Terms of reference (ToR) for the procurement of services

CONFIDENTIAL

Consultancy services for preparation of city logistics plans for selected cities	**Project number/ cost centre: G-012612-001, 12612990000 Tender number 10058886**

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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
MoCI	Ministry of Commerce and Industry
DPIIT	Department for Promotion of Industry and Internal Trade
Smart Logistics	Smart and Climate Friendly Logistics in India
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
EU	European Union
BMUKN	Environment, Climate Action, Nature Conservation and Nuclear Safety
IKI	under the International Climate Initiative
CL	City Logistics
CLP	City Logistics Plan
CMP	Comprehensive Mobility Plan

1. Context

At the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, we work to shape a future worth living around the world – for people, our partner countries, Europe and Germany. Together with our partners, we create opportunities and sustainably improve people's lives. Through our networks, we turn international agendas into action – with a global vision and local impact.

GIZ has been operating in India for over 60 years under the Indo German Bilateral Development Cooperation. It has offices in Delhi, Bengaluru and Mumbai, in addition to other locations in the country. In India. GIZ works on behalf of the German Government, the European Union (EU), other public and private clients as well as civil society in the following thematic areas:

- Environment, biodiversity and natural resource management
- Sustainable urban and industrial development
- Energy, and
- Social and private sector development

The "Smart and Climate Friendly Logistics in India" (Smart Logistics) project is implemented by GIZ with the Logistics Division of the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry (MoCI), Government of India as the implementation partner. The project is commissioned by the German Federal Ministry for Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) under the International Climate Initiative (IKI).

The project aims to develop green strategies and digital/technological solutions for freight transport and logistics decarbonisation thereby contributing to fulfilling India's commitment of NetZero by 2070. Three outputs are envisaged in the project:

- Develop a knowledge exchange platform;
- Build capacities of training institutions for enhancing green skills of India's logistics workforce; and

a) Develop green strategies and solutions for freight transport and logistics decarbonisation.

The initially identified areas of work by the project are:

a) Technical handholding support and capacity building and for preparing State and City Logistics Plans for the identified states/cities across the country;
b) Development of logistics performance KPIs for the key Indian transport sector, viz. railways, roadways, airways, and ports covering performance assessment and recommendations.
c) AI based decision support for optimal siting of Multi-Modal Logistics Parks across the country; and
d) Logistics workforce skills gap analysis and recommendations.

Urban freight transport and city logistics are key drivers of economic development, ensuring the efficient supply of goods to populations, industries, trade, healthcare, and other value chains, while also generating investments and employment. At the same time, urban delivery

traffic contributes significantly to emissions, noise, and congestion. In India, urban demand for goods is projected to grow by approximately 140% by 2030, placing increasing pressure on urban logistics systems. In this context, the National Logistics Policy (NLP) mandates that states and cities develop City Logistics Plans (CLPs) to enable an integrated and evidence-based approach to urban logistics planning.

GIZ is considering engaging consultants, as per the present Terms of Reference (TORs) to prepare City Logistics Plans for selected 4 cities.

Context

India's cities account for over 58% of national GDP, yet urban freight remains largely unplanned, inefficient, and environmentally damaging. India's logistics costs stand at 7.97% of GDP — meeting the global standards of 8–9% benchmark of high-performing economies such as Germany, Singapore, and the Netherlands. Urban freight demand is projected to increase by 140% by 2030.

Conventionally, solutions to city logistics have been ad-hoc, driven by three structural weaknesses: (i) competition for road space between passenger and freight traffic; (ii) Comprehensive Mobility Plans (CMPs) that address only passenger movement; and (iii) logistics being a for-profit activity where public authorities lack understanding of commercial freight dynamics. Systematic city-level planning is therefore critical.

The following national policy instruments now provide an integrated framework for urban freight planning:

- The National Logistics Policy (NLP) 2022 mandates State and City Logistics Plans and targets reducing logistics costs to 8% of GDP by 2030.
- The PM GatiShakti National Master Plan provides a unified digital infrastructure platform for multimodal freight connectivity.
- DPIIT's CLP Guidelines (2024), developed with GIZ under the Indo-German Green Freight Project, provide the definitive framework for urban freight planning — piloted in Delhi, and Bengaluru.
- The LEADS Index 2025 benchmarks state and city logistics performance, incorporating digital logistics and sustainability metrics.

Under the national driven initiative for City Logistics Plan preparation across cities in India, GIZ intends to select a qualified, multi-disciplinary consulting firm to prepare comprehensive City Logistics Plans (CLP) for the selected four cities of Itanagar (Arunachal Pradesh), Leh (UT of Ladakh), Sri Vijaya Puram/Andaman (Andaman and Nicobar Islands) and Gangtok (Sikkim).

CLP preparation must take into consideration the requirements of the structured national framework above, and specifically the planning procedures, data collection, survey requirements, logistics provisions (physical infrastructure, transport and mobility, digitalisation, skills, governance), implementation framework, block cost estimates, safety, and performance aspects as outlined in the DPIIT CLP Guidelines (2024) and the CLP Assessment Matrix (2026).

Objective of the Consultancy Services

The aim of the assignment is to prepare a City Logistics Plan for each of the selected 4 cities, viz. Itanagar (Arunachal Pradesh), Leh (UT of Ladakh), Sri Vijaya Puram/Andaman (Andaman and Nicobar Islands) and Gangtok (Sikkim) to strategically manage the movement of goods within the urban area to achieve efficient, sustainable, and well-coordinated logistics

operations, while reducing emissions and the associated air pollution and carbon emissions. The CLP serves as a comprehensive roadmap that outlines policies, strategies, and measures to address the challenges associated with urban goods movement, particularly in densely populated and rapidly growing cities. This plan is a pivotal tool for enhancing urban logistics efficiency and fostering sustainable development to improve transportation efficiency, reduce congestion, lower environmental impact by reducing emissions and the associated air pollution and carbon emissions, and enhance overall urban mobility. Such plans typically involve coordinating various modes of transportation (like trucks, bicycles, public transit), establishing logistics hubs and other infrastructure, and measures to manage freight traffic sustainably and effectively across urban areas.

The specific objectives of the City Logistics Plan preparation for the identified 4 cities are:

a) To be developed as a strategic plan designed to adequately address the urban freight and logistics needs of the city's population and businesses to achieve economic growth with better quality of life and environment.
b) To strategically manage the movement of goods within the urban area to achieve efficient, sustainable, and well-coordinated logistics operations leading to high logistics performance and reduced costs.
c) To serve as a comprehensive plan and a roadmap that outlines policies, strategies, and measures to address the challenges associated with urban goods movement, particularly in densely populated and rapidly growing cities.
d) To be a pivotal tool for enhancing urban logistics efficiency and fostering sustainable development, while contributing to economic growth and employment, while reducing greenhouse gas emissions and pollution.

The CLPs should help identify the logistics needs and demands, plan and evaluate the possible solutions for urban freight and logistics in and around the city. The CLP should be prepared in a structure and format that can be easily integrated or aligned with the Comprehensive Mobility Plan (CMP) of the city, link with the Statutory Development/ Master Plan, State Logistics Plan and PM GatiShakti National Master Plan. CLP involves development of organisational structures, strategies, focused action plans with measures and rules that can be implemented with a cooperative approach of different stakeholders in reaching a common objective in sync with the city's vision, as outlined in the NLP. CLP should be built on principles of logistics performance, institutionalisation, and safety with due consideration of existing planning practices. CLP must be considered as an integral part of CMP devoted to integrating urban logistics schemes, infrastructure, services, regulations in the overall mobility strategies and solutions.

The hired consultancy is required to take into consideration the procedural steps detailed out in the CLP Guidelines (2024) of DPIIT, DPIIT CLP Evaluation Matrix (2026) and the provisions of the National Logistics Policy, PM Gati Shakti, in order to prepare CLPs for the selected 4 cities.

Scope of Services

Cities covered: Itanagar (Arunachal Pradesh), Leh (UT of Ladakh), Sri Vijaya Puram/ Andaman (Andaman and Nicobar Islands) and Gangtok (Sikkim).

The assignment shall be executed across various structured tasks covering the full logistics ecosystem: physical logistics infrastructure; transport & mobility; regulatory, institutional and governance frameworks; environment & climate, and gender/social inclusion benefits; and skill development.

The City Logistics Plan should cover:

- **Part 1 — CLP Planning:** Covers baseline assessment, primary & secondary data collection, planning processes, defining of goals & KPIs, building and assessing scenarios, engaging stakeholders through Freight Partnership Committees (FPCs), developing recommendations & strategies for logistics improvement, implementation framework, block cost estimates etc.
- **Part 2 — Logistics Provisions:** Covers provisioning of logistics physical infrastructure, transport and mobility infrastructure/provisions, logistics skills development infrastructure, stakeholder partnerships for services, digitalisation and decision support systems, governance provisions including plan integration, R&D, monitoring and enforcement etc.

Study Areas of the selected 4 Cities:

Typically, the study area shall cover the municipal limits and a buffer zone extending up to 30 km (or the appropriate development authority boundary) outside the city administrative boundary / ring road, to capture regional hubs, peri-urban warehouses, Transport Nagars, and major entry/exit freight corridors. The final study area boundary shall be agreed with the concerned City/State Authority at the Inception stage.

The expected outcome from the consultancy services:

a) Established FPCs in each 4 cities: A formally constituted FPC with defined mandate, composition, rules of procedure, and clearly articulated roles of stakeholders across city, state, private sector, industry associations, enforcement agencies.
b) City Logistics Plans (CLPs): City logistics plans for 4 selected cities which can be implemented through clearly defined action plans and implementation frameworks.
c) Integration of CLPs with CMPs: Freight and logistics priorities, interventions, and projects identified under the CLPs aligns with and recommended for incorporation into the cities' CMPs.
d) Roadmap of measures ready for implementation: Implementation/action plan for at least 10 logistics measures per city, including work packages, timelines and resource planning, block cost estimates, risk mitigation strategies, institutional responsibilities, approval paths.

Tasks to be performed by the consultants include:

- Main Task 1: Establish Freight Partnership Committees (FPCs)
- Main Task 2: Baseline Assessment, Scenario Building and Freight/Logistics Demand Assessment
- Main Task 3: Prepare City Logistics Plans and Implementation Framework
- Main Task 4: Training and Material Handover

2. Tasks to be performed by the contractor

Main Task 1: Establish Freight Partnership Committees	**Purpose:** To establish inclusive, multi-stakeholder FPC in each selected city to enable structured consultation, coordination, and co-creation for CLP preparation and implementation. These FPCs work in tandem with the City Logistics Coordination Committees (CLCCs). **Deliverables:**

	D1: Stakeholder mapping and analysis report for each of the 4 select cities **D2:** Framework for FPC structure, including mandate, composition, and governance mechanism **Sub-task 1: Conduct Stakeholder mapping and analysis** a) Identify key stakeholders across public sector (ULBs, development authorities, transport departments, traffic police), private sector (logistics operators, e-commerce, industry), and civil society. b) Analyse stakeholder roles, responsibilities, influence, and interest in urban freight and logistics. c) Map existing institutional structures, committees, and coordination mechanisms relevant to city logistics. d) Prepare a stakeholder engagement plan, including consultation strategy and communication approach. **Sub-task 2: Support for Setting up FPCs** a) Develop a standard framework for FPC, including representation, mandate, roles, responsibilities, and operating procedures, including mechanisms for regular meetings, decision-making, and documentation. b) Support the city authorities in the formal constitution/notification of FPCs. c) Coordinate with the city authorities for regular meetings with FPCs for taking inputs for CLP preparation.
Main Task 2: Baseline Assessment, Scenario Building and Freight/Logistics Demand Assessment	**Purpose:** To assess existing freight and logistics conditions, forecast future demand, and develop alternative growth scenarios to identify priority interventions and guide the preparation of evidence-based CLPs. *Refer to: DPIIT CLP Guidelines (2024); DPIIT Model RfP for CLP Preparation (2026), MoHUA's CMP Toolkit* **Deliverables:** **D3:** Draft Baseline and Gap Assessment Report for 4 CLPs **D4:** Final Baseline and Gap Assessment Report for 4 CLPs **D5:** Draft Freight/Logistics Demand Projections Report for 4 CLPs **D6:** Final Freight/Logistics Demand Projections Report for 4 CLPs **Sub-task 1: Data and information collection and review** a) Collection of secondary data, reports and information as required for the preparation of CLPs. Ref. to DPIIT's CLP guidelines, Model RfP and Assessment Matrix. b) Collection of information related to master plans, framework plans, CMPs etc. for spatial data analysis and integration with CLPs. c) Meetings with the relevant departments to understand their needs and perspectives. d) Reconnaissance surveys to understand the field conditions.

	Note: Under (b), existing CMPs, Master Plans, and other relevant planning documents available shall be considered. For example, in Gangtok, the consultant shall consider the Gangtok CMP (2010) and the Gangtok 2041 GIS-based Master Plan (notified in 2024), as applicable. **Sub-task 2: Identify study area for CLP** a) Conduct an initial desktop review of all existing city plans, databases, policies, regulations impacting logistics, including demographic and industrial / commercial development. b) Identify existing land use patterns, freight and passenger flow patterns and other factors affecting city logistics, demarcate the City Logistics Plan boundary. c) Finalize this study area with the concerned State/city government responsible for the CLP. Typically, the study area shall cover the municipal limits and a buffer zone extending up to 30 km (or the appropriate development authority boundary) outside the city administrative boundary / ring road, to capture regional hubs, peri-urban warehouses, transport nagars, and major entry/exit freight corridors. d) The final study area boundary shall be agreed with the concerned City/State Authority at the Inception stage. *Note: Under (c), the consultant shall, in consultation with the respective State/City Government, consider the notified statutory planning boundary, where appropriate, in lieu of the municipal limits as the study area for freight planning. For example, in the case of Gangtok, the notified Gangtok 2041 Master Plan Planning Area (150 sq. km) shall be considered to adequately capture key freight corridors, including the proposed alternative highway.* **Sub-task 3: Conduct Baseline Assessment in all selected 4 cities** a) Collect and analyse primary and secondary data to establish baseline indicators and access gaps. Conduct primary surveys only to address specific data gaps from secondary data collection b) Review existing CMPs, CDPs, Master Plans, and relevant policies to ensure integration of freight within overall mobility planning c) Spatially map, quantify and analyse existing urban freight systems, including dominant sectors contributing to freight flows in the study area, their supply chains, transport and logistics infrastructure. d) Identify key challenges such as congestion, emissions, inefficiencies, and infrastructure gaps e) Define CLP structure and scope of work including key components such as background, objectives, and study area boundary for all 4 CLPs in consultation with responsible city authorities f) Develop Draft Baseline and Gap Assessment Report g) Organise consultation (1/2 day workshop) with CLCC and FPCs on the baseline and gap assessment report, collect inputs and finalise Baseline and Gap Assessment Report *Note: While undertaking the baseline assessment, the consultant shall consider city-specific factors affecting freight movement. For example, in the*

	case of Leh (Ladakh), seasonal tourism, the short construction season, winter road closures, and dependence on air cargo shall be taken into account. **Sub-task 4: Build Scenarios and Assess Future Freight/ Logistics Demand for all selected 4 cities** a) Develop freight demand forecasting models for each city, including commodity-wise major freight flows, future logistics demand and traffic projections using scenario-based modelling. b) Develop and assess at least three scenarios (Business-as-Usual (BAU), Infrastructure-Led Growth, and Digitalisation/Modal Shift) using a multi-criteria evaluation framework. c) Conduct sensitivity analysis to assess the robustness of the preferred scenario under varying growth and policy assumptions. d) Assess the implications of each scenario on freight demand, logistics costs, infrastructure needs, efficiency, emissions, safety, and multimodal integration, and recommend a preferred development pathway. e) Prepare a draft Freight/Logistics Demand Projections Report, consult with the CLCC and FPCs (1/2 day workshop), and finalize the report incorporating stakeholder feedback.
Main Task 3: Preparation of City Logistics Plans and Implementation Framework/Action Plan [Note: The 4 cities under consideration being smaller in size, the influence of the neighbouring cities/districts and the State relevance for logistics should be taken into consideration]	**Purpose:** To develop comprehensive, evidence-based City Logistics Plans (CLPs) for 4 cities, Itanagar (Arunachal Pradesh), Leh (Ladakh), Sri Vijaya Puram (Andaman and Nicobar Islands) and Gangtok (Sikkim) through structured planning, stakeholder engagement, and actionable frameworks, and integrate the developed CLPs with CMPs. *Refer to: DPIIT CLP Guidelines (2024); DPIIT Model RFP for CLP Preparation (2026), MoHUA's CMP Toolkit* **Deliverables:** **D7:** Draft CLP reports for 4 cities **D8:** Final CLP reports for 4 cities **D9:** Implementation Framework/Action Plan and Block Cost Estimates for 4 cities **Sub-task 1: Develop CLP Structure, Vision, Goals and KPIs (aligned with CMP) of each selected city** a) Develop city-specific vision, goals, and targets for city logistics plan preparation. Ensure alignment of CLP vision and goals with city plans like CMP, Master Plans etc. and state and central plans, priorities and sustainability objectives b) State goals (efficiency, sustainability, cost): State clear, time-bound goals aligned with NLP 2022 targets: cost reduction, logistics performance ranking improvement, modal shift, and emission reduction. c) Alignment with broader city/state strategies: Explicitly cross-reference CLP goals with CMP, CDP, Master Plan, PM GatiShakti, state/city logistics policy, URDPFI guidelines, and climate action plans.

	d) KPIs for the CLP: Define measurable KPIs with baselines, targets, and data sources covering cost, speed, emissions, modal share, and safety. e) Defining the planning period and planning boundary: Clearly delineate the planning horizon (short: 1–2 years; medium: 3–5 years; long: 5+ years) and geographic scope. f) Equity and social inclusion objectives: Address equity and social inclusion objectives: MSME, informal sector workers, migrant labour, women employees, and vulnerable communities. g) Net-zero and climate target alignment: Define net-zero and climate alignment requirements, GHG baseline, and reduction trajectory per DPIIT CLP Annexure 7.7. **Sub-task 2: Develop Recommendations for inclusion in CLPs for all 4 cities** The consultant is expected to develop a comprehensive set of interventions from the broad set of categories to address identified gaps from previous analysis and same to be finalised through stakeholder consultations. a) Review relevant mobility planning documents, including the CMP, and identify opportunities for integrating freight and logistics considerations. b) Propose comprehensive, actionable recommendations for improving existing logistics infrastructure and performance including but not limited to, Infrastructure; Institutional, Legal and Regulatory, Skills, Digitalisation, Automation, Gender and social inclusion, Resilience and Sustainability. Ref. to Annexure 1. **Sub-task 3: Infrastructure and other provisions in the CLP** a) **Physical infrastructure:** Make provisions in the CLP for the physical infrastructure as relevant and applicable for the city for immediate requirements, mid-term requirements and longer term requirements (20 years) (full checklist at Annexure 1). b) **Transport and mobility infrastructure:** Make provisions for the transport and mobility infrastructure as relevant (full checklist at Annexure 1) including, standardised BS-VI compliant freight vehicle fleet and scrappage plan; phase-wise EV transition for last-mile delivery; cargo e-bikes and electric three-wheelers; inland waterway freight terminals (applicable cities only); rail-based urban freight services, designated freight route network, AI-based route planning, and load optimization, traffic and lane management, access and time restrictions, geofenced Low Emission Zone framework, heavy vehicle movement restrictions in sensitive zones; EV charging and fleet support infrastructure etc. c) **Governance, Enforcement, and Regulatory Provisions:** Make provisions in the CLP on governance, enforcement, and regulatory aspects. These include, for example, risk & contingency management, enforcement of vehicle scrappage policy, encroachment removal & traffic enforcement, institutional coordination for rules, permits, access controls etc. regulatory framework for freight operations etc. ref. to Annexure 1.

	d) **Provision of Digital, Skills, and Partnership Aspects:** Make provisions for digital and decision-support infrastructure, Logistics skills development, City Freight Partnership Committees etc. Ref. Annexure 1. e) **Prepare Draft CLP reports** and presentations with proposed measures and interventions. f) **Consult with** CLCC and FPCs (1/2 day workshop per city) and finalise the draft CLPs after incorporating stakeholder inputs. *Note: While developing recommendations, the consultant shall consider the specific requirements of ecologically fragile regions. For example, in the case of Ladakh, the CLP shall place due emphasis on low-emission freight transport, EV adoption, and other sustainable logistics interventions, wherever feasible.* **Sub-task 4: Prepare Implementation Framework/City Logistics Action Plan and Block Cost Estimates of all 4 cities** a) Prioritise CLP interventions and align them with the city's broader mobility planning framework. b) Develop detailed action plans for prioritised measures (minimum 10 measures per city), including timelines and phasing. Identify and recommend logistics measures for implementation (short: 1-2 years; medium: 3-5 years; long: 5+ years) across physical infrastructure, mobility aspects, governance, skilling and digital domains. c) Define institution for logistics management: Lead agency, steering committee, and institutional mandate for CLP implementation of each intervention clearly identified. d) Outline clearly the roles & responsibilities: Roles and responsibilities assigned across ULB, traffic police, transport dept., development authority, and private sector. e) Workout block cost estimates for infrastructure: Block cost estimates for all major proposals with methodology disclosed. f) Funding strategy: central schemes (PM GatiShakti, AMRUT), state budget, PPP, and viability gap funding. g) Define timelines & phasing of projects: Short/medium/long-term phasing with milestones, critical path, and inter-project dependencies identified. h) Detail out funding strategy & PPP framework: Identification of funding mechanisms: central schemes (PM GatiShakti, AMRUT), state budget, PPP, and viability gap funding. i) Risk assessment & mitigation plan: Identification of implementation risks (land acquisition, regulatory, financial, political) with mitigation strategies. j) Monitoring & evaluation framework: Suggest M&E framework with KPI baselines, data collection frequency, responsible agency, and review cycle (annual minimum). k) GHG emissions baseline & reduction target: Suggest measures for GHG baseline calculation and reduction trajectory as per DPIIT CLP Annexure 7.7 methodology. l) Grievance redressal mechanism: Define a formal mechanism for freight operators, residents, and businesses to raise logistics-related complaints.

	m) Citizen & public communication plan: Recommend a strategy for informing residents, businesses, and road users about freight operations, restrictions, and improvements. n) Integration with other plans & guidelines: Suggest a plan for integrating CLP with CMP, Master Plan, URDPFI, PM GatiShakti, and climate/heat action plans. o) Digital freight exchange / marketplace platform: Suggest a platform for load aggregation, backhaul matching, and carrier discovery linked to ONDC logistics layer and ULIP. p) Skill development programmes: Suggest programmes to enhance logistics workforce skills: drivers, warehouse staff, last-mile agents, and planners. q) Freight Partnership Committee (FPC): detailed design of governance, membership, mandate, frequency, and reporting. r) Urban freight cell or unit in the ULB: staffing, roles, and mandate of a dedicated unit. s) Prepare a draft Implementation Framework/City Logistics Action Plan based on the above and consult with CLCC (1/2 day workshop per city) and finalise the draft report CLPs after incorporating CLCC's inputs.
Main Task 4: Training and Material Handover	**Purpose:** Familiarise the concerned city authorities in the 4 cities on the CLP prepared and its implementation, and handover all the material developed. **Deliverables:** **D10:** Training report **D11:** CLP Handover report **Sub-task 1:** Conduct a 2-day training programme for up to 30 officials of the city/state on CLP contents and implementation. **Sub-task 2:** Hand over all digital assets: GIS shapefiles, raw survey data, transport model files, completed Assessment Matrix, and monitoring dashboard template.

Deliverable and timeline schedule

Ref. to Main Task	Deliverable	Deadline
Inception Report	Finalised project methodology; detailed work schedule (Gantt chart); FPC structure, finalised survey questionnaires and sampling sizes; city SWOT analysis; data gap identification; preliminary GIS base map; agreed study area boundary.	November 2026
Deliverables related to Main Task 1	**D1:** Stakeholder mapping and analysis report for each of the 4 select cities	December 2026
	D2: Framework for FPC structure, including mandate, composition, and governance mechanism	December 2026
	D3: Draft Baseline and Gap Assessment Report for 4 CLPs	January 2027

Deliverables related to Main Task 2	**D4:** Final Baseline and Gap Assessment Report for 4 CLPs	January 2027
	D5: Draft Freight/Logistics Demand Projections Report for 4 CLPs	January 2027
	D6: Final Freight/Logistics Demand Projections Report for 4 CLPs	January 2027
Deliverables related to Main Task 3	**D7:** Draft CLP reports for 4 cities	July 2027
	D8: Final CLP reports for 4 cities	August 2027
	D9: Implementation Framework/Action Plan and Block Cost Estimates for 4 cities	September 2027
Deliverables related to Main Task 4	**D10:** Training report	October 2027
	D11: CLP Handover report	October 2027
Final report	**D12:** Submission of final Consolidated Report covering all the services delivered under the consultancy contract.	December 2027

Period of assignment: from Dec'2026 until Dec 2027

Travel sectors: The specific travel cities will be 5 cities: Itanagar (Arunachal Pradesh), Leh (Ladakh), Sri Vijaya Puram (Andaman and Nicobar Islands), Gangtok (Sikkim), and Delhi (for meetings with GIZ/DPIIT). Consultants should submit bids accordingly.

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 (internal GIZ).

Technical-methodological concept

Note: The cities under consideration being smaller, major effort is expected through consultations, process orientated approach and analysis of secondary data including existing master plans, CMP etc. The manpower days are estimated in the TORs accordingly.

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).
The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the

services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; 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.

4. Criteria for Eligibility of firms

Qualification requirements for the companies participating in the tender:

a) **Commercial assessment criteria:**

- Please provide the legal status of your firm.
- In case of bidding consortia, please provide declaration by consortium.
- Average annual turnover for the last three financial years*:* At least 170,000 Euro (net)
- Average number of employees and managers for the past three calendar years: At least 5 Persons.

b) **Technical assessment criteria:** The technical assessment is only based on reference projects with a minimum commission value of 50,000 Euro (net)

i) Minimum Requirements:

The consultant company should have undertaken:

- At least **two** reference projects in the technical field of City Logistics, such as preparation of City Logistics Plans, urban freight studies, city logistics implementation support, preparation of Detailed Project Reports (DPRs), or similar assignments.
- At least **one** reference projects in India related to urban transport, city logistics, freight planning, or logistics planning in the last 36 months before the date of publication of this tender.

Weighted Criteria:

» **Technical experience:**

- Technical experience in atleast two cities related to city logistics assignments, eg. preparation of city logistics plan, supporting in city logistics implementation, preparation of detailed project reports, or similar assignments
- Atleast 1 project with the experience on advising Central or State Government or its agencies on logistics, transport, or urban planning assignments.

- Atleast 5 years' experience providing technical advice to Urban Local Bodies/City Authorities

» **Regional experience:**
- Regional experience in India.
  Experience in selected 4 Cities/State (Itanagar (Arunachal Pradesh), Leh (Ladakh), Sri Vijaya Puram (Andaman and Nicobar Islands), and Gangtok (Sikkim), is an advantage

- **Experience of development projects (ODA-financed):**
  - Experience of development projects (at least 50% ODA-financed) – atleast 1 project

4A: Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Please find below detailed information on the proposed staffing structure that aligns with the Technical Assessment Grid.

1. For the multiple experts proposed under the same expert category with a specified total number of days, bidders are required to specify the distribution of person-days among the proposed experts in their technical proposal to ensure transparency in the deployment of resources. Each expert will be evaluated individually against the prescribed evaluation criteria, and the final score for that expert category will be determined as the average of the individual weighted scores of experts proposed under that category.

   Example: if the role needs 120 days total, split as Expert A (50 days, score 80), Expert B (40 days, score 90), Expert C (20 days, score 70), Expert D (10 days, score 60): Composite score = (50×80 + 40×90 + 20×70 + 10×60) / 120 = 80

   Note that every expert in the pool must individually clear the minimum qualifying score. If one doesn't, the whole pool will be disqualified as any of them (either fully qualified or less qualified) could show up on a given day, which will not serve the TOR purpose.

2. Where multiple experts are proposed under the same expert category (expert pool), each expert will be evaluated individually in accordance with the Technical Assessment Grid. The final score for the respective expert category shall be calculated as the average of the individual weighted scores of the experts proposed under that category as below:

   Composite score = (Score A + Score B + Score C + Score D) / Total number of days of the pool:
   Score A = number of allotted days x weighted score as per Evaluation Matrix
   Score B = number of allotted days x weighted score as per Evaluation Matrix
   Score C = number of allotted days x weighted score as per Evaluation Matrix
   Score D = number of allotted days x weighted score as per Evaluation Matrix

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

Team Leader, 1 no. (40 person days in total)

Tasks of the team leader

a) Overall responsibility for the contractor's service packages in terms of quality assurance, adherence to deadlines and budget discipline.
b) Personnel management: Resource planning, deployment management of short- and long-term experts, coaching/interface management.
c) Project management: work and milestone planning, risk management, change management.
d) Stakeholder and communication management: coordination with GIZ, partners and other stakeholders; Ensuring efficient communication processes.
e) Reporting and documentation: Rule reports according to deadlines, proof of results, lessons learned.
f) Technical oversight: Ensure that technical solutions/deliverables comply with ToR and standards
g) Compliance: Compliance with GIZ guidelines, data protection, confidentiality and contractual obligations.

Qualifications of the team leader

- Education/training (2.1.1): University (postgraduate) degree in relevant discipline, viz. transport planning or urban/regional planning or equivalent.
- Language (2.1.2): Language proficiency in English is recommended.
- General professional experience (2.1.3): 15 years' experience in the sector including mobility, infrastructure, large scale logistics project development.
- Specific professional experience (2.1.4): 5 years' experience in city logistics planning including preparation of CLPs/CMPs/transport plans.
- Leadership/management experience (2.1.5): 7 years of experience in a leadership role.
- Regional experience (2.1.6): Experience with city and government authorities. Experience working with Cities is an advantage.
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects.
- Other (2.1.8): N.A.

Key expert 1 – Junior Experts (City Coordinators), 4 nos. (280 person days in total, @70 person days per location))

One coordinator is required to be stationed at each of the 4 cities, viz. Itanagar (Arunachal Pradesh), Leh (UT of Ladakh), Sri Vijaya Puram/Andaman (Andaman and Nicobar Islands) and Gangtok (Sikkim).

Tasks of key expert 1 – Junior Experts (City Coordinators):

a) Responsible for coordinating the contractor's activities with the Logistics Division of DPIIT, and with the Nodal Agency in each of the 4 cities, including day-to-day communications on the progress of activities, technical updates, presentation of the work etc.
b) Perform technical tasks as per "Tasks to be performed by the contractor" as assigned by the Team Leader.
c) Prepare writeups, presentations etc. as may be required by the respective departments on the city logistics activity.
d) Coordinate with GIZ team as necessary.

e) Support the respective departments in organizing meetings, trainings, consultations etc. with the cities and stakeholders on preparation of city logistics plans.
f) Any other task as may be relevant.

Qualifications of key expert 1

- Education/training (2.2.1): University (postgraduate) degree in planning or equivalent.
- Language (2.2.2): Language proficiency in English is recommended. Knowledge of the local language(s) of the selected cities will be preferred.
- General professional experience (2.2.3): 5 years' relevant experience in the sector, viz. mobility planning, logistics planning, logistics infrastructure planning/ implementation.
- Specific professional experience (2.2.4): 2 years' experience in city logistics planning/implementation.
- Leadership/management experience (2.2.5): N.A.
- Regional experience (2.2.6): Experience working with city and government authorities. Experience working with central/state/city government is an advantage.
- Development Cooperation (DC) experience (2.2.7): N.A.
- Other (2.2.8): N.A.

Key expert 2 – Transport/Logistics/Planning Expert, 4 nos. (300 person days in total, @75 days per location)

Tasks of key expert 2:

a) Perform technical tasks as per "Tasks to be performed by the contractor" as assigned by the Team Leader.
b) Design institutional framework (committees, governance systems) and support in establishing FPCs.
c) Undertake technical tasks, together with the other team members, for developing city logistics plans and implementation frameworks for each city.
d) Engage in multi-stakeholder and multi-city assignments.
e) Conduct baseline assessments, define scope and vision, and develop relevant scenarios.
f) Support in stakeholder consultations, surveys, field visits and workshops.
g) Provide technical advice to the cities on developing city logistics action plans, together with the other team members.
h) Inputs for the City Logistics Dashboard and PM Gatishakti Dashboard linkage.
i) Undertake documentation tasks as per requirements.
j) Any other task as may be relevant.

Qualifications of key expert 2

- Education/training (2.3.1): University (postgraduate) degree in relevant discipline, viz. transport planning, urban planning, engineering or equivalent.
- Language (2.3.2): Language proficiency in English is recommended.
- General professional experience (2.3.3): 8 years' core experience in the sector including city-wide urban transportation studies.
- Specific professional experience (2.3.4): 5 years' experience in preparation of city mobility/logistics plans.
- Leadership/management experience (2.3.5): N.A.
- Regional experience (2.3.6): Experience working with city and government authorities. Experience working with Cities is an advantage.
- Development Cooperation (DC) experience (2.3.7): N.A.
- Other (2.3.8): N.A.

Short-term expert pool - 6 nos. (150 person days in total)

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

a) Perform technical tasks as per "Tasks to be performed by the contractor" as assigned by the Team Leader.
b) Provide specialised technical advice and domain expertise on identified freight, logistics, infrastructure, environmental, digital, financial, and institutional issues during CLP preparation.
c) Selected experts provide technical inputs as per requirements.
d) Support in preparing reports and documentation.
e) Any other task as may be relevant.

Qualifications of the short-term expert pool

- Education/training (2.6.1): Relevant university (postgraduate) degree in transport planning, environment, urban planning, transport engineering, logistics, IT, GIS etc.
- Language (2.6.2): Language proficiency in English recommended.
- General professional experience (2.6.3): 5 to 15 years' experience in field surveys, GIS mapping, and data analysis.
- Specific professional experience (2.6.4): 3 to 7 years' relevant experience in transport/logistics sector.
- Regional experience (2.6.5): NA
- Development cooperation (DC) experience (2.6.6): N.A.
- Other (2.6.7): N.A.

Note: The Pool of Experts may include:

a) GIS experts for GIS mapping
b) Environment and GHG Specialist for incorporating environmental considerations into CLP and for assessing pollution aspects, air pollution reduction and GHG emission reduction aspects.
c) Logistics Data Analysts for field surveys, data analysis and visualisation
d) Transport Modelling Expert for developing and calibrate freight demand and freight flow models using survey and secondary data, analysing commodity-wise freight movements, O–D patterns, and logistics demand, forecasting future freight demand, traffic volumes, and logistics infrastructure requirements etc.
e) Social Specialist to contribute to social impact aspects and social consideration of CLP
f) Economist to contribute to costing and economics aspects of CLP measures
g) Others as required.

Estimation of days of experts:

Team Leader (1 no)	**Expert 1: Junior Experts (City Coordinators) (4 nos)**	**Expert 2: Transport/ Logistics/ Planning Experts (4 nos)**	**Pool of Experts (6 nos)**
40 days	70 days x 4 = 280 days	75 days x 4 = 300 days	150 days in total

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 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 from the German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 (GERMAN ONLY)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below. With special justification, additional Accommodation costs up to a reasonable amount 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 has undertaken an obligation to reduce greenhouse gas emissions (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must 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 days**	**Comments**
Team Leader	1	40	40	
Expert 1: Junior Experts (City Coordinators)	4	70	280	
Expert 2: Transport/ Logistics/ Planning Experts	4	75	300	
Pool of Experts –6 nos	6 nos.		150	
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**

Per-diem allowance in country of assignment	100		100	7 days for data collection, 7 days for workshops / consultations and bi-monthly update meetings with nodal departments envisaged in each city
Overnight allowance in country of assignment	100		100	7 days for data collection, 7 days for workshops / consultations and bi-monthly update meetings with nodal departments envisaged in each city
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
Domestic flights	48 (12 trips per city envisaged)		48	48 round trips - flights within the country of assignment during service delivery. The specific travel cities are listed in the scope. Subject to actuals
CO_2 compensation for air travel	EUR 100 x 48 round trip flights		upto 4800 EUR	A fixed budget of upto EUR **4800** is earmarked for settling carbon offsets on actuals and against evidence.
Travel expenses (train, car, private vehicle)	400		400	Local travel for data collection, department meetings, transfer to/from airport etc. Subject to actuals

Workshops, events and trainings

Estimated number of workshops and events as per “Tasks to be performed by the contractor” are summarised below:

- **Ref. Main task 2**
  a) Organise 1/2 day consultation workshop with CLCC and FPCs in each of the 4cities on the baseline and gap assessment report and collect inputs.
  b) Organise 1/2 day workshop with the CLCCs and FPCs (1/2 day workshop) FPCs in each of the 4cities on the draft Freight/Logistics Demand Projections Report and collect inputs.

- **Ref. Main task 3:**
  a) Organise 1/2 day consultation workshop with CLCC and FPCs in each of the 4cities on the draft CLPs and collect inputs.
  b) Organise 1/2 day consultation workshop with CLCC and FPCs in each of the 4cities on the draft Implementation Framework/City Logistics Action Plan and collect inputs.

- **Main Task 4:**
  a) Conduct a 2-day training programme for upto 50 officials of the city/state on CLP contents and implementation.

Note:
For the in-person workshops/training programmes, the travel, boarding and lodging will be the responsibility of the participants. The venue and logistics for the consultative workshops are expected to be provided by the concerned city authorities. No costs are foreseen for conducting these workshops/training programmes. Consultant shall not budget any cost for conducting workshops/training programmes.

Consultant shall facilitate discussions, prepare presentations, workshop materials, meeting records and conduct stakeholder consultations and engagement activities as required under the assignment.

Travels

a) Experts of the Consultants' as defined above are required to travel to the cities as may required. Their air travels, accommodations, periderm and local travel are to be considered by the tenderer (ref. table above).
b) Experts or the Team Leader of the consultant may be required to travel to Delhi for meetings with GIZ and DPIIT. Their air travels, accommodations, per-diem and local travel are to be considered by the tenderer (ref. table above)., for which travel is considered in the above table.
c) Junior Experts are required to be working from the four cities selected. Local travels are to be considered for their cost booking.

6. Inputs of GIZ or other actors

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

- DPIIT will issue communications to Cities.
- The city authorities will issue communications to stakeholders for various meetings and workshops.
- The city authorities will arrange venues and logistics for the workshops/trainings to be conducted.
- The city authorities or GIZ will provide timely approvals on various submissions made by the consultant including the deliverables, as specified in the ToRs.

Note: Consultants use own laptop/software; the ministry provides access to the consultant.

7. Data Protection

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried

out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

Compliance with India's Digital Personal Data Protection Act (DPDP)
To the extent that the performance of this Contract involves the processing of personal data of identifiable individuals located in India, the Contractor shall comply with the provisions of the Digital Personal Data Protection Act, 2023 and any rules issued thereunder.
The Contractor shall:

- process personal data only for lawful and specified purposes directly connected to the assignment;
- collect only the minimum personal data necessary for performing the contractual activities (data minimisation);
- provide appropriate privacy notices to individuals whose personal data is collected, clearly specifying the purpose of processing, categories of personal data collected, retention period, and contact information for redressal;
- implement appropriate technical and organisational security measures to protect personal data against unauthorised access, disclosure, loss, alteration, or destruction;
- ensure that personal data is retained only for as long as required for the purpose for which it was collected and thereafter securely deleted or anonymised;
- establish mechanisms to facilitate the exercise of data principal rights as required under applicable law;
- promptly notify the relevant authorities and affected individuals, where required by applicable law, in the event of a personal data breach;
- ensure that any subcontractors or service providers engaged for processing personal data are bound by equivalent data protection and confidentiality obligations;
- maintain records demonstrating compliance with applicable data protection obligations and make such records available to GIZ upon reasonable request.

The Contractor shall remain solely responsible for compliance with all applicable Indian data protection requirements. GIZ accepts no responsibility for personal data processing activities independently carried out by the Contractor.

8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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 25 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 English (language).

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.

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