

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

Biomass assessment field campaign

**Project number/
cost centre:**

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
GIZ	German Society for International Cooperation/Deutsche Gesellschaft für Internationale Zusammenarbeit
DLR	German Aerospace Center
IBiS	Integrated Biodiversity Management Program
GIS	Geographical Information System
ECOserve	Management of natural resources and safeguarding of ecosystem services for sustainable rural development in the South Caucasus
MoA	Ministry of Agriculture
ARC	Agrarian Research Center

1. Context

The programme “Management of natural resources and safeguarding of ecosystem services for sustainable rural development in the South Caucasus” (ECOserve) is part of the wider German support in the priority area “Environmental policy, conservation and sustainable use of natural resources in the South Caucasus”, which aims at the sustainable use of natural resources, biodiversity conservation and climate protection, particularly for the benefit of the rural population, and at increasing the share of renewable energies in the energy mix and enhancing energy efficiency.

The objective of ECOserve is to improve the pre-conditions for the sustainable and biodiversity-friendly use of natural resources in the prevailing land-use systems in the South Caucasus, with a special focus on energy security for the rural population.

ECOserve primarily contributes to achieving the SDG 15 (Protect, restore and promote sustainable use of terrestrial ecosystems) of the UN Agenda 2030, but also to achieving SDG 7 (Ensure access to affordable, reliable, sustainable and modern energy for all), SDG 13 (Take urgent action to combat climate change and its impacts), SDG 1 (End poverty in all its forms everywhere), and SDG 4 (Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all).

The programme addresses the core problem in each of the three countries of the South Caucasus, that the main land-use system (forests, pasture land, agriculture land) is threatened by serious, progressive degradation. Furthermore, ECOserve addresses also the topic of energy insecurity. Across various levels, the data, regulations, practices and skills required for the sustainable and biodiversity-friendly use of natural resources are lacking.

State and private groups of resource users in rural areas of the South Caucasus, especially farmers, shepherds, state forestry enterprises and rural households that use fuelwood or manure as a source of heating energy, are the main target groups of ECOserve.

Political partner in Azerbaijan is the Ministry of Agriculture (MoA).

The programme addresses the predominant land use systems in the three countries by integrating environmental protection and natural resource conservation into the respective national reform processes.

The key outputs of ECOserve are as follows:

1. The availability of data as a basis for decision-making for the sustainable, biodiversity-friendly management of natural resources is improved.
2. The legal framework for the sustainable use of natural resources and the safeguarding of ecosystem services is improved.
3. Adapted practices for sustainable, biodiversity-friendly natural resource management in rural areas of the South Caucasus are available.
4. Information and education for resource users, service providers and specialized government bodies on sustainable and biodiversity-friendly natural resource management is improved.

5. Exchange between professionals of the three countries on the sustainable and biodiversity-friendly use of natural resources is promoted.

The grassland areas of Azerbaijan are under anthropogenic pressure, including unsustainable management practices, overgrazing, land use conversion to arable land, infrastructure projects, and climate change. To tackle those issues the Ministry of Agriculture of Azerbaijan was commissioned to implement the State Program on Efficient Use of Pasture and Hay Lands in the Republic of Azerbaijan for 2018-2022. The intention is to put a hold on further degradation of grasslands, conserve and sustainable use winter and summer pastures and hay meadows and increase the productivity of those areas. Solid data on grasslands is a prerequisite to achieve the state programmes indicators and support the decision-making process, develop policies on pastures management and improve the understanding of the actual condition of grasslands.

Together with the German Aerospace Center (DLR), GIZ IBiS supported the Ministry of Agriculture regarding the following activities:

1. Identification and mapping borders of pasture and hay lands through satellite imagery and establishment of a GIS database
2. Assess degradation and productivity of pastures and meadows

To further enhance the knowledge and accuracy of the productivity and degradation estimation of grassland in Azerbaijan, biomass data from the field needs to be collected and assessed. Therefore, the MoA and ECOserve project agreed to cooperate on the collection of biomass in four pilot districts (Yardimli, Gakh, Salyan and Saatli). ECOserve has already developed an implementation plan for the biomass collection field campaign.

2. Tasks to be performed by the contractor

This assignment is concerning the support of the collection of biomass on grassland in the pilot districts Yardimli, Gakh, Salyan and Saatli of Azerbaijan. The field campaign has been planned by ECOserve and will be implemented between July 2020 and May 2021. The field campaign consists out of the setup of exclosure cages (prevent animals from grazing) and the collection of biomass on exclosure cages and open plots. The original implementation plan has foreseen to set up 180 exclosure cages (120 on winter pastures, 60 on summer pastures).

In total standing crop data from 180 plots shall be collected (120 on winter pastures, 60 on summer pastures), including biomass from the 180 complementary exclosure cages. All biomass shall be processed according to the ECOserve requirements (dried and weighted) and digitalized into a digital database, including coordinates (shapefile).

The contractor is responsible for providing the following services:

- Exchange with ECOserve on the implementation plan
- Coordinate the setup of exclosure cages and the field campaign with the responsible person at the of MoA/DAIM

- Monitor the maintenance of the enclosure cages together with MoA (prevent destruction etc.)
- Coordinate the setup of enclosure cages, the field campaign and data processing together with ECOserve advisor
- July-September: Set up of 60 enclosure cages on summer pastures and according to the implementation plan of ECOserve: cages made of fence, size 2X2 m and at least 1.5 m height), including record of coordinates, photo of vegetation and description of plant community (dominant species and structure)
- September: collection (clipping) of biomass data on 60 standing open crop plots and enclosure cages according to ECOserve standards, including the recording of plant cover and species composition (line-point method, 100 contacts per transect), the visual assessment of pasture condition
- March-May: Set up of 120 enclosure cages on winter pastures and according to the implementation plan of ECOserve: cages made of fence, size 2X2 m and at least 1.5 m height, including record of coordinates, photo of vegetation and description of plant community (dominant species and structure)
- May: collection (clipping) of biomass data on 120 standing crop plots and according to ECOserve standards, including the recording of plant cover and species composition (line-point method, 100 contacts per transect), the visual assessment of pasture condition
- Processing of enclosure cages biomass data: drying of biomass and reporting according to the ECOserve standard procedure: dry in oven in paper bags, weight etc
- Development of database on the measured field data, including photos and coordinates (shapefile).
- Report on the biomass collection campaign (set-up and implementation)

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Debriefing with ECOserve	07.2020, Baku
Mission 1: Set up of 60 enclosure cages on summer pastures in Gakh and Yardimli	07.2020, Gakh and Yardimli,
Mission 2: Collection of field data on 60 standing crops and 60 enclosure cages, respectively, on summer pastures	09.2020, Gakh and Yardimli,
Mission 3: Set up of 120 enclosure cages on winter pastures in Gakh, Yardimli, Salyan and Saatli	03.2021, Gakh, Yardimli, Salyan and Saatli,
Mission 4: Collection of field data on 120 standing crops and 120 enclosure cages, respectively, on winter pastures	05.2021, Gakh, Yardimli, Salyan and Saatli,
Processing of collected data (drying, weighting)	05.2021, Gakh, Yardimli, Salyan and Saatli,
Prepare collected data (database), photos, coordinates and final report	06.2021, Baku,

Period of assignment: From 07.2020 until 06.2021.

3. Concept

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

Technical-methodological concept

Strategy: The contractor should provide a specific methodological proposal or strategy for measuring biomass data and other activities. The proposal can be based on international research or using previous experience.

If necessary, the consultant can demonstrate the involvement of the stakeholders required for the cooperation and explain how this collaboration could affect biomass data collection.

The contractor 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 2 are to be provided. In particular, the consultant 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 2.

The contractor should state their experience in this field in more details and indicate in their experience what activities are involved in similar projects.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available 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 AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

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

- According to the methodology and concept, biomass data and other necessary information on summer and winter pastures should be submitted in the form of an inception report.
- Contributions to reports to GIZ's commissioning party
- Once winter pasture data has been prepared, it should be included in the latest report and all data should be submitted in a separate Excel format.
- All materials received under the project must be handed over to GIZ ECOserve or the Ministry of Agriculture

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 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.

The bidder 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 bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

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

Expert 1

Tasks of expert 1

- 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 short-term experts
- Regular reporting in accordance with deadlines

Qualifications of expert 1

- Education/training: University qualification in Agriculture, Biology and Geography
- Language: Good business language skills in English and in Azerbaijani
- General professional experience: 5 years of professional experience in the agricultural and biological sector
- Specific professional experience: 5 years in agriculture
- Leadership/management experience: 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience: 5 years of experience in projects in Azerbaijan

- Development Cooperation (DC) experience: 3 years of experience in DC projects

Expert 2

Tasks of expert 2

- Identification and mapping borders of pasture and hay lands through satellite imagery and establishment of a GIS database
- Visualising plots coordinates and pasture borders with GIS map in final report and in PDF/JPEG format

Qualifications of expert 2

- Education/training: University qualification in Geography, GIS and remote sensing
- Language: Azerbaijani, English
- General professional experience: 2 years of professional experience in environmental projects
- Specific professional experience: 2 years of professional experience in GIS and remote sensing applications
- Regional experience: 2 years of experience in projects in Azerbaijan
- Development Cooperation (DC) experience: 3 years of experience in DC projects

Soft skills of team members

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

- Team skills
- Collection of biomass information
- Skills on weighting the collect information from the fields
- Software skills: MS office, ArcGIS, QGIS, able to work with GPS and their project related software
- Initiative
- Communication skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

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

5. Costing requirements

Assignment of personnel

Expert 1: On-site assignment for 40 expert days

Expert 2: Assignment in country of assignment for 10 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses

separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Requirements 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 (Chapter 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 is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

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. The CVs 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.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor 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.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.