

INDIA UK PACT

Urban planning and mobility

Call for Proposals – Responses to clarification questions

Introduction

This document compiles questions and answers from the India-UK PACT Call for Proposals (CfPs) on Urban planning and mobility sector (November 2024).

They are divided in two categories:

- Application process and requirements
- Terms of reference

Application process and requirements

Q. We request nominal profit margins to be allowed.

Profit is not an eligible cost within UK PACT grant budgets.

Q. Is the cost for collection of primary data via on ground surveys a part of the funding or can it be considered as a reimbursable cost item.

The cost for collecting primary data via on-ground surveys can be considered as a reimbursable cost and built into the budget.

Q. Please clarify that the proposal to be submitted through e-mail on india@ukpact.co.uk. If the proposal is to be submitted through e-mail, how do we submit files of big size attachments. Please confirm

The proposal is to be submitted online through this link: [India UK PACT | Urban Planning & Mobility \(Page 1 of 19\)](#) , following that you'll receive an auto-reply to upload the attachments.

Q. The positions mentioned in the template are Principal expert, Senior expert, Expert, Junior expert, Assistant to expert, Project manager, Support staff, Admin assistant. Whether the consultant needs to submit CVs of the Experts along with the Proposal. Please confirm.

Yes, CV to be submitted at full proposal stage. If personnel for key positions have not been confirmed at the full proposal stage this should be indicated in the full proposals and terms of reference/job descriptions can be submitted in place of CVs.

Q. Should the focus of this grant be limited to the two cities in Tamil Nadu mentioned in the call, or can it extend to other cities as well?

For this call we are only focusing on two cities of Erode and Thoothukudi in Tamil Nadu.

Q. We understand that only the four templates i.e. (1) technical proposal template (2) budget and work plan template (3) project theory of change form (4) project risk and issue register template duly filled in to be submitted. Please confirm.

The four templates are required to be filled and submitted. If the applicants' desire to upload any other relevant documents, they can.

Q. If we want to address the themes in both cities, can we present this in one proposal for the total amount (£1M) or do you expect two separate proposals?

We are hoping that the grant will come as one consortium project in each city. Thereby, it is desirable to submit two separate proposals for each city.

Q. Kindly requesting for the split of marking/ weightage between technical and financial proposal.

The details on weightage for different areas such as Technical Proposal, Financial Proposal and Project Management has been mentioned in the ToR on page number 14.

Q. Please let us know whether separate proposals to be submitted for Erode and Thoothikudi. Please clarify.

We are hoping that the grant will come as one consortium project in each city. Thereby, it is desirable to submit two separate proposals for each city.

Q. While looking through the India RFP eligibility criteria, our team wanted to know if you could share further information on the below criteria as we're a for-profit entity. Could you also share if this applies to only the lead partner or to all consortium partners?

For-profit entities without accounting for profit margin are eligible to apply. This applies to all consortium partners along with lead applicants.

Q. Do consortia need to address all three themes? The ToR suggest yes (p.8), but the Proposal Template suggests that consortia should align their focus with one theme (see question 2 on Intervention Theme).

We encourage applicants to apply through a consortium that must deliver on all the three themes in each city. While filing up the proposal template, please check in all of boxes to align with the eligibility requirements.

Q. Is involvement of industrial partners in the consortium expected or desired?

It is suggested to collaborate with any for-profit entity, but they should be willing to work on not-for-profit basis.

Q. The value of up to 500K pounds indicates the grant which will be received by the applicant (bidding consortium) over the duration of 23 months for providing the TA? Or does this amount of 500 pounds also include the cost of implementing the proposed activities / proposals.

The call is for offering technical assistance in year one and institutionalizing the outputs in the second year. These initiatives are to be undertaken during project duration of 23 months with a possibility of extension.

Q. Referring on the clauses sited here on page 8, 9 and 12- will the project be funded for just the first year or for entire duration of 23 months?

The project will be funded for entire duration of 23 months.

Q. These activities will include costs related to arrangement of any venues, logistics, invitations, hospitality, food and beverage related expenses, equipment, 2D and 3D graphics, simulations and animations, videography, webhosting, website creation,

social media, banners, exhibits, additional and external staff and other resources related to the project and the seminars, workshops and training which are part of the project. Do these need to a part of the financial proposal or will these be paid separately on actuals?

Yes, event and communication costs should be clearly outlined in the budget as separate line items.

Q. Could a UK based organisation (the lead bidder) associate its Indian subsidiary / sister concern (for-profit entities) as a sub-consultant / sub-contractor to them, given that the Indian subsidiary / sister concern does not hold a FCRA registration and will be executing the majority part of the work?

Yes, if the lead organisation intends to receive foreign contributions, it must be registered under the Foreign Contribution Regulation Act (FCRA). If the lead organisation does not have FCRA registration but is collaborating with a local partner that does, the local partner can manage the financial aspects of the project, provided they are compliant with FCRA regulations. In this case, the financial aspects of the project shall be managed by the lead bidder and the Indian subsidiary needs to work on not-for-profit basis.

Q. Could an Indian organisation (profit making) that does not hold a FCRA registration be appointed as a sub-consultant to the successful bidder at the stage of execution of services / post winning the project?

Yes, provided that the successful bidder/lead partner is properly structured and registered in a way that allows them to deliver the project.

Q. Could an Indian organisation (the lead bidder) that holds a FCRA registration, appoint another Indian company (profit making) as a sub-consultant / sub-contractor to them that does not hold a FCRA?

Yes, an Indian organisation that holds a FCRA registration can appoint another Indian company (even if it's profit-making) as a sub-consultant or sub-contractor, even if that company does not hold a FCRA registration.

Q. Could a sub-contractor to a lead bidder, further appoint a sub-contractor to them?

Yes, a lead bidder's sub-contractor can appoint another sub-contractor, provided it is in line with the terms of the main contract. The lead bidder must ensure due diligence is conducted to verify compliance with all regulations, including FCRA, and ensure the capacity of all parties to deliver the project.

Q. Could a consortium partner to a lead bidder participate with more than one lead bidder for the same location/project?

Yes.

Q. Could a sub-contractor to a lead bidder participate with more than one lead bidder for the same location/project?

Yes.

- Q. The Applicant's Handbook states – "For sub-contractors, the daily fee rate will be the exact total invoiced to your organisation that is chargeable to the project". Can a sub-contractor under the grant work charge profit element in their fee?**

No, sub-contractors' fees should reflect actual costs without a profit margin, in line with the indicative ranges in the 'Eligible Cost' tab of the Budget and Work Plan Template.

- Q. We request you to please confirm if an Indian registered entity (sub-contractor), which is a sister concern of a UK entity (the lead bidder), both being the members of the same group company, can charge an arms-length profit on this project which will be set-off against the input fee of the UK entity thereby leading to a break-even and an overall zero profit on this project with no additional cost to the client.**

An organisation that is named in the proposal should have a sub-grant agreement in place with the lead organisation rather than contracts and profit cannot be made on the work even if it all overall works out to be zero-sum.

- Q. Is there any maximum/minimum cap for each consortium partner? What is the maximum cap for research Institutions, NGO, consultancy?**

There is no minimum/maximum cap for the consortium partners. This is to be decided amongst the partners, based on responsibilities.

- Q. Is it one theme out of three? It seems that you want all three themes now but I understood it has one of the three before?**

The applications are invited for consortium only that must deliver on all the three themes in each city.

- Q. How much money is it, is it £500K per project or per year? Or is it £500K per city per year? It says two slightly different things in different places.**

The budget ceiling is of 500,000 GBP for up to 23 months (with a possibility of extension) in each city. We aim to support at least two consortium projects – one in each city of Erode and Thoothukudi with a budget of 500,000 GBP each.

- Q. Is it only the two cities? We understood it was any city in India.**

For this call we are only focusing at the two cities of Erode and Thoothukudi in Tamil Nadu.

- Q. The extension, is it a no-cost project duration extension or is there a scope of requesting additional funds to carry out activities during the extension period?**

This depends on the budget allocation available for the year.

- Q. Are individual organisations eligible to apply for a focused proposal on a particular theme and reduced resources/budget grant solicited?**

The applications are invited for consortium only that must deliver on all the three themes in each city.

- Q. Budget and Funding Availability (page 8): "UK PACT has committed to deliver projects under the agreed scope of support for the first year. Funding is potentially available for subsequent years for expansion." Can you please clarify what this means? Will the full funding amount of up to GBP 500,000 (per project) still be available to the implementing partner to carry out the work over the 23 months?**

Yes.

Q. Timelines and Duration of Projects (page 9): “Applicants should propose projects up to 2 years in duration as is relevant to Can you please clarify whether this means that the project timeline can be shorter and completed in less than 23 months? the intervention. Projects must be no shorter than 12 months long.”

Can you please clarify whether this means that the project timeline can be shorter and completed in less than 23 months?

The project timeline can be 23 months or shorter.

Q. Can an international NGO with an affiliate organisation (a for-profit organisation) in Tamil Nadu apply as the "local partner"?

Yes, you may apply provided the affiliate organisation is able to work on not-for-profit basis.

Q. Eligibility criteria: “One implementing partner or member of consortia can bid for more than one project.” Does this mean that one implementing partner (who is not the lead) can be a part of multiple consortiums and bid for the same project?

Yes. That is correct.

Q. Can you please expand more on what capital expenses or tangible assets include?

UK PACT does not fund infrastructure, construction or capital expenditure (CAPEX) projects.

Q. Given that UK PACT has defined services and a milestone-linked payment structure, could this arrangement potentially be framed as a “contract for services” rather than a “grant”? This clarification will be essential for aligning our operational approach with the project’s requirements.

UK PACT operates under a grant framework, not a contract for services. While payments are milestone-based, they are tied to project outcomes rather than specific deliverables or services, maintaining the funding nature of the arrangement.

Q. Could you confirm whether the funds will be provided directly from the UK or through a UK PACT presence in India?

Funds will be provided through the Grants Manager appointed by the FCDO for the India project.

Q. UK PACT might also suggest that Applicants work closely together or form consortia’ – We request clarification on whether this will be applicable after the Applications are submitted by a single entity/consortia?

It is desirable to submit consortium applications, as matchmaking and consortium orchestration is not UK PACT standard practice.

Q. Regarding the Proposal Template, is there a word limit for question 6 (Methodology)?

There is no word limit, but ideally it should be written to clearly outline the methods and processes you will use to achieve the project's objectives. Avoid unnecessary jargon, but ensure you provide enough detail to demonstrate a solid understanding of the approach.

Q. Can you provide details on the eligibility criteria in terms of experience and expertise for consortium members?

We are looking for a consortium of institutions that have the relevant knowledge, skills and experience. We are aiming to have a consortium of national and international organisations that have complementary skills and experience to strengthen delivery capacity. Please refer to Application guidance section with the Terms of Reference.

Q. The notice for application was issued in last week of October 2024. The whole last week of October and first week of November 2024 was a festive week and holiday in India. Given that the submission will necessitate a comprehensive proposal, administrative and logistics modalities, formation of a consortium, we kindly request that an additional two weeks be allowed from current/present date of submission.

We regret to inform that it would not be possible to extend the current call for proposals. However, in case there is any, would be communicated on the UK PACT website on 29th Nov 2024.

Q. Please clarify, how for-profit organisations/ firms will be eligible to apply? Please also confirm what documentation needs to be provided by for profit organisations/ consultancies to be eligible for application.

For-profit organisations/firms must be able to work on a non-profit basis, to be eligible to apply.

Q. Our organisation has an office in Chennai. Please clarify if local presence will suffice or if we still need to associate with a local partner.

Local presence at the state level is acceptable.

Q. We understand a detailed template is available on the website. Requesting you to kindly clarify how should we submit any additional information, if needed

Step 1 - Complete Form > Step 2 - Upload documents via the unique submission link sent to your email address following form submission. Any additional document can be submitted from the same unique submission link.

Q. Can one organisation submit multiple proposals as the lead in a consortium for either a single city or both cities?

Yes, this is possible.

Q. Is a local partner mandatory for each city or at least in one city, if one applies for both cities?

As there would be two separate proposals for both the cities, therefore, it is advisable to have local partners who work/ have presence in both the cities. There could be two different local partners across two cities or one local partners across two cities.

Q. For the submission process, applicants have to first fill the 19 pagers google form and submit to generate a link for the uploading of the application templates. Is this understanding, correct? Can we get a downloadable version of this form, as we are

unable to move to the next page in the google form to get an idea of the other questions without filling the responses in the initial page?

Yes, this is correct.

Step 1 - Complete Form > Step 2 - Upload documents via the submission link send following form submission. We cannot share the downloadable version of the application form, as it is a dynamic form, and changes depends on values selected by applicants.

Q. Does local partner need to be FCRA compliant?

Yes, if the lead organisation intends to receive foreign contributions, it must be registered under the Foreign Contribution Regulation Act (FCRA). If the lead organisation does not have FCRA registration but is collaborating with a local partner that does, the local partner can manage the financial aspects of the project, provided they are compliant with FCRA regulations.

Q. Since the funding value per city is £500K, can we apply for 2 cities for a value of £1M?

Yes.

Q. Can we account for budget staff under the staff lists or they have to be accounted for under overheads?

Yes, budget staff can be accounted for under the staff list.

Q. Is there any letter of support required from any city officials at this stage?

This is not a mandatory requirement.

Q. Is there any documentation required at this stage to ensure that proposal is 'Value for Money'?

No specific document is required, but applicants must clearly demonstrate how their project and budget offer value for money. This will be a key consideration during the due diligence process.

Q. Is it mandatory for an organisation to have VFM policy while applying for this grant?

No, a formal Value for Money policy is not required. However, applicants must demonstrate how their project and budget offer value for money. This will be assessed during the application and due diligence.

Terms of Reference

Q. Kindly requesting clarification on the type of data sets that will be available for the concerned 2 cities of Erode and Thoothukudi.

Theme 2 is aimed at building upon the work done under the Smart City program of the Government of India. Through the program, both cities have developed integrated command and control centres. The current activities being tracked are limited to waste collection (in Erode) and amenities provision and traffic enforcement (in Thoothukodi).

Q. Climate action plan includes many sectors to what extent would water, drainage and sanitation be expected to be included as part of the project.

They may be part of the wider urban planning context but not key focus areas for this call.

- Q. The proposal addresses urban planning and mobility. Is the primary focus on mobility solutions, including land-use and transport integration, or should also consider elements like blue and green infrastructure, flood mitigation, and urban greening?**

A broader urban planning approach is possible (even encouraged) but with the caveat that mobility (including land-use and transport integration) must be a key focus area.

- Q. For Theme 1 – Integrating Climate into City-Level Urban Plans, should the focus be solely on mobility, or can we also address other urban planning issues? The theme states: "Develop a climate-integrated urban planning and governance strategy across sectors, to be prioritised by the city administration, which maximises climate mitigation goals along with adaptation co-benefits, while also supporting capacity-building of key city departments for enabling institutionalisation." This suggests that a broader urban planning approach may be possible.**

A broader urban planning approach is possible (even encouraged) but with the caveat that mobility must be a key focus area.

- Q. Since the program has been designed in consultation with stakeholders, could UK PACT clarify the data (including indicators and the span of years covered) that is available with the urban local bodies (ULBs) of the two cities? This would be particularly helpful in developing our approach for Theme 2.**

Theme 2 is aimed at building upon the work done under the Smart City program of the Government of India. Through the program, both cities have developed integrated command and control centres. The current activities being tracked are limited to waste collection (in Erode) and amenities provision and traffic enforcement (in Thoothukodi).

- Q. We are considering proposing the use of AI based decision support tools that would apply to this work. However, these tools are not completely tested in this space. You say you aren't able to fund fundamental research, would testing and development of tools count as fundamental research? And are you expecting the tools that are produced to be deployed by the end of the project?**

AI tools are fine if it links clearly to other outputs and intermediate outcomes and any tool thus developed should be institutionalized/ embedded within counterpart processes.

- Q. Isn't the time between "building blocks" Feb'25-Mar'26 and "institutionalizing" Apr'26-Dec'26 is too short to deliver on technical support to city administration begin implementing the strategies and piloting recommendations. How does UK-PACT view from the point of proposal review, delivery capabilities?**

Institutionalization refers to processes that help in the use and adoption of the technical assistance support through strategy and roadmap development for example being provided in year 1. Institutionalizing would mean working with local government partners to incorporate developed trainings for example into annual/mandatory training for staff.

- Q. What is the readiness and baseline situation of the existing data infrastructure in either city? This concerns the extent of resource commitments and timeline particularly for feeding into the broader objective of climate integrated UP and mobility framework.**

Please make an assessment based on a general understanding of Tier 2 cities in Tamil Nadu. If you are looking to apply with a local consortium partner, you may benefit from specific information from the cities.

- Q. There was a separate RfQ for technical support and review of city plan by UK-PACT, how does that relate to the SoW of this 2-year grant RfP?**

The technical support for review of Thoothukudi master plan from a climate lens is an expert Deployment that respond to a short-term counterpart demand by the city. The Expert deployment is expected to set the stage for the CfP related work as part this current call.

- Q. Can you please clarify if UK PACT is expecting the implementing partner to develop a new climate integrated comprehensive mobility plan? OR, is the expectation to amend/revise existing mobility plans with climate integrated urban planning and governance strategies? If so, how many city-level urban plans are expected to be revised?**

The focus is on augmenting existing plans by adding climate considerations and ensuring they are all coordinated to ensure there is one holistic development plan for the city that is climate ready. However, in cases where these plans do not exist, the IP will be expected to develop one. We would expect all key sectors that would normally be covered under a comprehensive development plan be covered.

- Q. How many pilot interventions are expected to be initiated?**

The number will depend on the demand and consultation with the counterpart.

- Q. How many trainings are expected to be carried out within the two-years? Are these trainings only at city or at the state level as well?**

As mentioned, this is a demand led initiative. You may build in numbers considering your experience with city officials in delivering such trainings.

- Q. We request the clarification on the Anchor Department at the State and City level for the 2 projects, which will help us in preparing a well-rounded proposal. Hence, we request the following:**

- i. Anchor State Government Department for the 2 projects – whether it is Housing & Urban Development Department or Municipal Administration & Water Supply Department or Environment and Climate Change Department or Transport Department or Energy Department?**

The Anchor state government department is to be confirmed by the consortium during or before the inception workshop. Principal Secretary, State Municipal Corporation Dept is likely to be a key stakeholder.

- ii. Anchor cell/department/unit within the Erode and Thoothukudi Municipal Corporations for the projects.**

The Anchor government department will be the Municipal corporation with the Municipal Commissioner leading it.

- iii. Whether any role or function identified for Smart City SPVs of Erode and Thoothukudi?**

This is for the consortium to decide on the methodology and approach based on the outputs and outcomes the consortium is aiming to achieve .

- Q. We request clarification on the key city departments and relevant stakeholders (including non-state) for whom training is to be conducted. We also seek clarification on whether the development of training modules and conducting training is to be considered in the Budget proposed by the Applicant.**

The key departments will be identified by the IPs in collaboration with the city authorities. The development and delivery of training modules should be considered as part of the budget.

- Q. We request clarification on payment schedule. Our request is for quarterly payment schedule. Requesting to share a sample Work Order/ Contract copy to ascertain the legal and contractual risks applicable such as liabilities, penalties, insurance, etc.**

Our default is to make payments quarterly in alignment with a quarterly reporting schedule.

- R. We request clarification on the Experts' roles and responsibilities. Also, we are requesting clarification whether these long-term and short-term Experts are to be named in our application and their personnel costs are to be considered.**

- Q. It is advisable to mention specific expert days in the proposal application. Personnel costs for both long-term and short-term experts should be included in your budget.**

- R. We request clarification on the constituents of local government partners.**

The key local government departments to be engaged will be the municipal corporation and the details of engagement will be determined during the inception workshop.

- Q. We request clarification on deployment of experts: Whether they could be public or private sector organisations/ individuals. Time duration for short term and long-term deployment.**

Expert Deployment will be supported based on counterpart requirement.

- Q. Any views on the GEDSI-specific outcome indicators that need to be included in the project design and monitoring framework?**

Applicants are advised to propose relevant indicators aligned to their project scope and thematic, including disaggregation and other GEDSI-specific measures. There are also a number of UK PACT specific indicators (ICF KPIs) highlighted in the call for proposal's technical proposal template, which we encourage applicants to include in their MEL plans where feasible and relevant. This includes the ICF methodology for measuring emissions avoided or reduced (ICF TA KPI 5). If selected, projects will undergo a co-creation stage prior to the grant agreement signature, where prospective implementing partners will be able to discuss and refine MEL plans and indicators together with the UK PACT MEL team.

- Q. Are there any specific success stories or case studies from previous projects that can serve as benchmarks? If yes, then please share. Can you clarify the specific deliverables expected under each of the three themes?**

Please go through the Terms of reference and the Theory of change document shared with you. The deliverables/ specific outputs would draw from the proposal of the consortium.

Q. How will the collaboration with city administrations be structured and managed? Any guidance on the expectations for working with local government and other stakeholders?

We expect the applicants to design the stakeholder engagement plan, in accordance with planned outputs.

Q. Can you please provide more details on the tools and technologies that needs to be used for the baseline GHG inventory? Examples of specific policies or processes that can be used as reference.

The applicant is free to propose the tool for conducting the inventory. However, the method should be in alignment with the GHG Protocol: Global Protocol for Community-scale GHG Emission Inventories (GPC).

Q. Are there any key competencies that the capacity-building efforts aim to develop that have been prioritized? What kind of technical support will be provided to the city administrations? How will the training modules be integrated into the annual training for staff?

The tools and outputs developed through this program will showcase how climate should be included in current and future urban planning and mobility decisions. Capacity building should enable city officials to similarly incorporate climate considerations into their decision-making processes on urban planning and mobility.

Q. What specific types of technical assistance will be provided to support the development of innovative financial models? How will the success of these financial models be evaluated?

The technical assistance under this theme is aimed at enabling Tier-2 cities access alternative financing streams which until now have been focused on Tier 1 cities in India. The success of these models will be assessed in line with the published MEL framework of UKPACT.

Q. What could be the possible key performance indicators for measuring the success of the project? How will the GHG emissions and other climate impacts be monitored and reported? How will the project be reviewed and adapted based on emerging demands and feedback?

Applicants are advised to propose relevant indicators aligned to their project scope and thematic, including disaggregation and other GEDSI-specific measures. There are also a number of UK PACT specific indicators (ICF KPIs) highlighted in the call for proposal's technical proposal template, which we encourage applicants to include in their MEL plans where feasible and relevant. This includes the ICF methodology for measuring emissions avoided or reduced (ICF TA KPI 5). If selected, projects will undergo a co-creation stage prior to the grant agreement signature, where prospective implementing partners will be able to discuss and refine MEL plans and indicators together with the UK PACT MEL team.

Q. Is there a business case available and ToC for this programme, which can be referred while developing the project specific ToC/ Impact Pathway as per the template?

We'd ask Implementing Partners to work along the ToC template provided to work out project specific impact pathway.

Q. We understand that this is demand-led TA/programme and would need clarity on how this would impact the submitted costed work-plan, KPIs etc

We would use the co creation process with consortium lead to refine the proposal to ensure the proposal responds to counterpart needs. Consortium members need to demonstrate flexibility in tweaking outputs (only if required) to respond to the emerging needs, but these will likely remain non disruptive in nature.

Q. For mobility, is the plan to prepare a sustainable mobility plan for the city or is it specific to any mode?

Developing a sustainable mobility plan or a multimodal plan can be proposed and developed under this grant support. This should respond to specific demand that the city government would want the project to support with.

Q. When wellbeing and liveability is being considered, are we considering or prioritising any specific frameworks for application and data collection?

The choice of frameworks is to be decided upon by the Implementing partners and the consortium.