to be incorporated into disaster risk reduction/ management measures for them to be effective
- Comment on alignment of the measures with the global climate agenda, the Sustainable Development Goals, the Sendai Framework, and UNDRR priorities on Loss and Damage

Deliverables/Milestones:

- Interim report to finalise study outline, share stakeholder map and indication of results
- Strategic Messaging Framework aligned with national and global climate and disaster resilience goals, including India's NDCs, UNDRR, and SDG priorities, etc.
- Final Compendium presenting a global assessment of Integrated Climate Risk Management with dedicated sections summarising gender-inclusion and private-sector participation, categorised into important sections that discuss crucial factors for DRR/management measures, with at least 10-12 case studies
- A PowerPoint presentation summarising highlights from the compendium
- The compendium must be designed as per GIZ's specifications and delivered in digital (report, powerpoint presentation, and policy memo, etc.) form

Work Package 2: Study report on Management of Climate-Induced Loss & Damage

Objective:

To compile a technical assessment on the subject of management of L&D finance in India with a focus on the climate induced L&D, gendered impacts of loss and damage, potential opportunities for financial support and successful model approaches

Key Activities:

- Literature review and research to understand the multifaceted issue of loss and damage in India (both economic and non-economic), with specific analysis about the intersection of funding gaps and impacts on women and vulnerable groups
- Identify and categorize climate-induced economic losses (Infrastructure destruction, Agricultural productivity decline, Livelihood disruption, Supply chain shocks) and non-economic losses (cultural heritage erosion, Biodiversity loss, Community displacement, Health and psychosocial impacts).
- The research to tap potential Climate Hazards Heatwaves, Floods and extreme precipitation, Tropical cyclones, Droughts, Glacial Lake outburst, floods, Sea-level rise.
 - Analyse the L&D finance gaps in India and suggest urgent areas of work with a brief guidance on the appropriate action such as funds to tap into, potential successful approaches, risks etc.
- Develop short but comprehensive concepts of L&D related action relevant to India such as e.g. Integrate L&D into disaster risk reduction and development planning frameworks
- Emphasis in the concepts on required parameters such as source of funding, area of intervention, intended results, whether such ideas have worked elsewhere in the world etc. This could be done by developing an Excel-based information framework that would lead to prepare 4 theoretical concepts for management of climate induced L&D in India

Deliverables / Milestones:

- A research report with aforementioned specifications
- Four short but comprehensive concepts for action on L&D in India

Project Management Requirements:

- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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

The assignment is structured for a period of 11 months from 1st August 2026 – 30th June 2027 to ensure thorough research, iterative development, stakeholder engagement, and outreach.

Milestones	Deadline	Details / Format / Notes
Inception Report	August 2026	Finalising the work outline and outputs, to be submitted two weeks after the contract starts
Draft compendium	30 th November 2026	
Draft research report and concept notes	31 st March 2027	
Final outputs	30 th June 2027	

Period of assignment: from 1st August 2026 – 30th June 2027

3. Concept

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

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

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

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

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

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the

services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

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

Project management of the contractor (1.6)

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

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that list 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.

Further requirements (1.7)

Prior ODA and gender experience required. **If this criterion is not met, the offer will be excluded.**

Backstopping

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

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

4. Personnel concept

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

The personnel requirement includes:

1. One **Team Leader**
2. One **Thematic Expert – Climate**
3. One **Thematic Expert – Gender**
4. One **Communication Expert**

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

Team leader (30 expert days in total)

Tasks of the team leader

- Provide overall leadership for the assignment, including finalising the plan of action, quality assurance, reporting, and adherence to timelines
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Ensuring good stakeholder engagement for project activities at all levels
- Alignment of all outputs with the overall project objective
- Personnel management within the available budget, as well as planning and steering for timely and quality output delivery
- Contribution to learning and innovation in the specified area of work to ensure good quality of project results
- Regular reporting in accordance with deadlines
- Strengthen networks with key stakeholders in the sector and share project insights with them, especially with the private sector as mentioned in the work packages
- Ensure timely submission of invoices and mandatory reports to GIZ as stipulated in the final contract

Qualifications of the team leader

- Education/training (2.1.1): university degree (PhD/German 'Diplom'/Master) in Climate Science / Environmental Studies / Development Management / Disaster Management / International relations / Political Science / relevant sciences.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the development sector with a focus on climate change and/or disaster/ climate risk management
- Specific professional experience (2.1.4): 8 years of experience working on climate adaptation - in context of disasters / risk reduction / gender and community-based approaches
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader
- Regional experience (2.1.6): 5 years of experience in projects in Asia, of which 2 years in projects in India
- Development cooperation (DC) experience (2.1.7): 3 projects preferred
- Other (2.1.8): Not applicable

Key expert 1 - Climate Change / Climate Risks and Resilience / Loss and Damage / Climate-related disaster risks (90 expert days in total)

Tasks of key expert 1

- Lead content curation and preparation of all thematic outputs as defined in this ToR – reports, concepts, policy recommendations, case studies etc.
- Ensure climate risk reduction and management is included as a central theme in all activities and outputs included within the framework of this assignment, in alignment with

global indicators and frameworks, and themes such as gender and private sector cooperation

- Ensure timely delivery of project outputs and their alignment with the overall project objectives
- Prepare monitoring reports and necessary summary documents for different partners/fora as stipulated by GIZ
- Align with the project as it evolves over the contract duration and provide requisite background research, knowledge products and documentation in discussion with GIZ

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Post-graduate) in Climate Science / Management / Disaster Management / relevant sciences Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of experience in the climate change adaptation / disaster management / development finance
- Specific professional experience (2.2.4): 5 years of experience in working on climate risk management with a strong understanding of research, policy and practice
- Leadership/management experience (2.2.5): Not applicable
- Regional experience (2.2.6): Preferably 2 projects in India
- Development Cooperation (DC) experience (2.2.7): 4 projects preferred
- Other (2.2.8): Not applicable

Key Expert 2 – Gender (60 expert days in total)

Tasks of key expert 2

- Identify critical components that make disaster risk reduction and management measures gender-responsive and adaptive
- Analyse global cases that incorporate these components/ approaches and effectively achieve the desired gender outcomes
- Develop and provide a set of reference case studies with a strong analysis of gender impacts/ outcomes
- Propose an indicative list of factors that are crucial to be incorporated into disaster risk reduction/ management measures for them to be effective
- Find innovative ways of strengthening the voices of women stakeholders in the context and highlight along with case studies and concepts as defined in the work packages

Qualifications of key expert 2

- Qualification (2.3.1): University degree (Masters) in Climate Change / Gender Studies / Anthropology / Development Studies / Social Sciences
- Language Skills (2.3.2): Proficiency in English (English: C1 written and spoken)
- General Experience (2.3.3): 7 years of experience of working on gender empowerment, inclusion and representation
- Specific Experience (2.3.4): 5 years of experience of working with local communities/ organisations in the development, gender and climate space
- Leadership/management experience (2.3.5): Not applicable
- Regional Experience (2.3.6): Preferable 1 project in India
- Development Cooperation Experience (2.3.7): 3 projects preferred
- Other (2.3.8): Not applicable

Key Expert 3 – Communication (40 expert days in total)

Tasks of key expert 3

- Support organisation of stakeholder interviews and engagement activities as defined in the TOR so that they are effective and reap the desired outcomes
- Ensure timely documentation and sharing of learnings in the correct formats and templates as prescribed by GIZ
- Ensure that the committed outputs are presented in a reader-friendly format for ease of understanding and communication
- Schedule regular meetings with GIZ for sharing project progress, minute all discussions, and keep this document updated with feedback and action at all times
- Provide communication and knowledge material for sharing with important national and international partners as needed by GIZ

Qualifications of key expert 3

- Qualification (2.4.1): University degree (Masters) in Mass Communication / Development Communication / Media Studies / Multi-media studies
- Language Skills (2.4.2): Proficiency in English. (English: C1 written and spoken)
- General Experience (2.4.3): 5 years of experience of working in communication and knowledge management
- Specific Experience (2.4.4): 3 years of experience of working in the development communication space, with a focus on climate
- Leadership/management experience (2.4.5): Not applicable
- Regional Experience (2.4.6): Preferable 1 project in India
- Development Cooperation Experience (2.4.7): 3 projects preferred
- Other (2.4.8): Not applicable

Soft skills of team members

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

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

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 higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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

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

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	30	30	
Expert 1 – Climate	1	90	90	
Expert 2 – Gender	1	60	60	
Expert 3 – Communication	1	40	40	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	4	2	8	2 days before, event day, 1 day after; 2 experts
Overnight allowance in country of assignment	4	2	8	2 days before, event day, 1 day after; 2 experts Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for reimbursement against evidence. Up to 75% of the maximum rates specified in

				<p>the travel expense regulations can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p> <p>Overnight stays in Germany (deviation from the travel expense regulations):</p> <p>Note: Overnight allowances of up to EUR 130 can be submitted for reimbursement against evidence. Up to EUR 80 can be submitted for reimbursement on a lump-sum basis.</p> <p>Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.</p>
Transport	Quantity	Number per expert	Total	Comments
International flights <i>India</i>	2	1	2	2 round trips - base city of agency to a major city in India (on GIZ's suggestion), any 2 experts
Domestic flights	2	2	4	Flights within the country of assignment during service delivery; 4 round trips as required, within country travel, any 2 experts
CO₂ compensation for air travel			12	A fixed budget of EUR 600 is earmarked for settling carbon offsets against evidence
Travel expenses (train, car)			lumpsum	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses			lumpsum	e.g. visa costs
Other costs	Number	Price	Total	Comments
Flexible remuneration		1	5000	A budget of EUR 5000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.

				Use of the flexible remuneration item requires prior written approval from GIZ.
Other costs			lumpsum	The budget contains the following costs: design, translation, editing etc.

6. Requirements on the format of the tender

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

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

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