**Tool 11: Terms of Reference for the procurement of feasibility study provider**

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| --- | --- |
| **Project Title** |  |
| **Organisation** |  |
| **Published on** |  |

**Section 1: Overview and Background Information**

**Description**: *The purpose of this section is to provide the bidder with relevant information and key data on the project (background) and its purpose (general objectives), and to position the ToR in the overall context of the measure (rationale). Generally, the brief description of the module proposal can be used for this purpose. The context also explains the specific objective to be achieved by the services.*

**Suggested content:**

1. *Basic information about the project*
2. *Context of the city, region or implementation place*
3. *Brief explanation on how the services provided by bidder contribute to achievement of the project’s objectives*
4. *How soon can the project start after approval and for which period the supplier would be contracted*

**Section 2: Scope of Work of Contractor**

**Description**: *This section should cover all services and/or works that the contractor is to provide. These usually comprise tasks and deliverables. The services must be described in enough detail (including time frame, deadline, place of performance, trips, responsibilities, contributions from other actor etc.) that the bidder can estimate whether it is able to provide a bid and what individual costs must be included in the price calculation, based on scope and volume.*

**Suggested content:** For each task and/or deliverable**,** make sure to include a subsection with the following content:

* Detailed description of specific task, including the approach to be performed by contractors.
* List of expected final deliverables with deadlines, including formats and quality standards.
* Project management, reporting, quality assurance and communication.

**Example:** Below you will find an example of the deliverables expected from feasibility study providers. We included examples of specific studies and products applicable to measures against flooding and heat islands. The ones listed as “General” and “Additional general studies/approaches” are the products that all feasibility studies can include, regardless of the climate threat being tackled.

|  |  |
| --- | --- |
| **Stage of model approach or theme** | **Approach and/or study** |
| **General** | * **Full financial analysis,** including upfront costs and ongoing costs for maintenance and operation. * **Full architectural and engineering drawings**, also known as **“Detailed design”** or **“Executive project**”, which includes:   + Detailed technical drawings (blueprints, elevations, constructive details, structural design, hydraulics, mechanical, electrical and other necessary installations when relevant, etc., according to local norms and safety standards.   + Definition of materials to be used by the project (e.g., flooring, paint), taking into account technical norms, the needs of the project and quality standards.   + Detailed cost and bill of quantities.   + Detailed construction schedule and management plan. * **Next steps in implementation.** |
| **Additional general studies / approaches** | * **Surveys and Interviews:** Conduct surveys and interviews with local residents, businesses, and stakeholders to understand community concerns and needs. * **Small-Scale Trials or demonstration projects:** Implement pilot projects to test the project or solution. * **Ecological Studies:** Analyse how proposed flood defences will impact local ecosystems, including flora and fauna. * **Permitting Requirements:** Review local, state, and federal regulations that may impact implementation. * **Policy Analysis:** Evaluate existing policies and best practice. * **Scenario Planning:** Model future climate scenarios to assess the resilience of proposed solutions under varying conditions (against the baseline). * **Cost benefit analysis** (against the baseline): Calculate the potential costs of projects against the expected economic benefits (e.g., reduced damage costs). * **Long-term Financial Analysis:** Evaluate the long-term financial implications, including maintenance costs and funding sources. * **Long-term ownership:** Assess the long-term capacity of the community (skills, availability and job creation potential) to own the project / initiative. |
| **Flooding specific studies** | * **Geospatial Analysis:** Use GIS tools to analyse historical flood data, topography, and land use patterns to identify flood-prone areas. * **Hydrological Modelling:** Develop models to simulate water flow and predict flood scenarios based on rainfall and runoff. * **Material Analysis:** Assess the durability and cost of materials that would be used in construction. * **Water Quality Monitoring:** Assess potential changes to water quality due to altered flow patterns and sedimentation. |
| **Heat Island specific studies** | * **Temperature Mapping:** Use thermal imaging and satellite data to identify temperature variations. * **Land Use Analysis:** Evaluate land use patterns, including vegetation cover, impervious surfaces, and built environment features. * **Cooling Strategies Assessment:** Evaluate different cooling strategies such as green roofs, cool pavements, and tree canopies for their effectiveness and feasibility. * **Infrastructure Analysis:** Assess existing infrastructure to identify opportunities for integrating heat mitigation strategies. * **Nature-Based Solutions:** Investigate green infrastructure options, such as urban forests and park systems, to enhance cooling and biodiversity. |

**Section 3: Technical-methodological concept**

**Description**: *This section is intended to explain bidders how they should describe their process of delivering their services, as stated in Section 2.*

**Suggested text**: “The tenderer should consider the tasks to be carried out with reference to the objectives of the services subject to the tender and must present and argue the strategy with which he/she intends to provide the services for which he/she is responsible.

The bidder shall set out the relevant actors for the provision of the services for which he/she is responsible and describe the cooperation with these actors. The bidder should present and explain his/her approach to conducting action with counterparts and his/her contribution to a results-based monitoring system.

The bidder shall describe the key processes for providing the services for which he/she is responsible and create an operational plan or schedule describing how the services will be provided, in accordance with Section 2. In particular, the bidder shall describe the necessary steps and, where applicable, take into account milestones and contributions from other actors (partner contributions).

*Social responsibility, inclusion and gender*

The consulting team must explain in the proposal how it ensures social responsibility, inclusion of diversity and gender perspective. It is also recommended to use inclusive language when writing documents.

The advisory team should consider, as far as possible, the inclusion of women and youth in the advisory team, actively invite people from minority and/or vulnerable groups to participate in the calls and facilitate their attendance and participation in workshops and events.As far as possible, the team or consulting company must have a Business or Social Responsibility Certification (COMPANY B, ISO 14001, ISO26000, Global Compact, Best Companies to Work for LGBTQ+ Inclusive Company, Family-Responsible Company).”

**Section 4: Personnel concept**

**Description**: The technical-methodological concept is put into practice through the personnel concept. The personnel concept consists of positions, to which tasks and qualifications are assigned and which, as a whole, cover the tasks to be implemented by the contractor as described in Section 2.

**Section 5: Requirements for price calculation**

**Description**: *In this section, you provide the bidder with additional information they need to provide a price calculation. For instance, if they can consider travel expenses for the provision of the services and how much.*

**Section 6: Requirements on the format of the bid**

**Description**: *In this section, you explain the potential providers how you want them to submit their bid. These requirements can range from Excel files with their budget breakdown to Gant charts with their delivery plan.*

**Examples**: Below you can find some examples of the formats you can require. Note it may be more appropriate to transfer them to an Excel file and attach them to the ToRs.

***Budget Tables***

Personnel

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Organisation** | **Rate** | **Days** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Total:** |  |  |

Travel expenses

|  |  |
| --- | --- |
| Anticipated Travel and expenses detailing flights, nights away and sustenance | Flights:  Travel nights and details:  Expected Cost: |
| Expected non-travel expenses (e.g. equipment, commissioned surveys etc.), including rationale and expected cost: | Description:  Expected Cost: |

Total budget

|  |  |
| --- | --- |
|  | **Amount (Currency)** |
| The total fees for this Activity are: |  |
| The total expenses for this Activity are: |  |
| **Total:** |  |

***Work plan***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverables**  **(as per section 2)** | **Deliverable due date** | **Task #** | **Description** | **Responsible team member** | **Task due date** |
| D1: [Title] |  | T1 |  |  | e.g. Week one |
| T2 |  |  |  |
| T3 |  |  |  |
| T4 |  |  |  |
| D2: [Title] |  | T5 |  |  |  |
| T6 |  |  |  |
| T7 |  |  |  |
| T8 |  |  |  |
| D3: [Title] |  | T9 |  |  |  |
| T10 |  |  |  |
| T11 |  |  |  |

***Delivery Plan (Gantt chart)***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Month** | **February** | | | | **March** | | | | **April** | | | | **May** | | | |
| **Package** | **Activity** | **Description** | **Deliverable due date** | **3** | **10** | **17** | **24** | **3** | **10** | **17** | **24** | **7** | **14** | **21** | **28** | **5** | **12** | **19** | **26** |
| **D1** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T4** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D2** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T4** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T5** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D3** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T4** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D4** | **T1** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T2** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T3** | XXX | XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |