

Office of the Commissioner / Secretary

Chairperson Core Group

**Rural Development & Panchayati Raj Department
Government of Jammu & Kashmir**

Invitation of proposal for Capacity Building and Training (CB&T) of Elected Representatives and Functionaries of Panchayati Raj Institutions (PRIs) in the State of Jammu & Kashmir on Public Private Partnership basis

The Rural Development & Panchayati Raj Department, Government of Jammu & Kashmir, invites expression of interest (Eoi) in standard format for Capacity Building and Training (CB&T) of Elected Representatives and Functionaries of Panchayati Raj Institutions (PRIs) in the State on Public Private Partnership basis.

The key objective is to deliver CB&T to 100% Elected Representatives and Functionaries of the Panchayati Raj Institutions (PRIs) in the State in a time bound manner with quality assurances. Towards this objective, the proposals are sought from interested professional institutions / agencies for actual delivery of PRI CB&T programmes, as may be assigned to them.

The detailed Terms of Reference (ToR) and the Standard Format for proposal submission may be downloaded from the website www.jkrd.nic.in / www.jkpr.gov.in.

Last Date: 15 days from the date of advertisement.

Date: 21.07.2011



Commissioner /Secretary
Rural Development and Panchayati Raj (RD&PR) Department
Chairman, Core Group
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Terms of Reference (ToR) **for Inviting Expression of Interest (Eoi)**

PRI CAPACITY BUILDING AND TRAINING (CB&T) PROJECT – JAMMU & KASHMIR

**Capacity Building and Training (CB&T) of Elected Representatives and Functionaries
of Panchayati Raj Institutions (PRIs) in the State of Jammu & Kashmir
on Public Private Partnership (PPP) mode**

**An initiative of the Rural Development & Panchayati Raj (RD&PR) Department,
Government of Jammu & Kashmir (GoJ&K)**

1. Background:

The Rural Development & Panchayati Raj (RD&PR) Department, Government of Jammu & Kashmir (J&K), supports the Capacity Building & Training (CB&T) related efforts for over 40,000 Elected Representatives (ERs) and functionaries of 4293 Panchayati Raj Institutions (PRIs) in the state through its various programmes including *Backward Region Grant Fund (BRGF)* and *Rashtriya Gram Swaraj Yojana (RGSY)*. The elected representatives and functionaries require regular CB&T to help prepare them to deliver effectively on their responsibilities and in implementing the State as well as the centrally sponsored schemes and programmes. The PRIs are increasingly expected to play a role in integrated decentralized planning at the District, Block, Halqa (Gram) Panchayat and village level. However, the existing CB&T infrastructure of the State government is not able to cope with the challenge of providing training to the large numbers of elected representatives (ERs) and functionaries in a time bound and continuous manner.

Looking at the large number of Elected Representatives of Panchayati Raj Institution in the country, Ministry of Panchayati Raj (MoPR), Government of India (GoI), formally launched the initiative of outsourcing PRI CB&T in the PPP mode by holding a PRI CB&T Business Meet on 7th January 2010 in New Delhi. Officials from more than 25 States/UTs Panchayati Raj Departments (PRDs) participated in the Business Meet as *Service Seekers*, whereas more than 250 representatives of institutions /agencies interested in getting involved in the delivery of PRI CB&T related programmes for the PRIs in different States participated as the *Service Providers*. MoPR's main objective for holding the PRI CB&T Business Meet was to bring together the service seeking

State/UTs PRDs and the service provider agencies (SPAs) to explore possibilities of future cooperation to undertake the task in a systematic and time bound manner under the broader conception of Public-Private Partnership (PPP) model.

Since then, over the last one and half year, several States/UTs have adopted this PPP-Outsourcing model for delivering PRI CB&T programmes. In this context, the RD&PR Department, GoJ&K, has decided to adopt this model, for which these EoIs are being invited. A Core Group headed by Commissioner / Secretary, Rural Development and Panchayati Raj (RD&PR) Department, GoJ&K, has been constituted at J&K IMPA to look after capacity building and training (CB&T) activities for elected representatives and functionaries in the State. The Core Group has the responsibility of overall administration of the PRI CB&T programme in the State.

2. Objective of this call:

Looking at the large number of ERs (and functionaries) in the State, the State government would like to engage SPAs to ensure 100% coverage of ERs with at least one round of training each year in a time bound manner with quality assurance. Therefore, RD&PR Department, GoJ&K, with the support and guidance from MoPR-Gol, is seeking to engage professional institutions/agencies as Service Provider Agencies (SPAs) on Public-Private Partnership (PPP) mode for effective delivery of CB&T interventions for Elected Representatives and Functionaries of Panchayati Raj Institutions (PRIs) in Jammu & Kashmir.

3. Scope of work:

The selected Service Provider Agencies (SPAs) will work under the overall leadership and guidance of the Chairperson of the Core Group, Commissioner / Secretary, Rural Development & Panchayati Raj (RD&PR) Department, GoJ&K. The agency is specifically expected to facilitate capacity building and training (CB&T) interventions for ERs and functionaries of PRIs in the districts finally allotted to them, which entails preparing a work plan for 2011-12 with time line for providing one round of training to 100% ERs and functionaries of the division/districts allotted to them. The SPAs are expected to complete the task within three months from the date of allotment of contract. The minimum area to be covered will be a district, however, the venues of the training would be sub-district level to ensure participation of all halqa panchayat level ERs and functionaries. The selected SPAs would be expected to deliver a four days training programme content of which is specified by the Core Group. It may also include:

- organizing exposure visits for ERs and functionaries;
- organizing Gram Sabha level awareness campaigns;
- any other need based CB&T intervention, as may be assigned to them;

4. Payment norms:

Payment to SPAs against their services will be made in accordance with the payment norms indicated by MoPR's BRGF (Capacity Building Component) and Rashtriya Gram Swaraj Yozna (RGSY) scheme specific guidelines, which are available on <http://panchayat.gov.in>. However, the approved rates under these schemes will be considered as maximum entitlement per day of training/ event. The Core Group may further break-up these rates into various heads and final payment to the SPA will be made only for those services, which have been rendered by them. These details would be provided to the short-listed agencies.

5. Indicative process steps and time lines

Following steps will be followed by Core Group for the proposed empanelment of eligible institutions/agencies as the Service Provider Agencies (SPAs).

Step	Details	Time line
Step 1	Inviting proposals from professional agencies from the date of advertisement in the leading newspapers.	15 days
Step 2	Preliminary screening and short listing of agencies based on the proposal submitted by them.	3 days
Step 3	Interview/ presentation by the shortlisted agencies under Step 2 above, for State-wide empanelment.	7 days
Step 4	Based on Step 3 above, final selection/ empanelment of Service Provider Agencies (SPAs) for division/districts	1 days
Step 5	Signing of State Support Agreement with finally selected SPAs.	3 days
Total duration from advertisement to signing of contract		28 days
Step 6	Submission of detailed action plan/ time line along with trainers/ resource person profile for CB&T interventions by selected SPAs for approval by the Core Group.	15 days
Step 7	Approval/ modification of timeline and trainers/ resource persons profile by the Core Group.	7 days

Step 8	Implementation of CB&T interventions as per plan by empanelled agency.	As per the plan
Total duration from signing of contract with SPAs to actual launch of the PRI CB&T programme implementation		22 days

The Core Group reserves the right to disqualify/ reject proposal submitted by any agency at any point of time, without explaining the reason.

6. Mandatory experience and skills

Only those professional agencies, which have following experience and skills, will qualify for next step i.e. evaluation process:

S. No.	Particulars
1	Agency shall have proven experience of at least 3 years in implementing CB&T and rural area based large scale event management.
2	Average annual turnover of the agency in last three years should not be less than Rs. 30.00 Lakh per annum.
3	Preference would be given to agencies that have a proven record of handling projects related to local governance, PRI CB&T, and rural development.
4	Experience of working at the grass-roots level, preferably in Jammu & Kashmir, would be an advantage

The interested professional agencies must provide sufficient documentary evidences along with proposal to establish above particulars, failing which the proposal will be rejected at this stage.

7. Evaluation of proposals

Evaluation of proposals of agencies having mandatory experience and skills mentioned under the point number 6 above will be evaluated by the Core Group under following steps.

8.1 Preliminary shortlisting of proposals

Preliminary short listing of the proposal submitted by the agencies will be done by the Core Group on a maximum score as mentioned against the evaluation criterion in the following table.

S. No.	Evaluation Criteria	Maximum Score
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1	Working experience and expertise of the agency to perform the task.	30
2	Evidence of similar assignments completed somewhere else by agency.	30
3	Availability of trained/ experienced human resource and training related infrastructure to accomplish CB&T interventions in specified time limit.	30
4	Experience of working with Panchayats &/ or in rural areas, preferably in Jammu & Kashmir.	10
Total Score		100

The Core Group shall evaluate the proposal on the basis of their responsiveness to the terms of reference (ToR) and the Standard Format, applying the evaluation criteria specified above.

Max Score : 100

Cut off Score : 60

The cut off score at this stage would be 60 out of 100 and agencies scoring a score of 60 or above will qualify for next stage of evaluation i.e. presentation by the shortlisted agencies before the Core Group.

8.2 Presentation by preliminary shortlisted institutions/ agencies

The agencies shortlisted, as indicated in step 8.1, will be invited to make a power point presentation before the Core Group to have an overall assessment of the competency of interested agencies to perform the task.

The Core Group shall evaluate the competency of the agency during presentation/discussion on a maximum score of 50.

8.3 Final recommendation for empanelment as Service Provider Agency (SPA)

The score attained by a given agency under point number 8.1 and 8.2 above will be added together and agencies attaining a cumulative score of 90 or above out of 150 will be finalized by the Core Group for empanelment as the Service Provider Agencies (SPAs).

Max Score : 150

Cut off Score : 90

8. Distribution of geographical area among the selected SPAs

Effort will be made to allocate geographical area in terms of divisions/districts to finally shortlisted agencies as per the preference indicated by them at the time of submitting their proposals. However, in case of clash of preferences among agencies, the agency that has attained higher score than others will be given preference for the

indicated geographical area. However, it may be noted that the minimum geographical area would be a district.

9. General conditions for the interested institutions/agencies

- Proposal will be accepted in the standard format enclosed with the concept note. Material deficiencies in providing the information requested may result in rejection of a proposal.
- The proposal submitted by a given agency shall be the basis for preliminary short listing of the agency.
- The agency must enclose appropriate document, as deemed fit as evidence of the information provided in proposal.
- The costs towards preparing and submitting proposal and presentation later on by preliminary shortlisted agencies will be borne by agency them self.
- The Core Group is not bound to accept any or one of the proposals submitted.
- Organisation may request clarification, if any, latest by seven days before the proposal submission date.
- At any time before the deadline for the submission of proposal, the Core Group may, for any reason, whether at its own initiative or in response to a clarification requested by an organisation, amend the advertisement. Any amendment will be issued in writing through addenda. Depending upon, the type of addenda, the Core Group may at its discretion, extend the deadline for the submission of proposals.
- The proposal shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Organisation/ firm itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- An authorized representative of the firm shall initial all pages, including annexure of the proposal.
- The proposal along with supporting documents shall be placed in a sealed envelope clearly marked as “Proposal for Capacity Building and Training (CB&T) of ERs & Functionaries of PRIs in PPP Mode”
- Hard Copies of the completed proposal along with supporting documents must be submitted at the address given below on or before the last date and time. Any proposal received after the closing time for submission of proposals shall be returned unopened. Please note that only hard copies of the proposal along with supporting documents would be accepted.

10. Additional information:

Interested professional institutions/ agencies may note the following:

- The Core Group would provide the Core Content for the first round of trainings to be launched across the State in 2011-12
- The Core Group has a list of individuals interested in being empanelled as Resource Persons. If required, the selected SPAs may consider using the services of the aforesaid Resource Persons
- The SPAs would be asked to nominate an indicated number of resource persons, as required by the Core Group, to attend one day Orientation Workshop to be organized IMPA
- If required, a 3-4 days orientation, as may be decided by the Core Group, will be provided by IMPA
- No resource person would be engaged by the SPAs other than those who attended the aforementioned orientation workshop(s) to be held by IMPA
- It may be noted that the selected agencies would be expected to submit a bank guarantee equivalent to 10% of the total entitlement.

11. Submission of Proposal

Based on the information provided above, the interested agencies are advised to submit hard copies of proposal **within 15 days** from the date of advertisement at following address. In addition, the soft copies of the proposals may also be submitted. Please note that the proposal will be accepted in the prescribed format only.

Please send your proposal to:

Commissioner /Secretary

Rural Development and Panchayati Raj (RD&PR) Department

Chairman, Core Group

J&K Institute of Management and Public Administration and Rural Development
(IMPA),

MA Road, Srinagar - 190001

Jammu & Kashmir

Email: jkpricbt@gmail.com

Substantive queries may be sent by email address given above.

Standard Format to Submit Proposals

Institution / Agency Profile

Section A: General information							
S. No	Particulars	Details					
1	Name of the Institution						
2	Type of the Institution	NGO/Company/ Other					
3	Postal Address						
4	City						
5	State						
6	Pin Code						
7	Telephone						
8	Fax No						
9	Email						
10	Organization's Registration Details						
11	Years in existence						
12	Key Person(s) of the institution with complete contact details	(Include more rows, if required)					
13	Branch Offices in Jammu & Kashmir with address (if any)	(Including their phone and emails)					
14	Has the institution/agency/ individual expert been ever blacklisted by any State/Central Government						
15	Annual turnover for last 3 Years (In Rs. Lakh)	FY		FY		FY	

Standard Format to Submit Proposals

Section B: Human Resource (In number)			
A	On the basis of hierarchy		
	Senior Level		
	Middle Management level		
	Support Staff		
	Total		
B	On the basis of type of engagment		
	Full Time		
	Part Time		
	Total		
C	On basis of qualification		
	Post Graduate and above		
	Under Graduate		
	Other		
	Total		

Section C: Major accomplishments in last three years							
S No.	Name of assignment	Funding agency	Amount (in Lakh Rs.)	Duration		Area of operation	Brief description
				From	To		

Section D: Core competency of agency
Please list two core competency area of the institution in reference to proposed task. (maximum 150 words)

Standard Format to Submit Proposals

Section E: Infrastructure availability

Please provide details of infrastructure owned by institution in following table.

S No.	Particulars	Number	Approx value (In Rs. Lakh)

Section F: Preference of Divisions/Districts for empanement

Please provide preference among 22 Districts of the State with reason for which the agency wishes to be empanelled

S. No.	Name of District	Reason/ justification

I (please include your name) hereby declare that, I'm authorized to sign this document on behalf of my organization and above information provided by me in response to Expression of Interest invited by the Core Group for the Capacity Building and Training (CB&T) interventions in the PPP mode is true and correct to the best of my knowledge and belief. I understand that in case any information provided above is found to be false or concealed during and/or after the empanelment process the Core Group will omit organization's name from the list of empanelled agencies and may also impose penalty as deemed fit.

Date:

Place

Name:

Designation:

(Stamp of the organization)

