

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

CONFIDENTIAL

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<b>Technical studies on Decentralized Renewable Energy &amp; Emerging RE Applications in Keralam</b>	<b>Project number/ cost centre: G-012382-001</b>
	<b>Tender number 10023997</b>

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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
ANERT	Agency for New and Renewable Energy Research and Technology
DISCOM	Distribution Companies
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
KSEB	Keralam state electricity board
MNRE	Ministry of New & Renewable Energy
PMU	Project Management Unit
PMSGY	PM Surya Ghar Yojana
RE	Renewable Energy
ToR	Terms of Reference

## 1. Context

The project, titled "Achieve India's Renewable Energy Target of 500 GW by 2030," is a flagship initiative aligned with India's ambitious climate and energy goals. It is politically anchored with the Ministry of New and Renewable Energy (MNRE), Government of India, and represents a commitment by the German Federal Ministry for Economic Cooperation and Development (BMZ) following the Indo-German intergovernmental negotiations held on 1st November 2023 in New Delhi.

The project directly contributes to India's Nationally Determined Contribution (NDC) targets for 2030 and the overarching goal of achieving net-zero emissions by 2070. It operates under the newly launched Indo-German Platform for Investments into Renewable Energies, aiming to facilitate strategic collaboration and impactful investments in the sector. Key components of the project include policy and technical advisory to MNRE on the expansion of wind energy and rooftop solar photovoltaics, as well as the modernization of aging renewable energy infrastructure. It also supports the development of local solar supply chains, promotes digital tools for grid operators, and advises on necessary reforms and grid expansion. Furthermore, the project places a strong emphasis on addressing the shortage of skilled labour in the renewable energy sector by promoting the participation of women, thereby fostering inclusive and sustainable energy transitions in India.

The Agency for New and Renewable Energy Research and Technology (ANERT) is the State Nodal Agency of Kerala responsible for planning, coordination, and implementation of renewable energy (RE) programmes in the State. Kerala has set ambitious renewable energy targets in alignment with national commitments under India's Nationally Determined Contributions (NDCs) and the broader objective of achieving net-zero emissions by 2070. The State is actively pursuing expansion of rooftop solar, decentralized RE systems, along with RE-based electrification initiatives across urban & remote regions. Programmes such as solarisation of public buildings, PM Surya Ghar, decentralized electrification of remote areas are being implemented across multiple districts. However, with the increasing scale and complexity of implementation of RE initiatives persists. The complexity related the roof availability, building typology, ownership structure limits the uptake of the initiatives, highlighting the need of innovative deployment models such as Virtual Net Metering (VNM) and Group Net Metering (GNM). In parallel, remote and tribal regions require context-specific decentralized RE solutions that are technically suitable, economically viable, and operationally sustainable. Given this diverse & evolving requirements, there is a need to strengthen programme-level coordination, technical assessment, monitoring, documentation, and analytical support within ANERT. Structured support is required to enable informed decision-making, improve implementation efficiency, and ensure alignment with MNRE guidelines and State policy objectives.

Kerala state has high urban density RTPV availability is often limited for domestic consumers residing in apartments or multistorey buildings, and thus, there is a need for a structured assessment of VNM and GNM models to understand their technical feasibility, economic implications, and implementation considerations within the State's regulatory and grid context.

Under the RE500 Programme, it is proposed to undertake a structured analytical study on solar prosumer GNM/VNM & on decentralized RE solutions, to identify feasible implementation pathways and opportunities for scaling these approaches in the state Kerala

## **Objective:**

The objective of this assignment is to provide technical advisory and analytical support to ANERT across identified priority areas, including

1. To provide a detailed assessment of VNM and GNM models in terms of technical, economical, and implementation aspects to understand the potential role of VNM/GNM as complementary models to individual rooftop solar.
2. To evaluate decentralized renewable energy (DRE) solutions for remote and tribal hamlets, including identification and mapping of potential sites, assessment of suitable technology options (e.g., standalone systems, micro-grids), and analysis of sustainability and scalability considerations.

## **Target group and other stakeholders**

The primary target group of this assignment is the ANERT, Govt. of Keralam.

Key stakeholders include but not limited to, the Distribution Utility (KSEB Limited), State Transmission Utility, relevant State departments, Local Self-Government Institutions (LSGIs), MNRE, Residential Consumers & Housing Societies, Tribal Communities, and other agencies involved in renewable energy deployment

## **2. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services:

**Work Package 1 (WP1):** Analytical Study on Solar Prosumer Models (VNM/GNM)

**Work Package 2 (WP2):** Analytical Study on Decentralized Renewable Energy Solutions for Remote and Tribal Areas

The primary focus is upscaling renewables in Keralam state, and the consultants are required to provide technical expertise on the assignments. The comprehensive implementation-level details of each of the given activities will be jointly discussed and finalized with ANERT during inception phase. The consultants - as technology advisors - are required to be flexible with changing requirements of ANERT and have onsite presence during the tenure of the contract and work as and when required.

The following activities are envisaged under this Work Package, as discussed and agreed with ANERT:

1. **Roadmap for Solar Deployment Models** (RTPV, VNM, GNM and LSGI-Level Models): The objective is to develop a structured roadmap for scaling rooftop solar, Virtual Net Metering (VNM), Group Net Metering (GNM), and community/LSGI-level solar deployment models in Keralam, including assessment of technical, financial, regulatory, and grid considerations, and identification of optimal implementation pathways, aggregation mechanisms, global best practices and phased rollout strategies.
2. **Analytical Study on Decentralized RE solution for Tribal Hamlets:** The objective is to assess decentralized RE solutions for tribal and remote hamlets through site

identification, evaluation of technology suitability, and preparation of analytical recommendations on scalability and long-term sustainability.

## **Work Package 1 (WP1): Analytical Study on Solar Prosumer Models (VNM/GNM)**

### **Task 1.1 (WP1) Review of Policy and Regulatory Contexts**

- Review existing net metering provisions applicable, regulations, guidelines, advisories & frameworks relevant to Net Metering (VNM and GNM).

### **Task 1.2 (WP1) Technical & Grid Integration Assessment**

- Analyse technical configuration of VNM and GNM models including the system architecture, metering arrangements, energy accounting & billing logic.
- Assessment of the grid integration considerations at distribution level including network constraints, integration feasibility & load Pattern.
- Identification of the technical constraints for implementation for domestic consumer and LSGI buildings.

### **Task 1.3 (WP1) Economic Analysis for Domestic Consumers**

- Comparative cost-benefit analysis for the domestic consumers for individual rooftop solar, virtual net metering & group metering.
- Undertake analysis of the potential bill savings, payback period, and sensitivity to key parameters (tariff, system size, consumption patterns).
- Global best practices including; net metering mechanisms, tariff structures, lifecycle costs, business models etc., adopted internationally.
- Identify most suitable consumer segments for VNM/GNM and potential consumer segments.

### **Task 1.4 (WP1) Implementation Models and Institutional Arrangements**

- Assessment of possible implementation models for housing society/apartment, community/LSGI level aggregation including the ownership, operation, billing model.
- Define stakeholder roles and coordination mechanisms

### **Task 1.5 (WP1) Potential Risks, Challenges, and Mitigation Measures**

- Identify the challenges including-
  - Billing & accounting complexity
  - Grid integration & operational issues
  - Consumer awareness & participation
  - Institutional coordination gaps
- Identify the potential mitigation measures.
- Review and recommendation summary briefs on good practices in other states.

### **Task 1.6 (WP1) Roadmap for solar deployment models and Way Forward**

- Develop a Roadmap study incorporating comprehensive comparative and feasibility assessment of: Rooftop Solar (RTPV), Centralized Virtual Net Metering (VNM), Group Net Metering (GNM) and Community / LSGI-level solar deployment models etc. for residential and public buildings

- Identify optimal implementation pathways and aggregation mechanisms.
- Recommend phased rollout strategy and risk mitigation measures.

### **Deliverables under WP1:**

**Note:** All the deliverables are subject to the approval of ANERT officials and GIZ team/Project AV

<b>Deliverables</b>	<b>Description</b>
D1: Solar prosumer (VNM/GNM) Assessment Report	Interim report covering policy and regulatory review & current readiness in the state, as mentioned in task 1.1-1.2
D2: Implementation, deployment Strategy Report	Final consolidated report covering details from D1 and task 1.3 to 1.6.

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

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Methodology, Framework, stakeholder mapping & inception report submission	Month 1
Completion of data collection, policy, regulatory, Grid Integration & techno-economic Analysis	Month 5
Submission of final solar prosumer (VNM/GNM) assessment report (D1)	Month 6
Development of deployment scenarios, aggregation pathways, and preliminary roadmap framework (short, medium, long-term) with risk assessment (technical, financial, operational) and mitigation measures.	Month 10
Roadmap report including Implementation plan, risk & deployment strategy report (including pilots, and policy recommendations) (D2)	Month 12

### **Work Package 2 (WP2): Analytical Study on Decentralized Renewable Energy Solutions for Remote and Tribal Areas**

Aim of the WP2 is to provide analytical and technical support to ANERT for assessing DRE solutions in tribal and remote hamlets. The contractor must perform the following tasks under this Work Package.

#### **Task 2.1 (WP2): Site Identification & Preliminary Technical Screening**

- Identify and assess potential sites in tribal and remote hamlets suitable for decentralized RE interventions.
- Undertake preliminary technical screening of identified sites considering
  - Demand Profile & resource potential
  - Energy access status, existing infrastructure and grid connectivity
  - Geographic and accessibility constraints
- Priorities sites based on suitability, need, and feasibility considerations.

#### **Task 2.2 (WP2): Technical Assessment & Case-Based Learning**

- Evaluate suitable decentralized RE technology options, including:

- Standalone solar systems
- Solar-based micro-grids
- Hybrid configurations (where relevant)
- Assess each option based on:
  - Technical feasibility
  - Reliability and performance
  - Operation and maintenance requirements
- Provide recommendations on appropriate technology configurations for different deployment types.

#### **Task 2.3 (WP2): Lifecycle & Financial Assessment**

- Analyse long-term sustainability considerations, including:
  - Operation and maintenance (O&M) mechanisms
  - Institutional ownership and management models
  - Lifecycle aspects (battery replacement, system upkeep)
- Assess indicative cost structures and potential funding approaches (grant-based, hybrid, or community-supported models).
- Identify risks affecting long-term functionality and propose mitigation approaches & models.

#### **Task 2.4 (WP2): Implementation Challenges & Institutional Analysis**

- Identify key challenges in decentralized RE deployment, including:
  - Institutional coordination gaps
  - Capacity constraints at local level
  - Community engagement and ownership issues

#### **Task 2.5 (WP2): Replicability Assessment, Policy Inputs & Strategic Recommendations**

- Develop policy-oriented recommendations to support:
  - Sustainable deployment of decentralized RE systems
  - Institutional strengthening & Long-term operational-financial viability.
- Evaluate replicability potential across similar geographies within the state and in comparable geographies across other states/UTs.

#### **Task 2.6 (WP2): Deployment Framework & Way Forward**

- Provide planning-level inputs for project development including indicative project configurations, suitable technology, potential implementation & financial models, risk considerations & mitigation measures.
- Prepare analytical notes and technical briefs summarizing site assessments and way forward for planning and scaling decentralized RE interventions in tribal and remote areas

#### **Deliverables work under WP2:**

Deliverable	Description
<b>D3: Decentralized RE Site Assessment &amp; Technology Suitability Report</b>	Report including all the points of task 2.1 and 2.2
<b>D4: Decentralized RE Deployment Strategy &amp; Policy Framework Report</b>	Consolidated report covering task 2.3 to 2.6

<b>D5: Final Handover &amp; Dissemination workshop</b>	Periodic guiding notes, findings, handover documents, executive summary report, relevant presentations, workshop logistic and planning
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### **Milestones/partial work under WP2:**

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Completion of site identification, spatial mapping, and preliminary technical screening	Month 2
Finalisation of Site Assessment & Technology Suitability Report (D3)	Month 4
Completion of lifecycle, financial viability, implementation challenges, policy inputs and sustainability assessment	Month 7
Submission of Draft Deployment Strategy & Policy Framework Report (D4)	Month 8
Stakeholder validation and refinement	Month 10
Preparation of executive summary, knowledge products, and handover documentation	Month 11
Conduct of dissemination workshop(s) and submission of final outputs (D5)	Month 12

### **Note**

- Please note that the consultant is responsible for any data/information collection, analysis, contacting and conducting meetings with the organisation to fulfil the needs of this assignment. And upon request of partner and/or GIZ, an onsite presence of consultant at partner premises might be required to carry out project related activities.
- 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.

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

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly or half-yearly reports on the implementation status of the project

Period of assignment: 03.08.2026 – 31.07.2027

### **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)

(1.6.1) 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.

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

(1.6.3) **Consultants backstopping strategy** (incl. CVs of the technical and administrative backstopper(s): Please explain how you intend to mobilise your expertise beyond the specified staff to the assignment as per section 4 (e.g., quality assessment of other staff, consultants' internal knowledge management, access to professional communities or other sources of knowledge or expertise) (up to 2 pages plus CVs of backstoppers)

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

### **1.7 Other specific requirements**

- All the deliverables, project documents, activities, project communication should use Gender-sensitive language, design, and communication instruments. The bidder is encouraged to promote diversity/gender mix in the proposed team

## **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.

### **Project Manager**

The project manager will lead the overall implementation, coordination of the assignment and present the outcomes of the assignment to relevant stakeholder as and when needed.

Tasks of Project manager includes the following, but not limited to:

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Develop the methodology and analytical framework for assessing solar deployment models including RTPV, VNM, GNM, and LSGI-level solar deployment models.
- Lead stakeholder consultations, technical meetings, and validation workshops required for the development of project outputs and recommendations.
- Ensure timely submission of project deliverables, progress reports, and milestone outputs as defined in the ToR.

### Qualifications of the team leader

#### **Mandatory criterion:**

**C1-level language proficiency in English for the project manager is mandatory. Offers that do not meet this criterion will be excluded from the overall assessment.**

- Education/training (2.1.1): Advanced university degree (German 'Diploma'/Master) in Engineering, Science, Management, or Energy-related disciplines.
- General professional experience (2.1.3): 10 years of professional experience in the Power or renewable sector
- Specific professional experience (2.1.4): 8 years of demonstrated experience in
  - Programme management support for RE initiatives with national/international government agencies, utilities, or DISCOMs
  - Net metering, aggregation mechanisms, community solar, and Indian government solar initiatives.
  - Experience in international/ national (country) solar project development models such as CAPEX, RESCO/BOOT, and financial viability considerations
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 4 years of experience in projects in Asia (region), of which 2 years in projects in India (country)
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): NA

### **Key expert 1: Renewable Energy Systems & Policy Expert**

Expert shall provide technical & policy-oriented support across the assignment, with a focus on solar prosumer models, regulatory frameworks, and programme design

#### Tasks of key expert 1

Tasks of renewable energy systems & policy expert includes the following, but not limited to:

- Conduct technical and regulatory assessment of distributed solar deployment models including RTPV, VNM, GNM and LSGI-level solar models in Kerala.
- Analyze existing RTPV deployment trends, regulatory frameworks, institutional structures and stakeholder roles and implementation mechanisms
- Prepare technical inputs for the Solar Deployment Model Assessment Report, including evaluation of feasibility, institutional arrangements, and implementation pathways.
- Develop recommendations for aggregation mechanisms, deployment strategies, and scaling approaches for distributed solar systems.
- Support assessment of policy and institutional aspects of decentralized RE deployment in tribal and remote areas, including evaluation of replicability potential of electrification models across other States/UTs.
- Analyze programme performance data, including installation rates, subsidy processing timelines, vendor performance, and consumer participation.
- Identify implementation challenges and operational bottlenecks in deployment.
- Conduct and support stakeholder consultations, workshops, and technical discussions with ANERT, DISCOMs, and other stakeholders.

#### Qualifications of key expert 1

#### **Mandatory criterion:**

**C1-level language proficiency in English for the key expert 1 is mandatory. Offers that do not meet this criterion will be excluded from the overall assessment.**

- Education/training (2.2.1): Advanced university degree (German 'Diploma'/Master) in Science, Engineering, Management or Energy-related disciplines.
- General professional experience (2.2.3): 7 years of professional experience in the in renewable energy / power sector.
  - Specific professional experience (2.2.4): 5 years of experience in following areas: Proven experience in grid-connected rooftop solar programmes and distributed solar deployment, including planning, implementation, or advisory support for government or utility-led solar initiatives such as rooftop solar subsidy schemes (e.g., PM Surya Ghar) and net-metering based programmes.
  - Demonstrated understanding of distributed solar deployment models and programme implementation frameworks, rooftop solar regulatory mechanisms (e.g., net metering), and programme monitoring or performance analysis of solar deployment.
- Leadership/management experience (2.2.5): NA
- Regional experience (2.2.6): 4 years of experience in projects in Asia (region), of which 2 years in projects in India (country)
- Development Cooperation (DC) experience (2.2.7): NA
- Other (2.2.8): NA

## **Key expert 2- RE feasibility and finance expert (International expert)**

Key expert 2 will contribute international expertise and bring in global best practices on net metering frameworks, tariff design, policy and regulatory mechanisms, and business models for solar prosumers and decentralized renewable energy systems under this assignment.

### Tasks of key expert 2

The tasks include the following, but not limited to:

- Undertake the techno-economic assessment of solar deployment models including RTPV, VNM, and GNM.
- Conduct comparative analysis cost-benefit analysis for the domestic consumers, potential bill savings, payback period, and sensitivity to key parameters (tariff, system size, consumption patterns).
- Identify most suitable consumer segments for VNM/GNM and future potential consumer segments.
- Support assessment of technical feasibility for scaling prosumer models.
- Demand profiling, load estimation & categorisation of sites based on energy needs and technology suitability.
- Assess lifecycle aspects of decentralized RE systems, including O&M requirements, system reliability and long-term functionality, lifecycle costs (including replacement components such as batteries) & potential funding options.
- Prepare preliminary technical feasibility notes and assessment reports for identified project opportunities.

### Qualifications of key expert 2

## **Mandatory criterion:**

**C1-level language proficiency in English for the key expert 2 is mandatory. Offers that do not meet this criterion will be excluded from the overall assessment.**

- Education/training (2.3.1): Advanced University or equivalent (master's) degree in Electrical Engineering, Renewable Energy Engineering, Energy Systems, Power Systems, or related disciplines.
- General professional experience (2.3.3): 7 years of professional experience in the renewable energy / power sector.
- Specific professional experience (2.3.4): 4 years of experience in the following areas
  - Proven experience in techno-economic analysis of solar PV and decentralized renewable energy systems, including financial modelling, tariff design, and viability assessment.
  - Demonstrated international experience in policy/regulatory advisory and development of net metering, prosumer frameworks, and business models for decentralized RE systems.
- Leadership/management experience (2.3.5): NA
- Regional experience (2.3.6): NA
- Development Cooperation (DC) experience (2.3.7): NA
- Other (2.3.8): NA

### **Short-term expert pool with 2 members**

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

The expert pool will have 2 (two) experts comprising specialised professionals to provide targeted technical, analytical & field-level support under the assignment. The short term will assist in analytical assessment, field level assessment, visits, site survey, workshop and stakeholder consultation etc. under both the work packages.

### Tasks of the short-term expert pool

- Conduct technical assessments for decentralized RE systems, including mini-grids and standalone systems for tribal hamlets & remote area electrification.
- Identify and **evaluate** site-specific conditions and technology options for decentralized renewable energy deployment, including sustainability and scalability considerations.
- **Perform** field-level assessments and data collection for selected locations, where required.
- Provide specialized analytical inputs for renewable energy studies, including solar deployment models, programme performance, and sectoral trends.
- Support data analysis, validation, and interpretation for programme monitoring and analytical studies, as required.
- Contribute to the preparation of technical reports, analytical notes, and study outputs under different work packages.
- Participate in and contribute to stakeholder consultations, workshops, and technical discussions on specific thematic areas.
- **Provide** policy, regulatory, or technical inputs on emerging renewable energy topics as identified during project implementation.

## Qualifications of the short-term expert pool

### **Mandatory criterion:**

**C1-level language proficiency in English for the expert pool (both experts) is mandatory. Offers that do not meet this criterion will be excluded from the overall assessment.**

- Education/training (2.6.1): one expert with university qualification (German 'Diplom'/Master) in engineering, energy or related field, one expert with university qualification (German 'Diploma'/Master) in management, economics or related discipline
- General professional experience (2.6.3): Two experts with 6 years of combined professional experience in the power sector, renewable energy projects, policy and financial analysis
- Specific professional experience (2.6.4): one expert with 3 years of professional experience in onsite technical and field level assessment for renewable/ DRE, one expert with 3 years of professional experience in RE financial assessment & policy/regulation analysis, risk assessment
- Regional experience (2.6.5): two experts with 2 years of experience in India (country), of which 1 year in Kerala (State).
- Development cooperation (DC) experience (2.6.6): NA
- Other (2.6.7): NA

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

## 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 (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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
Project Manager	1	40	40	
Key Expert 1: RE Systems & Policy Expert	1	60	60	
Key Expert 2: Techno-Economic & Decentralized RE Specialist	1	25	25	
Short term expert pool	2	60	120	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	25	22 EUR	550 EUR	Lumpsum
Overnight allowance in country of assignment	25	80 EUR	2000 EUR	Against evidence
Transport	Quantity	Number per expert	Total	Comments



<b>International flights</b>	1	-	1500 EUR	<b>Against evidence</b> Travel to the place of service delivery (India)
<b>Domestic flights</b>	12	-	2400 EUR	<b>Against evidence</b> Flights within the country of assignment during service delivery
<b>CO<sub>2</sub> compensation for air travel</b>	12	-	1380 EUR	<b>Against evidence</b> A fixed budget of EUR <b>1380</b> is earmarked for settling carbon offsets against evidence.
<b>Travel expenses (train, car)</b> • Local travel	25	-	1250 EUR	<b>Against evidence.</b> Travel within the country of assignment, site visits, transfer to/from airport etc.
<b>Other travel expenses</b>	5	-	500 EUR	<b>Against evidence</b> e.g. visa costs
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	-	10000 EUR	A budget of EUR 10,000 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.
<b>Workshops</b>	1	-	1000 EUR	A budget of total EUR 1000 is earmarked for workshop/stakeholder consultation etc. against evidence.  The budget will cover the costs related to hosting the workshop / roundtables / meeting etc., in India; including venue booking, catering, event materials preparation, photography, and other logistical expenses strictly associated with the events. The maximum no. of participants in each event will be 60.  Venue for the workshops will be selected and booked by consultant. Attendance of consultant's experts is already foreseen under section "Assignment of personnel". The consultant will be responsible for technical content preparation, making presentations for the



				dissemination of trainings planned under this assignment
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## Travel

### International and domestic (within India) travel:

International travel is envisaged to India (1 return international flight) and domestic travel within India between Delhi, Keralam, and Duty station of the consultant. Travel budget is allocated under this contract which includes domestic flights and international flight, per-diem, local travel, and accommodation. 12 return domestic flights are envisaged under this activity. The consultants are required to provide the travel related budget details in their proposal considering accommodation for up to mentioned person days.

The consultant is supposed to propose travel/flight plan in the financial offer. The consultant will also provide the base location of each expert for the travel sector arrangement. All necessary flights and other travel costs (such as transfer costs to the airport and back, taxi costs will be reimbursed accordingly (against evidence). Only these amounts shall be inserted into the price sheet for the financial offer.

Please note that all travel, and accommodation costs shall only be reimbursed as against evidence (actual payment will depend on the actual travel costs against proper original receipts, hotel bills, taxi bills, flight, or train tickets and boarding pass.). Before traveling, each travel request will have to be approved by the GIZ officer in charge for implementation of the project and the consultant will follow GIZ travel guidelines.

It must be noted that interns cannot be deployed in the assignment and travel expenses of only those experts will be reimbursed whose CVs are proposed in the offer. Travel budget will only be used and paid when actual travel happens.

## Other Costs

### Printing, communication, and material cost will be arranged by consultant

#### Flexible remuneration item

Applicable (please refer to chapter 5 costing requirements).

A fixed budget is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. **against evidence.** Use of the flexible remuneration item requires prior written approval from GIZ.

## 6. Inputs of GIZ or other actors

Not Applicable

## 7. Requirement on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Section 3) is to be organised in accordance with the positively

weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid must be drawn up in English (language).

The complete bid shall not exceed **20** pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Section 4 of the ToRs shall be submitted using the EU (<https://europass.cedefop.europa.eu/documents/curriculumvitae>) format. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be submitted in English (language) only.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract, the consultant has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

The financial offer has to contain the daily rate of fees for each expert and the travel cost.

The technical offer must not contain any price information. Technical and financial offers must be submitted as separate PDF documents and signed. Please refer document "bidding condition" for detailed guideline on process of submission.

## **6. Option**

Not Applicable

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