

Terms of Reference (TOR) for hiring of firm/agency for Technical Support for Carbon Profiling and Sectoral Analysis under the Net Positive Panchayat (NPP) Initiative, Goa

FMC/GIZ/25-26/001

Name of Assignment: Technical Support for Carbon Profiling and Sectoral Analysis under the Net Positive Panchayat (NPP) Initiative, Goa

Duration : 1st March - 1st July 2026

Location : Goa with few field visits to the panchayats.

Critical Timelines:

| Event Description | Date & Time Details |
|--|--|
| Date of issue of RFP Notice | 11.02.2026 |
| Bid submission end date and time | 18.02.2026- 12 PM |
| Bid opening date and time | 18.02.2026- 3 PM |
| Website/e-mail address for bid submission/Clarification | procurement@msmefoundation.org , CC: accounts@msmefoundation.org , hr@msmefoundation.org |
| Tentative date of contract award | 1.03.2026 |

1. Background

The Government of Goa is implementing the Net Positive Panchayat (NPP) initiative to support environmentally sustainable, climate-responsive, and convergence-based planning at the Gram Panchayat level. The initiative seeks to strengthen Panchayat-led planning by integrating climate, energy, natural resource management, and livelihood considerations within existing governance and development frameworks.

Goa presents a distinct planning context characterized by highest per-capita electricity consumption, tourism-driven transport demand, dependence on imported electricity, and environmentally sensitive coastal and forest ecosystems. Panchayats in Goa often perform multiple functions simultaneously, including residential, commercial, institutional, and ecological roles.

Within this context, the NPP programme proposes to undertake planning-grade carbon profiling and sectoral diagnostics for selected Panchayats to inform intervention prioritization, departmental convergence, and evidence-based decision-making. The Government of Goa intends to engage a qualified consultant / firm to support this assignment for three identified Panchayats.

2. Objective of the Assignment

The overall objective of the assignment is to

1. Undertake a both **primary and desk-based sectoral diagnostic and opportunity analysis** (6 sectors -Energy, Transport, Solid Waste, Buildings & Public Infrastructure, Tourism, Agriculture & Fisheries) to inform **Net Positive Action Planning & prioritisation**, and
2. To conduct robust, transparent, and Panchayat-appropriate **carbon profiling** for the three selected Panchayats (Calangute and Harvelem, North Goa and Caurem Pirla, South Goa), identifying key emission sources and priority reduction opportunities to support the NPP programme in Goa.

3. Scope of Work & Deliverables

3.1 Sectoral Analysis (Primary + Desk Based)

The consultant shall undertake a rapid diagnostic primary and desk based analysis across the below mentioned six sectors. *“The sector analysis shall be entirely desk-based and shall rely primarily on secondary data, existing reports, policies, programme documents, and project materials. Limited primary data collection, field surveys, or greenhouse gas quantification shall be needed under this assignment.”*

| Scope Area | Sector Coverage | Key Primary & Desk-Based Activities | Deliverables |
|---|-----------------|--|--|
| 1. Sector boundary & context setting | All 6 sectors | <ul style="list-style-type: none"> • Review project documents, Panchayat profiles, GDPs, census, and departmental data. Limited field surveys can be conducted, if required. • Define sector boundaries relevant to Panchayat functions • Identify institutional roles & mandates | <ul style="list-style-type: none"> • Sector boundary & context note • Institutional role mapping (summary table) |
| 2. Energy sector analysis | Energy | <ul style="list-style-type: none"> • Review secondary data on electricity use, public lighting, RE policies & programmes | <ul style="list-style-type: none"> • Energy sector desk-analysis note • Indicative intervention list |



| Scope Area | Sector Coverage | Key Primary & Desk-Based Activities | Deliverables |
|--|-----------------------------------|--|--|
| | | <ul style="list-style-type: none"> Identify energy efficiency & clean energy opportunities suited to Panchayats | |
| 3. Transport sector analysis | Transport | <ul style="list-style-type: none"> Review transport patterns, EV policies, public transport availability, rural mobility programmes Identify low-carbon mobility opportunities | <ul style="list-style-type: none"> Transport sector desk-analysis note Pilot-ready opportunity options |
| 4. Solid waste sector analysis | Solid Waste | <ul style="list-style-type: none"> Review waste management rules, GWMC systems, decentralised waste models Identify segregation, processing & circularity opportunities | <ul style="list-style-type: none"> Solid waste sector desk-analysis note Waste reduction & recovery opportunity list |
| 5. Buildings & public infrastructure analysis | Buildings & Public Infrastructure | <ul style="list-style-type: none"> Review typical Panchayat/public building typologies & standards Identify energy, water & cooling efficiency opportunities | <ul style="list-style-type: none"> Buildings & infrastructure desk-analysis note Retrofit & upgrade opportunity list |
| 6. Tourism sector analysis | Tourism | <ul style="list-style-type: none"> Review tourism policies, village-level tourism assets & infrastructure norms Identify green tourism & low-impact infrastructure options | <ul style="list-style-type: none"> Tourism sector desk-analysis note (where relevant) Net-positive tourism opportunity brief |



| Scope Area | Sector Coverage | Key Primary & Desk-Based Activities | Deliverables |
|---|-----------------------|---|---|
| 7. Agriculture & allied sector analysis | Agriculture+Fisheries | <ul style="list-style-type: none"> Review agriculture schemes, irrigation practices, climate-smart agriculture literature Identify nature-based & low-input opportunities | <ul style="list-style-type: none"> Agriculture sector desk-analysis note Climate-smart agriculture opportunity list |
| 8. Opportunity mapping & prioritisation | All 6 sectors | <ul style="list-style-type: none"> Consolidate sector findings into intervention options Classify as quick wins / medium-term / pilots Assess feasibility based on institutional readiness | <ul style="list-style-type: none"> Sector Intervention Opportunity Matrix Prioritised action shortlist |
| 9. Convergence & institutional alignment | All 6 sectors | <ul style="list-style-type: none"> Desk review of state/central schemes and departmental mandates Identify convergence pathways for Panchayat action | <ul style="list-style-type: none"> Convergence & responsibility mapping table |
| 10. Inputs to Net Positive Action Plans | All 6 sectors | <ul style="list-style-type: none"> Translate sector insights into planning inputs Support sequencing logic | <ul style="list-style-type: none"> Action-plan inputs (annexure-ready) Consolidated sector summary note |
| 11. Presentation & validation | All 6 sectors | <ul style="list-style-type: none"> Present findings to FMC / SSC (virtual or in-person) Incorporate feedback | <ul style="list-style-type: none"> Final presentation deck Revised & final sector notes |



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3.2 Panchayat-level Carbon Profiling

The consultant shall undertake planning-grade carbon profiling for each selected Panchayat. The below list is indicative and not exhaustive. The scope shall include:

- Definition of an appropriate Panchayat-level assessment boundary, considering mixed land-use and functional characteristics
- Estimation of carbon emissions and sinks using proxy indicators, participatory inputs, and secondary data, covering:
 - Electricity consumption across households, public institutions, public places like street lights and commercial establishments
 - Transport-related fuel use, including private vehicles, tourism-related mobility, and public transport
 - Solid and liquid waste-related emissions
 - Natural carbon sinks such as forest cover, plantations, water bodies, and coastal ecosystems, where applicable
- Identification of key emission sources, hotspots, and leverage areas relevant for Panchayat-level planning and identify areas that will give maximum benefit to the selected Panchayats in being net carbon positive.

The carbon profiling is expected to be indicative and planning-oriented and not designed for regulatory reporting, carbon crediting, or third-party verification.

Deliverables of carbon profiling component

The consultant/agency shall provide:

1. Inception Note (methodology, boundary, tools, templates, QA/QC plan)
2. Panchayat Carbon Profiling Report – Harvelam (sector-wise baseline + data annexures+design dashboard)
3. Panchayat Carbon Profiling Report – Caurem Pirla (sector-wise baseline + data annexures+design dashboard)
4. Panchayat Carbon Profiling Report – Calangute (sector-wise baseline + data annexures+design dashboard)
5. Consolidated Summary Note (comparative hotspots + cross-Panchayat insights + priority opportunity set)
6. Extensive training on data entry, changing assumptions/formula, creating report, comparative data analysis
7. Consultative process of tool designing should be adopted
8. Link the tool with existing data base etc
9. MRV Toolkit pack (A simple Excel-based carbon estimation tool to support scenario planning and prioritisation) and integration with state portal to be ensured.
10. Presentation to FMC / State Steering Committee (slides)

6. Duration of Assignment

The total duration of the assignment shall be 1st March - 1st July 2026, including inception, fieldwork, analysis, validation, and feedback, final reporting.

General Contract Award

F. General Contract Award Criteria and Requirements: -

1. Nationality: This ToR is open to Indian Applicants and also other country's nationals who are authorised to work on the project as per the law of the country (if any). Any form of association by the Applicant with ineligible entities as are decided by the law of the country (if any) either during this empanelment process or subsequent prequalification/ bidding process may be liable for rejection.

2. Ethics and Integrity: The FMC requires Applicants to participate in this empanelment process as per the provisions of procurement manual with the highest standards of integrity and ethics and prohibits any corrupt and/or fraudulent practices. It is strictly forbidden to the parties involved in the empanelment process, by themselves or by a third party, to offer, ask or accept for itself or for a third party, financial or non-financial advantage or even direct or indirect promise or any other acts, as offsets for empanelment, if susceptible of being qualified as criminal unlawful acts in accordance with national laws of any party involved. Further, the applicants shall permit the FMC or any other authority duly authorised by it to inspect all accounts, records and other documents relating to the submission of the Application, and to have them audited by auditors appointed by the FMC. Further, If, in accordance with the administrative procedures of the FMC, it is demonstrated that an Applicant in this empanelment process, or during the subsequent bidding for the contract(s) has violated the provisions stated in above, the FMC, inter alia, shall (a) reject any Application for empanelment or prequalification or proposal to award a contract in connection with the subsequent procurement process, as applicable; and/or (b) may declare an Applicant, temporarily or permanently, ineligible to be awarded future contracts

under FMC.

3. Declaration of Compliances:

The applicant shall declare and confirm the following regarding their organization's compliance status and activities: -

(a) Registration and Legal Status: The applicant entity is duly registered as a legal entity with the relevant authority under the law and valid as of the date of this declaration. All required legal and regulatory registrations are valid and properly maintained.

(b) Tax Compliance: The applicant is compliant with all requirements under the Income Tax Act, and all annual tax returns are filed in a timely manner wherever applicable. That the applicant maintains

valid section registration relating to taxation issues. That wherever applicable, the applicant complies with requirements of applicable sections related receipt of donations and also FCRA compliance

(c) Financial Compliance: That the applicant accounts and financial records are properly maintained in accordance with applicable accounting standards and statutory guidelines. Further, its financial statements are audited annually, and audited accounts are filed with the relevant authorities on time.

(d) Governance Compliance: That the applicant where ever applicable adhere to their bylaws/memorandum of association and act in accordance with our stated objectives. Further, where ever applicable, their governing body/board is properly constituted, and all required meetings (board meetings, general body meetings, etc.) are conducted in accordance with the regulatory framework.

(e) Regulatory Filings: That where ever applicable, the all required annual returns and filings have been submitted to the competent authority in Govt as applicable, within the stipulated timelines.

(f) Operational Compliance: That the applicant all activities undertaken are in alignment with its stated objectives, and funds received are utilized solely for those purposes. Further, it will adhere to any specific sectoral regulations applicable to its operations.

(g) Labor Law Compliance: The applicant complies with all applicable labour laws and regulations for their employed staff members.

(h) GST Compliance (If applicable): The applicant is (are) duly registered for GST, and all GST returns and filings are completed on time as required.

(i) Specific Declaration. That the applicant declares that on the date of signing of this declaration, there are no pending notices or unresolved penalties from any regulatory or statutory authority against him(her) or their legal entity. Further, there are no ongoing investigations or legal proceedings against the applicant.

(j) Disclosure of any past non-compliance: That the applicant has not received any penalties or notices in the past. Details of any past 3 years penalties/notices received and how they were resolved are as follows: NA/ enclosed

4. Declaration by the applicant: The applicant will declare and certify as per Annexure A.

G. Schedule of Activities and budget

Proposal should contain a realistic weekly timeline for the various components of the assignment, including key milestones and deliverables

7. Required Qualifications and Experience

The consultant / firm should demonstrate:

- Experience in climate change mitigation, carbon assessment, or environmental planning
- Prior engagement with local governments, state programmes, or decentralised planning initiatives
- Familiarity with coastal, tourism-influenced, or high energy-demand contexts



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- Ability to translate technical analysis into practical planning inputs & experience of developing user friendly tool, preferably for carbon / energy accounting.

Team Composition (if agency) / Expertise Requirements, Minimum expected expertise:

1. GHG accounting / carbon inventory expert
2. Field data collection capacity (enumerators/field associates) with experience in rural governance context
3. Data analyst with ability to develop clean datasets and reproducible calculations

H. Format for submission of Financial Bid: The bidder will be required to submit their password protected financial bid including all travel expenses as per the format given:

| S. No. | Cost (Including GST) |
|--------|----------------------|
| | |

Note: FMC procurement team will ask password of Financial proposal from the bidders who qualify technical evaluation stage. Failing to protect financial with password may result in disqualification.

The bid will have a ceiling of ₹8,77,610 Lakhs and bids of more than INR ₹8,77,610 including GST will be automatically rejected.

I. Bid Submission: Bidders may submit their bid as per the procedure mentioned in the tender notice. The bid to be in two parts (a) General and Technical Bid documents and (b) Financial Bid. The financial bid should have a secure password protection for ensuring confidentiality of financial bids quoted.

J. Evaluation of Bids:

(i) The FMC shall use the criteria and requirements defined in Part-K below, to evaluate the bids of the Applicants and no other methods, criteria, or requirements shall be used. The applicant will also submit along with the

Technical Bid, a Methodology and Plan of Action for the scope of the project to which it has submitted its application. The FMC reserves the right to waive minor deviations from the selection criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform a contract.

K. Method of Bids Evaluation: -

1. Selection Process

(i) FMC shall use a Quality and Cost Based System (QCBS) having three stages of evaluation (collectively the "Selection Process") in evaluating the Proposals. Pre - qualification stage will be the first stage to check conformance to the bidder's eligibility criteria. Technical Evaluation will be the second stage and based on

that the applicants will be shortlisted and a financial evaluation will be carried out as information provided in the document

(ii) FMC may, at its discretion, call for additional information from the bidder(s) at any stage of evaluation. Such information has to be supplied within the set-out time frame, otherwise FMC is at discretion to reject/ accept/ extend the date for receiving such information. Seeking clarifications cannot be treated as acceptance of the proposal. FMC may waive any minor informality, non-conformity or irregularity in bid which does not constitute material deviation, provided such waiver does not affect the relative ranking of bidder.

(iii) Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause K (5) below.

2. Pre-qualification

(i) Preliminary Scrutiny: Preliminary scrutiny of the bid for eligibility will be done to determine whether the bids are in order and complete, whether the documents have been properly signed, whether any computational errors have been made. Proposals not conforming to such preliminary requirements are subject for being rejected.

3. Technical Bids

(i) The Technical Proposals will be evaluated against the requirements specified in the RFP and the Technical Evaluation Criteria. Shortlisted bidders on the basis of technical evaluation criteria shall be invited to make a presentation to the FMC as per technical evaluation criteria

(ii) Consequent upon the evaluation as per technical evaluation criteria, each technical bid will be assigned a Technical Score (TS) out of a maximum of 100 marks. Bidders who score 50% or more will qualify for the evaluation of their financial bid.

(iii) Technical proposal will be evaluated and marks shall be awarded as per the criteria mentioned below (Please share the details as per the Annexure A related to mentioned below criteria): -

A. Technical evaluation

Suggested criteria:

| S No. | Technical Evaluation Criteria | Relevant Document | Marking System | Max. Marks |
|-------|---|-------------------|---|------------|
| 1 | Bidder Should have experience in GHG inventory / carbon profiling, | Annexure B | 3-5 years (10 marks), 5-8 years (20 marks), and | 25 |



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| | | | | |
|--------------------|--|------------|---|-----------|
| | Local presence, IT & modeling expertise | | above 8 years (25 marks) | |
| 2 | Bidder should have experience in field diagnostics with local bodies / Panchayats / government programmes | Annexure B | system 3-5 years (10 marks), 5-8 years (20 marks), and above 8 years (25 marks), | 25 |
| 3 | The team lead should have min 5 years of experience and at least 1 supporting team member should have minimum 3 years of experience | Annexure B | 3 years' experience (5 marks), 5-8 years' experience (15), more than 8 years' experience (20 marks) | 20 |
| 4 | Presentation of methodology and work plan | Annexure B | - | 30 |
| Grand Total | | | | 100 Marks |

4. Financial Bid: -

- (i) Financial Bids will be opened for those bidders who have qualified the technical bids.
- (ii) The Financial bids will be scrutinized by the FMC.
- (iii) The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services ("Bid Price").
- (iv) Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfil its obligations as per the Scope of Work within the total quoted price shall be that of the bidder.
- (v) Any conditionality included in the financial proposal will lead to disqualification of the entire bid.
- (vi) The Proposal with lowest financial quote will be awarded a financial score of 100.

(vii) Financial Scores for other technically qualified bidders will be evaluated using the following formula-
Financial Score of Bidder (FS) = (Least Financial Bid / Financial Bid of the Bidder) X100 (rounded off to 2 decimal places).

5. Final Evaluation: -

Final evaluation shall be done on “Quality & Cost Based Selection” method (QCBS). The weight age for the composite evaluation shall be awarded as below: -

a. Technical (TS) – 80%

b. Financial (FS) – 20%

Bids shall be ranked according to their combined scores, calculated using the technical score (TS) and financial score (FS) and the weights as follows: $S = TS \times 0.80\% + FS \times 0.20\%$ Bidder with the highest combined score shall be awarded the contract. In case of a tie in the final score, the bidder having the highest technical score will be selected.

6. Evaluation to be Confidential: Information relating to the Applications, their evaluation and result shall be confidential and will not be disclosed to Applicants or any other person(s) not officially concerned with the empanelment process until the official notification of empanelment results is made. From the date of submission of Applications to the time of notification of the results of the empanelment in, any Applicant who wishes to contact the FMC on any matter related to the empanelment process may do so only in writing. Canvassing in any form will be grounds for disqualification.

L. Right to Accept or Reject Applications: The FMC reserves the right to accept or reject any Application, and to annul the empanelment process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

M. Payment terms and conditions: - Payment Milestones Amount including GST At the time of signing of the contract. 10% of the Work Award Value Submission of inception report and acceptance by FMC 20% Submission of draft sector analysis 25% Submission of draft carbon profile of two panchayats 25% Acceptance of final report 20%

N. Intellectual Property Rights: - Ownership of data, reports, and other intellectual property generated during The project will be shared by FMC and the selected bidder. Conditions of the ownership will be decided on the basis of mutual consent at the time awarding the final contract

O. Communication and Reporting: Assignment will be supervised by a person as nominated by the competent authority in FMC. Name of the person will be communicated after award of the contract to the selected bidder

P. Award of Contract: -The FMC will notify the successful bidder in writing that its proposal has been accepted. On receipt of notification the bidder shall furnish acceptance of award within 7 days of its issuance from FMC. The bidder shall sign a Contract Agreement with FMC. After signing of the Contract Agreement, no



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variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. Failure of the successful bidder to sign the contract or willful violation of the bid process shall constitute sufficient grounds for the annulment of the award, in which event the client may choose to award the work to next most responsive bidder or call the fresh bids. In such a scenario FMC may blacklist the concerned bidder for participation in future projects.

Annexure A

Rs 100 STAMP PAPER (Duly Notarized)

“Declaration

Name of the applicant: _____

It is certified that: -

1. The applicant has no affiliation to any political party or religious group/organization.
2. None of them have been found guilty/convicted of any legal offence and/or crime by any court of law in the past.
3. No legal offence and/or criminal case is pending against any of the applicant before any court/investigating agencies.
4. The applicant has not been found guilty/convicted of any legal offence and/or crime by any court of law in the past.
5. No legal offence and/or criminal case is pending against the applicant before any court/investigating agencies.
6. That the documents submitted during the due diligence process are genuine and authentic.”



Annexure B

| S No. | Technical Evaluation Criteria | Relevant Documents | Documents Description | Document Sequencing |
|--------------|--|---|---|----------------------------|
| | Bidder Should have experience in GHG inventory / carbon profiling of minimum 3 years- | Name of the projects and year of execution | please mention project name, description and details of verification documents (word award letter/completion letter/project report/Affidavit by the bidder mentioning all projects and year of execution) | Annexure C |
| | Bidder should have experience in field diagnostics with local bodies / Panchayats / government programmes of minimum 3 years | Name of the projects and year of execution | please mention project name, description and details of verification documents (word award letter/completion letter/project report/Affidavit by the bidder mentioning all projects and year of execution) | Annexure D |
| | The team lead should have min 5 yrs of exp and at least 1 supporting team member should have 3 yrs exp | Signed CV of team members | CV shall include name of the projects handled and year of execution of | Annexure E |



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| | | | | |
|--|---|-------------------------|-----------------------|-------------------|
| | | | those projects | |
| | Presentation of methodology and work plan (30)-presentation | Both PPT and PDF | | Annexure F |