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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Rainwater Harvesting in Schools, Grenada	**Project number/ cost centre:** **18.9029.2-008.00**

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMUKN	Germany's Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety
BoQ (or BOQ)	Bill of quantities
C-ESMP	Contractor's Environmental and Social Management Plan (used in the supervision process)
DC	Development Cooperation
ESMP	Environmental and Social Management Plan (used in relation to design consideration)
GCF	Green Climate Fund
G-CREWS	Climate-Resilient Water Sector in Grenada
GIZ	German Development Cooperation
NAWASA	National Water and Sewerage Authority (NAWASA)
O&M	Operation & Maintenance
RWH	Rainwater harvesting
TL	Team Leader
ToRs	Terms of reference
XCD	East Caribbean Dollar

1. Context

The project Climate-Resilient Water Sector in Grenada (G-CREWS), commissioned and financed by Germany's Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) and the Green Climate Fund (GCF) with co-financing provided by the Government of Grenada, presents an opportunity to comprehensively mainstream and implement climate resilience throughout Grenada's entire national water sector. The project's holistic approach addresses two main climate risks and vulnerabilities of Grenada: freshwater availability and disaster preparedness. Other Caribbean communities share these vulnerabilities, rendering this project a model for regional application.

In order to avoid critical climate-induced water shortages in the future, this project supports Grenada's water sector in both reducing its water demand and improving water availability so that Grenada is able to ensure resilience to climate variability and expected future climate change until 2050. The main objective of the G-CREWS project is to increase systemic climate change resilience in Grenada's water sector. The entire population of Grenada will benefit from the project.

The primary objective of this rainwater harvesting (RWH) in schools project is to design compliant, efficient, and sustainable RWH systems to meet the potable and irrigation water needs of each school. The key goals are:

- To ensure a reliable 3-day water supply for all occupants as per NAWASA regulations.
- To provide automated irrigation for school gardens, if applicable.
- To utilize existing infrastructure where feasible to optimize cost-effectiveness.
- To ensure all potable water systems are safe through integrated treatment processes.

An assessment report is available and attached to the TORs providing the potential for implementing rainwater harvesting (RWH) and irrigation systems across eleven (11) schools in Grenada. The analysis is based on detailed assessments of each school's catchment area, water demand, soil conditions, and existing infrastructure. The findings indicate a significant opportunity to enhance water security, achieve regulatory compliance, and promote sustainable water management practices. Based on comprehensive site assessments and competitive local vendor quotes, the project will significantly enhance water security while ensuring compliance with NAWASA regulations.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Based on the above-mentioned assessment, the objective of this consultancy is to provide detailed designs for eleven (11) efficient rainwater harvesting of stand-alone systems and supervise the effective construction of the systems. This will be realized

by subsequent preparation of detailed design documents and support to develop the technical specifications for the tender documents.
The Consultant should also ensure that adequate environmental, climate variability, social, and gender safeguards, in accordance with the G-CREWS project's policies/ guidelines, are incorporated into the detailed design and supervision.
The assignment is divided in two parts: 1) detailed design of all eleven (11) proposed RWH systems at Schools in Grenada and supervision of RWH systems at seven (7) priority schools and 2) an option of supervision at up to additional four (4) schools.
The general scope of the RWH in Schools intervention is to provide detailed design services for retrofitting and/ or new installations of/ RWH systems at eleven (11) schools in Grenada.
The proposed solution involves the installation of customized RWH systems for each school, comprising:

- Storage: Banks of interconnected, above-ground polyethylene tanks (primarily 2,000 and 1,000-gallon sizes) sized to meet the calculated 3-day demand and including disaster preparedness considerations (e.g. tanks with hurricane straps or protective shields; please note that the 2000 gallon tanks are available upon request).

- Foundation: Reinforced concrete slabs to provide a stable base, critical for sites with soil instability.

- Catchment & Conveyance: Utilization of existing roof gutters and downpipes, redirected to a central collection point, including first-flush diverters.

- Treatment (for Potable Systems only): A single-stage process being first-flush diverters.

- Distribution: New or repaired solar-powered pumps to distribute water for both potable use and irrigation.

The facilities are as follows:

	School	**Water Storage Requirement**	**Proposed Tank Configuration**	**Solar Pump required**	**Total Proposed Capacity**
1	St. Martin de Porres	12,823 gal	6 x 2,000 gal + 1 x 1,000 gal	yes	13,000 gal
2	Westerhall Secondary	11,913 gal	5 x 2,000 gal + 2 x 1,000 gal + Existing	yes	12,200 gal
3	St. Patrick's Anglican	9,405 gal	3 x 2,000 gal + 1 x 1,000 gal + Existing	yes	10,000 gal
4	Mt. Rose SDA Primary	5,298 gal	2 x 2,000 gal + 1 x 400 gal + Existing	yes	5,400 gal
5	St. Theresa's RC School	3,825 gal	1 x 2,000 gal + 1 x 1,000 gal + Existing	no	3,500 gal

6	St. Mark's Secondary	13,104 gal	5 x 2,000 gal + 1 x 1,000 gal + Existing	yes	13,000 gal
7	Our Lady Help of Christians	7,148 gal	3 x 2,000 gal + Existing	no	7,100 gal

GIZ shall hire the contractor for the anticipated contract term, from **20.01.2025 to 31.07.2026.**

The main tasks of the consultancy are to:

Develop detailed design.:

a) Review all current data, reports, and recommendations for the intended retrofit of all eleven (11) schools in Grenada.

b) Visit all the sites and gather all additional and pertinent data to complete an inclusive detailed design.

c) Conduct market research for hurricane safe RWH tanks and integrate climate proofing considerations into the detailed design and technical specifications.

d) Prepare detailed design, including technical drawings, tender documents, technical specifications, including ESMP consideration, and bill of quantities (BOQ) including cost estimate for each project site

e) Conduct the necessary soil investigation where the water tanks will be situated.

f) Conduct training sessions for Operation & Maintenance (O&M) to school personnel and develop a comprehensive O&M manual.

Supervision Services:

The Consultant shall supervise the construction works on seven (7) sites. The supervision services shall include but not be limited to the following

a) Plan and conduct at least two days of visits weekly to the sites. Coordinate with principals of the schools for work scheduling. During the construction of civil works, additional visits may be required to ensure that the structures are being executed according to the drawings, quality control, and specifications.

b) Chair and report weekly site meetings, expenditures, and progress.

c) Ensure the design and installation of specified infrastructure components are completed to the required standards.

d) Incorporate adequate environmental, climate variability, social, and gender safeguards into the supervision process.

e) The Consultant shall monitor and report on each Contractor's C-ESMP, document, and inform the contractor of any violation.

f) Monitor and document all material to be used for each site. Oversee the removals of materials, structure replacements, or break up of all failed tested materials.

g) Monitor, write, and advise the contractors of any delays or stoppage of the work on time.

h) Prepare as-built drawings and system schematics for each side.

Certifications of Works – The Consultant shall monitor and track all relevant payment activities as follows:

a) Measurement of Works – Measure all completed works per the contractor's contract.

b) Payment Certificate – Prepare and certify all payment certificates for completed works monthly and submit them to GIZ for approval.

c) Variations and Change Orders – Prepare, sign, and submit to GIZ all justifiable variations and change orders. Each submission shall accompany the design, cost, justification, and drawings of the tasks to be added or deducted from the contract. Provide the same for any provisional sum.

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

Milestones/process steps/partial services	**Deadline/person responsible**
Detailed design & Bill of Quantities (BoQ) for all sites	20.02.2026, TL
Tender documents with technical specifications and cost estimates.	28.02.2026, TL
Monthly Progress Report of each site.	28.02., 31.03., 30.4., 31.05., 30.06.2026, TL
Substantial Completion Certificate: Upon final checks and making good of defects (snag list), the Consultant shall issue this certificate to the Contractor copied to GIZ. The certificate shall indicate the completion of this stage of the works and the start of the Defects Liability Period, as well as certifying the release of half the Contractor's retention.	30.06.2026, TL
Documentation of training sessions for Operation & Maintenance (O&M) incl. comprehensive O&M manual	31.07.2026
Final Completion Report: Prepare and submit a completion report of the entire project, sighting challenges, gains, and lessons learned no later than one (1) month after the final completion including works according to snagging list	31.07.2026

Period of assignment: from 20.01.2026 until 31.07.2026.

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.

Technical-methodological concept

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 and explain its approach to **Steering (1.3)** 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 (1.4)** 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).

Project management of the contractor (1.6)

4. 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.

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

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management within the available budget, as well as planning and steering assignments.
- Regular reporting in accordance with deadlines.

- Review all current data, reports, and recommendations for the intended retrofit of all eleven (11) schools in Grenada.
- Visit all the sites and gather all additional and pertinent data to complete an inclusive detailed design.
- Conduct market research for hurricane safe RWH tanks and integrate climate proofing considerations into the detailed design and technical specifications.
- Prepare detailed design, including technical drawings, tender documents, technical specifications, including ESMP consideration, and bill of quantities (BOQ) including cost estimate for each project site
- Conduct the necessary soil investigation where the water tanks will be situated.
- Conduct training sessions for Operation & Maintenance (O&M) to school personnel and develop a comprehensive O&M manual.
- The Consultant shall ensure that the following safeguards are incorporated into the supervision process:
    - Ensure compliance with environmental regulations and policies.
    - Consideration of climate variability and its impact on the project.
    - Ensure compliance with environmental regulations and policies.
    - Consideration of climate variability and its impact on the project.
- Issue certificates and reports.

Qualifications of the team leader

Education/training (2.1.1): University degree in Civil and/ or Hydraulic Engineering or related field. (7%)
Language (2.1.2): C2-level language proficiency in English (2%)
General professional experience (2.1.3): four (4) years of professional experience in planning and designing rainwater harvesting (RWH) system construction and retrofitting RWH projects. (15%)
Specific professional experience (2.1.4): Two (2) years in in environmental and social safeguard integration. (10%)
Leadership/management experience (2.1.5): Four (4) years of management/leadership (9%) experience as project team leader or manager in a company
Regional experience (2.1.6): Four (4) years of experience in projects in Caribbean (region), of which 2 years in projects in Grenada (country) (2%)
Development Cooperation (DC) experience (2.2.7): not applicable
Other (2.2.8): Two (2) years' experience in developing M&O training material and conducting trainings (5%).

Key expert 1

Tasks of key expert 1

- Conducting at least two days of visits weekly to the sites. During the construction of civil works, additional visits may be required to ensure that the structures are being executed according to the drawings, quality control, and specifications.
- Chair and report weekly site meetings, expenditures, and progress.
- Ensure the design and installation of specified infrastructure components are completed to the required standards.
- Incorporate adequate environmental, climate variability, social, and gender safeguards into the supervision process.
- Monitor and document all material to be used for each site. Oversee the removals of materials, structure replacements, or break up of all failed tested materials.
- Monitor, write, and advise the contractors of any delays or stoppage of the work on time.

Qualifications of key expert 1

Education/training (2.2.1): Certificate in Civil and/ or Hydraulic Engineering or related field (5%)
Language (2.2.2): C1 -level language proficiency in English (1%)
General professional experience (2.2.3): Four (2) years of experience in rainwater harvesting (RWH) system construction and retrofitting RWH projects. (12%)
Specific professional experience (2.2.4): Four (4) years supervision skills (17%)
Leadership/management experience (2.2.5): not applicable
Regional experience (2.2.6): Four (4) years of experience in projects in Caribbean (region), of which 2 years in projects in Grenada (country) (1%)
Development Cooperation (DC) experience (2.2.7): not applicable
Other (2.2.8): two (2) plumbing skills (5%)

Soft skills of team members

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

Team skills
Initiative
Communication skills
Socio-cultural skills
Efficient, partner- and client-focused working methods
Interdisciplinary thinking

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 2025 (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

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of TL	1	52	52	Management (20 days) Detailed Design (11 Sites, each ~3 days in average) M&O manual and training (5 days)
Designation of key expert/short-term expert pool	1	63	63	Supervision of 7 sites for 6-10 days per site
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
Fixed travel budget	1			A budget is earmarked for travel (transport) within the following countries: Grenada. A fixed budget of **up to XCD 1000** is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	10,000	10,000	A budget of XCD 10,000 is foreseen for flexible remuneration. Please

				incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

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

Logistics for workshops: Catering for events, such as trainings for Maintenance & Operations.

7. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

After the requested tasks have been completed, there is the option of continuing or extending the essential elements of the tasks within the framework of a follow-on assignment. The details are listed below:

The contractor is responsible for providing the following optional services:

- Based on the above-mentioned assessment and the subsequent detailed designs, the objective of this optional consultancy services is to supervise the effective construction of up to four (4) additional rainwater harvesting systems at schools.
- The Consultant should also ensure that adequate environmental, climate variability, social, and gender safeguards, in accordance with the G-CREWS project's policies/guidelines, are incorporated into the supervision.
- The additional four (4) facilities are as follows:

8	Calliste Government School	11,694 gal	2 x 2,000 gal + 2 x 1,000 gal + Existing	no	12,000 gal
9	Grenada SDA Comprehensive	10,189 gal	5 x 2,000 gal + 1 x 200 gal	yes	10,200 gal
10	St. Joseph's Convent St. George	19,406 gal	9 x 2,000 gal + 2 x 1,000 gal	yes	20,000 gal
11	Holy Innocents Anglican School	3,180 gal	3 x 1000 gal + 1 x 200 gal	no	3,200 gal

Supervision Services:

The Consultant shall supervise the construction works on the additional (4) sites. The supervision services shall include but not be limited to the following:

a) Plan and conduct at least two days of visits weekly to the sites. Coordinate with principals of the schools for work scheduling. During the construction of civil works, additional visits may be required to ensure that the structures are being executed according to the drawings, quality control, and specifications.

b) Chair and report weekly site meetings, expenditures, and progress.

c) Ensure the design and installation of specified infrastructure components are completed to the required standards.

d) Incorporate adequate environmental, climate variability, social, and gender safeguards into the supervision process.

e) The Consultant shall monitor and report on each Contractor's C-ESMP, document, and inform the contractor of any violation.

f) Monitor and document all material to be used for each site. Oversee the removals of materials, structure replacements, or break up of all failed tested materials.

g) Monitor, write, and advise the contractors of any delays or stoppage of the work on time.

h) Prepare as-built drawings and system schematics for each side.

i) Conduct training sessions for Operation & Maintenance (O&M) to school personnel.

Certifications of Works – The Consultant shall monitor and track all relevant payment activities as follows:

d) Measurement of Works – Measure all completed works per the contractor's contract.

e) Payment Certificate – Prepare and certify all payment certificates for completed works monthly and submit them to GIZ for approval.

f) Variations and Change Orders – Prepare, sign, and submit to GIZ all justifiable variations and change orders. Each submission shall accompany the design, cost, justification, and drawings of the tasks to be added or deducted from the contract. Provide the same for any provisional sum.

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

Milestones/process steps/partial services	**Deadline/person responsible**
Monthly Progress Report of each site.	31.07., 31.08., 30.9.TL

Substantial Completion Certificate: Upon final checks and making good of defects (snag list), the Consultant shall issue this certificate to the Contractor copied to GIZ. The certificate shall indicate the completion of this stage of the works and the start of the Defects Liability Period, as well as certifying the release of half the Contractor's retention.	30.09.2026, TL
Documentation of training sessions for Operation & Maintenance (O&M) incl. comprehensive O&M manual	30.06.2026
Final Completion Report: Prepare and submit a completion report of the entire project, sighting challenges, gains, and lessons learned no later than one (1) month after the final completion including works according to snagging list	31.07.2026

Requirements

Exercising the option will depend on available budget and time for further implementation of additional sites. The decision on continuation is expected to be made in the period Q1 2026.

If the option is exercised, it is anticipated that the contract term will be extended to 31.10.2026.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of TL	1	8	8	Management, incl. oversight of supervision for 4 Sites
Designation of key expert/short-term expert pool	1	32	32	Supervision of 4 sites for 8 days per site
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**

Fixed travel budget	1		500 XCD	A budget is earmarked for travel (transport) within the following countries: Grenada. A fixed budget of XCD **500** is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.

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.

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

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

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.

2) A Pricing Proposal (financial offer)

- The pricing proposal covering all costs related to the assignment, must be, signed and in USD only.
- 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.

All submissions must be made in PDF format. **Please ensure that you send your technical proposal separately from your financial offer**. If a technical and financial proposal is submitted in the same PDF, it will not be considered for the next steps.

3) Any supporting documentation

Supporting documentation can be provided in separate documents. Bidders should reference page numbers and names of supporting documents within their concept /technical proposal when referring to them.

The following supporting documentation is mandatory:

- A copy of valid tax registration number.
- Evidence that bidder is up to date with its tax obligations.
- A scanned copy of a valid ID e.g. Passport or Driver's licence (both sides) for the authorized signatory.
- Resumes in English language that shall not exceed 10 pages.

If bidder is a company, then is required to additionally provide:

- The certificate of incorporation with the relevant governmental entity.
- The offers must be signed and stamped.

GIZ cannot receive offers through Google Drive, Vimeo, or any other file-sharing platforms except for FileTransfer.

All submissions must be made electronically by January 05th, 2026, in PDF format to the e-mail address:

DO_Quotation@giz.de

Please make the subject line of your e-mail communication**:**

"GIZ/GCREWS no. 83506031 – Rainwater Harvesting GD"

Please address all questions/input regarding the tender to the e-mail address: **do_inquiry@giz.de by December 26th, 2025**.

Do not contact any GIZ Staff directly. Offers sent directly to GIZ staff must be excluded.

9. Annexes

- 31-10-assessment grid
- Annex_RWH School Assessments Report