

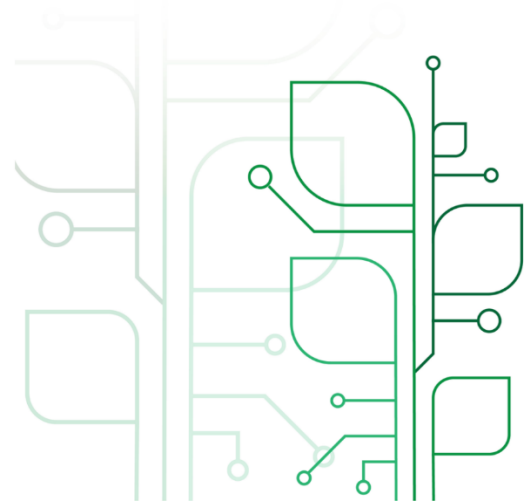


# CONSULTANCY SERVICES FOR TECHNICAL ASSISTANCE UNDER CITIIS 2.0 PROGRAM – INTERNATIONAL MENTORS

## *EXPRESSION OF INTEREST (EOI)*

**Date of Issue: 02-09-2024**

**Final Date of Submission: 30-09-2024**



**National Institute of Urban Affairs**

1 Floor, Core 4B India Habitat Centre

Lodhi Road, New Delhi –110003

(91-11) 24643284 24617543, 24617517

(91-11) 24617513

## Letter of Invitation

New Delhi  
Dated: 02-09-2024

Dear Mr./Ms.:

1. City Investments To Innovate, Integrate and Sustain (CITIIS) 2.0, the second phase of the CITIIS program, has been conceived by MoHUA in collaboration with Agence Française de Développement (AFD), Kreditanstalt für Wiederaufbau (KfW), European Union (EU), and National Institute of Urban Affairs (NIUA) to supplement such climate initiatives of Government of India and MoHUA through its unique model. The program builds upon the learnings and successes of CITIIS 1.0 and is designed to supplement MoHUA's actions undertaken through ongoing national programs, while deepening the values of innovation, inclusion, and sustainability.
2. The National Institute of Urban Affairs (NIUA) (hereinafter called "Client") has been designated as the Program Management Unit (PMU) by the MoHUA, AFD and KfW towards managing the CITIIS 2.0 program. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Expression of Interest (EOI) is issued for selection of a Consultant / Individual Expert. The duration of the services is expected to extend up to 48 months depending upon the nature of the projects.
3. International Mentors (Individual Experts/Consultants) with successful and high standard of achievements and proven experiences are invited to submit their EOIs as per the submission format annexed to this document.
4. Among the submitted applications, the CITIIS PMU will shortlist upto 10 International Mentors based on Quality of proposals (QBS). Only shortlisted bidders will be issued Request for Proposal (RFP) Documents, including Terms of Reference (TOR) for the assignment, and be invited to submit a detailed proposal. CITIIS-PMU expects to appoint upto 4 International Mentors in this bidding process. Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the "Guidelines for the Procurement of the AFD-Financed Contracts in Foreign Countries" available online at [www.afd.fr](http://www.afd.fr). Candidates are required to submit the "COVENANT OF INTEGRITY" as per the format provided as a part of their EOI.
5. International Mentors having contractual obligations with the current employer to submit an EOI on individual basis, would have to submit an undertaking with endorsement from the current employer as per the submission format provided in **Tech Form 3**. Undertaking has to be co-signed by the head of the institution/organizing for consideration of EOI evaluation.
6. The EOI shall be published on the NIUA website and e-published on CPPP and is free for download. Bid Security / Earnest Money Deposit (EMD) is not required for the submission of the proposal. It is not permissible to transfer this invitation to any other Individual Expert/Consultant.
7. Any queries in relation to the RFP to be sent prior to **16-09-2024 17:00 hr IST** at the mail ID **[citiis@niua.org](mailto:citiis@niua.org)** and the responses will be available online by **23-09-2024**. For details refer to <https://niua.in/tenders> page and click on "**Consultancy Services for Technical Assistance**

**under CITIIS 2.0 Program – International Mentors".** The responses to the queries will be also be provided on the same page.

**8. The Consultant has to submit electronic copy as well as hardbound physical copy of the EOI as follows –**

- The physical copy of EOI should be submitted at the following address - National Institute of Urban Affairs, Core 4B, 1st Floor, India Habitat Centre, New Delhi-110003 by **30-09-2024, 17:00 hr IST.**
  - EOI should be uploaded as electronic copy in English language only, not later than **1700 Hrs hours on 30-09-2024 at the NIUA website.** For details on online submission, refer to <https://niua.in/tenders> page and click on “Consultancy Services for Technical Assistance under CITIIS 2.0 Program – International Mentors ”.
9. To substantiate their credentials and to respond to any queries, the Consultant may be asked to make a presentation of their EOI, during the evaluation stage.
10. The issue of the EOI does not imply that the NIUA is bound to select applications, and it reserves the right without assigning any reason to
- i. reject any or all of the applications, or
  - ii. cancel the EOI process; or
  - iii. abandon the procurement process; or
  - iv. issue another EOI for identical or similar work

Yours sincerely,

**Director - NIUA**

National Institute of Urban Affairs

## Terms of Reference

### Background

CITIIS 2.0 is a program conceived by the Ministry of Housing and Urban Affairs (MoHUA) in partnership with the French Development Agency (AFD), Kreditanstalt für Wiederaufbau (KfW), the European Union (EU), and National Institute of Urban Affairs (NIUA). The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level. The funding for CITIIS 2.0 would include a loan of Rs.1760 crore (EUR 200 million) from AFD and KfW (EUR 100 million each) and a technical assistance grant of Rs.106 cr. (EUR 12 million) from the EU.

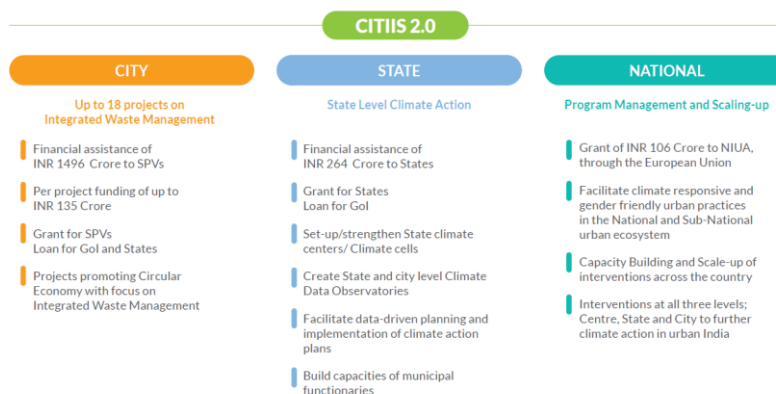
### Objectives of CITIIS 2.0

- i. Foster climate-sensitive planning and action – The program will nurture climate planning and action in States and cities through evidence-driven approaches.
- ii. Drive investments into urban climate action – The program will provide financial assistance for competitively selected projects promoting circular economy with focus on integrated waste management.
- iii. Build institutional mechanisms, leverage partnerships and anchor capacity building – The program will help put into place a climate governance framework at the State and City levels as well as provide a three-tier technical assistance structure with domestic, international, and transversal experts to support capacity development for climate action in cities and States.

### CITIIS 2.0 has 3 components

- i. **Component 1:** City Level Action on Promoting Circular Economy with Focus on Integrated Waste Management
- ii. **Component 2:** State-Level Action on Strengthening Climate Governance Mechanisms for Climate Action Through Data-Driven Planning & Capacity Building
- iii. **Component 3:** National-Level Action on Institutional Strengthening, Climate Research, Knowledge Capitalisation and Capacity Building

### Component 1



## Coverage of the Program

The CITIIS grant amount for each project under Component 1 will be limited to 80% of the total project cost, up to INR 135 Crore (90% of the total project cost, in the case of North-Eastern and Hill States). The additional funds, i.e., 20% of the total project cost will be mobilised by the selected city through own source funding by the State/ Local Governments (10% of the total project cost, in case of North-Eastern and Hill States).

**Following 18 cities have been selected by MoHUA under CITIIS 2.0 through challenge process** - Agartala, Agra, Bareilly, Belagavi, Bilaspur, Guwahati, Jabalpur, Jaipur, Madurai, Muzaffarpur, New Town Kolkata, Panaji, Rajkot, Srinagar, Thanjavur, Thiruvananthapuram, Udaipur and Ujjain

**Each project will now go through 2 phases – Maturation Phase and Implementation Phase.**

### Maturation Phase (up to 12 months)

Subsequent to the selection, each city shall undergo the maturation phase. During the maturation phase, the SPV/ULB will be required to refine and de-risk their project components through technical assistance provided by the Domestic experts.

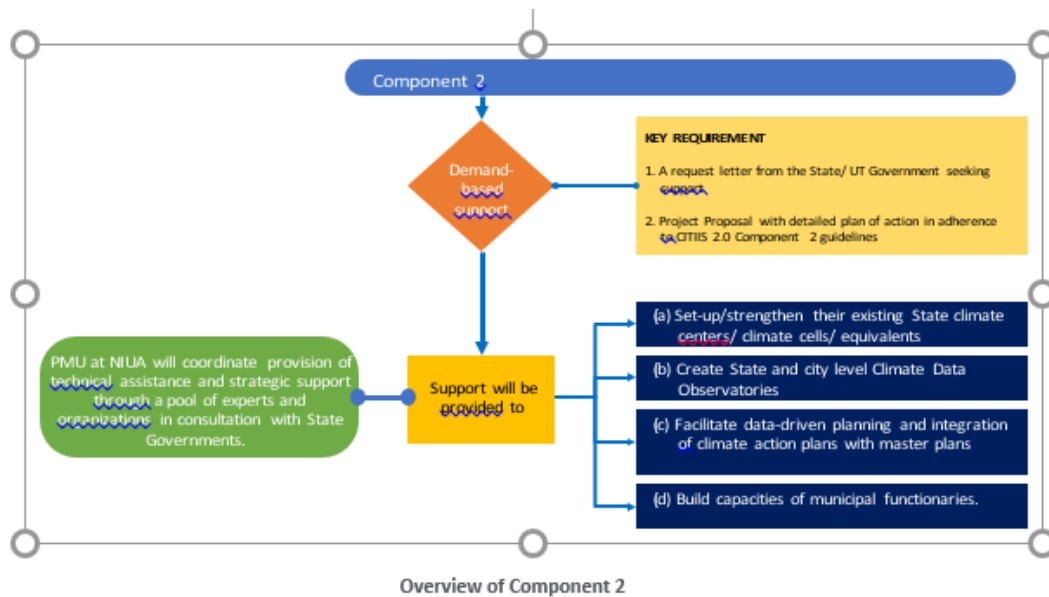
### Implementation Phase (up to 30 months)

After the validation of the Maturation Phase deliverables by the Apex Committee, the Implementation Phase will start. The procurement process will be launched in this phase and cities will proceed to the implementation of the projects. In addition, biannual progress reports and E&S documents/progress and monitoring reports will be developed and submitted to the PMU. During the Implementation Phase, SPVs/ULBs will continue to benefit from the Domestic Experts' support.

## Component 2

Component 2 of the CITIIS 2.0 program envisages strengthening climate governance mechanisms for climate action through data-driven planning and capacity building. Under Component 2, INR 264 crore (EUR 30 million) have been allocated to support States & Union Territories with climate action. The support will be provided in the form of a financial and technical assistance grant from the Government of India. The awarded grant will be utilised to assist States in strengthening existing climate governance mechanisms for climate action through:

- Setting up/strengthening existing State Climate Centres/Climate Cells/ equivalent departments;
- Creating State and City-level Climate Data Observatories;
- Facilitating data-driven planning and implementation of climate action plans. The plan shall lay special emphasis on solid waste management, wastewater management and water security through integration with the master plans of the cities. The plan shall take into consideration the estimated need for water, its current availability, future projections, and subsequent measures to ensure the water balance is maintained;
- Building the capacities of municipal functionaries through programs such as Leadership in Climate Change Management (LCCM).



CITIIS 2.0 Guidelines for State Action (Component 2) are attached separately on the <https://niua.in/tenders> page for “**Consultancy Services for Technical Assistance under CITIIS 2.0 Program – International Mentors**” and can be downloaded from there.

### Component 3

The National-level component aims at the institutional development of NIUA and capacity building at all three levels (Central, State and Local) to further climate governance in urban India. The knowledge, research, templates, and best practices developed through the program shall be made available to all ULBs in India, thus positively contributing to India’s Nationally Determined Contributions (NDCs), and commitments made at COP26 and COP27. It also aims at optimizing and strengthening national-level actions through five main subcomponents:

- Technical assistance through a mentorship model
- Monitoring and evaluation
- Technology integration
- Knowledge capitalization
- Communications and outreach

**International Mentors will provide guidance and coaching to the States under Component 2 and to the PMU for capacity building activities under Component 3.**

#### A. Scope of International Mentors

The scope of intervention for International Mentors will include (but not be limited to):

- Guiding the States towards the fulfilment of program objectives and interventions under Component 2
- On a case-by-case basis, providing technical recommendations by bringing in International expertise and best practices/use case studies

- Conducting capacity-building workshops for the States/at the National level in relation to cross-cutting/transversal topics through their design, facilitation and conduct
- Supporting the knowledge capitalisation process and assisting the PMU in the knowledge management process as follows -
  - ✓ Identification of innovative/outstanding practices and relevant information and knowledge in the area of climate change
  - ✓ Documentation and collection of information to enable the identified material to be described and illustrated using a variety of sources

**B. Duration of consulting services**

It is envisaged that the duration of consulting services will be for 5 days each month for a period of 48 months and bi-annual missions will be required each year (i.e. 8 international trips during 4 years).

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### Evaluation Criteria

The Expression of Interest should clearly demonstrate the relevant experience of the individual with the reference format as enclosed in Tech Form 2. The candidates are required to provide comparable references of their past work in the areas indicated below. Determination of the similarity of experiences will be based on the services of similar nature:

S. No.	Description	Max Marks (100)
1	Relevant educational qualifications.  Minimum qualification – Post Graduate / PGDM / MBA or equivalent in Engineering / Management / Infrastructure Development / Urban Planning / Urban Development / Urban Design / Infrastructure Planning / Environmental Planning / Environmental Management / Regional Planning / Development or Management / Climate Change / Waste Management	10 Marks
2	Work Experience  Relevant work experience of minimum 15 years for Post Graduate Degree and 10 years for PhD.	10 Marks
3	Main Experience of working and/or offering technical assistance for climate action preferably in the Urban sector	25 Marks
4	Experience in designing and leading capacity development activities and / or institutional development, especially for Regional Governments / Urban Local Bodies	15 Marks
5	Experience of working with multilateral / bilateral agencies in climate action.	15 Marks
6	Experience in integration of innovation tools and experimentation in the project design process in the climate domain.	15 Marks
7	Publications on climate action (Journal Articles/Book Chapters/ Op-eds etc) (minimum 5 publications are required).	10 marks

Minimum Qualifying Marks are 70 marks out of 100 Marks. Only shortlisted Individual Expert / Consultant will be issued RFP for further procurement process.



**Tech Form 1 -Technical Proposal Submission Form**

Location \_\_\_\_\_

Date \_\_\_\_\_

To:

**The Director,**

National Institute of Urban Affairs  
Core 4B, 01st Floor, India Habitat Centre  
Lodhi Road, New Delhi – 110003

**Subject: Consultancy Services for Technical Assistance under CITIIS 2.0 Program – International Mentors**

Dear Sir,

I, the undersigned, offer to provide the Services for **Consultancy Services for Technical Assistance under CITIIS 2.0 Program – International Mentors** in accordance with your EOI dated [XXXX] and our Proposal. I am hereby submitting my Technical Proposal.

I, hereby, declare that:

- a) All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in this Proposal may lead to the rejection of my Proposal by the Client;
- b) My Proposal shall be valid and remain binding upon us for the period of 90 days;
- c) My Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

I acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to me.

Enclosed -

- i. Covenant of Integrity signed on each page

I remain,

Yours sincerely,

Name of the Consultant: \_\_\_\_\_

Signature of the Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

## COVENANT OF INTEGRITY

I [Name], in my function as [function/position held] in [name of the company] and duly authorized representative for the signature of the contract to be signed for [title of the call for tender or the contract] hereby declare that we observe the highest standards of ethics during the procurement and, if we are successful in our tender, during the performance of the contract. We have not engaged nor will engage in, or have been convicted or sanctioned by any authority of, any fraud, corruption, collusion, coercion, obstruction, money laundering, financing of terrorism or other malpractice (hereafter referred to as “Prohibited Conduct”)<sup>1</sup>. Where convictions occurred, details of the conviction and remedial measures are provided. If such events should occur in the future, including if any instance of Prohibited Conduct shall come to our attention, we hereby undertake to so inform [Promoter and AFD/EIB/KfW (whoever is MRI Lead Financier)] immediately.

Moreover, neither our company<sup>2</sup> nor any entity member of the joint venture or of the consortium or any one acting on our behalf, such as sub-contractors, is the subject of a current exclusion /has been the subject of any debarment, exclusion or other sanctioning decision by any of the Participating MRI Partners (AFD, EIB and/or KfW), EU institutions and/or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development or Inter-American Development Bank) on the grounds of Prohibited Conduct and we further undertake to immediately inform [Promoter and AFD/EIB/KfW (whoever is MRI Lead Financier)] if this situation was to occur at a later stage. Where such a decision of exclusion has occurred, we commit to provide all necessary information and any remedial measures that have already been taken.

I also declare that neither our company nor any entity member of the joint venture or of the consortium is currently included /has been included on the list of financial sanctions (including in particular the fight against financing of terrorism) adopted by the United Nations, the EU financial or any national sanction<sup>3</sup> list which is binding for any of the MRI Partners and we further undertake to immediately inform [Promoter and AFD] if this situation were to occur at a later stage.

We acknowledge that in the event our company or any entity member of the joint venture or of the consortium (i) is, after this Covenant of Integrity or the contract have been signed, added to any financial sanctions list enumerated above or (ii) is, before the contract has been signed, subject to any debarment, exclusion or otherwise sanctioning decision enumerated above or (iii) made a false statement in the Covenant of Integrity, the contract may not be eligible for funding by one or more of the Participating MRI Partners (AFD, KfW). We commit not to procure goods and services from countries which are under an embargo which is binding upon AFD and KfW.

We also acknowledge that, in any of the afore-mentioned events, [Promoter] is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, we undertake to take all necessary remedial actions in a manner

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<sup>1</sup> For KfW, please see “Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries” and FATF Recommendations ;  
For AFD, please see “AFD Group’s policy to prevent and combat corruption, fraud, anti-competitive practices, money laundering and terrorist financing” and Guidelines for the procurement of AFD financed contracts in foreign countries”.

<sup>2</sup> For the purposes of these provisions “company” or “entity” shall include directors, employees, agents.

<sup>3</sup> i.e. French sanction list for AFD, German sanction list for KfW.

satisfactory to [Promoter]. Such events may lead to termination of the contract, in accordance with the terms of the contract.

We declare that we have paid, or will pay, the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract:<sup>4</sup>

Name of Recipient	Address	Reason	Amount
.....	.....	.....	.....
.....	.....	.....	.....

We grant the Participating MRI Partners and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors, under the contract, as well as joint venture/consortium partners. We accept to preserve these books and records generally in accordance with applicable law but in any case, for at least six years from the date of tender submission and, in the event, we are awarded the contract, at least six years from the date of substantial performance of the contract.

I declare that our company / consortium undertakes to comply with labour laws and national and international standards of environmental protection, health and safety applicable in the jurisdiction / country of implementation of the Project, including those contained in any relevant International Labour Organization (ILO) conventions and international agreements on environmental protection, as well as with mitigation measures of the Environmental and Social Management Plan if applicable.

.....  
(Place) (Date) (Signature)

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<sup>4</sup> If none has been paid or is to be paid, indicate "none".

## Tech Form 2 Submission Format

**(maximum limit considered for evaluation is 10 pages)**

### 1. General information

S.no	Information required (all field are mandatory*)
1	Full Name
2	City currently based in
3	Country of Citizenship/residence
4	Year of Graduation
5	Total experience (in years and months)
6	Currently working as (and since .....)
7	Language skills (indicate only languages in which you can work)
8	Education [List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]
9	Biggest contract and nature of assignments handled:
10	References (if any):
11	Expert's contact information: [e-mail..., Mobile / phone....]

### 2. Employment record relevant to the Services:

[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the Services does not need to be included.]

Period	Employing organization and your title/position. Contact information for references	Summary of activities performed relevant to the Services
[e.g., May 2005present]	[e.g., Ministry of ....., advisor/consultant to... Name of the project For references: Tel...../email.....; Mr/Ms. Hbbbbb, deputy minister]  (Continued) Project website URL:	

3. Adequacy for Services (maximum 10 pages)

<p>Main Experience of working and/or offering technical assistance for climate action preferably in the Urban sector</p>	<p>Reference to Prior Work/Assignments that Best          Illustrates Capability to Handle the Assigned          Tasks (Reference list of relevant projects, especially in India)</p>
<p>Experience in designing and leading capacity development activities and / or institutional development, especially for Regional Governments / Urban Local Bodies</p>	<p>Name of the project:          - Year of execution:          - Client name:          - Role:          - Budget handled:          - Size of the team handled:          - Project website URL:</p>
<p>Experience of working with multilateral / bilateral agencies in climate action.</p>	<p>Name of the project:          - Year of execution:          - Client name:          - Role:          - Budget handled:          - Size of the team handled:          - Project website URL:</p>
<p>Experience in integration of innovation tools and experimentation in the project design process in the climate domain.</p>	<p>- Name of the project:          - Year of execution:          - Client name:          - Role:          - Budget handled:          - Size of the team handled:          - Project website URL:</p>

4. Publications on climate action (Journal Articles/Book Chapters/ Op-eds etc) (minimum 5 publications are required).

**Tech Form 3 : Confirmation as Independent Consultant / Endorsement from the Current Employer**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself

**(Please choose the appropriate option below)**

**(Option A)**

As an independent consultant, I certify to be available to undertake the Services for approximately 75 person-days for each city (including onsite and remote work) per annum for 3 years in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

[Date/month/year]

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Name of Expert	Signature	Date
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**(Option B)**

As a Domestic Expert having contractual obligations with the current employer to submit an EOI on individual basis, I declare hereby to have got my employer consent to make myself available to undertake the Services for approximately 75 person-days for each city (including onsite and remote work) per annum for 3 years in case of award. My employer understands that a shortage of availability will lead to the cancellation of the contract by the Client, as no change of CV will be acceptable for the client.

[Date/month/year]

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Name of Expert	Signature	Date
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[Date/month/year]

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Name of Employer	Signature	Date
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Representative of the Consultant [the same who signs the Proposal]