

**REQUEST FOR PROPOSAL (RFP)**

**for**

**Post &Concurrent Evaluation of**

**Community Mobilization Program**

***for***

**Ensuring Gender-Equitable Distribution of Resources**

**(Gender Responsive Budgeting in Rural Development schemes)**



**Uttarakhand Institute of Rural Developemnt & Panchayati Raj]**

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| Pre-Bid meeting | 07.11.2022 |
| Last date for submission of online Bid | 09.11.2022 |
| Opening of Technical Bid | 10.11.2022 |
| Opening of Financial Bid | After evaluation of Technical Bid, date &time will be informed to technically qualified Bidders |
| Bid validity | 30 days from the date of Bid submission |

**REVISED SCHEDULE (AS ON 10-11-2022)**

|  |  |
| --- | --- |
| **Date of Revised Tender uploading** | **11.11.2022** |
| **Start date of down loading the revised Tender Document** | **11.11.2022 (After 02:00 PM)** |
| **Handling of Querries** | **Queries can be handled by contacting telephonically. (Ph. No. 8630105862)** |
| **Pre-Bid Meeting** | **In place of Pre Bid meeting, deliberation can be done telephonically. (Ph. No. 8630105862)** |
| **Last date for submission of Bid** | **25.11.2022** |
| **Opening of Technical Bid** | **26.11.2022** |
| **Opening of Financial Bid** | **After evaluation of Technical Bid, date &time will be informed to technically qualified Bidders** |
| **Bid validity** | **30 days from the date of Bid submission** |

# Project Background

In today’s society alongside development, some social concerns are demanding focus. One such concern is GENDER-disparities, sensitivity, abuse or feticide and unpaid work. Women and girls in particular are more vulnerable to exploitation and discrimination regardless of where they are positioned on the socio-economic spectrum. When these concerns are issues to be handled and regulated at different levels of the administration it needs funds. Financial support is needed to provide assistance, to develop training modules/material, to conduct seminars, to organize workshops and further the goals. Adequate monetary allocations are equally important for the achievement of the desired outcomes. Our socio-economic pattern has different impacts on different genders. Gender budgeting is a powerful tool to achieve gender mainstreaming, address the vulnerabilities and to regulate gender inequalities. Gender responsive budgeting enables gender sensitive formulation of legislation, policies and schemes, allocation and collection of resources, in implementation, execution and follow-up corrective action to address gender disparities. Hence, to achieve the desired outcomes and reduce gender-disparities it is important to use a gender lens while formulating legislations.

Gender Budgeting is a new scheme which encompasses incorporating a gender perspective and sensitivity at all levels and stages of developmental planning and implementation, and is a means for translating gender commitments into budgetary commitments to meet women’s specific needs ―Gender sensitive budgets’, ‘gender budgets’, and ‘women budgets’ refers to a variety of processes and tools aimed at facilitating an assessment of gendered impacts on government budgets. Gender Budgeting is a contemporary phenomenon and is gaining a lot of popularity as it is aimed at benefitting women. The purpose of building capacities on gender budgeting is to train the stakeholders mainly community for analysing and preparing budgets from a gender lens so that the benefits of development are shared by all, and sustainable development is gender inclusive. Therefore, special assistance is needed to promote gender budgeting in local governments through incentivisation. This will encourage the local governments to initiate various provisions for women and children like ladies toilets in the public places, training centres, working women’s and girls’ hostels, crèches, transit camp for sex workers and street children UIRD&PR.

Panchayat responsibilities- The 11 schedule of the 73rd amendment specifies 29 areas of responsibility that states may devolve to the panchayats. Women bear primary responsibility in the areas indicate below, and hence their sensitization on gender budgeting is very important to ensure their equal participation in planning and implementation:

* Agriculture, including agricultural extension;
* Minor irrigation, water management and watershed development;
* Animal husbandry, dairy and poultry;
* Fisheries;
* Social forestry and farm forestry;
* Minor forest produce;
* Drinking water;
* Fuel and fodder;
* Poverty alleviation programmes;
* Education including primary and secondary schools;
* Adult and non-formal education;
* Health and sanitation, including hospitals, primary health centres and dispensaries;
* Family welfare;
* Women and child development;
* Social welfare, including welfare of the handicapped and mentally retarded;
* Maintenance of community assets.

With this perspective, programmes were conducted by Uttarakhand Institute of Rural Development & Panchayati Raj, Rudrapur with aims at highlighting concepts, tools and methods of gender budgeting, equally emphasizing on the Importance of Gender Budgeting and women empowerment. The Programme focused on mobilization of community as a part of PRIs, CBOs, Anganwadi workers UIRD & PR on aspects of gender budgeting and ensured their participation in gender responsive budgeting in all above-mentioned sectors. Key aspects covered include Gender concept, Group exercise on Gender issue, Case Studies & Gender –Equal policies, Gender budgeting and auditing.

# Objectives of the Programmes

The programme aims to orient the participants about gender budget initiatives which have the potential to contribute to the promotion of gender equality. The objectives are:

1. To enhance understanding of the relationship between Gender and Development
2. Capacity building of women and men Representatives on gender-responsive governance by providing relevant knowledge that can be easily grasped by the ultimate beneficiaries of Panchayati Raj – women and men in the Gram Sabha meetings and play significant role in gender budgeting by becoming socio-economic leaders, through acquisition of competencies.
3. Capacitate and strengthen elected representatives and functionaries to efficiently plan under various development schemes.
4. To enhance capacities for Gender Analysis and Gender Responsive Budgeting
5. To review processes and roles and responsibilities of various stakeholders in examine ways by which mainstream governance institutions can be responsive and accountable to Gender Equality concerns
6. To share and exchange good practices in GRB
7. To enhance self-awareness of Gender Equality and Gender Relations
8. To enhance capacities for gender analysis, gender responsive Budgeting and Gender Sensitive Monitoring

**The schedule of organization of training courses/workshop/seminars (O.T.C) is depicted in table below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **District** | **Almora** | **Bageshwar** | **Champawat** | **Pithoragarh** | **Total** |
| No. of training proposed | 232 | 82 | 63 | 136 | 513 |
| No. of trainings conducted | Proposed  (232) | 82 | 63 | 49 | 426 |
| No. of ongoing trainings | Proposed  (232) | 00 | 00 | Proposed  (87) | 319 |
| No. of participants proposed | 9280 | 3280 | 2520 | 5440 | 20520 |
| No. of participants trained | Proposed | 3280 | 2520 | 1960 | 7760 |
| No. of participants under training currently | Proposed  (9280) | 00 | 00 | Proposed  (3480) | 12760 |
| ***Note: In addition to the above One District Level Training for each District with 40 Participants in each Training.*** | | | | | |

The program has been proposed to be conducted batch wise covering 40 participants in each batch 40 of training. The target group is Elected Women Representatives including Gram Pradhans, Secretary Gram Panchayat of three tiers Panchayati Raj System, Members of CBOs, & Women SHG members.

# Evaluation Purpose and Scope of Work

In-line with the programme objectives, a concurrent evaluation (herein after referred to as evaluation) is planned after the project implementation. The purpose of the evaluation is to provide an independent assessment of performance against the processes, intermediary outputs, and provide recommendations to take remedial action where the programme might not be on track. The evaluation will take a learning approach and will examine the relevance of the project’s objectives, how the project activities have proved efficient and effective, and the extent to which the project has achieved its planned objectives and whether the project is likely to sustain the envisaged behaviour change among target population. Finally, the evaluation findings and lessons learned will be used to inform the implementation of the scheme in subsequent years. The study will contribute to results- based management through a participatory approach that documents results achieved, challenges to progress, and contributions to the creation of a more conducive gender equitable environment. The proposed methodology shall employ results-oriented approach and integrate principles of human rights and gender equality into the evaluation.

1. **Process Evaluation:** The process evaluation will summarize the state of implementation of the program and also report on bottlenecks based on program implementation experience. Also, it will be helpful for understanding convergence across Government Departments in implementation of the Scheme.
2. What is variation in the level of implementation of the O.T.C in different districts and blocks, based on availability of technology, infrastructure, or any other crucial factor?
3. How soon are the beneficiaries being identified and registered under the Scheme?
4. How long does it take to capacitate and strengthen elected representatives and functionaries to efficiently plan under various development schemes?
5. Understanding about Gender Analysis and Gender Responsive Budgeting?
6. What is the status of capacity building among target beneficiaries about self-awareness of Gender Equality and Gender Relations?
7. What are the challenges in implementation of the O.T.C?
8. **Evaluation of Awareness and Behavioural Changes:** The awareness about the Scheme and its detailed contours like number of participants, hours of training, enrolment details, and participation of women from different backgrounds under the Scheme is crucial to determine its success. These aspects need rigorous evaluation
9. **Evaluation of Immediate Outputs:** The following key questions may be addressed:
10. What difference does the O.T.C conduction or programme implementation makes in the lives of the beneficiaries as compared to eligible non-beneficiaries?
11. Has the participation of women in development activities and their presence to create gender equitable environment improved?

Both beneficiaries and non-beneficiaries are proposed to be covered in the survey.

# Methodology and Tools for Evaluation

**Methodology**

Department is proposing a mixed method approach, involving quantitative surveys, in depth interviews and group discussions, and review of records. It would also like the selected agency to consider developing case studies of success stories. The case studies should be captured at various locales and level of implementation. Evaluation methods and tools will be discussed during the briefing meetings with selected agency at the beginning of the assignment. The project inception report will assess the evaluability of the project, present initial findings from secondary research and elaborate upon the evaluation methods to be used. These may include, but are not restricted to, a mix of qualitative and quantitative methods such as:

1. Desk review, including major project documents such as the scheme guideline, manual, Annual report program data/
2. Analysis of interviews with key stakeholders
3. Evaluability analysis
4. Stakeholder analysis
5. Surveys / questionnaires and
6. Case studies

Triangulation between various data sources and methods will be used to ensure the reliability and consistency of data collected. A detailed statement of the evaluation methods to be used for conducting the evaluation must be included in the proposal.

# Deliverables

The broad Area of Work for the selected Agency/Firm shall be:

1. Finalize the methodology and design for evaluation in consultation with department.
2. Develop mobile application and other technology-based survey infrastructure.
3. Hiring and training of staff for conduct of evaluation.
4. Physical conduct of Survey and Qualitative interactions
5. Data Analysis
6. Prepare Evaluation report
7. Any other activity as per the requirement of department relevant to the scope of the engagement

# Sample Size

The sample size for the study would be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Districts** | **Total number of participants to be trained/ trained** | **Sample size (20% of trained participants/ to be trained)** |
| **1** | **Almora** | **9280** | **1856** |
| **2** | **Bageshwar** | **3280** | **656** |
| **3** | **Champawat** | **2520** | **504** |
| **4** | **Pithoragarh** | **5440** | **1088** |
|  | **Total** | **20520** | **4104** |

# Expected Results and Timeframe

**Deliverable 1-Inception Report with Annotated Table of Contents**

As a logical result of the completion of the desk review it is expected that the Evaluation Team will submit an inception report, which will contain evaluation objectives and scope, description of evaluation methodology, data collection tools, data analysis methods, key informants/agencies, evaluation questions, performance criteria, issues to be studied, work plan and reporting requirements.

The current proposal should include an analysis of the envisaged risks encountered during the evaluation process with a mitigation plan. This would be expanded along with a strategy for communication/dissemination of the inception report. The Inception Report will be built on desk research and early interviews.

After the Inception Report has been approved by the Department, the service provider should provide the Evaluation Unit an Annotated Table of Contents of the Evaluation report, for discussion. It should outline the main structure of the report and key themes for in-depth study.

**Please note that the inception report should include the following:**

1. Sampling plan-How the respondents would be approached, selected under the given sampling plan.
2. Detailed work Plan.
3. Study tools.
4. CVs of Key Resources.
5. Mobile application for data collection along with other technology-based survey infrastructure.

**Deliverable 2- Draft Evaluation Report**

In-line with the methods outlined in the Inception report and the Annotated Table of Contents, the draft evaluation report will be submitted to department for comments.

1. The draft evaluation report will be subject to comments by key stakeholders, and the comments will be addressed accordingly.
2. An audit trail, detailing how the report has or has not addressed stakeholder comments and why, will also be submitted.
3. Please note that the raw and cleaned datasets along with the output tables shall be handed over to department after the survey.
4. Transcripts of all key informant interviews and FGDs shall be shared with department after the field work is completed.
5. Geo tagging of data to verify physical presence of interviewer and for ease of presentation of Data on Map is mandatory and needs to be shared with department.

**Deliverable 3-Presentation**

A presentation of the draft report will be convened by department immediately after submitting the draft report.

**Deliverable 4-Final Evaluation Report and Learning Note**

In agreement with department, a final report should be submitted after having addressed the comments of stakeholders. For communication purposes, an Evaluation Learning Note, focusing on key learning issues generated by the evaluation, should be submitted. Format of the final evaluation report shall include the following chapters:

1. Executive Summary (maximum five pages)
2. Program description
3. Evaluation purpose
4. Evaluation methodology
5. Findings
6. Lessons learnt
7. Recommendations and Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference). The agency needs to provide evidence/feedback to highlight current bottlenecks and recommend action points for enhancing effectiveness of the Scheme
8. Implementation mechanism (workflow, outreach by field workers, supervision etc.)
9. Documentation required at different stages and time taken
10. Conditionality
11. Behavioural change and counselling
12. Grievance Redressal
13. Programme Implementation issues
14. Capacity development of field workers and supervisors

# Confidentiality of Data

During discharge of its duties as consultant, the agency and its employees assigned for the project may have access to sensitive personal information of the beneficiaries of schemes, including their name, date of birth, Aadhaar number, mobile number, bank account number, etc. unauthorized disclosure, and misuse of which may cause irreparable damage to the life and property of the beneficiaries. The Consulting Agency shall be required to sensitize the employees about the need of maintaining absolute data secrecy and take every possible step to ensure that the beneficiary data including demographic details, either in paper form or in digitized form, are not misused, not published online, not put in public domain and not transmitted in such digital form which can be intercepted or searched through internet search engines. In other words, the Consulting Agency shall be wholly and irrevocably responsible for maintaining absolute data secrecy in accordance with provisions of the Aadhaar Act, 2016 and the Information Technology Act, 2000 and any other law of the land for data privacy. Any violation shall be dealt with strictly as per law.

# Timeframe

The implementation period of the evaluation will cover the following tentative period

|  |  |
| --- | --- |
| POST EVALUATION | 25 Days from issue of work order to the successful bidder (with report submission) |
| CONCURRENT EVALUATION | From the date of issue of the work order to the successful bidder till the last training comes to an end before close of the Financial Year 2022-23. The Final Report for the Concurrent Evaluation shall be submitted within a 10-15 days of the last evaluated training. |

Details of the timeframe and deliverables, as well as duration and an estimated number of work days for Post Evaluation are provided in the below table.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Duration** | **Estimated no. of workdays** |
| Service Provider completes initial round of desk research and preliminary review of documentation to determine the evaluability of the project, including initial interviews to determine methodology. At the end of this period, the Service Provider submits a **Draft Inception Report.** | In accordance with the Post & Concurrent Evaluation duration implementation period given in the table at page number 11 of the RFP | |
| Department circulates the Draft Inception Report to all stakeholders for comments. Feedback and comments are sent to the agency. |
| Service Provider answers questions, provides justifications, and/or incorporates changes into the Inception Report. At the end of this period the Service Provider submits the **Final Inception Report.** |
| The Service Provider implements agreed methodology in the **Inception Report** (interviews, data collection, field visits, and survey/ questionnaires). At the end of this period, the Service Provider sends an update to the Department on collected findings. |
| Service Provider completes the write-up of the Evaluation Report. At the end of this period, the Service Provider submits the **Draft Evaluation Report**. |
| Department reviews the Draft Evaluation Report to ensure its conformity with the TOR and quality requirements and shares feedback with agency |
| Service Provider answers questions, provides justifications, and/or incorporates changes into the Evaluation Report. At the end of this period the Service Provider submits the **Final Evaluation Report** |
| Approval of final report |
| Final Presentation by agency to Department |
| **Total** |

It should be noted that the above timeframe is tentative; it is only to provide an indication as to the amount of time that should be expected for each step. If more or less time is required for any of the above steps; it will be discussed between the Evaluation Service Provider and the department.

|  |  |
| --- | --- |
| **Deliverables** | **Payment Milestone (In %)** |
| Upon approval of Inception Report | 30 |
| Upon approval of draft report along with case study booklet | 30 |
| Upon approval of final report and case study booklet (Bill to be submitted after 60 Days from approval of the draft report) | 20 |
| Final Presentation by agency | 10 |
| Acceptance of the report along with case study and recommendations | 10 |

The agencies are requested to prepare their overall work plan and field plan in consonance with the Timeframe given above.

# 

# Project Location & Travel

Given the nature of the engagement, it is necessary for the team members to travel outside state or their base locations to various districts. The selected agency would be required to share their field visit plan with the department in advance, so that necessary coordination and facilitation with districts can be done.

# Payment

Bidder shall be paid as per the payment schedule and terms and conditions mentioned in this section.

# Termination

1. **Termination and reduction for convenience**
2. The UIPR&RD may, at any time, by a prior written notice of 30 days, terminate the Contract under this RFP or reduce the scope of the Services.
3. On receipt of a notice of termination or reduction the Consultant must stop work as specified in the notice; take all available steps to minimize loss resulting from that termination and to protect UIPR&RD Material and Contract Material; and continue work on any part of the Services not affected by the notice.
4. If the scope of the Services is reduced, the UIPR&RD’s liability to pay the Service Charges or to provide UIPR&RD Material abates in accordance with the reduction in the Services.
5. The UIPR&RD is not liable to pay compensation under clause iii in an amount which would, in addition to any amounts paid or due, or becoming due, to the Consultant under this Contract, exceed the total Service Charges payable under this Contract. vi. The Consultant is not entitled to compensation for loss of prospective profits
6. **Termination by the UIPR & RD for default**
7. Without limiting any other rights or remedies the UIPR&RD may have against the Consultant arising out of or in connection with this Contract, the UIPR&RD may terminate the Contract effective immediately by giving written notice to the Consultant if: the Consultant breaches a material provision of this Contract where that breach is not capable of remedy; the Consultant breaches any provision of this Contract and fails to remedy the breach within 30 days after receiving notice requiring it to do so;
8. Without limitation, each of the following constitutes a breach of a material provision:

* Breach of warranty
* A failure to comply with providing the required Personnel;
* A failure to comply with Intellectual Property Rights; failure to comply with clause on Confidentiality and privacy;

1. **After termination**

On termination of this Contract the Consultant must:

1. Stop work on the Services;
2. Deal with UIPR&RD Material as reasonably directed by the UIPR&RD; and
3. Return all the UIPR&RD's Confidential Information to the UIPR&RD.

# Penalty Damages

1. **Liquidated Damages for error/variation:** In case any error or variation or plagiarism is detected in the data, data analysis or reports, submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damages thereof shall be quantified by the UIPR&RD in a reasonable manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum of 10% (10 per cent) of the Agreement Value
2. **Liquidated Damages for delay:** In case of delay in completion of Services, even after a notice period of 30 days, liquidated damages not exceeding an amount equal to 1% (one per cent) of the Agreement Value per week, subject to a maximum of 10% (ten per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.
3. **Encashment and appropriation of Performance Security:** The UIPR&RD shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Consultant in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause above.
4. **Penalty for deficiency in Services:** In addition to the liquidated damages not amounting to penalty, as specified in Clause above, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the UIPR&RD, other penal action including debarring for a specified period may also be initiated as per policy of the Authority.

# Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal. The power-of-attorney should be submitted as part of the Proposal.

# Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by the UIPR&RD to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The UIPR&RD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

# Language

The Proposal should be developed by the bidders in English language only. If any supporting documents submitted are in any language other than English, true and verbatim translation of the same in English language is to be duly attested and submitted by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

# Venue & Deadline for Submission of proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to the UIPR&RD at the address specified below:

|  |  |
| --- | --- |
| **Name of Department** | Department of Rural Development |
| **Address** | Uttarakhand Institute of Rural Development & Panchayati Raj, UIRDPR Campus, Opposite Sonia Hotel, Delhi Road, Rudrapur, Udhamsingh Nagar District, Uttarakhand (India) |
| **Telephone** | 8630105862 |
| **Email ID** | eduirdpr@gmail.com |
| **Last Date & Time of submission** | 25th November 2022 (05:00 PM) |

# Instructions for submission of bids

The Bidders shall have to submit the bid physically to the address given above or the bidder can also submit the bid by registtered post/ speed post or courier in the above address. Online or email bid shall not be entertained.

# Bid Validity

The financial offer submitted by the Bidders should be valid for minimum period of   
30 days from the closing date of submission of the bid.

# Late Bids

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

The bids submitted by fax/online/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter. The client shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

The client reserves the right to modify and amend any of the above stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitment.

Earnest Money of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Bank Draft/FDR in favour of the Executive Director, Uttarakhand Institute of Rural Devlopment and Panchyatiraj, (UIRD & PR), Rudrapur, Uttarakhand payable at Rudrapur. The Earnest Money of the Successful Bidder (s) will be retained till the Contract completion or expiry of the contract agreement. No interest will be payable on the EMD. The existing rules for EMD shall be followed.

# Deviations

The bidder shall not provide any deviation to the contents of the RFP document. It may be noted that if any deviation is provided, client shall reserve the right to summarily reject the bid without assigning any reason.

# Tender Opening

The last date and time for submission of proposal and date and time for opening of bids is mentioned in the important date’s section of this document. The Proposals will be opened by the Designated Officer or any other officer(s) authorized by the UIPR&RD, in the presence of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the bidders should carry the identity card or a letter of authority from the bidding firms to identify their bonafide for attending the opening of the proposal.

# Evaluation Methodology and Criteria

1. **Pre-qualification Criteria**
2. Minimum average turnover of Rs. 100 lakh during the last three financial years
3. Experience of at least 5 similar evaluation studies of Central Government’s Scheme in Uttarakhand/ hilly region of the country.
4. The agency must be in existence for at least 7 years.
5. **Cumulative Analysis Methodology**

A proposal shall be selected on the basis of cumulative analysis where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for technically qualified bidders. Non-compliant proposals will not be eligible for further consideration.

**The total number of points which a firm/institution may obtain for its proposal is as follows:**

|  |  |
| --- | --- |
| Technical proposal | 700 Points |
| Financial proposal | 300 Points |
| Total number of points | 1000 Points |

1. **Evaluation of financial proposal**

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows: **p = y (μ/z)** Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

1. **Evaluation of technical proposal**

The technical proposal will be evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this RFP document. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1. Management Plan: Expertise of firm submitting proposal** | | **Marking**  **criteria** | **Max. Score** |
| **1.1** | **Competence / Reliability of the firm based on specialized knowledge of last five years**  Experience of 5 similar evaluations in social sector (Evaluation of Central Government Scheme will only be considered) | 5 marks for each assignment | 25 |
| Experience of conducting 5 evaluations assignments in Uttarakhand in past 5 years | 25 |
| ***Total part 1*** | | | ***50*** |
| **Part 2. Proposed Work plan / Methodology** | | | |
| **2.1** | Understanding of the programme and its components |  | 50 |
| **2.2.** | Methodology well defined and does it correspond to the needs ofthe TOR |  | 100 |
| **2.3.** | Role of Stakeholders correctly understood and addressed in theproposal |  | 50 |
| **2.4.** | Potential risk and mitigation strategies |  | 50 |
| **2.5** | Work Plan |  | 50 |
| **2.6** | Innovative sampling methodology, data collection methods, data analysis, presentation and reporting methods |  | 50 |
| ***Total part 2*** | | | ***350*** |
| **Part 3. Team Profile** | | | |
| **3.1.** | **Team composition relevant to the subject and compliant to educational and professional criteria**  Team Leader- 40Marks  4 Evaluation Experts- 100 Marks |  | 140 |
| **3.2** | Composition of Field Team, Gender balance offices, primary roles and key responsibilities for all the individuals making a major contribution to the evaluation |  | 20 |
| ***Total Part 3*** | | | ***160*** |
| **4.1** | Presentation\* |  | 140 |
| ***Total Part 4*** | | | ***140*** |
| **Grand Total** | | | **700** |

\*Consulting firms are requested to submit their presentation along with their proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| 70% of 700 pts = 490 pts needed to pass technical round A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 490 points for the technical proposal.  **Evaluation Criteria for Team Members:** | | | |
| # | **Evaluation Criteria** | **Parameters** | **Max.**  **Marks** |
| **CV of proposed experts** | | | 140 |
| **1.** | **Team Leader** | **Qualification (Max Marks: 15)**  Master in relevant subject- 10 Marks  PhD in relevant subject: 15 Marks | 15 |
| **Experience (Maximum Marks: 25)**  12 years: 10 Marks  12 years and ≤ 15 years: 13 Marks  15 years and ≤ 18 years: 16 Marks  >18 years: 19 Marks  One relevant project- 2 Mark  Two relevant Project: 4 Marks  Three Relevant Projects : 6 Marks | 25 |
| **2.** | **Evaluation Expert** | **Experience (Maximum Marks: 25)**  3 years: 10 Marks  3 years and ≤ 6 years: 13 Marks  6 years and ≤ 10 years: 19 Three relevant Project  One relevant project: 2 Mark Two relevant Project: 4 Marks Three relevant Project | 25  06 Month |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Evaluation**  **Criteria** | **Parameters** | **Max.**  **Marks** | |
| **(TECHNICAL PRESENTATION)** | | | | **140** |
| **C1** | Understanding of the Scheme, challenges, progress till date and targets. | | | 40 |
| **C2** | Proposed Approach & Methodology along with Risks and Mitigation Strategies | | | 40 |
| **C3** | Question and Answers | | | 60 |

The consulting firms are requested to submit their proposal in accordance with the above-mentioned scoring criteria. The documents required to be submitted along with the technical proposal are as below

|  |  |
| --- | --- |
| **Sl.** | **Description** |
| 1 | Certificate of Incorporation/ Registration |
| 2 | PAN Card and GST Registration Certificate |
| 3 | Profit & Loss Account and Balance Sheet for the last three years |
| 4 | ITR for the last three years |
| 5 | Work Orders/ completion certificates for substantiating past experience |
| 6 | Other documents as per requirement of evaluation criteria |

**FORM-1-TECHNICAL PROPOSAL FORMAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part-A: General Background of the applicant Agency** | | | |
| 1 | Name of the Organization |  | |
| 2 | Brief Profile of applicant agency |  | |
| 3 | Legal entity | Please enclosed certificate of incorporation | |
| 4 | Registered Address, e-mail and telephone |  | |
| 5 | Address for communication, e-mail and telephone |  | |
| 6 | Contact person (Name & Designation with e-mail and phone/ mobile No.) |  | |
| 7 | Address of office in Uttarakhand |  | |
| 8 | Year of existence |  | |
| 9 | Turnover of last 3 Financial years (FYs) | 1. FY 2019-20: 2. FY 2020-21: 3. FY 2021-22:   *(Please enclosed copy of BLS for last 3 years)* | |
| 10 | Status of ITR during the last 3 Financial years (FYs) | *Please enclosed copy of ITR* | |
| 1. **Competence / Reliability of the firm based on specialized knowledge of last five years**   Experience of 5 similar evaluations in social sector (Evaluation of Central Government Scheme will only be considered) | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sl.** | **Name of Assignment** | **Year** | **Location** | **Value of Assignment/ project (in INR)** | **Actual Services Provided by AFCs under the assignment/ project** | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  | | **11.1 Experience of conducting 5 evaluations assignments in Uttarakhand in past 5 years** | | | | | | | **Sl.** | **Name of Assignment** | **Year** | **Location** | **Value of Assignment/ project (in INR)** | **Actual Services Provided by AFCs under the assignment/ project** | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  | | | | |
| **Part-B: Technical Proposal- Proposed Work plan / Methodology** | | |
|  | | |
| 1. Understanding of the programme and its components | | |
|  | | |
| 1. Methodology well defined and does it correspond to the needs of the TOR | | |
|  | | |
| 1. Role of Stakeholders *(correctly understood and addressed in the proposal)* | | |
|  | | |
| 1. Potential risk and mitigation strategies | | |
|  | | |
| 1. Innovative sampling methodology, data collection methods, data analysis, presentation and reporting methods | | |
|  | | |
| 1. *Work Plan (Please provide the Gant Charts/ Schedule of Activities separately)* | | |
|  | | |
| **Part-C: Team composition relevant to the subject and compliant to educational and professional**  **criteria** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sl.** | **Name of Expert** | **Designation** | **Qualification** | **Year of experience** | **Since when the expert is associated with applicant firm/ organization/ agency** | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  | | ***Please enclosed the CVs of Key Experts along with proposal*** | | | | | | | | |

# Proforma Covering Letter for the proposal

To

The Executive Director

Uttarakhand Institute of Rural Development & Panchayati Raj

UIRDPR Campus, Delhi Road, Rudrapur, Udhamsingh Nagar

Uttarakhand State

Sub: **REQUEST FOR PROPOSAL (RFP) For *“Post & Concurrent Evaluation of Community Mobilization Program for Ensuring Gender-Equitable Distribution of Resources (Gender Responsive Budgeting in Rural Development schemes)”***

Sir,

Having examined the RFP document and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the work / services in conformity with the said conditions of Contract and Terms of Reference for the sum quoted in our bid.

We undertake, if our Bid is accepted, to commence the work as per the terms & conditions set out in the subject tender.

We agree to abide by this Bid for a period of 90 (ninety) days from the date of Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Date:

Place:

Name of the authorised signatory:

Designation:

Name of the firm:

Signature:

Seal:

# Proforma Financial Proposal

To

The Executive Director

Uttarakhand Institute of Rural Development & Panchayati Raj

UIRDPR Campus, Delhi Road, Rudrapur, Udhamsingh Nagar

Uttarakhand State

Sub: ***Financial Proposal For “Post & Concurrent Evaluation of Community Mobilization Program for Ensuring Gender-Equitable Distribution of Resources (Gender Responsive Budgeting in Rural Development schemes)”***

Sir,

Having examined the RFP document and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the work / services in conformity with the said conditions of Contract and Terms of Reference for the sum quoted as described below:

|  |  |  |
| --- | --- | --- |
| Sl. | Description of work | Total Cost (Rs) In figures and words |
| 1 | Post & Concurrent Evaluation of Community Mobilization Program for Ensuring Gender-Equitable Distribution of Resources(Gender Responsive Budgeting in Rural Development schemes) |  |
| 2 | GST |  |
|  | Total |  |

Date:

Place:

Name of the authorised signatory:

Designation:

Name of the firm:

Signature:

Seal: