

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

Education consultant to build capacity of instructors and students in Grenada in the area of climate resilient water usage, which encapsulates; rainwater harvesting systems, water efficient devices, leakage control and water and energy conservation.	Project number/ cost centre: 18.9029.2.004-00
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0. List of abbreviations

AG	Commissioning party
AN	Consultant
AVB	General Terms and Conditions of Contract for supplying services and work
BMUV	German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection
FK	Expert
FKT	Expert days
G-CREWS	Climate-Resilient Water Sector in Grenada
GoG	Government of Grenada
GCF	Green Climate Fund
KZFK	Short-term expert
RWH	Rainwater harvesting
SIDs	Small Island developing states
ToRs	Terms of reference
WED	Water efficient devices

1. Context

A critical activity of the G-CREWS project is mainstreaming climate resilience water related sectors with the overall objective of building a climate resilient water sector.

Within the project proposal document, this activity is highlighted under Component 1, Activity 1.2: Cross-sectoral mainstreaming of climate resilience into policies, plans and regulations of water-related sectors, with the related output being strengthened institutional and regulatory systems for climate responsive planning and development.

As such, one of the sectors targeted is the education sector. Two milestones under Component 1.2 are:

- Update of selected regulations, policies and school curricula in cooperation with other government agencies
- Integrate climate resilient education in Vocational training

Grenada is currently grappling with mounting challenges arising from water scarcity and the impacts of climate change, necessitating proactive strategies to bolster water resilience. This initiative seeks to embed climate-resilient water management practices within tertiary education, fostering a sustainable ethos and empowering future professionals with essential skills. While Grenada's tertiary education system already offer existing plumbing programs, there exists a disconnect in interlinking climate change and conservation efforts. It is imperative that today's plumbers possess the knowledge to efficiently guide their future clients in adopting climate-resilient practices for their households.

The consultant will contribute to building capacity of male and female instructors and students in Grenada in the area of climate resilient water usage, which encapsulates; rainwater harvesting systems, water efficient devices, leakage control and water and energy conservation.

2. Tasks to be performed by the consultant

The consultant is responsible for providing the following services:

- Collaborate with stakeholders from GIZ and Grenada's educational institutions to create and integrate modules on rainwater harvesting, water-efficient devices, domestic leakage control, and conservation into existing NVQ/CVQ plumbing programs.
- Develop teaching materials and resources tailored to the National Training Agency (NTA's) CVQ/NVQ standards to be used by instructors.
- Conduct training workshops for instructors/facilitators up to four days to enhance their knowledge and skills in delivering the new curriculum in climate-resilient water management content, specific to plumbing.
- Assist instructors/facilitators in offering practical sessions for students on rainwater harvesting systems, installation of water-saving equipment, and leakage detection methods.
- Assess current facilities at the schools and present a proposal to equip tertiary schools with necessary resources (water-efficient devices, tanks, tools, etc) for establishing Water Labs.
- The consultant reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The consultant will be required to coordinate with the G-CREWS technical team to provide updates and clarify queries where necessary. The consultant can subcontract for additional support if he/she requires to complement their delivery and tasks outlined above.

The following input days are hereby agreed:

Task	up to Person-Days
Preparation/debriefing with G-CREWS technical team.	1
Review existing occupational standards	3
Undertake research to develop modules specific to Grenada's context on rainwater harvesting, water-efficient devices, leakage control, and conservation that may be integrated into existing NVQ/CVQ occupational standards and curriculum.	15
Develop teaching materials and resources tailored to the National Training Agency (NTA's) CVQ/NVQ standards and curriculum for teachers and facilitators.	10
Facilitate /assist the NTA's focus group on ensuring the developed modules above are integrated into the curriculum.	20
Provide technical training at workshop for instructors/facilitators on the new modules (physical)	4
Provide on-site assistance for instructors/ offer practical sessions for students on rainwater harvesting systems, installation of water-saving equipment, and leak detection methods.	2
Assess current school facilities and develop proposal for a water lab at schools.	4
Debriefing meeting and report.	1
Total Person Days	60

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Deliverable 1 – develop new modules based on revision of existing occupational standards/modules on Rainwater harvesting (RWH), Water Efficient Devices (WED), leakage and conservation and creation of teaching materials	15.11.2024 Consultant	Report & teaching materials submitted
Deliverable 2 - Provide technical training at workshops up to 4 days for instructors/facilitators	31.01.2025 Consultant	Workshops completed
Deliverable 3 – Assessment of Water labs and proposal for implementation or improvement	01.02.2025 Consultant	Proposal completed
Deliverable 4 - Final report summarizing the outcomes of the project, key learnings, challenges faced, and recommendations for future initiatives.	01.06.2025 Consultant	Report completed

Period of assignment: from October 1, 2024 until June 1, 2025.

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

Evaluation Scheme (1.1) **Strategy**: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 2). Following this, the bidder presents and justifies the strategy / approach for which he/she intends to provide the services for which it is responsible (see Chapter 2).

Evaluation Scheme (1.2) **Cooperation**: The bidder should also describe the strategy for establishing cooperation between with the relevant actors to the GIZ Team and partners.

Evaluation Scheme (1.3) **Steering Structure**: The bidder is required to present and explain its approach to steering the measures with the GIZ team and project partners. The bidder should also show how its services will contribute to the results expected from the project's communication strategy.

Evaluation Scheme (1.4) **Processes**: The bidder is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the

services according to Chapter 3 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 3.

Evaluation Scheme (1.5) Learning and Innovation: The bidder is required to describe its contribution to knowledge management for the partners and GIZ, promote scaling-up effects (learning and innovation) and show how the consultancy services can aid in future similar projects.

Evaluation Scheme (1.6) Project Management of the Consultant: The bidder is required to explain what project management methodologies and tools will be used in the execution of their service and the approach for coordination with the G-CREWS Project.

The bidder is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the bid; the plan includes information on a detailed plan of the approach to be taken in the execution of the assignment. The plan shall identify a team leader as the primary point of contact

4. Personnel concept

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

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

Only one (1) expert is considered for this consultancy.

Qualifications:

- Education/training (2.1.1):
 - University qualification (Masters) in Education or management or related discipline, and a Bachelors degree in a related Engineering discipline (civil, water, plumbing, mechanical, environmental or climate change science).
- Language (2.1.2): C1-level language proficiency in ENGLISH
- General professional experience (2.1.3):
 - 5-10 years of relevant experience in education and research or curriculum development. Pedagogical skills for curriculum development and training delivery and understand gender-sensitive approaches to education and capacity-building. Preferable experience in facilitation workshops and/or trainings.
- Specific professional experience (2.1.4):
 - 2-5 years of relevant experience in technical field such as water, climate-resilient technologies such as rainwater harvesting systems and water-efficient devices, knowledge of plumbing and water systems maintenance.
- Regional experience (2.1.6): minimum of 5 years of experience in projects in the region.

Soft skills

In addition to their specialist qualifications, the following qualifications will be an asset:

- **Team skills:** be able to work with other individuals without discrimination.

- **Analytical skills:** must be able to deduce technical information into a simple language that is easily understood.
- **Time management skills:** must be able to manage time within stipulated timeframe.
- **Strong communication and writing skills:** must be able to create scenarios, assignments for modules for students and facilitators.

5. Costing requirements

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Preparation/debriefing with G-CREWS technical team.	1	1	1	Physical/ in-person
Review existing occupational standards.	1	3	3	Remotely
Undertake research to develop modules specific to Grenada's context on rainwater harvesting, water-efficient devices, leakage control, and conservation that may be integrated into existing NVQ/CVQ occupational standards and curriculum.	1	15	15	Remotely
Develop teaching materials and resources tailored to the National Training Agency (NTA's) CVQ/NVQ standards and curriculum for teachers and facilitators.	1	10	10	Remotely
Facilitate /assist the NTA's focus group on ensuring the developed modules above are integrated into the curriculum.	1	20	20	Physical/ in-person
Conduct training workshop for instructors/facilitators.	1	4	4	Physical/ in-person
Provide on-site assistance for instructors/ offer practical sessions for students on rainwater harvesting systems, installation of water-saving equipment, and leak detection methods.	1	2	2	Physical/ in-person

Assess current school facilities and develop proposal for a water lab at schools.	1	4	4	Remotely
Debriefing meeting and report.	1	1	1	Physical/ in-person

6. Inputs of GIZ or other actors

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

- Workshop logistics if needed.
- CVQ/NVQ Standards from NTA.
- Contact information to key stakeholders.
- Other general support as is deemed necessary for meeting the objectives of this consultancy.

7. Requirements on the format of the tender

The offer should include the following information:

1) A Concept/technical proposal

- The structure of the tender must correspond to the structure of the ToRs. 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 (language).
- The complete tender must not exceed 15 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 7 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).

2) A Pricing Proposal (financial offer)

- The pricing proposal covering all costs related to the assignment, must be, signed and in USD only.

All submissions must be made in PDF format. **Please ensure that you send your technical proposal separately from your financial offer.** If a technical and financial proposal is submitted in the same PDF, it will not be considered for the next steps.

3) Any supporting documentation

Supporting documentation can be provided in separate documents. Proponents should reference page numbers and names of supporting documents within their concept /technical proposal when referring to them.

The following supporting documentation is mandatory:

- Evidence that bidder is up to date with its tax obligations.
- A scanned copy of a valid ID e.g. Passport or Driver's licence (both sides) for the authorized signatory.
- Resume in English language that shall not exceed 7 pages.

If bidder is a company, then is required to additionally provide:

- The certificate of incorporation.
- The offer must be signed and stamped.

GIZ cannot receive offers through Google Drive, Vimeo, or any other file-sharing platforms except for FileTransfer.

All submissions must be made electronically by August 30, 2024 in PDF format to the e-mail address:

DO_Quotation@giz.de

Please make the subject line of your e-mail communication:
"GIZ/G-Crews 83471333 - Education consultant"

Please address all questions/input regarding the tender to the e-mail address:
do_inquiry@giz.de by August 21, 2024.

Do not contact any GIZ Staff directly. Offers sent directly to GIZ staff must be excluded.

8. Other provisions

Proposed payments schedule

- 30% interim payment upon receipt and approval of deliverable 1.
- 30% interim payment upon receipt and approval of deliverable 2.
- 40% final payment upon receipt and approval of deliverable 3 & 4.

GIZ reserves the right to pay within 3-5 business days once the deliverables and receipt of original final invoice (signed and stamped if a company) have been reviewed and approved.

GIZ does not cover third party's bank fees.

Discretion

The consultant agrees not to disclose any confidential information, neither before, during nor after the provision of services. The scope of possible disclosures will be discussed with the client and will be limited solely and exclusively to what is strictly necessary for the performance of work. However, the customer will have the permission, if required, to use the work as a professional reference.

External Communication

The consultant is committed to always use the logos of GIZ in the correct format. All official and external communication, before, during and after the consultancy, must be agreed with the project first.