

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

Support to LUCA with expertise in the buildings and construction sector

**Project number/
cost centre:
20.9054.6-001.00**

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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
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
BMWK	German Federal Ministry for Economic Affairs and Climate Action Commissioning party
COP	Conference of the Parties
G20	Group of Twenty
G7	Group of Seven
IKI	International Climate Initiative
LUCA	Leading Urban Climate Action
NDCP	NDC Partnership
NDCs	Nationally Determined Contributions
NYCW	New York Climate Week
UNFCCC	United Nations Framework Convention on Climate Change
SUP	Summary for Urban Policymakers

1. Context

In 2021, the buildings and construction sector accounted for around 37% of energy- and process-related CO₂ emissions and over 34% of energy demand globally. (GlobalABC, 2022). Decarbonizing the buildings sector by 2050 is critical to delivering these emission cuts – and to addressing the wider triple planetary crisis of climate change, nature and biodiversity loss, and pollution and waste. Since constructions rates tend to be significantly higher in urban areas, this is especially important in cities, which are key actors for ambitious climate action.

The programme “Leading Urban Climate Action” (LUCA), commissioned by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) aims to improve the conditions for climate-friendly investments and the implementation of NDCs at the local level in developing and emerging economies. Amongst other topics, LUCA advises the BMWK on climate-friendly approaches and solutions in the urban building and construction sector of its partner countries. This is achieved through:

- (1) Further development and strengthening of effective partnerships currently supported by BMWK (primarily the Global ABC¹),
- (2) development, dissemination, and scaling of innovative and scientific approaches in collaboration with existing initiatives and projects of the International Climate Initiative (IKI)²;
- (3) international agenda setting.

Objectives of the assignment:

- LUCA is supported in its advisory services regarding current climate-friendly approaches and solutions in the buildings and construction sector.
- LUCA is supported in its further strategic development of relevant initiatives and linkages in the buildings and construction sector to other relevant projects/initiatives.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Kick-off Meeting with LUCA team, ideally in person in Berlin**

A) Providing technical advisory services on topics around climate friendly approaches and solutions in the buildings and construction sector

This may entail expert assessments, background analyses, and think pieces/concept notes on the following topics (Please note: These are demand-driven by political processes and priorities, like inter alia Buildings Breakthrough, Cement and Concrete Breakthrough, G7, G20 and COP processes):

¹ See <https://globalabc.org/>

² See <https://www.international-climate-initiative.com/en/>

- Relevance of cutting emissions in the building and construction sector for climate mitigation.
- Possible approaches of adaptation to climate change in the urban buildings and construction sector.
- Role and possible impact of alternative building materials for efficient mitigation and adaptation measures.
- Challenges and opportunities of energy efficiency in the buildings and construction sector and the role of local stakeholders.
- The potential role of state and regional governments for effective climate action in the buildings and construction sector.
- The potential impact for activities in the buildings and construction sector for the formulation and/or implementation of ambitious NDCs
- Linking science with policy (with specific focus on the urban buildings and construction sector).
- Issues around Just Transition and gender sensitive construction.
- Possible measurements and potential actors of financing the transformation of the buildings and construction sector.
- Role and potential of relevant actors active in the fields of sustainable buildings and construction.

This may include the provision of the following services:

- Writing analytic, thought-provoking “think pieces” or policy briefs on topics mentioned above (between 2-6 pages).
- Providing expert opinion on publications developed by relevant partners.
- Support in drafting recommendations or advocacy messages for engagement of BMWK/LUCA in international processes and events (e.g., Glasgow Breakthrough Agenda, G20, G7, UNFCCC COPs, NYCW), considering current expert discussions and research in the respective fields.
- Supporting the development of knowledge products/concept notes/ strategies (i.e. drafting outlines, providing technical input, commenting, desk research).
- Assist in the conceptual development of workshops/sessions to be conducted or supported by LUCA.
- Mapping and analyzing relevant projects, stakeholders, and initiatives, making use of learning experiences, including drafting of respective short background documents.
- Providing input to articles.
- Support the development of communication and cooperation strategies.
- Support the development of tools, approaches, methodologies.

B) Support to advance conceptually topics of existing BMWK supported initiatives (like Global ABC) as well as identifying and promoting strategic interlinkages between these and towards other projects and initiatives

This may entail the following (demand-driven depending on (political) priorities):

- Provide expert opinion on the integration and advancement of existing offers on capacity development measures/training concepts on project preparation in the context of climate friendly buildings and construction.
- Provide expert opinion on knowledge and or scientific products produced by GlobalABC, SUP or other relevant initiatives.
- Explore the potential role of subnational actors in political relevant processes such as the Glasgow Breakthrough Agenda.
- Give advice on the strategic orientation of the relevant initiatives.
- Support the elaboration of lessons learnt on multilevel collaboration in the sector
- Support the identification and development of new topics (trend scouting) and activities in the buildings and construction sector.
- Support the preparations of strategic analyses, for example on innovation and collaboration potential and remaining gaps in BMWK's IKI energy efficiency and buildings portfolio and relevant initiatives.
- Provide recommendations for a potential strategic re-orientation of relevant initiatives to enhance the subnational/local perspective in the buildings and construction sector.

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

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off meeting, minutes	2 weeks after start of assignment
Analysis of the outcomes of the Annual GlobalABC Assembly and recommendations on the road to COP28	August 2023
Input/ commenting on documents released by Global ABC	Ad hoc, August 2023 – May 2024
Input/ commenting on scientific resources	Ad hoc, August 2023 – May 2024
Input to concept notes for sessions at New York Climate Week, COP28, Annual Assembly GlobalABC 2024	August 2023 – May 2024

The above-mentioned table should be seen as a very rough orientation. Overall, the tasks described will be provided upon request by the LUCA team, in consultation with the contractor, until the end of the contract period because of the high dynamic of underlying (political) processes and priorities.

Period of assignment: from **August 1st, 2023, until July 31st, 2024.**

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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

- Description from tenderer's own perspective and/or experience of three main challenges that need to be addressed to reduce emissions in the buildings and construction sector (**Refers to Strategy 1.1.1** in the technical assessment grid).
- Description in tenderer's own words and/or from tenderer's own experience of three gaps that need to be addressed in the in the buildings and construction sector to improve the involvement of subnational/local authorities. Please specify relevant/potential actors to address these gaps. (**Refers to Strategy 1.1.2** in the technical assessment grid).

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, 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.

Team Leader – Specialist in the field of architecture, energy (efficiency), urban planning, climate, environment or other with relevance for sustainability in buildings

Tasks of the team leader

- Provide expertise to LUCA on relevant topics and activities
- 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. Main contact point for GIZ.
- Responsible for the kick-off meeting with LUCA team
- 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

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in the field of architecture, energy (efficiency), urban planning, climate, environment or other studies with relevance for sustainability in buildings, or equivalent
- Language (2.1.2): **C1-level** in **English** and **German** is essential.
- General professional experience (2.1.3): **8 years** of work experience in/or with relevance to the buildings and construction sector in the context of international cooperation
- Specific professional experience (2.1.4): **6 years** of professional experience tackling international energy and climate challenges and opportunities in the area of built environment including sustainable buildings and construction (materials).
- Leadership/management experience (2.1.5): **3 years** of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): **6 years** of experience in working in/with the Global South
- Development cooperation (DC) experience (2.1.7): **6 years** of experience in DC projects

- Other (2.1.8): Proven track record of published articles, research papers or similar with a focus on the buildings and construction sector.

Short-term expert pool with minimum 1, maximum 2 members – Specialists in the field of architecture, energy (efficiency), urban planning, climate, environment or other with relevance for sustainability in buildings

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.

Tasks of the short-term expert pool

- Provide expertise to LUCA on relevant topics and activities regarding a climate friendly buildings and construction sector

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1-2 experts with university qualification (German 'Diplom'/Master) in architecture, energy (efficiency), urban planning, climate, environment, or other studies with relevance for sustainability in buildings
- Language (2.6.2): 1-2 experts with **C1-level** language proficiency in **English**. **B1-level** language proficiency in **German** is an asset but will not be assessed.
- General professional experience (2.6.3): 1-2 experts with **5 years** of professional experience in/or with relevance to the buildings and construction sector
- Specific professional experience (2.6.4): 1-2 experts with **3 years** of professional experience in international climate policy research with focus on the buildings and construction sector, esp. COP-related processes.
- Regional experience (2.6.5): 1-2 experts with **3 years** of experience in/ with the Global South
- Development cooperation (DC) experience (2.6.6): 1-2 experts with **2 years** of experience in DC
- Other (2.6.7): Proven track record of published articles, research papers or similar with a focus on subnational climate policy topics.

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

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation 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 at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport 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 would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should 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
Designation of TL	1	15		Team Leader
Designation of short-term expert pool	1-2	25		Short-term expert pool
Travel expenses	Quantity	Price	Total	Comments
Fixed travel budget	1	8.130,00 €	8.130,00 €	<p>A budget is earmarked for travel to the following countries: Germany, other locations depending on project requirements.</p> <p>Travel budget for 6 (international flights) to Germany and other locations, depending on project requirements and consultant locations, per diem and overnight allowances, and CO₂ compensation.</p> <p>You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.</p>
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	4.300,00 €	4.300,00 €	A budget of EUR 4.300,00 € is foreseen for flexible

				<p>remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>
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6. Inputs of GIZ or other actors

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

- Relevant background information on the expected tasks/ initiatives
- Communication structure/exchange platform (MS Teams)

7. Requirements on the format of the tender

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.

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

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

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops, or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.