



प्रदूषण नियंत्रण समिति

Pollution Control Committee

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
U. T. Administration of Dadra & Nagar Haveli and Daman & Diu

प्रथम तल, उद्योग भवन, भेंसलोर, नानी दमण, दमण-396210

1st Floor, Udyog Bhavan, Bhenslore, Nani Daman, Daman-396210

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No. CF/DNH-DDSAPCC/PART-I/2024/ 30

Date: 20 / 02 / 2026

Notice for RFQ (Request for Proposal)

Request for Proposals are hereby invited bid in Two Bid System from eligible, reputed, and experienced consultancy firms/ agencies/ organizations for **“Preparation of Revised State Action Plan on Climate Change (SAPCC) for the UT of Dadra & Nagar Haveli and Daman & Diu”**

1. Submission of Bids and other documents:

The Request for Proposal (RFP) shall be complete in all respects and must be submitted through **Speed Post, Registered Post, or by hand** to reach this office on or before **13/03/2026 up to 06:00 p.m.** The bidders shall submit hard copies of the two bids, namely the **Technical Bid and the Financial Bid**, in separate envelopes along with all requisite documents at the above-mentioned address. The Financial bid should comprise only schedule of the rates to be offered. Financial Bid shall not be incorporated with the technical bid and must be in the sealed separate envelope. However, Bid Inviting Authority shall not be responsible for any postal delay.

- Technical bids will be evaluated based on qualifications, experience, methodology, and team composition.
- Financial bids of only technically qualified bidders will be opened.

2. Rights of the Administration

The Bid Inviting Authority reserves the right to accept or reject any or all the RFP to be received without assigning any reasons thereof.

3. Enclosure

Enclosed detailed RFP (Request for Proposal) Document with all the necessary information and criteria.


Member Secretary
Pollution Control Committee
DNH&DD

Copy to:-

1. National Informatics Officer, NIC, Daman for uploading on the website of the UT Administration.
2. National Informatics Officer, NIC, Delhi for uploading the same on the OCMMS portal.



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Request for Proposal (RFP) – Revision and Updation of State Action Plan on Climate Change (SAPCC) for the Union Territory of Dadra & Nagar Haveli and Daman & Diu

Disclaimer

1. RFP document is neither an agreement nor an offer by the Pollution Control Committee (PCC) / Department of Environment & Forests (the "Client") to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposals pursuant to this RFP.
2. The Client does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for the Client to consider needs of each party who reads or uses this RFP document.
3. The Client will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that the Client is bound to select an Applicant or to appoint the Successful Applicant for the consultancy.
4. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Client reserves the right to change/ modify/ amend any or all provisions of this RFP document.

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Section 1: Instruction to Bidders

1.1. Eligible Bidders

1.1.1. Firms/ Companies/ organization having registered office in India.

1.2. Validity of Proposal

1.2.1. The RFP Proposal shall remain valid for a period of (180- one hundred and eighty days) days from the last date of submission of the RFP with the possibility of extension as required.

1.3. Brief description of selection process

1.3.1. The PCC, DNH&DD intends to engage a consulting firm/organization (hereinafter referred to as the "Consultant") through a two-stage selection process comprising, Technical, and Financial Proposals (collectively referred to as the "Proposal"), in accordance with the Quality-cum-Cost Based Selection (QCBS) method outlined in this Request for Proposal (RFP)

Parameter	Max Marks
I. Bidder Qualification and Similar Project Experience	10
The bidder should be a legally registered entity and should have been in existence for a minimum of five (5) years as on the date of publication of this RFP and should have successfully executed climate change projects independently or with at least two (2) institutions in India in the last five (5) years preceding the date of this RFP. Projects on Demonstrated Experience in Climate Change and Climate Financing: The bidder must have successfully executed at least two (2) projects in the last five years focused on Climate Change- particularly at the sub-national (state or district) level or for Central/ State Departments/ Agencies or donor agencies.	
II. Team Qualification & Experience	50
<u>Project Director</u> with 10+ years of Experience and has worked on at least 4-5 companies in similar projects <u>Team Leader / Project Coordinator</u> with 5+ years of Experience and has worked on at least 3 infrastructure and sustainability projects and government or development-sector projects on climate adaptation & mitigation. <u>Climate Resilience Expert / Disaster Risk Reduction & Public Health Expert</u> with 5+ years of Experience and has worked on at least 3 climate adaptation & mitigation planning/strategy projects / health system strengthening projects	

	<u>Project Analyst / Field level data collection and analysis</u> with 3+ years of experience and has worked in at least 3 government or development sector climate adaptation & mitigation projects	
III.	Approach & Methodology	40
	Adequacy and quality of the proposed methodology and work plan in responding to the Terms of Reference (TORs) in respect of scope of work: • Approach and Methodology • Understanding of objectives and scope of the assignment • Work Plan	
	Total	100

1.3.2. The PCC, DNH&DD will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix, and the work plan has right input of Experts

1.3.3. In Technical Proposal, the eligibility of Bidders will be verified based on the eligibility information mentioned in the Data Sheet and provided by the Bidders as per the formats given in this RFP. The Technical Proposal of only those firms found eligible and satisfying the minimum eligibility criteria shall be evaluated and scored based on the marking criteria mentioned in the Data Sheet. Such Bidders may be invited to make a presentation on the Approach & Methodology, covering all the aspects of ToR, Work Schedule by the Team proposed for the assignment to the Evaluation Committee of the Authority. The Bidders not meeting the minimum eligibility criteria as stipulated in the RFP shall be awarded Zero marks in the Technical Proposal Scoring and their proposal shall be rejected. The Team Leader proposed by the Bidder must be present during the presentation. The time schedule and venue for presentation will be intimated to such Applicants by the Authority. Bidders scoring not less than 80% of the total marks (St) in Technical Proposal shall only be qualified for opening of Financial Proposal. The financial Proposal of unqualified Bidders shall not be opened.

1.3.4. In Financial Proposal evaluation, the Financial Proposal of shortlisted Bidders shall be evaluated, and the lowest evaluated financial proposal (Fm) will be given the maximum financial score (Sf) of 100 marks. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula given below: $Sf = 100 \times Fm / F$, in which Sf is the financial score, Fm is the lowest price quoted by any Bidders and F the price of the Proposal under consideration.

The final selection will be based on the Quality-cum-Cost-Based Selection (QCBS) method, with 80% weightage for the Technical Score (TN) and 20% for the Financial Score (FN). The composite score (BN) for each Bidder will be calculated as follows:

$$BN = (0.8 \times TN) + (0.2 \times FN)$$

Bidders will be ranked in descending order of their BN scores. The Bidder with the highest composite score (H1) will be declared the Successful Bidder.

- 1.3.5. The first ranked Bidder shall be selected for negotiation while the second ranked Bidder shall be kept in reserve.

1.4. Conflict of Interest

- 1.4.1. The Agency shall not receive any remuneration in connection with the assignment except as provided in the contract. The Agency and its affiliates shall not engage in consulting activities that conflict with the interest of the client.
- 1.4.2. The Bidders need to disclose at the initial stage of bidding about any conflict of interest to PCC, DNH&DD. Figuring out any such non-disclosure will lead to immediate termination of contract along with appropriate legal action.

1.5. Number of Proposals

- 1.5.1. No Bidder or its Associate shall submit more than one Bid for the Consultancy.

1.6. Cost of Proposal

- 1.6.1. The Bidders shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process

1.7. Right to Cancel RFP and Reject any proposal

- 1.7.1. Notwithstanding anything contained in this RFP, the Member Secretary, PCC, DNH&DD reserves the right to postpone / Cancel this RFP at any point of time without assigning any reason, whatsoever.
- 1.7.2. The Member Secretary, PCC, DNH&DD reserves the right to reject any Proposal if at any time, a material misrepresentation is made or discovered, or
- 1.7.3. The Bidder does not provide, within the time specified by the PCC, DNH&DD, the supplemental information sought by the PCC, DNH&DD for evaluation of the Proposal.
- 1.7.4. Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified / rejected, then the Authority reserves the right to consider the next ranked Bidder or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.



1.8. The Submission & Opening of Proposal

- 1.8.1. The Bidders are required to submit their proposal in **hard copies of the two bids (Technical Bid and Financial Bid in separate envelopes)** along with necessary documents to **Pollution Control Committee, 1st Floor, Udhog Bhavan, Bhenslore, Nani Daman, Daman. 396210** by Courier / Speed Post.
- 1.8.2. PCC, DNH&DD shall not be held liable for any delay in bid submission for any reason whatsoever.
- 1.8.3. **The Pre-Qualification and Technical Proposal (Cover 1) in Document 1 must not contain any financial or cost-related information. Inclusion of such details in these folders will render the Proposal non-compliant and liable for rejection.**
- 1.8.4. The Financial Proposal (Cover 2) must include a detailed breakdown of costs and fees. Costs shall be expressed in INR.
- 1.8.5. The first part - Technical Proposal - shall contain the copy of the following documents:
 - a. Minimum Eligibility Experience
 - b. Technical Proposal
 - c. Particulars of Bidder
 - d. Summary of Bidder's Experience (as per the RFP document)
 - e. Bidder's Experience: Work order/contract/agreement/ or work completion certificate
 - f. Workplan
 - g. Team Composition
 - h. Curriculum Vitae of key personnel
 - i. Self-declaration for No Blacklisting
 - j. Legal identity of the firm: Registration certificate, Udhyam certificate, PAN copy

1.9. Clarifications

- 1.9.1. Bidders requiring any clarification on the RFP and its terms and conditions may send their queries to the email address mentioned in the data sheet to reach before the date mentioned in the Schedule of Selection Process. The email shall clearly bear the following subject: "Queries/Request for Additional Information concerning RFP for Revision and Updation of SAPCC for DNH&DD"
- 1.9.2. The PCC, DNH&DD shall endeavour to respond to any further queries/request for clarifications received up to 48 (Forty-eight) hours prior to the Bid Submission End Date.

1.10. Amendment of RFP

- 1.10.1. At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP document by the issuance of Addendum/Amendment. All such amendments will be binding on all Bidders.



1.11. Evaluation Committee

- 1.11.1. The evaluation committee appointed by the Member Secretary, PCC, DNH&DD will carry out its evaluation of the Technical and Financial Proposals as per the RFP.
- 1.11.2. The Evaluation Committee appointed by the Member Secretary, PCC, DNH&DD will evaluate the Technical Proposals after evaluation of **minimum eligibility criteria as given in the Data Sheet**. The Bidders not meeting the minimum eligibility criteria as stipulated in the RFP shall be awarded Zero marks in the Technical Proposal Scoring and their proposal shall be rejected.
- 1.11.3. The committee will carry out evaluation of proposals meeting the minimum eligibility criteria as per the point system specified in the Data Sheet below.

1.12. Confidentiality

- 1.12.1. The RFP document contains confidential information proprietary to PCC, DNH&DD. The Member Secretary, PCC, DNH&DD is bound by an agreement of confidentiality and secrecy regarding dealings of all stakeholders. The selected Agency may have access to some confidential information for the purpose of the project's implementation.
- 1.12.2. The bidder shall take all precautions necessary to keep the information totally confidential and under no circumstances will it be disclosed to any third party or competitors. The Agency shall render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. The Member Secretary, PCC, DNH&DD is entitled to be indemnified by the Selected Agency for any loss/damage to reputation and/or for any breach of confidentiality.
- 1.12.3. The information referred to shall include but is not restricted to any and every information concerning the Member Secretary, PCC, DNH&DD and its stakeholders, which the Agency comes to know only on account of his being associated with the Member Secretary, PCC, DNH&DD through the contract which the Selected Agency otherwise would not have had access to.
- 1.12.4. The Selected Agency shall also not make any news release, public announcements or any other reference on RFP or contract without obtaining prior written consent from PCC, DNH&DD. Any reproduction of this RFP by Xerox / Photostat / Electronic or any other means is strictly prohibited without prior consent of PCC, DNH&DD.
- 1.12.5. Information relating to the examination, clarification, and evaluation for the Agency shall not be disclosed to any person not officially concerned with the process. The Government of Dadra Nagar Haveli & Daman and Diu representatives including its officials, directors, employees, and advisors will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence.



1.12.6. The representatives, including its officials, directors, employees, and advisors would not divulge any other information related to financials, background etc. Unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

1.13. Substitution of Key Personnel

1.13.1. The PCC, DNH&DD expects all the Key Personnel specified in the Proposal to be available during implementation of the Scope of Work mentioned in this RFP. The PCC, DNH&DD will not consider any substitution of Key Personnel except under compelling circumstances beyond the reasonable control of the Consultant such as retirement, death, medical incapacity among others, of personnel. Such substitution shall be limited to a maximum of two Key Personnel other than Team Leader subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

1.13.2. The PCC, DNH&DD reserves the right to instruct the Consultant to replace the key personnel during negotiation/implementation stage. such replacement shall not be considered for reduction of Contract Value. Inability of consultant to deploy Team Leader for the assignment will be grounds for termination by the PCC, DNH&DD

1.14. Fraud & Corrupt Practices

1.14.1. The Member Secretary, PCC, DNH&DD requires that Applicants under this RFP observe the highest standard of ethics. In pursuance of this policy, no bidder shall engage in any corrupt practice or fraudulent practice.

- a) "Corrupt- practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public servant
- b) "Fraudulent Practice" means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of the Member Secretary, PCC, DNH&DD and targeted stakeholders and includes collusive practice among Applicants (prior to or after the bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Member Secretary, PCC, DNH&DD and targeted stakeholders of the benefits of free and open competition.
- c) The Member Secretary, PCC, DNH&DD will reject a bid for the award of consultancy work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.



1.15. Legal matter

1.15.1. In the event of any dispute over this contract, The Member Secretary, PCC, DNH&DD decision shall be final and binding.

1.15.2. Any dispute or difference or claim arising out of or in relation to this bid shall be submitted to the jurisdiction of Hon'ble Court in the Union Territory of Daman & Diu, Daman District only

1.16. Penalty

1.16.1. In the event that the Consultant fails to deliver any or all of the Services within the original or re-fixed timelines stipulated in the Contract, the Client shall be entitled to levy and recover a penalty for such delay. The penalty shall be calculated at the rate of 0.5% of the total Contract value per week of delay, and such recovery shall be made without any controversy, dispute, or objection of any nature whatsoever.

Section 2: DATA SHEET

Title of Assignment	Revision and Updation of State Action Plan on Climate Change (SAPCC) of Dadra and Nagar Haveli & Daman and Diu
Assignment Owner	Pollution Control Committee (PCC), DNH&DD
Control Signing Agency/ Authority	Pollution Control Committee (PCC),
Proposal Validity Period	180 days from the Bid Submission End Date
Method of Selection	Quality and Cost Based Selection (QCBS)
Weightage	T = 80% and F = 20% T = < Insert Technical Weightage> and F = < Insert Financial Weightage> [The weightage to be given to the Technical and Financial Proposal shall be in the ratio between 60:40 to 80:20]
Details for Submission of Queries	pcc-dnhdd@ddd.gov.in
Bid Submission End Date	13/06/2026 by 06:00 pm
Minimum Eligibility Criteria	Only firms meeting the eligibility criteria specified below shall be considered for evaluation and scoring of the Technical Proposal. If a bidder fails to meet the minimum eligibility requirements, its Technical Proposal will not be opened and shall be rejected. <u>Minimum Eligibility Criteria:</u> The Firm / Agency should be a registered entity with a minimum of 5 years of existence on 31/12/25.

	- Firms who have been working in the field of climate change adaptation and/or mitigation for the last five (5) years and have executed or are currently executing at least three (3) engagements in India or elsewhere, supported by documentary evidence such as work order/contract/agreement or experience certificate or completion certificate, or other equivalent proof of execution, shall be considered for evaluation and scoring of the Technical Proposal. - The firm has experience of developing at least one organizational strategy/roadmap for climate change with Central Government/State Government /IFIs in last 3 years with value greater than 30 lakhs - The Firm must have prior experience working in Dadra & Nagar Haveli and Daman & Diu (DNH&DD) or Gujarat or Maharashtra and should have executed or be currently executing at least one (1) project in the said region, supported by documentary evidence such as work order/contract/agreement/scope of work, experience certificate, completion certificate, or other equivalent proof of execution, and shall be considered for evaluation and scoring of the Technical Proposal. - The Firm / Agency should not have been blacklisted by Central or State Governments & PSUs. - The firm should have at least average annual turnover of Rs. 50 Lakh during the last three financial years (FY 2022-23, 2023-24, 2024-25).		
Technical Proposal Scoring		Parameter	Max Marks
	I.	Bidder Qualification and Similar Project Experience	10
		The bidder should be a legally registered entity and should have been in existence for a minimum of five (5) years as on the date of publication of this RFP and should have successfully executed climate change projects independently or with at least two (2) institutions in India in the last five (5) years preceding the date of this RFP. Projects on Demonstrated Experience in Climate Change and Climate Financing: The bidder must have successfully executed at least two (2) projects in the last five years focused on Climate Change- particularly at the sub-national (state or district) level	

	or for Central/ State Departments/ Agencies or donor agencies.	
II.	Team Qualification & Experience*	50
	Project Director with 10+ years of Experience and has worked on at least 4-5 companies in similar projects Team Leader / Project Coordinator with 5+ years of Experience and has worked on at least 3 infrastructure and sustainability projects and government or development-sector projects on climate adaptation & mitigation Climate Resilience Expert / Disaster Risk Reduction & Public Health Expert with 5+ years of Experience and has worked on at least 3 climate adaptation & mitigation planning/strategy projects / health system strengthening projects Project Analyst / Field data collection and analyst with 3+ years of experience and has worked in at least 3 government or development sector climate adaptation & mitigation projects	
III.	Approach & Methodology	40
	Adequacy and quality of the proposed methodology and work plan in responding to the Terms of Reference (TORs) in respect of scope of work: • Approach and Methodology • Understanding of objectives and scope of the assignment • Work Plan	
	Total	100

Section 3: Terms of Reference

3.1. Assignment Background & Context

The Union Territory of Dadra & Nagar Haveli and Daman & Diu (DNH&DD), merged into a single administrative entity in January 2020, is entering a decisive phase of climate governance. The two erstwhile territories operated separate SAPCCs with distinct baselines, institutional arrangements, and sectoral priorities. The merger now demands a harmonized, future-ready UT-level SAPCC that reflects

a unified climate vision, coherent institutional responsibilities, and a consolidated pathway aligned with India's national climate commitments.

The Pollution Control Committee (PCC) of DNH&DD has been designated as the nodal authority to lead the revision and consolidation of the SAPCC. The PCC, DNH&DD aims to align the UT's climate strategy with emerging national frameworks such as the LiFE mission, Nationally Determined Contributions (NDCs), and the National Adaptation Framework, while ensuring that the unique biogeographical and socio-economic characteristics of the two regions are adequately represented.

Given the UT's expanding industrial base, ecologically sensitive coastal systems, and rapid rural-urban transitions, updating the SAPCC is both urgent and strategic. The revised SAPCC must incorporate:

- A consolidated baseline of natural resource stresses, and sector-level impacts
- A unified institutional mechanism for planning, implementation, and monitoring
- Clear priorities for adaptation, mitigation, resilience-building, and climate finance mobilisation

This RFP seeks a consulting agency capable of delivering an **updated and actionable SAPCC**, enabling the UT to respond effectively to emerging climate risks, fulfil national commitments, and transition toward a resilient and sustainable growth model

3.2. Objective of the Assignment

- 3.2.1. **Develop a consolidated, and updated SAPCC** for the merged Union Territory by integrating the earlier two SAPCCs and aligning them with national and global climate frameworks.
- 3.2.2. **Understand the high risk and exposure sectors** across water, agriculture, coastal zones, forests, energy, health, infrastructure, etc. to reflect the merged UT's unified risk profile.
- 3.2.3. **Review and prioritise sector-wise adaptation strategies and resilience-building interventions** that are actionable, region-specific, and responsive to the socio-economic and ecological differences across the two formerly separate territories.
- 3.2.4. **Strengthen climate finance planning** by mapping funding needs, identifying public-private-blended finance avenues
- 3.2.5. **Engage key stakeholders across both regions** - line departments, local bodies, communities, private sector and civil society, to ensure that the consolidated SAPCC reflects diverse perspectives and ground-level priorities.
- 3.2.6. **Produce a final SAPCC document** that is compliant with MoEF&CC guidelines for SAPCC/ NAPCC revision, including climate risks, sectoral strategies, cross-cutting themes, and investment plans



3.3. Scope of Work

The Pollution Control Committee (PCC), DNH&DD, as the nodal authority, seeks a consulting agency to undertake a comprehensive revision, consolidation, and updating of the SAPCC as per the **guidelines** issued by the MoEF&CC, under '**Common Framework for Revision of State Action Plan on Climate Change**' (2018) within a **3-months period**.

The scope of work includes the following thematic areas:

Inception, Mobilisation and Institutional Alignment

- Conduct a formal kick-off meeting and confirm scope, timelines, deliverables, and data availability.
- Map all relevant stakeholders, including line departments, UT-level agencies, local bodies, research institutions, and national data custodians
- Develop a structured stakeholder engagement plan covering consultation modes, frequency, validation mechanisms, and departmental roles.
- Establish an institutional coordination mechanism for data flow, validation, and review
- Prepare data collection templates for all sectors to ensure uniformity and quality control. PCC, DNH&DD shall route all the required inputs to the consulting firm for the study.

Review and Mapping of Policies, Schemes and Sectoral Programs

- Review existing SAPCCs of both former territories and merge relevant insights into a consolidated baseline
- Map sector-wise policies and schemes across agriculture, water, forests, industry, power & energy, transport, health, urban development, tourism, and biodiversity
- Alignment with National Frameworks by ensuring consistency with NAPCC missions (e.g., National Solar Mission, National Water Mission) and integrate India's NDC targets and SDG linkages.
- Incorporate guidelines from MoEFCC for SAPCC preparation.

Development of Sectoral Strategies and Climate Investment Framework

Identification and Prioritisation of Climate Actions

- Consolidate adaptation and mitigation actions emerging from vulnerability and GHG assessments
- Validate sectoral action lists through consultative workshops with departments
- Categorise actions into short-, medium-, and long-term priorities using multi-criteria analysis

Climate Budgeting and Financing

- Review departmental budgets to identify climate-relevant expenditures
- Estimate the climate finance requirement for proposed actions
- Map potential funding avenues and propose mechanisms for convergence and mobilisation
- Recommend a roadmap for Climate Budget Tagging (CBT)

Monitoring, Evaluation and Reporting (MER) Framework



- Develop sector-specific KPIs covering impact, outcome, and output indicators
- Align MER framework with national systems (NAPCC missions, NDC targets, SDGs)
- Prepare templates for departmental MER tracking and annual updating of the SAPCC

Capacity Building & Validation

- Conduct a virtual validation workshop with departments to review sectoral strategies and MER framework.
- Organise capacity-building sessions for departmental teams on Climate budgeting and tagging, MER tracking and reporting, and Integration of SAPCC actions into departmental plans.

Indicative Table of Contents of SAPCC

The revised SAPCC should contain the following chapters as per the guidelines issued by the MoEF&CC, under 'Common Framework for Revision of State Action Plan on Climate Change' (2018) and additional if the UT administration add some more aspects according to the priorities.

A. Executive Summary

B. Introduction

C. State Profile

- Location, geography and size
- Demographic profile
- Economic profile
- Natural resources like availability of land, water, energy, forestry and biodiversity resources
- Agriculture and livestock
- Energy profile including primary energy supply, energy demand, electricity installed capacity etc.
- State development issues and priorities

D. Climate Profile

- Climate profile and characteristics such as annual average temperature, rainfall, climatic variability and geographical features that influence climate
- Past and on-going climate change trends including changes in temperature, precipitation, sea level rise etc., specific impacts, climate risks, and socioeconomic consequences and costs of projected impacts.
- Development of Climate Change scenarios, i.e. projection of possible climate changes at relevant spatial and temporal scales

E. Vulnerability Assessment

- Methodology of vulnerability assessment



- Assessment of the physical and economic impact of and vulnerability to climate change in the most vulnerable sectors (agriculture, water, forestry and biodiversity, coastal-zone management, health, tourism, urban, etc.)
- Assessment of the impact of and vulnerability to climate change on vulnerable groups

F. Climate Change Strategy- Mitigation

- List of prioritized mitigation activities
- Barriers and gaps in the implementation of mitigation actions
- Implementation plan including the agencies responsible for implementation, required policy and budget

G. Climate Change Strategy- Adaptation

- Identification of priority sectors for adaptation (ex. Agriculture; Forests; Biodiversity; Water; Health; Coastal Regions; Disaster Management; Rural Livelihood; Infrastructure)
- List of prioritized sector-wise adaptation activities
- Barriers and gaps in the implementation of adaptation actions
- Implementation plan including the agencies responsible for implementation, required policy and budget.

H. Financing the SAPCC

- Financing roadmap including sectoral activity budget
- Measures for mainstreaming climate actions in the State/ UT budgets

I. Institutional Mechanism

J. Monitoring and Evaluation

Expected Deliverables

- **Inception Report** with finalised workplan and timeline, stakeholder and engagement plan, institutional coordination and validation mechanism, and data collection templates
- **Draft Consolidated SAPCC** with adaptation and mitigation strategy, climate Budget Tagging (CBT) recommendations, climate investment roadmap, Monitoring, Evaluation and Reporting (MER) framework with indicators and templates
- **Capacity Building/** train the trainer Modules
- **Final SAPCC Document with Capacity-building module**

3.4. Timeline & Payment Schedule

The Consulting firm is expected to submit the following deliverables.

S.N.	Deliverables	Timelines	Payment
1.	Draft Consolidated SAPCC	T0 + 11 weeks	70% of total contract Value
2.	Final SAPCC Document with Capacity-building module	T0 + 14 weeks	30% of total contract Value

- 3.4.1. The **duration of the services will be 3 months from the time of the signing of contract**. The contract may be extended for one months based on satisfactory performance
- 3.4.2. The Reports should be submitted in an editable soft copy of all reports. In case such files are corrupted then the consultant shall be required to re submit the same to the satisfaction of the Authority.
- 3.4.3. Consultant shall attend periodical reviews to be conducted by the Authority with various departments of the government.
- 3.4.4. Payment relating to a particular deliverable shall be done after submission of the respective reports
- 3.4.5. No mobilization advance will be given to the Consultant.**
- 3.4.6. The review committee will review the reports submitted by the Consultant.

3.5. Experience and Qualification Requirements for key personnels

The desired services shall be provided by the selected Consultant through a team of suitably qualified professional and technical personnel. It is expected that the Consultant would establish a strong team of specialists capable of supporting the Government of Dadra and Nagar Haveli & Daman and Diu to achieve the stated objectives.

The qualifications and expertise expected of the respective key personnel in the Consultant's team for these services are outlined below. Adequate support staff shall also be provided by the Consultant to facilitate the operations of the nominated team during the services.

S.N.	Position	Qualification	Total Exp.	Project Experience
1	Project Director	Bachelor's degree in environmental /chemical/ /mechanical / civil engineering/ finance, or related field Post-graduate degrees in Engineering, Climate Science, Environmental Management, or Business Administration or related field	10+ years	Should have led 10+ climate change, environmental sustainability, or climate policy advisory projects. Strong track record in multi-sector climate programs, impact assessments, policy development, and stakeholder management.
2	Team Leader / Project Coordinator	Bachelor's degree in civil/ environmental/ Infrastructure Engineering or equivalent. / Bachelor's degree in environmental science, Civil Engineering, Urban	5+ years	Should have worked on or led at least 3 infrastructure, climate resilience, adaptation, or sustainability projects. / government or development-sector projects on climate adaptation & mitigation.

		Planning, Economics, or related discipline Master's degree in Infrastructure Management, Urban Systems, Environmental Planning, Sustainability, or related fields/ Urban Environmental Management, Sustainability, Planning, Public Policy, or Project Management		Experience in ESG, climate diagnostics, state level climate financing, policy development, and technical coordination across government departments Experience in project management, urban resilience, sectoral coordination, and stakeholder engagement
3	Climate Resilience Expert / Disaster Risk Reduction & Public Health Expert	Bachelor's degree in Environment/ Bioscience/ Biology/ Geography/ disaster management or related field PhD in environmental toxicology/ Public Health/ epidemiology/ molecular biology or related field	5+ years	Should have worked on or led at least 3 climate resilience, adaptation or mitigation projects / climate health or public health strengthening projects Experience in ESG, climate adaptation & mitigation planning and strategies / various health programs by government. Strong understanding of epidemiology, molecular biology and immunology of infectious disease and outbreak investigations
4	Project Analyst / Field data collection & analyst	Bachelor's degree in Environment, Economics, Engineering, Planning, Geography, or related field Master's degree in environment, energy, sustainability or related discipline	3+ years	Should have experience supporting 3-4 climate adaptation/ mitigation, sustainability, or environmental planning projects. Capable of data analysis, documentation, data handling, and sectoral coordination

3.5.1. The Project Co-ordinator must be available for all key review meetings, validation workshops, and final presentations.

3.5.2. Other personnel shall attend meetings based on thematic requirements and deliverable needs.

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