

झारखण्ड सरकार
पेयजल एवं स्वच्छता विभाग

पत्रांक : SBM (G) के अंतर्गत KRC - 35/2016 - 475 /SWSM दिनांक 06-05-16

प्रेषक,

निदेशक,
स्वच्छ भारत मिशन (ग्रा.)
झारखण्ड, राँची

सेवा में,

निदेशक,
सूचना एवं जन संपर्क विभाग,
आर्द्रे हाउस, राँची।

विषय:- EOI के प्रकाशन करने के संबंध में।

महाशय,

उपर्युक्त विषयक EOI को दैनिक समाचार पत्र में प्रकाशन करने हेतु हार्ड कॉपी एवं साफ्ट कॉपी भेजा जा रहा है। हार्ड कॉपी एवं साफ्ट कॉपी का मिलान कर लिया गया है, जो सही है।

अतः अनुरोध है कि इस प्रकाशन को राज्य के प्रमुख दैनिक समाचार पत्रों के अंकों में प्रकाशित किया जाय।

अनु:- यथोपरि।

विश्वासभाजन

5/11/16

निदेशक

स्वच्छ भारत मिशन (ग्रा.)

झारखण्ड, राँची

ज्ञापक SBM (G) के अंतर्गत KRC - 35/2016 - 475 /SWSM दिनांक 06-05-16

प्रतिलिपि: श्री नितिन कुमार, राज्य समन्वयक (IT), राज्य जल एवं स्वच्छता मिशन, झारखण्ड, राँची को अनुलग्नक के साथ प्रेषित करते हुए निदेशित किया जाता है कि इसे विभागीय वेबसाइट पर भी Upload कराना सुनिश्चित करें।

5/11/16

निदेशक

स्वच्छ भारत मिशन (ग्रा.)

झारखण्ड, राँची



Government of Jharkhand
DRINKING WATER AND SANITATION DEPARTMENT
PROJECT MANAGEMENT UNIT, DORANDA

EXPRESSION OF INTEREST (EOI)

For

Empanelment of NGOs/academic institutions as Key Resource Center (KRC) on sanitation for capacity building of different stakeholders on smooth and timely deliverable objectives set under Swachh Bharat Mission in Jharkhand.

Drinking Water and Sanitation Department, Government of Jharkhand, invites EOI from well established reputed agency/academic institutions to provide their services as Key Resource Center in different districts of Jharkhand for capacity building of stakeholders on Swachh Bharat Mission (G).

Interested agency may submit their "EOI" in a sealed envelope clearly super scribed as EOI for "*Empanelment of agencies as Key Resource Centers on Sanitation*" addressing to The Director, Swachh Bharat Mission (G), 1st Floor, Project Management Unit, Near Doranda Thana, Doranda, Ranchi on or before **23.05.2016 by 14:00 hrs**. The agency should ensure that the EOI should be reached in the office by closing date and time as mentioned by hand or through registered Post / speed post.

Interested and prospective agency may obtain further details along with EOI document from the website daa.jharkhand.gov.in - Tender Column.

Last Date of submitting the bid document is 23.05.2016 by 14:00 hrs

Director,
Swachh Bharat Mission (Grameen)

Project Management Unit,
Drinking Water and Sanitation
Department, Ranchi

DRINKING WATER AND SANITATION DEPARTMENT SWACHH BHARAT MISSION (GRAMEEN)

TERMS OF REFERENCE

BACKGROUND:-

Providing universal access to sanitation has been a priority for both the Government of Jharkhand (GoJ) and the Government of India (GoI). The Union Cabinet has given a renewed thrust to fast forward the ongoing sanitation mission and launched a special drive, named '*Swachh Bharat Mission*' (SBM) on 2nd October, 2014 to achieve the goal of an open defecation free (ODF) India by the year 2019. This will be achieved through a five-year long campaign to clean India by 2nd October, 2019. Now, with the change in the implementation strategy at national level, DWSD, GoJ is determined to achieve the objectives of SBM-G in a time bound manner as envisaged in the SBM (G) guidelines. The goal is not to merely construct toilets and reach 100% saturation in each village but to ensure elimination of open defecation through social mobilization for changing sanitary behavior.

In this endeavor there is need to have institutions of high repute and experience engaged in working on these issues, in imparting training and in other activities to build capacities of different stakeholders. From the past experience of implementation of sanitation program, a necessity has been felt to identify such institutions as Key Resource Centers (KRCs) to carry out such tasks. KRCs will be engaged in respective district in capacity building, orientation of different stakeholders, disseminating knowledge and information, documenting best practices, etc. to achieve the sectoral goal of drinking water security in rural areas.

NEED OF ESTABLISHING KRC:-

Previous experiences of implementing Sanitation programs, it has been found that the major shortcomings were due to lack of engagement of community in implementation. Swachh Bharat Mission focuses on achieving ODF through engagement of community in demand driven approach. Implementation of SBM in Jharkhand at grass root level is being done by a huge force of Jal Sahiyas with support from Village Water and Sanitation Committees which are led by panchayat representatives. Goal of Swachh Bharat Mission (G) can only be achieved through a cadre of trained, motivated and skilled persons from rural areas. There is an urgent need to sensitize the change makers at different levels for their role, responsibilities, knowledge, skills and attitudes through a need-based in-service training/exposure utilizing the services of specialists/ experts. UNICEF Jharkhand will be supporting these KRCs as technical support agencies.

OBJECTIVE OF ESTABLISHING KRC:-

- To create a resource group in all the district (at least 25-30 trained resource) on sanitation through creation of Master Trainers.
- To build capacity of all stakeholders for smooth implementation of SBM in their respective areas.
- To function as a resource center on sanitation activities.
- To overcome knowledge gap leading to slow progress of SBM.

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PMU, DW & SD,
Jharkhand, Ranchi

1. BASIC FUNCTIONS OF KERY RESOURCE CENTER:-

KRCs empanelled will be **valid for a period of maximum 3 years** from the date of empanelment. Key Resource centers may take on various roles:

- **Capacity developers and advisors:** training, developing competencies of various stakeholders in regular training courses for smooth implementation of SBM.'
- **Connectors:** providing / facilitating forums to share knowledge and information among sector stakeholders;
- **Knowledge generators:** developing concepts through (action-) research;
- **Information brokers:** collecting and analyzing local and international field practices and experiences, packaging and disseminating information through training sessions and other methods.
- **Facilitators:** their independent role will allow to facilitate multi-stakeholder events and processes;
- **Advocates:** lobbying for, and promoting, sector development;
- **Highlighters:** Bringing best practice forward and highlight it for its replication and up scaling.
- **Documenting Case studies on significant change:** Identify good practices and significant changes indifferent aspects of the project activities within a specific project or one specific aspect in cluster of projects and document case studies.

2. KEY ACTIVITIES TO BE PERFORMED:-

- KRCs will support in training of natural leaders, Jal Sahiyas, PRI members and other stakeholders on sanitation under the arena of district administration in the assigned district.
- Conduct triggering exercise in villages and support in preparation of open defecation elimination plan.
- KRCs will take lead role in the targeted panchayats of the assigned district in mobilization of community for ensuring usages of toilets and assist in formation of monitoring committee.
- Ensuring sustainability of the GPs which has achieved ODF through post-follow up visit for its will be the major task of KRC.

3. AREA OF OPERATIONS:

Swachh Bharat Mission (G) is being implemented in all 24 districts of Jharkhand. One agency can be assigned for more than one district based on the bidding score. However in such case the agency will establish an independent set-up in all allocated district.

4. ORIENTATION OF KRC AND TRAINING OF MTS:

ViSWA will be nodal coordinating agency of KRCs at state level. A pool of trained resource person will be available at ViSWA with support from UNICEF and World Bank group. UNICEF Jharkhand office will be lead technical agency for ToT and up scaling community approach to total sanitation. Other agencies like World Bank may support in developing training material, IPC tools etc.

5. Annual Action Plan:

The Key Resource Centre will prepare and submit an Annual Action Plan with the coordination with District prakalp office giving details of proposed activities in furtherance of the objective of AIP plan in accordance to the target of district and rollout capacity building activities in the month of January of the preceding year, which will be approved by the State office. On its approval, necessary funds will be released in two installments from IEC Head of SBM [G] Program of District. After the approval of the training calendar by the Project Management Unit, Drinking Water & Sanitation Department, GoJ. KRCs are required to submit the Training calendar to the Department.

6. METHOD OF SELECTION OF KRC:

Selection will be based on 'Technical Capability' submitted in the form of Technical Bids. Technical bids will be evaluated by the panel of experts appointed by DWSD. Technical bid is common for all the proposals for all districts (creating a pool of 30 CLTS experts/district). Interested bidders may apply for all districts or more than one district. Further, if in case no bids meeting requirements are received for any of the district, technically qualified agencies for other district fitting into may be offered over and above two divisions.

7. SUBMISSION OF BID:

- a) Last Date of submission: Proposals complete in all respect as per the above instructions should be submitted on or before **23/05/2016** before **14.00 hrs.**
- b) Technical bid should be submitted in the prescribed performa.
- c) Technical bid will be common for all the district a bidder agency is interested for. However, it should clearly mention the name(s) of district(s). Technical bid with all supporting documents should be submitted in sealed envelope clearly super scribed as "Empanelment of agencies as Ker Resource Centers on Sanitation for district/ districts".
- d) Bidder shall pay **Rs.2,000** (Rupees Two Thousand only) as proposal fee separately through demand draft issued by any scheduled bank drawn in favor of '**DEPUTY DIRECTOR II, Program Management Unit DW&S**, payable at, **Ranchi**. This fee is non-refundable.
- e) Technical bid should be submitted with a covering letter clearly mentioning the **name(s) of district(s) and Demand Draft**.
- f) All the pages of the bid document and documents attached should be signed and stamped by the authorized signatory of bidder agency.

8. Criteria for Selection of Agency for KRC : The selection of Agency depends on two phase as per followings:-

Phase	Particulars	Marks
1 st	Short listing of Institution	100
2 nd	Final Round of Selection	50
Total Marks		150

- (i) **Short listing of Institution** – The 1st phase of selection depends on review of eligibility criteria or parameters as per below information is section 2. It is essential and mandatory to give specific information and attach all the supporting documents duly signed as

prescribed in Annexure I. The agency who will score **60% marks** will qualify for 2nd phase of selection

- (ii) **Final round of Selection** – The 2nd phase is the final phase of selection for shortlisted Agency. Here the agency needs to give a brief **presentation** in front of selection committee. The selection committee will give marks out of **50** to the agency as per their presentation. After which the marks of **both phase of shortlisted agency** will be added and the agency will be selected for KRC.

9. ELIGIBILITY CRITERIA/PARAMETERS

- (I) The agency should have an independent legal existence, registered under the Societies/Trust act. [Submit proof of Registration Certificate, Articles and Memorandum of Association].
- (II) The agency should have minimum 3 years of experience of working on sanitation and capacity building in Jharkhand and 15 years of experience in development sector.
- (III) The agency should have a minimum turnover of average **Rs. 10 crores (Rupees Ten Crore)** for the last three financial years. Audited financial statement for last three years should be submitted along with the technical proposal. In case segment wise result is not mentioned in the audited financial statement, a certificate to this effect may be enclosed from Company's Chartered Accountant.
- (IV) The Agency should have PAN, Service tax registration and registration under applicable laws and should submit copies of the same. Consortium bidding to fulfill the eligibility criteria of this EOI shall not be allowed at any stage.
- (V) The agency should have experience of working with government with any of the national or state flagship schemes mend for social development of community specially on capacity building.
- (VI) The Agency should not have been debarred / blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral agency, for handling recruitment process ever in the past. Affidavit by the Notary of the same to be submitted by the Agency.
- (VII) **Short listing Criteria** : The marking will depend on the particulars given as per below information:

Short listing criteria

Jo	Parameters	Overall Marks	Marking Criteria	
	Experience of organization in Sanitation (minimum 3 yrs of experience required)	20	3yrs	For every additional year (3 yrs+), 4 marks will be allotted. Maximum up to 20 marks
			0 marks	
	Overall experience of organization in development sector (minimum 15 yrs of experience	20	15 yrs	For every additional year (15 yrs+), 1 mark will be allotted. Maximum up to 20 marks
			0 marks	

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Average turnover of organization in past 3 years (minimum 10 crores)	20	10 cr. 0 marks	For every additional (10 cr+) 50 lakhs of annual transaction, 1 additional marks will be allotted. Maximum up to 20 marks	
Experience of working with government flagship program	20	Since 1 yr. 0 marks	For every additional year (1 yr +), 1 mark will be allotted. Maximum up to 20 marks	
Infrastructural facility for training (should have facility for conducting training of 40 participants in the proposed district)	20	Not available 0 marks	Rented 10 marks	Owned 20 marks
TAL	100 marks			

10. ESSENTIAL DOCUMENTS TO BE PROVIDED & ATTACHED

(I) GENERAL INFORMATION OF THE ORGANISATION

- Name, address and contact details of the organization.
- Type of organization (Date of registration in case of non-government agencies).
- Details of office bearers - Name, educational background, position & area of specialization.
- Infrastructure- specifically Training centre details.
- Financial information- Abstract of audited reports of last 3 years (copies attached).
- Published/ certified annual reports for last 3 years.

(II). EXPERIENCE IN SANITATION

- Total years of experience in sanitation of projects / schemes of International agencies, Central government departments, State government departments and their agencies.
- Donor-wise brief of the work done in sanitation- Name of donor, name of the project, period, location of work, brief description of the work done, outstanding achievement and Completion period for last 3 years.
- Technical tools adopted- PRA / participatory tools, thematic studies & case studies and any other specific sanitation related activities undertaken.
- Specific contribution in Sanitation- Details of any impact or best practices promoted in sanitation sector.

(III). HUMAN RESOURCE

- Discipline-wise key professionals on pay roll (not part time or contract basis) in the organization- Discipline, functioning level
 - Management, ii) Mid-management and iii) Field, give number of professionals at functioning level.
- Human resource of the bidder agency currently engaged in Sanitation- Name, designation, educational background, date of joining the organization and project-wise)

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experience in Sanitation. Separate list of key professionals who will be engaged in this assignment.

c). Undertaking that the bidder agency will deploy / employ personnel conversant in local language.

(IV). Details of engagement/empanelment t in any state/national flagship schemes.

(V). Undertaking that the organization is not black-listed by any of the departments or agencies.

(VI). District applied for and list of activities being carried out in the proposed district in tabular form.

All formats and documents should be duly signed and stamped. It is important to note that all the information needs to be submitted in the **Annexure I** as per prescribed **PERFORMA FOR TECHNICAL BID** with ***all supporting documents*** which must be ***duly signed*** by the authorized signatory of the agency. Without supporting documents provided information will treat unavailable.

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1 ANNEXURE I: PERFORMA FOR TECHNICAL BID

Particulars	Remarks	
GENERAL INFORMATION OF THE ORGANISATION		
Name, address and contact details of the organization.		
Type of Organization (Date of registration in case of non-government agencies).		
Details of office bearers - Name, educational background, position & area of specialization.		
Infrastructure- specifically Training centre details – [Attach additional sheet]		
Financial information- Abstract of audited reports of last 3 years (copies attached).		
Attach –Published/ certified annual reports for last 3 years		
EXPERIENCE IN SANITATION		
Total years of experience in sanitation projects / schemes of International agencies, Central government departments, State government departments and their agencies.		
i) Total years of experience in Development sector.		
ii) Total years of specific experience in Sanitation work.		
2	Donor-wise brief of the work done in sanitation- Name of donor, name of the project, period, location of work, brief description of the work done, outstanding achievement and completion period for last 3 years. [Attach sheet if required]	
3	Technical tools adopted- PRA / participatory tools, Thematic studies & case studies and any other specific sanitation related activities undertaken.	
4	Specific contribution in Sanitation- Details of any impact or best practices promoted in sanitation sector.	
C HUMAN RESOURCE		
1	Total no. of discipline-wise key professionals on pay roll (not part time or contract basis) in the organization- Discipline, functioning level	
	Give number of professionals at functioning level.	Nos.

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	i) Management	
	ii) Mid-management	
	iii) Field level	
3	Human resource of the bidder agency currently engaged in Sanitation- Name, designation, educational background, date of joining the organization and project-wise experience in Sanitation. Separate list of key professionals who will be engaged in this assignment.	
4	Details of engagement/empanelment t in any state/national flagship schemes.	
5	Undertaking that the organization is not black-listed by any of the departments or agencies	
6	District applied for and list of activities being carried out in the proposed district in tabular form.	
7	All formats and documents should be duly signed and stamped.	

10/11/2017
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