

## **GOVERNMENT OF ANDHRA PRADESH**

### **REQUEST FOR PROPOSAL**

**Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year.**

## **DISCLAIMER**

The information contained in this Request for Proposal document ("**RfP**") or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RfP and such other terms and conditions subject to which such information is provided.

This RfP is not an agreement and is neither an offer nor invitation by the Client to the prospective bidders or any other person. The purpose of this RfP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RfP. This RfP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RfP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RfP. The assumptions, assessments, statements and information contained in this RfP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RfP and obtain independent advice from appropriate sources.

Information provided in this RfP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RfP and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP or arising in anyway in this Selection Process.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RfP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RfP.

The issue of this RfP does not imply that the Client is bound to select bidder for the work and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**Project Director,  
CCDU, RWS&S Dept.  
Hyderabad.**

## Definitions

- a) "Client" means the agency, with which the selected bidder signs the Contract for the Services.
- b) "bidder" means any entity or person that may provide or provides the Services to the Client under the Contract.
- c) "Contract" means the Contract signed by the bidder and Client.
- d) "Day" means calendar day.
- e) "Government" means the government of the Client's country.
- f) "Instructions to bidders" (Section 2 of the RFP) means the document which provides bidders with all information needed to prepare their Proposals.
- g) "Personnel" means professionals and support staff provided by the bidders.
- h) "Proposal" means the Technical Proposal and the Financial Proposal.
- i) "RFP" means the Request for Proposal to be prepared by the Client for the selection of bidder.
- j) "Services" means the work to be performed by the bidder pursuant to the Contract.
- k) "Terms of Reference" (ToR) means the document included in the RFP as per Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the bidder, and expected results and deliverables of the assignment.
- l) Training Institution means a public or private institute(s) located within or outside the State that are involved in training the stakeholders as per section 5.
- m) Service Provider/Other agency means individual or group of individuals who are involved in training the stakeholders as per section 5.

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## 1 Information on Sale of RFP

- a) The Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) on behalf of Government of Andhra Pradesh now invites proposals to provide “Technical Assistance and Consultancy services for the preparation of blue-print and roll out of the plan for training and capacity building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year”. More details on the services are provided in the Terms of Reference under section 5 of this document.
- b) The bidders shall have the RFP document from the client from the address given below, on payment of an amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD drawn on any National bank in favour of Project Director, CCDU, RWS&S payable at Hyderabad, which is non-refundable. Alternatively, the RFP document can be downloaded from the Dept web site <http://rwss.ap.nic.in>. In case of a downloaded form, the Applicant has to pay the RfP fee of Rs.10,000/- in the form of Demand Draft in favor of Project Director, CCDU, RWS&S payable at Hyderabad, which is non-refundable while submitting the RfP.
- c) A bidder will be selected as per the procedures described in this RFP.
- d) The RFP includes the following documents:
  - Section 1 – Information on Sale of RFP
  - Section 2 – Instructions to bidders.
  - Section 3 – Background
  - Section 4 - Terms of Reference (ToR)
  - Section 5 - Proposal format & Bid Evaluations
  - Section 6 – Standard Forms

RfP document can be obtained between 10.30 hrs and 1700 hrs on all working days from 01.06.2012 to 20.06.2012 at the following address:

Project Director, CCDU. (RWS&S),  
O/o Engineer-In-Chief, 4<sup>th</sup> floor,  
SRTGN Bhavan,  
Errum Manzil Colony,  
Hyderabad, Andhra Pradesh,  
**India, 500 082**

## 2 Instruction to Bidders

### 2.1 Basic Information & Important dates

- (a) The bidders can have the RFP document from the client on the payment of amount of Rs. 10,000/- (Rupees ten thousand only), which is non refundable in the form of DD drawn on any national bank in favour of Project Director, CCDU, RWS&S payable at Hyderabad. Alternatively, the RFP document can be downloaded from the Dept web site <http://aprwss.gov.in>. in case of a downloaded form, the Applicant has to pay the RFP fee of Rs. 10,000/- (Rupees the thousand only) in the form of Demand Draft in favour of Project Director, CCDU, RWS&S payable at Hyderabad which is non-refundable while submitting the RfP.
- (b) The RfP document will be issued from 01.06.2012 till 20.06.2012 during the office hours at the Project Director CCDU address given below (g).
- (c) Bidders may submit requests for clarification on this RFP document by sending an email to [pdccdu@rediffmail.com](mailto:pdccdu@rediffmail.com) and such request must be received by 08.06.2012 up to 1700 hours. The Project Director shall endeavour to respond to such queries by 12.06.2012, by posting them on official website.
- (d) The Evaluation committee will evaluate both technical and financial bids before the finalisation of tenders.
- (e) The Client may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole, without assigning any reasons.
- (f) Offers are required to be submitted in sealed cover to :  
The Project Director, CCDU, RWS&S Dept, SRTGN Bhavan, Errumanzil Colony,  
Hyderabad – 500 082.
- (g) Contact Person on behalf of the Client for this bid is-
- Contact Person: Deputy Executive Engineer,  
Address: O/o Project Director, CCDU, RWS&S Dept, SRTGN Bhavan, Errumanzil  
Colony, Hyderabad.  
Telephone: 040- 23310980, 8008504414,  
Fax: 040-23310980  
e-mail id: [pdccdu@rediffmail.com](mailto:pdccdu@rediffmail.com)
- (h) Last date of submission of the bid is 20.06.2012 before 1700 hours. The sealed covers of bidders would be opened at 17:30 hours on the same date in the presence of bidders or their authorised representatives.
- (i) Proposals must remain valid for a period of 90 days from the last date of submission of bids.

(j) The bidders have to furnish Earnest Money Deposits (EMD) for an amount of Rs. 2,00,000/- (Rupees two lakhs only) in the form of DD in favour of Project Director, CCDU, RWS&S payable at Hyderabad along with the technical bid.

(k) Earnest Money Deposits of the bidders, other than the successful bidder, will be returned either after the conclusion of agreement with the successful bidder or conclusion of the process, whichever is earlier.

(l) In case, the bidder proposes to apply as a group of entities (the "Consortium"/Joint Venture), coming together to implement the Proposal.

- i. The lead consultant in case of consortium/Joint Venture should have minimum qualification for the consultant/ eligibility criteria as per section 2.11 of this document.
- ii. Such Consortium Agreement should clearly define the roles and responsibilities of individual members and their inter-se relationship, particularly with reference to financial, technical and operating obligations of the individual members for the Proposal.
- iii. Such Consortium Agreement should clearly specify one member as the 'Lead Member', who shall be responsible for the execution of the Proposal and respective obligations as may be agreed between Government and such Consortium on behalf of the members of such Consortium, who shall issue a Power of Attorney signed by all the members of the Consortium in favour of the Lead Member to act for and on behalf of all the members of the Consortium.
- iv. Such Consortium should clearly specify that all Consortium members shall be jointly and severally liable for the execution of the Proposal in accordance with the terms and conditions of the agreement(s) as may be executed with the Client.
- v. The Lead Member of the Consortium shall be the single point of contact for the Client with relation to project execution, monitoring and any matter connected therewith.
- vi. A copy of the Consortium Agreement/ JV agreement is required to be furnished to the client along with the Proposal, failing which the Proposal shall be considered incomplete.
- vii. No member of the consortium/Joint Venture is entitled to participate in the bids with the individual capacity.
- viii. No sub-contracting shall be allowed.

(m) The selected bidder has to sign an Agreement with the Client for rendering satisfactory services and completion of the projects in a time bound manner.

(n) The successful bidder shall deposit an amount equivalent to the 10% of the contract value to the client in the shape of Demand Draft drawn on any Nationalised Bank, in favour of Project Director CCDU, at the time of entering into agreement.



## **2.2 Bid Schedule**

<b>Activity</b>	<b>Date</b>
Issue of Notice	28.05.2012
Issue Date of RfP Document	01.06.2012 to 20.06.2012.
Clarifications	01.06.2012 to 08.06.2012.
Proposal Due Date	20.06.2012.
Opening of Proposals	Technical bid: 20.06.2012. Price bid: 25.06.2012.

## **2.3 Right to accept or reject any or all applications**

(a) Notwithstanding anything contained in this RFP, the Client reserves the right to accept or reject any proposal and to annul the Bidding Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons therefor.

(b) The Client reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP. Any such verification or lack of such verification by the Client shall not relieve the Applicant of its obligations or liabilities hereunder nor shall it affect any rights of the Client thereunder.

## **2.4 Conflict of Interest**

- (a) The bidder (or its partner Organizations) shall not be eligible for participating in implementation of Project.
- (b) The bidder (or its partner Organizations) would not associate itself with any of the prospective training agencies nor provide any services (consultancy or otherwise) for the purpose of preparing proposals for submitting their bids.
- (c) Client's policy requires that Consultants provide professional, objective, and impartial advice and at all-time hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

## **2.5 Conflicting Assignments:**

- a) A bidder (including its Personnel and partner Organizations) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder to be executed for the same or for another Client during period of this agreement.

## **2.6 Conflicting relationships:**

- a) A bidder (including its Personnel and partner Organizations) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of the selection process and the execution of the Contract.
- b) Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this

effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Contract.

- c) No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the bidder nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the bidder as part of his technical proposal.

### ***2.7 Fraud & Corrupt practices:***

It is the Client's policy to require that consultants and their sub-consultants observe the highest standard of ethics during the selection and execution of such contracts.<sup>1</sup> In pursuance of this policy, the client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice<sup>2</sup>" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) "fraudulent practice<sup>3</sup>" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - (iii) "collusive practices<sup>4</sup>" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) "coercive practices<sup>5</sup>" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (v) "obstructive practice"
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - (bb) acts intended to materially impede the exercise of the inspection and audit rights

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<sup>1</sup> In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

<sup>2</sup> "Another party" refers to a public official acting in relation to the selection process or contract execution. In this context "public official" includes RWS&S staff and employees of other organizations taking or reviewing selection decisions.

<sup>3</sup> A "party" refers to a public official; the terms "benefit" and "obligation" relate to the selection process or contract execution; and the "act or omission" is intended to influence the selection process or contract execution.

<sup>4</sup> "Parties" refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

<sup>5</sup> "Party" refers to a participant in the selection process or contract execution.

provided for under sub-clause below.

- (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a bidder, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a RWS&S contract if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a RWS&S contract; and
- (d) will have the right to require that, in contracts awarded by Client, a provision be included requiring bidders to permit the client to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the client.

### **2.8 Amendment of RfP**

- a) At any time prior to the deadline for submission of Proposal, the Project Director CCDU may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the RfP document by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RfP document) by fax or e-mail.
- b) All such amendments will be notified in writing through fax or e-mail to all Applicants who have purchased the RfP document. The amendments will also be posted on the Official Website along with the revised RfP containing the amendments and will be binding on all Applicants.
- c) In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Project Director CCDU may, in its sole discretion, extend the Proposal Due Date.

### **2.9 Technical Evaluation Criteria.**

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Marks Allotted Minimum/ Maximum</b>
1	Bidder's Experience of 5 years relevant to the assignment as per section 2.11	15/ 20
2	Financial turnover of Rs. 2.00 crores in any one financial year of last three years (2009-10 to 2011-12) as per section 2.11.	15/ 20
3	Qualification of Team of Experts/ Key Personnel as per section 5.6.	50/ 50
4	Experience in execution of similar nature of projects in Andhra Pradesh & proficiency in Local Language (Telugu) for Key personnel.	0/ 10

- i. Minimum Marks for Qualifying the Technical Bid is 80. (Out of 100 Marks in Technical Evaluation Criteria).
- ii. Maximum of 5 Marks will be awarded to the consultant having minimum experience of 2 years in HRD training programmes for Engineers/ officers of line Depts/ functionaries at District/ Mandal level/ Elected representatives of PRIs (District/ Mandal) **related to Drinking Water and Sanitation Sector**.
- iii. Maximum of 5 Marks will be awarded to the consultant for the financial turn over of Rs. 3.00 crores in any one financial year of last consecutive three years (2009-10 to 2011-12) in execution of HRD training programmes for Engineers/ officers of line Depts/ functionaries at District/ Mandal level/ Elected representatives of PRIs (District/ Mandal) **related to Drinking Water and Sanitation Sector**.
- iv. The consultant which secure Minimum of 80 Marks (i.e. 15 Marks in experience criteria, 15 Marks in financial turnover criteria and 50 Marks in qualification of Team of Experts) will be considered for the evaluation of financial bid.
- v. The bid will be summarily rejected, if the qualification of the team of experts to be provided by the consultant is not according to the specific required experiences as per section 5.6 of this document
- vi. 10 Marks will be awarded to the bidders having relevant experience in the execution of similar nature of projects in Andhra Pradesh State and knowledge/ proficiency in local language (telugu) for the Team of Experts/ Key Personnel to be provided by the consultant.

#### **2.10 Minimum Qualifications for the Consultant/ Eligibility Criteria**

- (a) Minimum Experience: The consultant should have been working in the consultancy assignments of HRD training programmes for Engineers/ officers of line Depts/ functionaries at State/ District/ Mandal level/ Village Level and Elected representatives of PRIs (District/ Mandal/ GP level). of minimum 5 years
- (b) Minimum Turnover of Rs. 2.00 crores in any one financial year of last three years (2009-10 to 2011-12) in the implementation of HRD training programmes for Engineers/ officers of line Depts/ functionaries at District/ Mandal level/ Village Level Functionaries/ Elected representatives of PRIs (District/ Mandal/ GP level).
- (c) The profile of Team of Experts to be provided by the consultant to carryout the assignment shall be as per Section 5.6 of this document.

#### **2.11 Expected date for commencement of services**

Date : 16.07.2012 at Hyderabad, Andhra Pradesh, India

### 3 Proposal Format & Bid Evaluation:

#### ***3.1 Proposal format, signing and sealing of bids***

- (a) The Proposal and all related correspondence and documents in relation to the Bidding Process shall be in English language.
- (b) The experience of the bidder in the relevant field to be certified by the competent authority of the concern Dept/ organisation (in attested copy). The original certificates will be verified at the time of execution of the agreement by the successful bidder.
- (c) The Financial turnover of the consultant for the past three financial years (2009-10 to 2011-12) shall be certified by the Empanelled Chartered Accountant (in attested copy). The original certificates will be verified at the time of execution of the agreement by the successful consultant.
- (d) The bidder shall prepare 1 (one) original set of the Application (together with originals/ copies of documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the bidder shall submit 1 (one) Copy of the Application, along with documents required to be submitted along therewith pursuant to this RFP, marked "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.
- (e) Each Proposal shall contain 2 separate Envelopes sealed in a large Envelope in the form and manner as described below and each Envelope shall bear the title:  
**"Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year".**
- (f) The Name of the Bidder should be clearly mentioned on all the three Envelopes. Bids not supported with EMD will be summarily rejected.
- (g) Envelope for Technical Proposal should be clearly superscripted 'Technical Proposal' and should contain:
  - (a) Earnest Money Deposit (EMD) by way of Demand Draft drawn in favour of Project Director, CCDU, RWSS Dept payable at Hyderabad for an amount of Rs. 2,00,000/- (Rupees two lakhs only).
  - (b) Technical Proposal and documents in support of the eligibility criteria.
- (h) Envelope for Financial Proposal should be clearly superscripted 'Financial Proposal' and should contain Financial quote in the prescribed Format  
There should be no corrections in the financial quote submitted. The Financial Quote should be duly signed by the Authorised Signatory.

### **3.2 Bid Evaluation:**

- (a) The Bids would be evaluated on a Technical-cum-Financial Evaluation methodology.
- (b) Technical Performance would be assessed by the Evaluation Committee on the basis of Marks awarded to each of the consultant.
- (c) Minimum Marks for Qualifying the Technical Bid is 80. (Out of 100 Marks in Technical Evaluation Criteria).
- (d) Maximum of 5 Marks will be awarded to the consultant having minimum experience of 2 years in conducting HRD training programmes for Engineers/ officers of line Depts/ functionaries at State/ District/ Mandal/ GP level and Elected representatives of PRIs (District/ Mandal) related to Drinking Water and Sanitation Sector.
- (e) Maximum of 5 Marks will be awarded to the consultant for the financial turn over of Rs. 1.00 crores in any one financial year of last consecutive three years (2009-10 to 2011-12) in execution of HRD training programmes for Engineers/ officers of line Depts/ functionaries at District/ Mandal level/ Elected representatives of PRIs (District/ Mandal) related to Drinking Water and Sanitation Sector.
- (f) The consultant which secure Minimum of 80 Marks (i.e. 15 Marks in experience criteria, 15 Marks in financial turnover criteria and 50 Marks in Qualification of Team of Experts criteria) shall be considered for the evaluation of financial bid.
- (g) The bids of the consultants who fails in the Minimum requirement of Evaluation Criteria in respect of "Consultants experience, Financial turnover relevant to the assignment and Qualification of Team of Experts" will be summarily rejected.
- (h) 10 Marks will be awarded to the consultants having relevant experience in the execution of similar nature of projects in Andhra Pradesh State and knowledge/ proficiency in local language (telugu) for the Team of Experts/ Key Personnel to be provided by the consultant.
- (i) In final Evaluation, the weightage of the Technical Bid would be 60%.
- (j) The weightage of the Financial Bid would be 40%. The Financial Marks would be determined by the formula:

$$\text{Financial Marks (F)} = \frac{40 * [\text{Financial Quote given by the Lowest consultant}]}{[\text{Financial Quote Given by the Consultant}]}$$

- (k) The Bids would be finally evaluated on total marks determined by following formula:

$$\text{Total Marks (M)} = 0.6 \times T + F$$

Where T = Technical marks (out of 100) awarded to the consultant.

F = Financial Marks

## **4 Background**

The Ministry of Drinking Water & Sanitation (MDWS) administers the National Rural Drinking Water Programme (NRDWP), through which the Government of India provides financial and technical support to supplement the efforts of States to provide adequate potable drinking water to the rural population.

With the coming into effect of the National Rural Drinking Water Programme (NRDWP), there has been a shift in focus from mere coverage of habitations to drinking water security at household level and a shift from a supply driven approach to a demand-managed approach. The Total Sanitation Campaign(TSC) aims at ensuring total sanitation coverage by motivating village communities and the Gram Panchayat to lead the campaign and make their village open-defecation free. In ensuring adequate safe drinking water and sanitation to all households in rural areas on a long-term basis, Gram Panchayats and their Standing committee, viz. Village Water & Sanitation Committees (VWSCs) and Gram Sabhas have to play a critical role. NRDWP also aims at fully empowered, aware and skilled Gram Panchayats capable of planning, implementation, operation, maintenance and management of water supply at village levels.

In order to ensure that GPs/ VWSCs develop understanding of the rural drinking water supply and sanitation programmes, and are empowered to shoulder their responsibilities, they need to be provided with continuous support in terms of creating awareness, training and handholding on various aspects of drinking water supply and sanitation.

Communication and Capacity Building Unit (CCDU) is part of the Water and Sanitation Support Organization (WSSO). CCDU has been designed for promoting initiatives in Water Supply and Sanitation Sector.

### **CCDU Objectives:**

- Create awareness among rural people on all aspects of Rural Water Supply and Sanitation to enhance capacity of PRIs/ local bodies to take up planning, information, operation and maintenance activities.
- Capacity building of local community to operate and maintenance water supply systems.
- Develop State specific information, Education and Communication strategy for reform initiatives in Water and Sanitation.
- Provide capacity development of functionaries at all levels. Address the need of sustainability in Water and Sanitation.
- New technologies that may be taken up under Rural Water schemes and Total Sanitation Campaign.
- Need for advocacy on conventional and traditional water conservation and rain water harvesting.

### **Brief note on drinking water and sanitation programme in Andhra Pradesh State**

- In Andhra Pradesh State, Rural Water Supply and Sanitation Dept (PR wing) is responsible for providing/ implementing Rural Drinking Water Supply and Sanitation programmes in Rural areas (Gram Panchayats/ Villages), Mandals & Zilla Parishads (Districts).
- At Government level this Dept is administered by the Principal Secretary/ Secretary to Govt., RWSS Dept. There is one exclusive Engineer-In-Chief (Technical Head), who is responsible for implementation of Drinking Water and Sanitation Schemes in all 22 Districts in the State. He is supported by 6 Chief Engineers, Joint Director, CARD, Sr. Geologist, Chemist, NTPAs with supporting Ministerial and Technical staff to look after normal Rural Water Schemes (NRDWP) and special projects like External Aided (World Bank), NABARD(Thirteenth Finance Commission), Sanitation, Administration, Support Activities (HRD and IEC) etc.
- In each District there is one Superintending Engineer (22 Nos) to look after implementation of Rural Drinking Water & Sanitation Schemes supported by field Engineers like Executive Engineers (52 Nos), Dy. Executive Engineers (305 Nos) and AEs/ AEEs at Mandal level (1320), who are responsible for project formulation, implementation and maintenance of water & Sanitation Schemes. They are supported by other field and ministerial staff like Chemist, Asst. Chemist, Water Analyst, Sr/ Jr Geologist, Superintendents, Sr/ Jr Assistant, Jr. Technical Officers, District Support Unit (DSU)/ District Resource Persons (DRPs), Mandal Resource Persons (MRPs)/ Mandal Coordinators (MCs), work charged etc for implementation of Water and Sanitation Programmes.
- There are District Water Sanitation Missions (DWSMs) and District Water Sanitation Committees (DWSCs) supported by the DSUs (68 Nos), which will look after social mobilization activities/ IEC activities/ trainings to various stakeholders in the districts to bring involvement communities and PRIs in Water & Sanitation sector. **The main objective is to bring behavioral change in the mind set of people/ community.** The above units will function under Administrative control of SEs. At Mandal level there are Mandal Coordinators @ one coordinator for each Mandal to support the trainings, IEC activities and to create awareness to PRIs and communities.
- Both Water Supply and Sanitation Schemes are mainly funded by GOI through Dept of Drinking Water Supply (DoDWS, Ministry of Rural Development), with matching share from State Govt., Gram Panchayats/ Communities as per guidelines by GOI (DoDWS).
- Some of the special projects are funded by External Aided (World Bank), Nabard, Hudco, Thirteenth Finance Commission funds etc.
- Habitation is the unit for providing drinking water facilities and Gram Panchayat (GP) is the unit for sanitation programme.
- Rural Water Supply is being implemented through various infrastructure created from time to time, i.e. hand pumps to bore wells, PWS Schemes, CPWS Schemes, Details are as follows:
  - Hand pumps to bore wells : 3,35,895
  - PWSS (Single village scheme) : 53,215
  - CPWSS (Multi village scheme) : 521
  - Drinking Water Supply to Schools : 63,759



- Water Testing Laboratories (HQ-1, Div-51, SD-27) : 79

The Government would be providing drinking water facility to all the people in rural areas at 40 lts percapita per day through any of the scheme as indicated above (Hand pumps/PWS/CPWSS schemes).

➤ Status of Habitations as on 01-04-2011

- Fully covered Habitations (FC) (40 lpcd supply) : 38,575
- Partially covered Habitations (PC) 10-39 lpcd supply) : 33,023
- 1. Not covered Habitation (NC) (Below 10 lpcd supply) : 155
- Quality affected Habitations (QA) : 654
  - Fluoride affected : 505  
(above 1.5 ppm)
  - Brackish/ salinity : 149

**Total : 72,407**

**Constituencies, Mandals, Gram Panchayats, Habitations and Population**

- No. of Districts : 22
- No. of Assembly Constituencies : 294
- No. of Mandals : 1,099
- No. of Gram Panchayats : 21,738
- No. of Habitations : 72,387
- Rural population (2001 censuses) : 5.59
- According to latest guidelines by GOI the National Policy is “**to provide every rural person with adequate water for drinking, cooking and other domestic basic needs on a sustainable basis. This basic requirement should meet certain minimum water quality standards and be readily and conveniently accessible at all times and in all situations**”.
- For all the completed individual water supply schemes in villages/ GPs, the GPs are responsible for operational maintenance of schemes. They can meet the maintenance cost from taxes collected by the Panchayats and maintenance grants from Government, percapita grant, twelfth finance commission grants mineral cess, etc released to GPs.
- The Mandal Parishads are responsible for maintenance of Hand pumps in the Mandal area from out of grants provided by the Government.
- The Zilla Parishads are responsible for maintenance of CPWS Schemes covering more than one village with the support of RWS&S. Government would be releasing necessary funds for maintenance of CPWS Schemes every year.
- In all schools and anganwadi centres, proper drinking water and sanitation facilities are to be provided on priority basis and before March 2012, as per policy of GOI.

**Reform projects (drinking water):**

- To bring community participation and involvement reforms were initiated in implementation of rural drinking water schemes by GOI through sector reform projects in 7 districts in Andhra Pradesh State as a pilot project from 2009-10 onwards (East Godavari, Guntur, Prakasham, Nellore,

Chittoor, Nalgonda & Khammam Districts). Subsequently 25-12-2002 onwards the above reforms were extended in all 22 districts as Swajaladhara Schemes with similar norms of sector reform projects. The important aspects are to contribute community contribution not less than 10% on capital cost of the scheme and to take up maintenance of the schemes from GP funds duly forming habitation/ village water and sanitation committee (VWSC).

- About 5700 habitations and 2800 schools were provided with water supply schemes with an expenditure of Rs. 400 crores including community contribution under reform projects.

#### **Reform projects (TSC):**

- GOI have sanctioned TSC Projects for all the 22 Districts in Andhra Pradesh State from 1999-2000 onwards in a phased manner. The main objective of TSC is to improve general quality of life in rural areas by improving the health conditions of rural population. The concept of sanitation includes school sanitation and hygiene education to school children, personal hygiene, home sanitation, safe water, garbage disposal, excreta disposal and waste water disposal. All the above components will help to improve environmental sanitation in rural areas and reduce incidence of water born diseases. The programme gives emphasis on creating awareness through intensive Information Education Communication (IEC) to bring about attitudinal and behavioural change for relevant hygiene practices of rural population and school children.

- But the results in TSC are not encouraging. Through the sanitation coverage is about 58% in AP State, the use of toilet is ranging from 30-35% of toilets built.

The coverage of toilets is as follows:

India (National)	-	53%
Andhra Pradesh	-	58%

Still Open Defecation continues in about 80% by rural population, inspite of 58% coverage of toilets.

Open Defecation in public places like road margins, near kuntas (tanks), streams, canal margins, agriculture fields and other public places around the villages is still prevailing. Women & girl children are main sufferers due to lack of toilets in houses. This is effecting the health of rural population severely.

#### **Nirmal Gram Purasker Awards by GOI**

- To add vigour to TSC implementation, GOI have launched an award scheme called NGP for fully sanitized and Open Defecation Free (ODF) GPs, Blocks/Mandals and Districts.
- The achievement of NGP in Gram Panchayats in Andhra Pradesh is 1,274 GPs upto 2011 (from 2006 to 2011) against total 21,738 GPs i.e. 6%, Only one Mandal in Khammam District has achieved NGP status so far and none of the District reached 100% sanitation.
- The main reason for this is due to non involvement and participation of communities and PRIs to bring behaviour change in the people's mindset.

#### **National Rural Drinking Water Quality Monitoring & Surveillance Program (NRDWQM&S)**

- Government of India, launched the National Rural Drinking Water Quality Monitoring & Surveillance programme (NRDWQM&S) during the year 2005-06 to build the capacity of Gram Panchayats, to own the water quality field kits and to take up the full operation & maintenance responsibility of the water quality monitoring of all the drinking water sources in their respective rural areas.
- The main activities involved in the NRDWQM&S are:
  - HRD activities
  - IEC activities
  - Distribution of water testing field kits (both chemical & bacteriological)
  - Water Quality Monitoring & Sanitary survey
  - Data processing

## **5 Terms of References**

### ***5.1 Intent, Objective & Scope of Services***

**Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year.**

**The main objective of this proposal is to build the CCDU, RWS&S Dept. organisational capacity in the drinking water and sanitation sector through planning, implementing and monitoring of HRD training programmes for engineers and other stakeholders right from the grass root level to strategic level staff members as indicated in the table shown in Section 5.4 of this document.**

### ***5.2 Duration of the agreement***

The duration of the agreement is 1 Year (12 months) from the date of signing of agreement.

### ***5.3 Scope of services:***

In broad terms, this assignment includes, as stated in the scope of services. The focus of the services will be on a) Conducting Training Need Assessment for the stakeholders shown at Section 5.4 b) Facilitating the implementation of Training Plan & c) Monitoring the Training implementation.

The following main tasks which constitutes as scope of services broadly, for this assignment shall be completed by the selected bidder.

#### **A) Conducting Training Need Assessment**

#### **Task 1:**

- a. Planning & Executing a comprehensive Training Need Assessment (TNA) for the stakeholders shown at Section 5.4.
- b) To prepare a blue print for Training and Capacity Building for the Project period and a detailed implementation plan for one Year. The blue print should include:
  - Training components
  - Mapping of training components to the category of personnel
  - Mapping training components to the training institutions
  - Budget
  - Roll out plan
  - Monitoring the training programme
- c) The Training Blue Print shall be prepared in accordance to the guidelines of NRDWP & TSC programmes, issued by the Govt. of India, covering stakeholders shown at Section 5.4.
- d) Training calendar officers/ staff wise and month wise shall be furnished for all the training programmes to be conducted for all stakeholders at State/ District/ RWS&S Sub-division level.

**Task 2:** Preparation of modules for each training programme to fill the gaps identified during TNA programme.

## **B: Facilitation of Implementation of Training Program**

### **Task 3:**

- i. Identification of training institutions (private/public) and resource persons in the State, other States, Districts, Mandals for carrying out the training programme and suggesting the CCDU in their selection. The bidder shall consider all the institutions on panel of the Government of Andhra Pradesh. The private institutions may also be considered wherever appropriate Government institutions are not available, for organising trainings and workshops.
- ii. To prepare drafts of MoUs based on the guidelines GOI/ GoAP, the client can enter with training institutions. Provide assistance in signing MoUs with these Training Institutions.
- iii. In case certain trainings are to be conducted by private training institutions and certain services are to be provided by private service providers (for e.g. preparation of training materials, venue for the training etc.) provide assistance in coordinating the selection of the private partner. This would include:
  - Defining roles and responsibilities of the training institutions/service providers and the specific outputs envisaged

- Helping government in conducting a transparent tendering process for selection of the institutions/ service providers
- Preparation of draft of terms and conditions of the contracts to be entered into by Client with each of the training institutions/ service providers.

**Task 4:** Identification of training programme along with training modules for the departmental Engineers, staff and PRIs/ Village Water Supply & Sanitation committee (VWSC) members/ Mandal Coordinators to bring community involvement in the implementation of water and sanitation programme in State/ District/ Mandal/ GP level.

**Task 5:** Prepare a training calendar month wise for all the training programme to be conducted at different levels (State, other States, District, Mandal and GP level) and furnish it with the details of each programme and number of participants, total cost involved etc.

#### **C: Monitoring the Training Program Implementation**

**Task 6:** To prepare a monitoring and evaluation framework for the capacity building program. The bidder will clearly outline the parameters to be monitored, roles and responsibilities of the CCDU and the Training Institutes/ Service providers. The parameters to be monitored and evaluated by the consultant shall be specified in detail based on the gaps identified during the TNA.

**Task 7:** Review of the training plan on bi-monthly basis to meet the training schedule

**Task 8:** Preparation of progress report & making presentation to the client for necessary corrective action to optimize the capacity building.

#### ***5.4 Scope of stakeholders to be covered under training programmes and capacity building activities***

S.N o.	Category of Stakeholders	Total number of Stake-holders to be trained	Number of Stake-holders to be trained per District	Number of participants per batch	Duration of training programme (in days)	Remarks
1	Pump operators	880	40	40	3	
2	Masons	2,200	100	100	2	5 members from each Mandal
3	VWSC members (Village level Water and Sanitation)	40,000	1,800 (5 members per Gram Panchayat)	180 (approx)	1	

	Committee members)					
5	PRI (Panchayat Raj Institution) members at Gram Panchayat level	1,10,000 (covering all GPs in the State)	5,000 (approx)	250 (approx)	1	

Sl. No.	Category of Stakeholders	Total number of Stakeholders to be trained	Number of Stakeholders to be trained per District	Number of participants per batch	Duration of training (in days)	Remarks
6	Mandal Coordinators	1,100	40 to 65 (approx)	40 to 65 (approx)	6	As per actual Number of Mandal coordinators working in Districts
7	Elected PRI members at Mandal level MPTC (Mandal Parishad Teritorial Committee) members	6,600	300 (approx)	50	1	
8	Elected PRI members at District level ZPTC (Zilla Parishad Teritorial Committee) members & Mandal Parishad Presidents	2,200	100 (approx)	100	1	
9	Mandal level officers of Panchayat Raj Institutions (MROs, MPDOs, MEOs & EORD)	4,400 (4 officers per Mandal)	200 (approx)	200 (approx)	1	
10	District level officers of all line Depts of State Govt.	100	5 (approx)	-	-	To be trained at State level along with senior engineers (SEs/ EEs) after TNA.

Sl. No.	Category of Stakeholders	Total number of Stakeholders to be trained	Number of Stakeholders to be trained per District	Number of participants per batch	Duration of training (in days)	Remarks
11	Engineer-In-Chief & Chief Engineers, RWS&S	6	-	-	-	Entire technical officers, District level officers of line Depts and other staff of RWS&S Dept have to be trained at State level. As per Training Need Assessment, the month wise calendar of training programmes includingt he training components, duration of training programmes at each level of officers/ staff to be finalised.
12	Superintending Engineers	22	-	-	-	
13	Executive Engineers	54	-	-	-	
14	Dy. Executive Engineers	305	-	-	-	



16	Technical officers	40	-	-	-	
17	Asst. Technical officers	200	-	-	-	
18	Jr. Technical officers	200	-	-	-	
19	NTPAs (Non Technical Personal Assistants)	3	-	-	-	
20	DAOs (Divisional Accounts Officers)	57	-	-	-	
21	Office Superintendents	58	-	-	-	
22	Sr. Assistants	150	-	-	-	
23	Jr. Assistants	150	-	-	-	
24	Newly recruited Assistant Executive Engineers	513	-	-	-	
	<b>Total</b>	<b>1,69,248</b>				

### 5.5 Profile of the Team of Experts

The bidders shall make available a range of suitable qualified “Key personnel” able to mobilise in accordance with the proposed work program for the project duration of 12 months. The bidders shall clearly indicate in their proposal preferably on the Gantt chart the working man months of the key personnel required for this project. The expected key personnel and their estimated man months required for the project which are given below is for reference purpose only. However, the bidders shall make their own judgement in obtaining the man months for the key personnel necessary for the services required for this project.

Key personnel/ Team of Experts	Estimated Inputs (Man Months)
Senior Training & Human Resource Development Specialist cum Institutional Expert (Team Leader) with Water background	12
Senior Training Monitoring & Evaluation Expert	12
Manager Community Level Programmes	12
Rural Water Supply & Sanitation Sector Specialist	36
Support Staff/Project Coordinators	120
<b>Total</b>	<b>192</b>

### 5.6 Qualification & Skill Requirements of the Team of Experts/ Key Personnel

Position	Minimum Qualification	Minimum Years of Experience	Required experience
Senior Training & HRD Professional (team Leader)	MBA or post Graduate in Management/ Administration or Engineering with Experience in Human resources development& Training.	15	Extensive high level professional experience & skills in the fields of administration/management, Human resources and organisation development. Extensive experience in and demonstrated success at design /development and facilitation of staff development and capacity building strategies and programs in the public sector context in India. Demonstrated skills at developing business based training need assessment (TNA) and in formulating training modules, programmes and calendar. Proven experience in improving personal effectiveness of the team members. Completion of atleast one major assignment in India. Working knowledge of Telugu.

Position	Minimum Qualification	Minimum Years of Experience	Specific required experience
Senior Training Monitoring and Evaluation Expert.	Post Graduate (PG) qualification in Business administration (MBA) or civil engineering or PG qualification in economics, social sciences, and Environmental sciences.	10	Extensive professional experience with skills in monitoring and evaluating the training programs in public or private sector.
Manager-Community Led Training	MBA or Graduate Degree in Social Science or Environmental Science or engineering	5	Professional experience with skills in organising and managing events at community level. Proven experience in coordinating with personnel in local language & preparing hand outs, course materials. Demonstrated experience in conducting atleast one community level program.
Rural Water Supply & Sanitation Sector Specialist	Graduate qualification in Civil or Environmental Engineering or Sciences or Social work	5	Professional experience & extensive knowledge in RWS&S sector schemes with focus on sector policies, training, governance, Strategic planning & management. Handled atleast one large public sector capacity building project
Support Staff/Project Coordinators	MBA or Graduate qualification in civil or Environmental Engineering or Sciences/ Social work	2	Professional experience & extensive knowledge in RWS&S sector schemes with focus on sector policies, training, governance, Strategic planning & management.

### 5.7 Key Deliverables

S.No.	Deliverable	Time Frame
1.	TNA Report	T*+ 30 days
2.	Review and approval of TNA Report by the client	T+ 33 days
3.	Draft training blue-print	T+ 45 days
4.	Review of training plan (training components and programmes) by the client	T+ 48 days
5.	Final training blue-print both in soft and hard copy (5 Nos)	T+ 60 days
6.	Roll-out of training plan- Monthly Reports** and outputs envisaged in the Terms of Reference as per section 5.	Monthly from Month 2 onwards
* T= Date of signing of agreement.		

- i. \*\*The bidder would be required to prepare monthly Progress Reports on progress of work done during Roll-out phase.
- ii. Bidder shall submit and present the reports to the working group constituted by CCDU, RWS&S Dept, GoAP, at every stage of work on the key aspects. Besides other topics, the reports shall cover topics such as the target audience; the training programme delivered, its quality, participant's feedback, result of training and way forward.
- iii. Submission of the above mentioned deliverables and making presentation on the reports to the CCDU, RWS&S DEPT, GOAP, working group will mark completion of that particular task (s) of the scope of services.
- iv. All costs for providing training to the stakeholders including costs for training institutions/ other service providers, individuals, transportation, accommodation & food will be paid by the Client.
- v. All due documents, presentations, materials and associated files shall be submitted to the client both in hard and soft copies in CD format (Micro soft word, power point, excel or other applicable software).

### 5.8 Payment Terms

S.No.	Milestone	Payment (% of Total)
1.	Finalisation of TNA Report	10%
2.	Finalisation of training plan (training components and programmes)	10%
3.	Final training blue-print	5%
4.	Monthly Progress Report - 10	7.5% per report
	Total	100%

- i. All the training programmes in the training calendar, finalised by the client shall be completed within the agreement period.
- ii. No additional payment other than the lump sum amount quoted in the financial bid shall be claimed by the bidder to carry out the assignment as per the agreement.
- iii. The bidder shall obtain the monthly satisfactory certificate from the client with respect to monthly targeted training plan/ schedule as per the agreement to facilitate payment.

**Note: If the bidder fails to complete the whole of the project or any part of thereof within stipulated period (including any bonafide extensions allowed by the Client, without levying penalty), the project director may without prejudice to any other method of recovery will deduct 10% of contract value for calendar month or part of the month for the period of delays, subject to maximum of 20% of contract value from any monies in his hands due or which may become due to the bidder.. No extension of time beyond two months is admissible and in such event the contract will be terminated and the costs arise therefrom, will be recovered from the bidder.**

## **5.9 Taxes**

Service Tax would be paid by the Client in addition to the payment mentioned above as per rules in vogue.

### **5.10 Responsibilities of the Client:**

- a) The client will be represented by CCDU, RWS&S Dept, GoAP, who will designate a senior staff member at Project Director, CCDU, as the main point of contact for liaison with the bidder's team for the services required for this project.
- b) Upon request from the bidder, the client shall also arrange suitable measures that will enable the bidders to meet other Government of Andhra Pradesh (GoAP) bodies including community level organisations like PRI's and other consultants for the services indicated in the TOR.
- c) Office accommodation will not be provided by the client. The consultant will make their own arrangement in Hyderabad, across the State and outside the State for undertaking the tasks indicated in the TOR.
- d) Client shall sign a MOU with the training institutions or other agencies or individuals that are identified by the bidder, due consultation with the client, as a part of training programme. The Client will enter into contracts with and make payments to the training institutions and service providers and the same will not be done through the bidder.
- e) The Client shall arrange transportation, accommodation and food for all the participants who are involved in training programmes which are conducted across the State.

### **5.11 Responsibilities of the Bidder:**

- a) The bidder's team shall at all times satisfy the technical expertise and capacity requirements stipulated in the TOR. Additionally, consultants shall identify, refer or procure all the documents/data necessary for the meeting the scope of services indicated in the TOR.
- b) While preparing the training calendar/program, consultant shall be cognizant of the requirement for providing training simultaneously at different locations for both officer and community level members across the State.

- c) Bidder shall exhibit **due diligence** in both finalising the training program & identifying the institutions/ agencies/ individuals while optimizing the capacity building initiative. Therefore bidders shall identify training institutions or individual or other agencies in sufficient numbers for providing training within or outside the State that meets the set training calendar.
- d) In case certain trainings are to be conducted by private training institutions and certain services are to be provided by private service providers (for e.g. preparation of training materials, venue for the training etc.) the consultant shall provide assistance in coordinating the selection of the private partner. This would include:
  - Defining roles and responsibilities of the training institutions/service providers and the specific outputs envisaged
  - Helping government in conducting a transparent tendering process for selection of the institutions/service provider
  - Preparation of draft of terms and conditions of the contracts to be entered into by client with each of the training institutions/ service provider
  - Coordination of selection of the potential candidates for training and their prioritization
  - Monitoring the expenditure for training, monitoring the efficacy of the training vis-a-vis the goals.
- e) For each training program, the bidder shall coordinate with the client's working group, participants and venue authorities in all aspects to ensure the participants attend the scheduled training program.
- f) The bidder shall report the training progress to the client's working group through the parameter defined in the framework that was prepared for evaluating and monitoring the capacity building. The framework shall be approved by the client's working group prior to its use.
- g) The bidder shall be acquiring the office space and be responsible for all facilities and resources required for execution of the services such as vehicles, equipment, computers, communications, support services, transportation and other logistics.
- h) The bidder shall be responsible for all operational, utility and communication costs and overheads incurred during these services.

## 6 Standard Forms

### 6.1 : Proposal Submission Form

[Location, Date]

To:

Project Director, CCDU,  
O/o Engineer-In-Chief,  
RWS&S Dept,  
4<sup>th</sup> floor, SRTGN Bhavan,  
Errumanzil Colony,  
Hyderabad = 500 082.

**Sub:** Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year.

Dear Sir:

We, the undersigned, offer to provide Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year in accordance with your Request for Proposal dated [Date]. We are hereby submitting our Technical and Financial Proposals in separate sealed envelopes.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

---

[Authorized signature(s)]

Name and Title of Signatory

Name of Consultant

Address

## 6.2 Technical Proposal Submission Form

[Location, Date]

To:

Project Director, CCDU,  
O/o Engineer-In-Chief,  
RWS&S Dept,  
4<sup>th</sup> floor, SRTGN Bhavan,  
Errumanzil Colony,  
Hyderabad = 500 082.

Dear Sirs:

We, the undersigned, offer to provide Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: [Insert a list with full name and address of each partner organisation].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in S. No. 14 of the Section 22

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

### **6.3 Bidder's Organization and Experience**

#### **6.3.1 Bidder's Organization**

*[Provide here a brief (two pages) description of the background and organization of bidder/ entity and each associate for this assignment.]*



### 6.3.2 Bidder's Experience

*[Using the format below, provide information on each assignment for which bidder, and each partner organisation for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]*

Assignment name:	Approx. value of the contract (in Indian Rupees)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract (in Indian Rupees):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of partner organisations, if any:	Name of senior professional staff of bidders involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Consultant's Name: \_\_\_\_\_

#### **6.4     *Team Composition and Task Assignments***

Professional Staff				
Name of Staff	Bidder	Area of Expertise	Position Assigned	Task Assigned

**6.5 Details of Team of Experts/ Key Personnel to be provided by the bidder.**

SN o	Position	Name of expert/ personnel	Qualification	Years of experience	Knowledge/ Proficiency in Telugu Yes/ No	Details of Experience with relevant to the assignment
1	Senior Training & HRD Professional (team Leader)					
2	Senior Training Monitoring and Evaluation Expert.					
3	Manager-Community Led Training					
4	Rural Water Supply & Sanitation Sector Specialist					
5	Support Staff/Project Coordinators					

**6.6 Curriculum Vitae (CV) for Proposed Professional Staff**

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* \_\_\_\_\_
2. **Name of bidder** *[Insert name of bidder proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** *[Insert full name]:* \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_  
\_\_\_\_\_
8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:*\_\_\_\_  
\_\_\_\_\_
9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_\_  
\_\_\_\_\_
10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11.</b></p> <p style="text-align: center;"><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Demonstrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which you have been involved, indicate the following information for those assignments that best demonstrate your capability to handle the tasks listed in 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]*

Full name of authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_  
*Day/Month/Year*

### 6.7 Staffing Schedule

6.7.1	Name of Staff	6.7.2 Staff input (in the form of a bar chart) <sup>2</sup>														6.7.3 Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sub>3</sub>	Total	
<b>Foreign</b>																		
1		[Home]																
		[Field]																
2																		
3																		
n																		
														<b>Subtotal</b>				
<b>Local</b>																		
1		[Home]																
		[Field]																
2																		
n																		
														<b>Subtotal</b>				
														<b>Total</b>				

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the bidder's home office.

 Full time input  
 Part time input

## 6.8 Work Schedule

N°	Activity	Months												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: TNA report, training plan, training blue print and monthly reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

## Format 6.9: Financial Proposal Submission Form

[Location, Date]

To:

The Project Director,  
CCDU, RWS&S Dept,  
SRTGN Bhavan,  
Hyderabad – 500 082.

**Sub:** Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year.

Dear Sir:

We, the undersigned, offer to provide Technical Assistance and Consultancy Services for the preparation of blue-print and roll out of the plan for training and Capacity Building of Communication and Capacity Development Unit (CCDU), Rural Water Supply & Sanitation (RWS&S) Department for one year in accordance with your Request for Proposal dated [Date] and our Technical Proposal. We are hereby submitting our Financial Proposal as below:

TOTAL COST	
COST COMPONENT	COST
Total Professional Fees (including all operation, utility and communication over heads)	

\* No additional costs other than the lump sum amount quoted above, shall be claimed by the bidder.

\* Service Tax would be paid by the Client in addition to the payment mentioned above.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

---

[Authorized signature(s)]

Name and Title of Signatory

Name of Consultant

Address