

Request for Proposal

RFP No 190

Dated: 9th Feb 2018

**Hiring of Technical Support Agency for Project Management
Support to Odisha Rural Development and Marketing Society
(ORMAS)**

Issued on: 12th February 2018

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	Indemnification: The Agency shall indemnify the Client in full for any failure in performance on account of its default or non-fulfillment of its obligations and the same is performed by the client or any other agency engaged by the Client. In such case all the costs and expenses incurred by the client are recoverable from the Agency.	23
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PART I

Section 1. Letter of Invitation

RFP No. xxxxxxxx

Project#: TSA (DDU-GKY)

Dated: 12th Feb 2018

1. This is with reference to Request for Proposal (RFP) floated by Odisha Rural Development and Marketing Society, Bhubaneswar for hiring of Technical Support Agency under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY); we are herewith inviting proposals from the reputed agencies to provide consulting services. The detailed RFP is available at www.ormas.org, which can be downloaded.
2. The duration of the engagement will be for period of 5 (five) years with renewal each year on satisfactory performance reviewed by the client and continuation of the Scheme.
3. It is not permissible to transfer this RFP invitation to any other firm.
4. A firm will be selected under the least cost method (L-1) among the technically qualified bids and having scored the minimum qualifying marks as per details in the given later part of this RFP.
5. Amendments / corrigendum, if any, would be posted on the ORMAS website
6. The last date for submission of response to proposal is **12th March 2018 (5pm)**.
7. The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be made by speed post or by dropping the full proposal in the tender box.
8. The RFP includes the following documents:
Section 1 - Letter of Invitation
Section 2 - Instructions to Agency and Data Sheet
Section 3 - Technical Proposal (FTP) - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference
Incomplete Offers/ proposals or those received after specified time and date or not fulfilling the specified requirement will not be considered.

Yours Sincerely,

(-Sd-)

**Shri B.N Das, Executive Director
ORMAS, SIRD Campus, Unit- VIII,
Bhubaneswar, 751012, Odisha**

Section 2. Instructions to Agency

A. General Provisions

<p>1. Definitions</p>	<p>(a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Agency.</p> <p>(b) “Applicable Guidelines” means the policies of the Government of India/ Government of Odisha governing the selection and Contract award process as set forth in this RFP.</p> <p>(c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.</p> <p>(d) “Client” means the implementing agency (ORMAS) that signs the Contract for the Services with the selected Agency.</p> <p>(e) “Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f) “Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed in its Clause-1</p> <p>(g) “Data Sheet” means an integral part of the Instructions to Agency (ITA) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITA.</p> <p>(h) “Day” means a calendar day.</p> <p>(i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency and Agencies</p> <p>(j) “Government” means the government of the Client’s State.</p> <p>(k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency’s proposal.</p> <p>(l) “ITA” means the Instructions to the Agency that provides the Agency with all information needed to prepare their Proposals.</p> <p>(m) “LOI” means the Letter of Invitation being sent by the Client to the shortlisted Agency</p> <p>(n) “Non-Key Expert(s)” means an individual professional provided by the Agency or its Agency and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(o) “Proposal” means the Technical Proposal and the Financial Proposal of the Agency in response to the RFP.</p> <p>(p) “RFP” means the Request for Proposals to be prepared by the Client for the selection of the Agency</p> <p>(q) “Services” means the work to be performed by the Agency pursuant to the Contract.</p>
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	<p>(r) “Scheme” means the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), a flagship program of the Ministry of Rural Development (MoRD), Government of India (GoI)</p> <p>(s) “TORs” (this Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.</p>
2. Introduction	<p>2.1 ORMAS intends to select an Agency, in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating if necessary and ultimately signing the Contract with the selected Agency.</p> <p>2.3 The Agency should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Agency’s expense.</p> <p>2.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports, <i>limited to the bid document (“RFP”)</i>, required for the preparation of the Agency’s Proposal as specified in the Data Sheet.</p>
3. Conflict of Interest	<p>3.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.</p> <p>3.2.1 Without limitation on the generality of the foregoing, the Agency shall not be hired under the circumstances set forth below:</p>
a. Conflicting activities	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> A firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
b. Conflicting assignments	<p>(ii) <u>Conflict among consulting assignments:</u> The Agency (including its Experts and Agency) 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 Agency for the same or for another Client.</p>

c. Conflicting relationships	(iii) <u>Relationship with the Client's staff:</u> The Agency (including its Experts and Agency) that has a close business or family relationship with a professional staff of the Client (or of implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract. (iv) Any other types of conflicting relationships as indicate in the datasheet needs to be brought into the notice of the Client.
4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all the shortlisted Agency together with this RFP all information that would in that respect give such Agency any unfair competitive advantage over competing Agency.
5. Corrupt and Fraudulent Practices	5.1 ORMAS requires compliance with its policy in regard to corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Odisha (GoO) 5.2 In further pursuance of this policy, Agency shall permit and shall cause its agents, Experts, Agency, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client.
6. Eligibility	6.1 It is the Agency's responsibility to ensure that its Experts, service providers, and/or their employees meet the eligibility requirements as established in the TOR
7. Qualification to the Bid	Bids shall be submitted by the bidders as sole bidder without any Consortium/Joint venture/sub-contracting or other similar arrangements. Bids submitted under Consortium/Joint venture/sub-contracting or other similar arrangements are liable for rejection.
8. Bid Document Cost	The bidder shall pay to the client a non-refundable sum of Rs.10,000/- (Rupees ten thousand only) plus GST at applicable rates towards the bid document cost. The bid document cost is to be paid by way of Bank draft/Bankers' cheque in favour of Skill Development Training Fund-ORMAS drawn on a scheduled bank payable at Bhubaneswar. The bidders may down load the RFP document from ORMAS website and submit the bid along with the bid document cost with technical proposal. Bids submitted without bid document cost as mentioned above shall not be considered and liable for rejection.
B. Preparation of Proposals	
9. General	9.1 In preparing the Proposal, the Agency is expected to examine the RFP

Considerations	in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
10. Cost of Preparation of Proposal	10.1 The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.
11. Language	11.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the Client shall be written in the language(s) specified in the Data Sheet.
12. Documents Comprising the Proposal	12.1 The Proposal shall comprise the documents and forms listed in the Data Sheet. 12.2 If specified in the Data Sheet, the Agency shall include a statement of an undertaking of the Agency to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery). 12.3 The Agency shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
13. Only One Proposal	13.1 The Agency shall submit only one Proposal in its own name. If the Agency submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This preclude Coordinator, or the Agency's staff from participating as Key Experts and Non-Key Experts in more than one Proposal..
14. Proposal Validity	14.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline. 14.2 During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price. 14.3 If it is established that any Key Expert nominated in the Agency's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.
a. Extension of Validity Period	14.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Agency who submitted Proposals prior to the submission deadline to extend the Proposals' validity. 14.5 If the Agency agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts. 14.6 The Agency has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

<p>b. Substitution of Key Experts at Validity Extension</p>	<p>14.7 If any of the Key Experts become unavailable for the extended validity period, the Agency shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert.</p> <p>14.8 If the Agency fails to provide a replacement of Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p> <p>14.9 Except as the “Client” may otherwise agree, no changes shall be made in the personnel. If, for any reason beyond the reasonable control of the Agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications.</p> <p>14.10 If the “Client” (i) finds that any of the personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel, then the Agency shall, at the “Client” written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the “client”.</p> <p>14.11 Any of the personnel provided as a replacement under clause (14.9) and (14.10) above, as well as any reimbursable expenditure (including expenditures due to the number of eligible dependents) the Agency may wish to claim as a result of such replacement, shall be subject to the prior written approval by the “Client”. Also the Agency shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement.</p> <p>14.12 The Agency shall not be entitled to sub-contract the Services.</p>
<p>c. Sub-Contracting</p> <p>15. Clarification and Amendment of RFP</p>	<p>15.1 The Agency may request a clarification of any part of the RFP during the period indicated in the Data Sheet not less than 7 days prior to the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, (including an explanation of the query but without identifying its source). Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>15.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means.</p> <p>15.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Agency reasonable time to take an amendment into account in their Proposals.</p> <p>15.1.3 The Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>16. Preparation of</p>	<p>16.1 While preparing the Proposal, the Agency must give particular</p>

Proposals – Specific Considerations	<p>attention to the following:</p> <p>16.1.1 The Client may indicate in the Data Sheet the estimated Key Expert’s time input (expressed in person- month) or the Client’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Agency’s own estimates for the same.</p> <p>16.1.2 If stated in the Data Sheet, the Agency shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p>
17. Technical Proposal Format and Content	<p>17.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>17.1.1 Agency shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.</p> <p>17.2 Depending on the nature of the assignment, the Agency is required to submit a Full Technical Proposal as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p>
18. Financial Proposal	<p>18.1 The Financial Proposal shall be prepared for one year (12 Months) using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses in INR as indicated in the Data Sheet.</p>
a. Price adjustment	<p>18.2 For this assignment with a duration exceeding 12 months, a price adjustment provision for inflation for remuneration rates applies if so stated in the Data Sheet.</p>
b. Taxes	<p>18.3 The Agency and its Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Client’s country is provided in the Data Sheet.</p>
c. Currency of Proposal	<p>18.4 The Agency may express the price for its Services in the INR only</p>
d. Currency of Payment	<p>18.5 Payment under the Contract shall be made in INR only.</p>
C. Submission, Opening and Evaluation	
19. Submission, Sealing, and Marking of Proposals	<p>19.1 The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be made by speed post or by dropping the full proposal in the tender box as prescribed in Data Sheet.</p> <p>19.2 An authorized representative of the Agency shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p>

	<p>19.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>19.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>19.5 An EMD, in the given format, shall be placed in a separate envelope clearly marked “EMD, Project Management Support to Odisha Rural Development and marketing Society (ORMAS)”, reference number, name and address of the Agency. Unless the EMD is submitted, the Technical Proposal shall not be considered.</p> <p>19.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “Technical Proposal, Project Management Support to Odisha Rural Development and marketing Society (ORMAS)”, reference number, name and address of the Agency, and with a warning “Do Not Open until [insert the date and the time of the Technical Proposal submission deadline].”</p> <p>19.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Agency, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</p> <p>19.8 The sealed envelopes containing the EMD, Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Agency’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”.</p> <p>19.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>19.10 The Proposal must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p> <p>19.11 Late submission of tender shall be out rightly rejected. The client shall not be responsible for any matter whatsoever including for postal delay or loss of any documents by accident, theft, natural calamities (act of God).</p>
<p>20. Confidentiality</p>	<p>20.1 From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p>

	<p>20.2 Any attempt by Agency or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.</p> <p>20.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if an Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
<p>21. Opening of Technical Proposals</p>	<p>21.1 The Client's evaluation committee shall conduct the opening of the EMD and Technical Proposals in the presence of the Agency' authorized representatives who choose to attend (in person, or through authorised representatives). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with ORMAS until they are opened in accordance with the ITA.</p> <p>21.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Agency; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
<p>22. Proposals Evaluation</p>	<p>22.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>22.2 The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<p>23. Evaluation of Technical Proposals</p>	<p>23.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
<p>24. Public Opening of Financial Proposals</p>	<p>24.1 After the technical evaluation is completed, the Client shall notify those Agency whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Agency's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Agency that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Agency sufficient time to make arrangements for attending the opening. The Agency's attendance at the opening of the Financial Proposals (in person, or through authorised representative if such option is indicated in the Data Sheet) is optional and is at the Agency's choice.</p>

	<p>24.2 The Financial Proposals shall be opened by the Client’s evaluation committee in the presence of the representatives of those Agency whose proposals have passed the minimum technical score and who choose to attend. At the opening, the names of the Agencies, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>
<p>25. Correction of Errors</p>	<p>25.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and <i>no corrections are made to the Financial Proposal.</i></p>
<p>a. Time-Based Contracts</p>	<p>25.1.1 If a Time-Based contract form is included in the RFP, the Client’s evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client’s evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
<p>b. Lump-sum Contracts</p>	<p>25.2 If a Lump-Sum contract form is included in the RFP, the Agency is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITA below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.</p>
<p>26. Taxes</p>	<p>26.1 The Client’s evaluation of the Agency’s Financial Proposal shall exclude GST on the price quoted by the Agency in accordance with the instructions in the Data Sheet.</p>
<p>27. Evaluation of the Bids</p>	
<p>a. Least cost Based Selection</p>	<p>27.1 Mentioned in the Data Sheet. The technically qualified bids scoring the minimum qualification score as in the Data Sheet shall be ranked on the basis of least cost offered. The technically qualified Agency, having scored the minimum qualifying score and offering the least cost bid will be invited for negotiations if necessary as decided by the client</p>

D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations if required will be held at the date and place as intimated by the client with the Agency’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Agency.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Agency’s authorized representative.</p> <p>28.3 Within 15 days from the date of Letter of Invitation (LoI) from the Client, the successful Bidder shall furnish a Performance Guarantee of an amount equal to 5% of its Financial Proposal for the first year (excluding GST) from the date of commencement of services by way of Bank Guarantee valid for one year with an additional claim period of 2 months issued by one of the Nationalized Banks operable and executable at Bhubaneswar for the due performance of the Assignment in the format at Annexure</p>
a. Availability of Key Experts	<p>28.4 Experts included in the proposal are a pre-requisite for considering award of the contract, if selected or if applicable a replacement as per terms of the ITA. Failure to confirm the key experts’ availability may result in rejection of the Agency’s proposal and client proceeding with to negotiate with next ranked Agency. Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if solely due to circumstances outside the reasonable control of and not foreseeable by the Agency, including but not limited to death or medical incapacity. In such case, the Agency shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate. In case there is any change in the proposed key experts, a penalty of 30% on the proposed cost of the respective Expert will be imposed by ORMAS.</p>
b. Technical Negotiation	<p>28.4 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
c. Payment in Terms	<p>28.5 Payments shall be released as per the conditions stated in the datasheet</p>
29. Conclusion of Negotiation	<p>29.1 The negotiations are concluded with a finalization of draft Contract as per terms of the RFP which then shall be initiated by the Client and the Agency’s authorized representative. If the Agency fails to execute the agreement within 7 (seven) days, of communication by the Client, the Client shall inform the Agency in writing of all pending issues and disagreements and provide a final opportunity to the Agency to respond. If disagreement persists, the Client shall terminate the negotiations informing the Agency of the reasons for doing so. EMD submitted by the Agency shall be forfeited and the Client will proceed for invite the next-ranked Agency to negotiate a</p>

	Contract. Once the Client proceeds for negotiations with the next-ranked Agency, the Client shall not reopen the earlier negotiations.
30. Award of Contract	30.1 After completing the negotiations the Client the Agency shall sign the Contract; publish the award information as per the instructions in the Data Sheet . The Agency is expected to commence the assignment on the date and at the location specified in the Data Sheet .
31. Indemnity and Liability	Liabilities of the Client and the Agency under the contract are as described in the Data Sheet
32. Termination	Subject to other provisions of this RFP, in the event of failure or default to provide the services for Project Management Support, to furnish the deliverables to ORMAS in accordance with this RFP, without prejudice to any other rights which the client may have under terms of this RFP, the client is entitled to terminate the contract with the Agency by issuing the termination notice to the Agency; provided that before issuing such termination notice grant 15 (fifteen) days to the Agency to make a representation, and may after the expiry of such 15 (fifteen) days, whether or not it is in receipt of such representation, issue the termination notice

E. Data Sheet

A. General	
SN / Clause Ref	Reference
1	Odisha, India
2.1	<p>Name of the Client: Odisha Rural Development & Marketing Society (ORMAS)</p> <p>Method of selection: Least cost basis among the technically qualified bids attaining the minimum qualifying marks as per details in the Data Sheet</p> <p>This tenure of the contract will be for period of 5 (five) years with renewal each year on satisfactory performance reviewed by the client and continuation of the Scheme.</p>
	<p>Address from where the RFP Documents can be obtained: ORMAS,SIRD Campus, Unit-VIII, Bhubaneswar-751012, Odisha www.ormas.org</p>
	<p>Issue of RFP Documents: On any working day from 12th Feb 2018 to 12th March 2018 between 10 am to 5 pm and website: www.ormas.org</p>
2.2	<p>EMD and Financial Proposal to be submitted together with Technical Proposal: Yes, in 3 (three) separate envelopes as mentioned in the Datasheet.</p> <p>The name of the assignment is: Project Management Support to Odisha Rural Development & Marketing Society (ORMAS)</p> <p>Bidder participating in the bidding process must furnish an earnest money deposit (EMD) of INR 5 (five) lakhs by way of a Bank Draft or Banker's Cheque in the name of Skill Development Training Fund-ORMAS payable at Bhubaneswar drawn on a scheduled bank in the format provided in the Annexure. EMD instrument is to be submitted separately in sealed envelope with the description "EMD for Hiring of Technical Support Agency for Project Management Support to Odisha Rural Development and Marketing Society (ORMAS)". Technical proposal of the bidder shall not be opened in absence of</p>

	<p>EMD as mentioned under the clause. The EMD of bidders shall be refunded soon after final acceptance of bid and award of contract. The EMD taken from the bidder shall be forfeited in the following cases:-</p> <ol style="list-style-type: none"> a) When the bidder withdraws his bid proposal after opening of bids. b) If the bidder alters or modifies or revokes its bid partly or fully during the bid validity period on any extension thereof. c) If any of the claims, confirmations, statements, declarations of the bid is found to be incorrect or inconsistent, or in any case of misrepresentation of facts. d) When the bidder does not execute the agreement after placement of order within the specified time. e) In case the Technical Bid contains any information on the Financial Proposal of the bidder. f) When the bidder submits a conditional or qualified bid. g) If a bidder submits more than one bid. h) When the bidder does not furnish the Performance Guarantee in the form of Bank Guarantee after the work order is placed within the stipulated period. i) If the bidder alters or modified bid during the bid validity period after bid opening or any extended period thereof j) If the bidder engages in a corrupt practice, fraudulent practice, coercive practice, restrictive practice, collusive bidding or bid rigging. k) The EMD of those bidders whose technical proposals are found to be unresponsive or whose technical proposal do not qualify as per the qualification requirements as set out in the Data Sheet shall be returned within a period of 15(fifteen) days from the date of announcement of the list of Technically Qualified Bidders. l) The EMD of all the bidders shall be refunded within 15(fifteen) days from the date of annulment in case the tender process is annulled by the Client. m) The EMD of the technically acceptable bidders other than the selected bidder for award of the contract shall be refunded soon after finalisation and award of contract
2.3	<p>A pre-proposal conference will be held: Yes</p> <p>Date of pre-proposal conference: 23th Feb 2018 Time: 3:00 pm on wards Address: ORMAS, SIRD Campus, unit-8, Bhubaneswar, Pin -751012 E-mail: ormashq@gmail.com Contact person: Mr. B.N.DAS Contact No.: 0674-2565871</p>
2.4	<p>The Client will provide the following inputs, project data, reports, etc. to</p>

	facilitate the preparation of the Proposals: As per Terms of Reference (ToR)
B. Preparation of Proposals	
11	This RFP has been issued in the ENGLISH language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.
12.1	<p>The Proposal shall comprise the following:</p> <p><u>Envelope-1: 1st Inner Envelope with EMD(Cover-A)</u> With the description “EMD for Hiring of Agency for Project Management Support to Odisha Rural Development and Marketing Society (ORMAS)” on the envelope</p> <p><u>Envelope-2: FULL TECHNICAL PROPSOSAL</u> 2nd Inner Envelope with the Technical Proposal (Cover-B) With the description “Technical Bid for Hiring of Agency for Project Management Support to Odisha Rural Development and Marketing Society (ORMAS)” on the envelope</p> <p>(1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6</p> <p><u>AND</u></p> <p>Envelope-3</p> <p>3rd Inner Envelope with the Financial Proposal (Cover-C) With the description “Financial Proposal for Hiring of Agency for Project Management Support to Odisha Rural Development and Marketing Society (ORMAS)” on the envelope</p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3</p>
12.2	Statement of Undertaking is required: Yes
13.1	Participation of Sub-Agencies, Key Experts and Non-Key Experts in more than one Proposal is permissible: No

14.1	Proposals must remain valid for 90 days calendar days after the proposal submission deadline.
14.2	<p>a) The Bidder has to be a single entity and all Key Experts should be in the payroll of the Bidder.</p> <p>b) Sub-contracting / Outsourcing of only District Coordinators are allowed. However all responsibility towards the scope of work and deliverables of these positions shall be on the Bidder.</p> <p>c) The Key Experts/ Experts of the Agency shall take responsibility to process the files/proposals and place before the competent authority of the client as may be required by the client with their comment/views if any.</p>
15.1	<p>Clarifications may be requested no later than 15 days prior to the submission deadline</p> <p>The contact information for requesting clarifications is: Address: ORMAS, SIRD Campus, Unit- VIII,, Bhubaneswar, 751012, Odisha E-mail: ormashq@gmail.com Contact person/conference coordinator: Shri B.N Das, Executive Director</p>
18.1	<p>Time cost of the Key Experts to be provided in the Financial Proposal</p> <p>All TA/DA shall be additional and will be reimbursed to Agency as per the guidelines of ORMAS / Govt. of Odisha. Office facility shall be provided by ORMAS.</p>
18.2	A price adjustment provision applies to remuneration rates: The accepted quote (rate on which Bidder is awarded the Project) will be valid for a period of 12 months from the commencement date and will be escalated by 10% for every 12 months during the Contract Period.
18.4	The Financial Proposal should be quoted in INR
C. Submission, Opening and Evaluation	
19.1	The Agencies shall not have the option of submitting their Proposals electronically. The submission shall be done by sending by speed post or dropping the full proposal consisting of three envelopes in the tender box of the Client
19.4	<p>The Agency must submit the full proposal consisting of three envelopes. All envelopes should be properly marked and sealed:</p> <p>(a) EMD</p> <p>(b) Technical Proposal: one (1) original and one (1) soft copy in pdf format in the form of CD;</p> <p>(c) Financial Proposal: one (1) original.</p> <p>The financial proposal should be submitted in the formats mentioned in the RFP for One year only; submission of financial proposal in any other format will be rejected.</p>

19.10	<p>The Proposals must be submitted no later than: Date: 12th March 2018 ; Time: 5pm Proposal submission address is: Executive Director, ORMAS SIRD Campus, Unit- VIII, Bhubaneswar, 751012, Odisha Tel (91-674-2565871)</p>												
21	<p>Time, Place and date for opening of the EMD and Technical Proposal Cover-A & Cover-B On 13th March 2018, 3:00 pm onwards in the conference hall of ORMAS</p>												
21.1	<p>Technical presentation by the Bidder The exact date will be intimated to the successful bidders through official email / letter and web hosted in the web site of ORMAS. www.ormas.org</p>												
21.2	<p>Opening of Financial Proposal The exact date will be intimated to the successful bidders through official email / letter and web hosted in the web site of ORMAS. www.ormas.org</p>												
21.3	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>The technical proposal opening shall take place at: Conference Hall of ORMAS, SIRD Campus, Unit- VIII, Bhubaneswar, 751012, Odisha</p>												
22	<p>Criteria, sub-criteria, and point system for the eligibility and evaluation of the Technical Proposals:</p> <p>Eligibility Criteria</p> <table border="1" data-bbox="370 1276 1393 1860"> <thead> <tr> <th data-bbox="370 1276 451 1350">Sl No</th> <th data-bbox="451 1276 1109 1350">Minimum Qualifying Criteria</th> <th data-bbox="1109 1276 1393 1350">Documents Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1350 451 1644">1.</td> <td data-bbox="451 1350 1109 1644"> The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2017 </td> <td data-bbox="1109 1350 1393 1644"> Certificate of Incorporation/ Registration under the relevant statute </td> </tr> <tr> <td data-bbox="370 1644 451 1833">2.</td> <td data-bbox="451 1644 1109 1833"> The Bidder should have a have an annual average turnover of INR 50 Crores turnover from Indian operations in business consulting services in previous three financial years (FY 2014-15, 2015-16& 2016-17) </td> <td data-bbox="1109 1644 1393 1833"> Audited Financial Statements for the 3years </td> </tr> <tr> <td data-bbox="370 1833 451 1860">3.</td> <td data-bbox="451 1833 1109 1860"> The Bidder should have an average positive net </td> <td data-bbox="1109 1833 1393 1860"> Audited Financial </td> </tr> </tbody> </table>	Sl No	Minimum Qualifying Criteria	Documents Required	1.	The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2017	Certificate of Incorporation/ Registration under the relevant statute	2.	The Bidder should have a have an annual average turnover of INR 50 Crores turnover from Indian operations in business consulting services in previous three financial years (FY 2014-15, 2015-16& 2016-17)	Audited Financial Statements for the 3years	3.	The Bidder should have an average positive net	Audited Financial
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	worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 25 Crores in the previous three financial years (FY 2014-15, 2015-16 & 2016-17)	Statements and certificate from the statutory auditor									
4.	The bidder should have helped in setting up Program Management Systems in at least 4 (four) large scale projects of minimum INR 10 crore each of Contract Value in the past three years for International/National/ State level in Govt./Corporate Sector programmes	Work Order / Contract and relevant documents									
5.	The Bidder must have on its pay roll consulting staff of at least 300 technically qualified personnel in the area of consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, IT and MIS, procurement, Communication, Documentation, Monitoring and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31st March 2017.	Declaration from Authorised Signatory (Partner/Director)									
6.	The Bidder firm should not have been blacklisted/ debarred by any State or Central Government department/ Agency or PSU in India.	Declaration from Authorised Signatory									
7.	The existing Training Partners of ORMAS and Ministry of Rural Development are not eligible.	Declaration from authorised Signatory									
<p>The technical proposals of the bidders who are found eligible as per the above Qualifying Criteria will be evaluated and awarded score on the following basis.</p> <p>Qualification and Experience(70 marks)</p> <table border="1"> <thead> <tr> <th></th> <th>Bidder's Qualification & Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The Bidder having an annual average turnover of INR 10 Crores (over and above the INR 50 Crore mentioned above) from Indian operations in business consulting services in the previous three financial years (FY 2014-15, 2015-16 & 2016-17)</td> <td>For every INR 10 Crore = 3 (three) marks each Maximum 15 marks</td> </tr> <tr> <td>2</td> <td>Experience of Project Management in Government Projects in India with Central/ State Government Department / Agency or Donor funded project in India for which it should have executed / under execution advisory projects in excess of INR 10 Crores each as contract value, as a Lead Bidder as</td> <td>1 project = 3 (three) marks Maximum 15 marks</td> </tr> </tbody> </table>				Bidder's Qualification & Experience	Marks	1	The Bidder having an annual average turnover of INR 10 Crores (over and above the INR 50 Crore mentioned above) from Indian operations in business consulting services in the previous three financial years (FY 2014-15, 2015-16 & 2016-17)	For every INR 10 Crore = 3 (three) marks each Maximum 15 marks	2	Experience of Project Management in Government Projects in India with Central/ State Government Department / Agency or Donor funded project in India for which it should have executed / under execution advisory projects in excess of INR 10 Crores each as contract value, as a Lead Bidder as	1 project = 3 (three) marks Maximum 15 marks
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	part of a contract (including extension contract if any) in the last 5 years	
3	Experience of working in skill development projects with value \geq INR 2 Cr each, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India	1 project = 4 (four) marks Maximum 20 marks
4	Experience of managing large scale programs in Odisha with a value of more than INR 2 Cr each.	1 project = 2(two) marks Maximum 10 marks
5	Project experience in implementation of DDU-GKY program as a Technical Support Agency(TSA) with any Central/State Government with annual contract value of minimum INR 1(one) Crore and completed at least 1 year as TSA	1 project = 2(two) marks Maximum 10 marks
<p><i>Note: Work Order / Completion Certificate and Terms of Reference justifying the requirements, should be submitted for each of the assignments for the above evaluation criteria.. No scores will be allotted in absence of the required supporting documents mentioned above.</i></p> <p>II. Approach and Methodology 10 marks)</p> <p>III. Technical Presentation20 marks (Overall Approach, Adequacy, Work plan, Innovation, Value addition)</p> <p style="text-align: right;">Total points 100</p> <p>The minimum technical score (St) required for cut-off is: 80</p> <p>Financial Bid of only those Bidders will be opened who score a minimum of 80 marks</p>		
24	Time, Place and date for opening of the Financial Proposal (Cover- C) To be informed later	
26	<p>For the purpose of the evaluation, the Client will exclude only GST. All other taxes are deemed to be included in the financial proposal. The Agency to furnish copies of GST registration certificate and PAN along with Technical proposal. All payments shall be made in INR. Conditions of Release of Payments to the Agency as per terms of the MoU and compliance of the deliverables as per the RFP and ToR.</p> <p><u>Release of Installments</u></p> <ol style="list-style-type: none"> 1. Signing of the contract-15% 2. Completion of 1st Quarter and Successful Delivery of assignments: 20% 3. Completion of 2nd Quarter and Successful Delivery of assignments: 20% 4. Completion of 3rd Quarter and Successful Delivery of assignments: 20% 5. Completion of 4th Quarter and Successful Delivery of assignments: 25% 	
27.1	<p>The mode of selection will be on least cost basis among the technically qualified bids attaining the minimum qualifying marks as per details in this Data Sheet</p> <p>Only those bids with a technical score of \geq80 shall be considered for financial</p>	

	evaluation.
	D. Negotiations and Award
28.1	<p>Expected date and address for contract negotiations and signing : Date: Exact date will be intimated through official letter Address: ORMAS, SIRD Campus, Unit-VIII, Bhubaneswar-751012, Odisha</p>
28.3	<p><u>Performance Guarantee</u></p> <p>a) Within 15 days from the date of Letter of Invitation (LoI) from the Client, the successful Bidder shall furnish a Performance Guarantee of an amount equal to 5% of its Financial Proposal for the first year (excluding GST) from the date of commencement of services by way of Bank Guarantee valid for one year with an additional claim period of 2 months issued by one of the Nationalized Banks operable and executable at Bhubaneswar for the due performance of the Assignment in the format at Annexure.</p> <p>b) The Bank Guarantee is to be furnished for each year of renewal as per terms of this RFP</p> <p>c) In the event of failure or default by the Agency to provide the services for Project Management Support, to furnish the deliverables to ORMAS in accordance with terms of this RFP, without prejudice to any other rights which the client may have under terms of this RFP, the client is entitled to invoke the Performance Guarantee submitted by the Agency.</p> <p>d) If the bidder fails to commence the work as per the time line mentioned in the RFP at the agreed price, the client shall invoke the Performance Guarantee submitted.</p> <p>e) The client shall, without prejudice to its other rights and remedies hereunder, in law or equity, have unqualified right to encash and appropriate the Performance Guarantee in the event of failure or default of the Agency to comply with the obligations hereunder.</p>
30.	<p>Expected date for the commencement of the Services: within 15 days of signing of contact</p>
31.	<p>Limitation of Liability - In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including loss of profits). Either party shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under the Contract except for those liabilities specified in the Agreement between ORMAS and the Agency.</p> <p>Indemnification: The Agency shall indemnify the Client in full for any failure in performance on account of its default or non-fulfillment of its obligations and the same is performed by the client or any other agency engaged by the Client. In such case all the costs and expenses incurred by the client are recoverable from the Agency.</p>

Section 3. Technical Proposal – Standard Forms

{Notes to Agency shown in brackets { } throughout Section 3 provide guidance to the Agency to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form.
Power of Attorney Copy of GST Regn. Certificate PAN Regn Copy	No pre-set format/form.
TECH-2	Agency's Organization and Experience.
TECH-2A	A. Agency's Organization
TECH-2B	B. Agency's Experience
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.
TECH-3A	A. On the Terms of Reference
TECH-3B	B. On the Counterpart Staff and Facilities
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
TECH-5	Work Schedule and Planning for Deliverables
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Agency who signs the Proposal.

Form TECH-1
TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

The Executive Director,
ORMAS SIRD Campus,
Unit- VIII,
Bhubaneswar, 751012, Odisha

Dear Sir,

We, the undersigned, offer to provide the consulting services for Project Management Support to Odisha Rural Development & Marketing Society (ORMAS) in accordance with your RFP vide no xxxx dated xxxxxxx. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- b. Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.
- c. We have no conflict of interest as stated in the RFP
- d. We meet the eligibility requirements as stated in RFP & TOR
- e. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- f. Except as stated in the ITA & Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITA may lead to the termination of Contract negotiations.
- g. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Form TECH-2(FOR FULL TECHNICAL PROPOSAL ONLY)**AGENCY'S ORGANIZATION AND EXPERIENCE**

Form TECH-2: a brief description of the Agency's organization and an outline of the recent experience of the Agency that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Agency's Key Experts and Sub-Agencies who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a consortium, the amount paid to the Agency), and the Agency's role/involvement.

A - Agency's Organization

1. Provide here a brief description of the background and organization of your company.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Agency's Experience**COMPLIANCE SHEET FORMAT FOR ELIGIBILITY**

(ALL SUPPORTING DOCUMENTS REQUIRED AS PER CLAUSE 22 OF DATA SHEET)

Sl No	Minimum Qualifying Criteria	Documents Required	Compliance (Yes/No)	Evidence attached on Page Number
1	The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act/Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2017	Certificate of Incorporation/Registration under the relevant statute		
2	The Bidder should have a have an annual average turnover of INR 50 Crores turnover from Indian operations in business consulting services in previous three financial years (FY 2014-15, 2015-16& 2016-17)	Audited Financial Statements for the 3years		
3	The Bidder should have an average positive net worth (as defined under section 2(57) of the Companies Act 2013)of not less than INR 25	Audited Financial Statements and		

	Crores in the previous three financial years (FY 2014-15, 2015-16& 2016-17)	certificate from the statutory auditor		
4	The bidder should have helped in setting up Program Management Systems in at least 4 (four) large scale projects of minimum INR 10 crore each of Contract Value in the past three years for International/National/ State level in Govt./Corporate Sector programmes	Work Order / Contract and relevant documents		
5	The Bidder must have on its pay roll consulting staff of at least 300 technically qualified personnel in the area of consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, IT and MIS, procurement, Communication, Documentation, Monitoring and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31st March 2017.	Declaration from Authorised Signatory (Partner/Director)		
6	The Bidder firm should not have been blacklisted/ debarred by any State or Central Government department/ Agency or PSU in India.	Declaration from Authorised Signatory		
7	The existing Training Partners of ORMAS and Ministry of Rural Development are not eligible.	Declaration from authorised Signatory		

1. List only previous similar assignments.

2. List only those assignments for which the Agency was legally contracted by the Client as a company or was one of the consortium partners. Assignments completed by the Agency's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency, or that of the Agency's partners or sub-Agency, but can be claimed by the Experts themselves in their CVs. The Agency should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

COMPLIANCE SHEET FOR EVALUATION**(ALL SUPPORTING DOCUMENTS TO BE ATTACHED AS PER CLAUSE 22 of DATA SHEET)**

	Bidder's Qualification & Experience	Marks	Compliance (Yes/No)	Evidence attached on Page No.
1	The Bidder having an annual average turnover of INR 10 Crores (over and above the INR50 Crore mentioned above) from Indian operations in business consulting services in the previous three financial years (FY 2014-15, 2015-16 & 2016-17)	For every INR10 Crore = 3(three) marks each Maximum 15 marks		
2	Experience of Project Management in Government Projects in India with Central/ State Government Department /Agency or Donor funded project in India for which it should have executed / under execution advisory projects in excess of INR 10 Crores each as contract value, as a Lead Bidder as part of a contract (including extension contract if any) in the last 5 years	1 project = 3 (three) marks Maximum 15 marks		
3	Experience of working in skill development projects with value >= INR 2 Cr each, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India	1 project = 4 (four) marks Maximum 20 marks		
4	Experience of managing large scale programs in Odisha with a value of more than INR 2 Cr each.	1 project = 2(two) marks Maximum 10 marks		
5	Project experience in implementation of DDU-GKY program as a Technical Support Agency(TSA) with any Central/State Government with annual contract value of minimum INR 1(one) Crore and completed at least 1 year as TSA	1 project = 2(two) marks Maximum 10 marks		

FORMAT FOR FURNISHING AGENCY’S EXPERIENCE

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in INR)/ Amount paid to the Agency	Role on the Assignment
{e.g., Jan.2014–Apr.2015}	{e.g., “technical support agency of.....”: Implementation of DDU-GKY.....; }	{e.g., Ministry of, country}	INR.....	Define role {e.g., Lead partner in a consortium if any }
{e.g., Jan-May 2014}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on..... }	{e.g., municipality of....., country}	INR.....	{e.g., sole Agency}

Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing }

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output, the approach for mobilizing the proposed experts named in the bid and recruitment of experts for vacant positions as per the matrix provided in the TOR, the approach for engaging as knowledge partner and solution of MIS as data solution Please do not repeat/copy the TORs in here.}

- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment,-including mobilizing of proposed experts named in the bid and recruitment of experts for vacant positions (apart from the name in the bid and other positions which needs to be filled), the content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }

- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts-clearly reflecting the experts committed right from the start date and those that will be recruited by target dates specified above in section (a) and (b)}

Form TECH-5 (FTP)
WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1:}													
	1) xxxxxxxx													
	2) xxxxxxxx													
	3) xxxxxxxx													
	4) xxxxxxxx													
	5) xxxxxxxxxxxxxx													
	6) xxxxxxxxxxxxxxxxxxxx													
D-2	{e.g., Deliverable #2:.....}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, Mobilization, Coordination and Counseling Expert }
Name of Expert:	{Insert full name }
Date of Birth:	{day/month/year }
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained }

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/Agency to... For references: Tel...../e-mail.....; Mr-----]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Agency's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Experts' contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date
Representative of the Agency
(the same who signs the Proposal)

Signature

Section 4. Financial Proposal - Standard Forms

{*Notes to Agency* shown in brackets { } provide guidance to the Agency to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Executive Director, ORMAS,
SIRD Campus, Unit- VIII,
Bhubaneswar, 751012, Odisha

Dear Sir,

We, the undersigned, offer to provide the consulting services as TSA for **Project Management Support to Odisha Rural Development & Marketing Society (ORMAS)** in accordance with your RFP XXXXX dated XXXXXX and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of GST in accordance with the ITA & Data Sheet*. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

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:

In the capacity of:

Address

E-mail:

FORM FIN-2 SUMMARY OF COSTS

NB: Evaluation shall be made excluding Tax

<i>Item</i>	Cost
	{Agency must state the proposed Costs in accordance with RFP; delete columns which are not used}
	<i>In Rupees</i>
Cost of the Financial Proposal	
Remuneration including project management cost	
A-Total Cost of the Financial Proposal:	
{Should match the amount in Form FIN-1}	
B- GST	
<u>Gross Total (A+B)</u>	

FORM FIN-3 BREAKDOWN OF REMUNERATION (IN INR ONLY)

SN	Expert	Number of Resources	Offered monthly remuneration per person	Total Cost for the agency per annum
1.	Mobilization, Coordination and Counselling Expert	1		
1.a	Mobilisation and counselling Coordinator	1		
2	Procurement and Project Appraisal Expert	1		
3	Monitoring and Evaluation Expert	1		
3.a	Monitoring and Evaluation Coordinator	1		
4	MIS Expert	1		
4.a	MIS Coordinator	1		
5	Financial Expert	1		
6	Placement and industry Coordination Expert	1		
6.a.	Placement Coordinator	2		
7.	Rural Communication Expert	1		
7.a	Documentation Coordinator	1		
7.b	Digital Communication Coordinator	1		
8	Capacity building expert	1		
8.a.	Capacity building Coordinator	1		
9	Post Placement and migration support Expert	1		
9.a	Post Placement and migration support Coordinator	1		
10	District Skill Coordinators at District level	35		
11	District Skill Coordinators at State level	4		
	Total	57		

Notes:

- The expert rates quoted should be inclusive of all project management fee etc. and exclusive of GST.

Section 5. Terms of Reference

Technical Support Agency Under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) in Odisha

1. Background

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), is a flagship program of the Ministry of Rural Development (MoRD), Government of India (GoI). The program is aimed at alleviation of rural poverty through career promoting skills and placements through its unique focus under the National Rural Livelihood Mission (NRLM). The key focus area of DDU-GKY are the poor rural youth; the priority it gives to disadvantaged groups such as the SC/ ST / women and minorities and its attention to market-led training programs to ensure employability and its emphasis on partnership based skilling and placement delivery. Odisha Rural development and marketing Society, Panchayati Raj Department, Government of Odisha is a State level nodal unit for implementation of DDU-GKY.

DDU-GKY follows a three-tier implementation architecture with the DDU-GKY National Unit (DDU-GKY-NU), MoRD as the apex unit setting policy, providing technical facilitation to states, providing major part of funding to the program, monitoring & evaluation as well as undertaking coordination with key stakeholders in the sector, nationally and internationally; the DDU-GKY State Skill Missions (Primarily under State Project Management Unit of Dept. Of RD) as the state level nodal implementation support agency and implementation undertaken in partnership with Project Implementation Agencies (PIAs) – in general private sector agencies, NGOs, government and semi-government agencies with experience in skilling and placement) that serve as the skill imparting and placement partners under the program. NABCONS is the Central Technical Support Agency (CTSA) for DDUGKY in the State of Odisha.

1.1 The key stakeholders of DDU-GKY are:

Rural youth from poor families in the age group of 18 to 35 years (upper age limit is 45 years in case of Particularly Vulnerable Tribal Groups, widows, freed bonded labour etc.) are at the centre of the program objectives. The other stakeholders are:

- Families, communities and peer group of rural youth.
- Ministry of Rural Development, GoI as the funding and sponsor agency of DDU-GKY
- Panchayati Raj Department, Government of Odisha
- State Project Management Unit.
- Line Departments involved in skilling.
- Local government bodies at District Level, Block Level and Gram Panchayat level.
- PIAs who are the skilling and placement implementation partners.

- Corporate entities in public and private sector who could be both PIAs for captive skilling and placement as well as potential employers of the rural youth.
- The companies where candidates are placed.
- Migration Center and Alumni Support Centers.
- National Skill Development Agency as the apex policy and coordinating agency on skills
- National Skill Development Corporation and other Ministries of GOI as peers in the skill sector.
- Sector Skill Councils and National Council for Vocational Technical Educations with whom DDU-GKY aligns for its curriculum and certification of trainees, trainers and other assessment.
- Common Service Centres, e-chouplas, NGOs, Media and other agencies / channels that provide outreach for IEC and branding.

Special Projects under DDU-GKY:

- a. **ROSHNI:** ROSHI is a special project under umbrella programme of DDU-GKY targeted at training the youth in left-wing extremism affected districts in the country. In Odisha, ROSHNI programme is running across 6 LWE districts viz. Koraput, Malkangiri, Nuapada, Raigara, Gajapati and Kandhamal. Under this, all the projects are residential in nature. Moreover, 10% of the total project cost, over and above the project cost, is solemnly dedicated towards the establishment of centres in the concerned LWE districts.

- b. **SAGARMALA:** To implement the skill training based on the need of the industry and youth aspiration, the Ministry of Shipping is collaborating with different Ministries and agencies who have been involved in skills training for a long time. Sagaramala is collaborating with the Ministry of Rural Development's flagship Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU GKY). Representatives of Ministry of Rural Development, Government of India, Ministry of Shipping, Government of India and Odisha Rural Development and Marketing Society (ORMAS), Panchayati Raj Department, Government of Odisha have started with training batches of Sagar Mala DDU GKY convergence project in Bhubaneswar, Odisha. The overarching goal of the Skills and Livelihoods in Sagarmala is to meet the exact skill needs of industries in the port and maritime sector and provide the coastal communities right skills for better opportunities emanating from the large scale impact of Sagarmala projects. It is expected that the close involvement of the coastal communities in Sagarmala will make them contributors, direct & indirect beneficiaries and will ensure inclusive growth of the coastal districts of the country.

1.2 Organizational Structure of State Project Management Unit:

Commissioner cum Secretary Panchayati Raj Department, Govt. of Odisha would be leading this programme in SPMU, supported by, State Mission Director cum CEO, Odisha Livelihoods Mission, Executive Director ORMAS, State Project Managers (SPMs), Skill /DDU-GKY and support staff, will monitor and evaluate the programme at state level. At districts/block level, District level authorities and Block Development authorities will monitor wherein the Chief Executive, District Supply and Marketing Society, ORMAS will be heading DPMU and other district officials will be

evaluating the programme, whereas entire implementation support right from State to Village level will be done by TSA.

2. Objectives

SPMU had been implementing the skills programme of MoRD as an Annual Action plan state. The Guidelines of the DDUGKY project is available online at www.ddugky.gov.in SPMU has partnered with Project Implementation Agencies (PIAs) and has been supporting these PIAs in candidate mobilization, counseling, skills training, placement and post placement tracking. The State has attained Annual Action Plan status and has been mandated to train 1,02,000 candidates within 3 years starting from 2016 to 2019. The state has to monitor the projects on its own and a Technical Support Agency (TSA) would handhold the state in strengthening the implementation process. Therefore, there is a requirement for the state to engage a Technical Support Agency as per the DDUGKY Guidelines to technically support the execution of the project. ORMAS has been implementing DDU-GKY programme since 2014 and has already trained 60,100 and placed around 47,380 candidates under the purview of the programme.

3. Key Tasks and Responsibilities

The expected deliverables of the consultancy services will be to provide high quality services to SPMU along with well-established office at state, district and block level through deployment of qualified manpower. The manpower will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The 'Agency' shall provide technical assistance to SPMU for overall program management of skill development initiatives of SPMU in the state and enabling effective implementation of DDU-GKY in each district / block level.

The following summary of scope of work has been envisaged under the assignment:

- a) **Management Agency's Annual Plan of Operation:** The Agency's annual operational plan for SRLM-Odisha would be structured on a quarterly basis and cost estimates will be prepared jointly with SRLM-Odisha and approved by State Government or the designated authority of SPMU.
- b) **Project Appraisal:** The agency will be required to provide support to support DDU-GKY implementation unit within SRLM-Odisha through all the stages of project appraisal as per requirement specified by MoRD in DDU-GKY website (<http://ddugky.gov.in>).
- c) **Due Diligences:** The agency will facilitate due diligence of DDUGKY mentioned in the SOP of DDU-GKY.
- d) **Procurement support services:** For project specific procurements, the 'Agency' will facilitate and support procurement functions including release of advertisements, tender notices, press releases and other print media, expressions of interest, preparation of bid documents, due diligence of the Training Service Providers, as required and approved by SRLM, and provide administrative support as needed for, organizing pre-bid meetings, bid

openings, etc. The Agency will provide administrative support in procurement related record maintenance as required.

- e) **Financial management support services:** The Agency will provide back-end support to SRLM to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure.
- f) **MIS training, support & maintenance** - The agency will support in maintaining the MIS from training centre level to state level and providing training and other supports to PIAs and personnel involved in the programme. The MIS will cover information right from mobilization, details of students, attendance record through biometric machines installed at each training centre / any other suitable attendance monitoring mechanism and its sharing at various levels, all related information about training batches, monitoring at various levels, placements, post placement activities, generation of various reports and capture of all data.
- g) **Reporting:** Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates
- h) **Knowledge Management:** The Agency is required to develop system for knowledge in which it provides the insights for policy management / formulation, best practices (like migration support centres, finishing schools, community colleges etc.), pilot studies, gap surveys and placement linked support mechanism. It would be responsible for coordination with assessing bodies for certification of candidates and course curriculum. It would also be supporting in the coordination of inter-departmental convergence for the skill eco-system of the state.
- i) **Innovation:** The Agency is required to bring efficiency in the system through innovative models.
- j) **Centre of excellence :** The agency will support in establishing at least 4 center of excellences with international collaboration
- k) **Foreign Placement :** The agency will support in placing 5 % of the trained candidates in foreign countries
- l) **Process engineering and internal control system:** The agency will provide technical support to establish internal control system for running skill development programs of ORMAS
- m) **Industry tie up:** Placement agencies and industries tied up in advance for domestic placement which will be at least 50% of the numbers of trained candidates
- n) **Migration support center:** The agency will support in establishing at least 4 Migration support centers in major job/ placement locations

The works to be taken up by the Agency are as below:

3.1 Sector Assessment:

- a) Define employability in terms of the market expectation in the skills areas. Design innovative ways of measuring the employability of skill seekers.

- b) Sectors Assessment of Odisha and nearby areas for wage employment and self-employment opportunities
- c) Develop all necessary policy guidelines, document repository including formats, templates and tool kits for different functional requirements across the skilling eco-system.
- d) Propose plan for encouraging more potential PIAs and companies, Champion employers & Captive Employers and training centers to come under the fold of DDU-GKY; furthermore develop strategies of convergence and systematic evolution of getting institutions/ infrastructure of the state for skill enhancement
- e) Innovations and co-creations in skill development along with mapping the best practices across states and recommending its implementations through dissemination workshops etc.
- f) Other policy support as required from time to time as instructed by SPMU.

3.2 Industry Linkages-Placement Retention:

- a) It will be the responsibility of the TSA to coordinate with the PIA & SPMU for various activities, including placement, industry linkages and tracking.
- b) Support industry connects /advocacy programs for enabling the placement and their participation in skill development theme.
- c) Sector/ Cluster development using the skill gap reports through various agencies/ institutions and self-assessment etc.
- d) Support for placement and retention of the trained youth with career progression.
- e) TSA shall map the jobs in industries and other companies to facilitate the placement.
- f) Any other activities as defined by ORMAS for TSA

3.3 Monitoring & Evaluation:

- a) Development of Comprehensive framework for Monitoring & Evaluation of Projects: The 'Agency' will be assisting overall program management of skilling initiatives of SPMU and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project.
- b) Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggest mechanisms for effective delivery of the selections within the agreed timelines of the TSA
- c) Conduct evaluation /appraisal methods for due diligence techniques as per the SOP of DDU-GKY programme.
- d) Take periodic monitoring as per DDU-GKY norms and requirements.
- e) Provide MIS M&E and other supports to the mission
- f) Assist in on-line monitoring and audit of the progress and outcomes of the projects being executed through DDU-GKY funds
- g) Review the reporting systems and reports/alerts generated.
- h) TSA shall conduct by monthly inspection of each training centre; verify the information given by the PIA on online MIS system. TSA has to assess the quality of training centre, Training delivery, Training Centres Structure and analyze the training standards whether it as per the approved DDUGKY guidelines/ SOP. The inspection report of each centre should

be submitted to SPMU in the prescribed formats as described in SOP of DDU-GKY and suggest necessary action.

- i) TSA shall constantly monitor the training centers get the compliance of the inspection and work for quality of the trainings.
- j) Use the MIS to periodically produce analytical reports to advise SPMU and PIAs on project performance. The agency is also responsible to furnish reports as required by MoRD through SPMU.
- k) To assist the SPMU in PIAs reviews and report formats (for all the stakeholders with defined periodicity) PIAs & generate reports in prescribed formats as and when required.
- l) Ensure effective implementation of M&E Plan/framework
- m) Maintain a strategic overview of issues relating to impact assessment, evaluation and learning, monitoring trends in the external environment;
- n) Review the MIS and identify ways in which it can be strengthened and supplemented through additional survey/studies for assessing and establishing the outcomes of the program (i.e., results beyond the outputs).
- o) Design appropriate tracking surveys to capture programs outcome in terms of enhanced employability and improvement in the employment prospects. Also, design the surveys in such a manner that the indicators listed in the design and monitoring framework, results framework, and disbursement-linked indicators can be tracked.
- p) Collect and analyze the survey data. Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates

3.4 Financial Management Services:

- a) The Agency will provide back-end support to SPMU to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' has to in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure. TSA has to check Accounts of PIAs periodically confirming expenditure as per norms, TSA has to project budget for forth coming financial year by assessing the financial expenditure for current financial year. TSA has to auditing the PIAs expenditure and project a different project cost within DDU-GKY and report SPMU periodically.

3.5 Management Information System:

- a) MIS implementation, hosting, training and support and Maintenance. The TSA shall support in the development of MIS system to be maintained at the state level and also in its implementation. The support system shall be in place by the TSA to roll out of online MIS System. TSA shall develop strategic and formats for data preparation, migration & facilitate in training on MIS of the project staff & PIA representatives. The functional requirements shall include.
- b) Designing as-is and to-be from an IT perspective
- c) Designing Business Requirement Specifications and System Requirement Specifications

- d) Hardware and software sizing and develop strategy for application hosting either as hosted or at the State Data Centre
- e) Support in developing an integrated IT system, Design and Develop a dedicated Website for the DDUGKY Odisha for implementation rollout, data preparation, and migration, training, annual maintenance & support, facility management services. Managing the program as per the approved process guidelines and support for its implementation.
- f) TSA shall submit Monthly, Quarterly, Half yearly and Yearly reports and also periodical reports.
- g) Educating and training to the PIAs on reporting formats, templates & other specific information requirements as per MIS to used/ over mail / website as directed by SPMU.
- h) Review the reports by PIAs regarding any information gaps and inform the PIAs to rectify it.
- i) Facilitate and ensure state-wide rollout of the IT system
- j) Capacity building of the state level resources, district level resources and block level resources to handle the MIS Maintenance of the IT system including handling of change requests
- k) All reports as per the scope of the project will submit to SPMU from time to time.
- l) Facilitate and support in Skill Development Management System implementation, training, support and maintenance
- m) Proposing and suggesting integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc.
- n) Coordination and support with MIS development agency to ensure a robust MIS system is developed for DDUGKY, Odisha.

3.6 Knowledge Management

- a) The TSA is required to develop system for knowledge management in which it provides the insights for policy management / formulation, best practices (like migration support centers, finishing schools, community colleges etc.), pilot studies, gaps regarding Trained & Placed, Placed and retention etc. surveys and placement linked support mechanism. It would be responsible for coordination with assessing bodies for certification of candidates and course curriculum. It would also be supporting in the coordination of inter-departmental convergence for the skill eco-system of the state.
- b) Interface with Sector Skill Councils (SSCs)/ National Council for Vocational Training (NCVT)/ National Skills Qualifications Framework (NSQF) and other national & international standards agencies (relating to skill development) and to suggest modifications/ Improvements to ensure curriculum, assessment and certification is 'learner-centered' for DDU-GKY. Undertake all related support activities in respect of this alignment.
- c) The TSA shall deploy the manpower (IEC coordination) for this service to ensure quality.
- d) The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the agency shall develop and

follow an exclusive HR policy, describing standards and guidelines for managing the manpower deployed for the purpose, based on comparable similar structures established for delivering technical assistance projects of this nature in rural livelihoods sector. The selected agency will provide services through deployment of suitable manpower, having results orientation, potential to lead a thematic unit and ability to extend quality support to districts/ blocks.

3.7 Annual Plan of Operations of the Agency and Fund Management

- a) The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.

3.8 Set up Migration Support Centers:

- a) The agency will support to set up Migration support centres as per the requirement of SPMU/DDUGKY. The Migration Support Centers are open in a rented building to support the trained & placed youth away from their native districts or even states. The MSCs should support to the youth in the terms of temporary staying and work site issues addressing & resolve. The Migration Support Center will assist the youth in accommodation, counseling services, periodical get together and networking events with employers, local news letters, coordination with local civil and police administration etc. The Center will be set up as per the guidelines of DDUGKY and norms.

3.9 Other Support Activities:

- a) The TSA will formulate ICT framework for SPMU -DDU-GKY division and will design an integrated ICT framework systems.
- b) Functional inputs to IT systems ,Call Centre and other ICT tools and applications including labour management information systems
- c) Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies
- d) Day to day program administration support in conducting meeting, workshops, events, support DDU-GKY for EC meeting agendas, follow on minutes.
- e) Preparation of documents, status reports, white papers.
- f) Provide executive support, administrative support and other office support from time to time.

4. KEY DELIVERABLES

The following shall be the key deliverables and outputs. The agency shall submit monthly / quarterly reports on the following areas.

Deliverables	PIA Project Appraisal TSA is supposed to do PIA Project Appraisal if needed, as and when required by SPMU
Outputs	a) Conduct assessment & appraisal of proposal by PIA as per the appraisal

	<p>toolkit defined by DDU-GKY</p> <p>b) Guideline/Notifications.</p> <p>c) Provide the assessment report of above appraisal within pre-defined timeline to SPMU for further process.</p> <p>d) The payment of appraisal/assessment process would be made as per norms decided.</p>
Timelines	As and when required
Deliverables	<p><u>Empanelment of PIAs and Industry Linkage & Placement Retention:</u></p> <p>a) The Technical Support Agency is required to identify and draw all potential partners/ stakeholders across the domains of skill development eco-system such as training, delivery, curriculum, employment and technology. Support for the placement retention of the placed youth.</p> <p>b) The Technical Support Agency is required ensure foreign placement of at least 5% of the trained candidates for each of the project allotted by the client.</p>
Outputs	<p>a. Submit the detail report upon the issues and challenges in facing in the placement. And suggest the measures for retention of the youth. And also to PIAs for the same.</p> <p>b. Empanelment of PIAs, Potential Partners and Institutions</p> <p>c. Linkage with Industries for Placements and incorporate for DDUGKY.</p>
Timelines	Continuous
Deliverables	<p><u>Monitoring & Evaluation:</u></p> <p>a) Development of Comprehensive framework for monitoring and implementation of projects</p> <p>b) The 'Agency' will be assisting overall program management of skilling initiatives of SPMU and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project.</p> <p>c) Development of Reporting Formats</p> <p>d) Development of systems and processes</p> <p>e) Robust and continuous monitoring</p>
Outputs	<p>a) Inception report submitted with detailed work plan, approach to the assignment and proposed manpower deployment plan.</p> <p>b) Draft- Consulting deliverables (program management, monitoring, reporting structures, etc.)</p> <p>c) Monthly and Quarterly Reports</p>
Timelines	Continuous
Deliverables	<p><u>Financial management support services:</u></p> <p>a) Agency will provide back-end support to ORMAS to maintain records of</p>

	<p>expenditure incurred for the program along with the supporting documents, track expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The Agency will provide technical support in release of project sanctions, financial scrutiny for release of installments, in preparing statements of expenditures (SoE), utilisation of certificates, compiling and preparing consolidated progress reports for the program related expenditure, monitoring utilisation of the funds released to the PIAs, implementing the financial management protocols as specified in the guidelines / SOP of DDU- GKY, to get the accounts of the Skill Division audited by the external auditors.</p>
Outputs	<ol style="list-style-type: none"> a. Accounting system for tracking expenditure by activity heads; and b. Periodic progress and analytical reports for submission to SPMU c. Integration of Financial disbursement schedule d. Preparation of alerts to PIAs for any deviations observed in financial management protocols prescribed in guidelines / SOP. e. Preparing and vetting of project sanctions, financial scrutiny for release of installments
Timelines	Continuous
Deliverables	<p>Support in preparation of the MIS and ERP system for implementation, hosting, training and support & maintenance -</p> <ol style="list-style-type: none"> 1) The agency will support to the MIS Implementation Agency in hosting the infrastructure set up, design and develop a separate website for the DDUGKY, implementation and roll out of MIS system, data preparation and migration, training, annual maintenance & support, facility management services etc. 2) The agency will support the ERP Implementation Agency in developing and implementing DDU-GKY processes 3) The functional requirements shall include: <ol style="list-style-type: none"> a) Integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc. b) Reporting & Dashboard capability to monitor the performance of the partner organization against the c) Stated Key Performance Indicators d) Easy to use and intuitive user interface e) Ability to search and retrieve documents, apply versions and archive documents
Outputs	<ol style="list-style-type: none"> a) Detailed Project Plan including timeline and team member profiles b) High Level and Low Level Design documents c) Support in prototype and demonstration d) Support in test cases and results

	<ul style="list-style-type: none"> e) Support in User Acceptance Testing f) Support in Training Plan and Training g) Change Management reports
Timelines	Continuous
Deliverables	<p>Knowledge Management:</p> <p>TSA is required to develop system for knowledge management in which it provides the insights for policy management/ formulation, best practices, pilot studies, gaps etc.</p>
Outputs	<ul style="list-style-type: none"> a) Develop all necessary policy guidelines, document repository including format, templates and tool kits. b) Innovations and co-creations in skill development along with mapping the best practices. c) Facilitate in designing the model training centers strategy d) Support in Mapping of jobs in Govt. Dept. and converging with these departments e) Knowledge partner will help in benchmarking the proposed curricula and duration of each level of the programme in various sectors. f) Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary. g) Knowledge Partner will help the Skill development and skill employment unit to focus on new emerging occupations/employment avenues. h) Will suggest Innovative pilots i) Will bring in best practices of other projects across the country
Timelines	Continuous
Deliverables	<p>Annual Plan of Operations of the Agency and Fund Management:</p> <p>The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.</p>
Outputs	<ul style="list-style-type: none"> a) The Agency creates the support team for SPMU b) The Agency's annual operation plan with quarterly activity and cost estimates will be prepared jointly with SPMU and approved by appropriate authority. c) The Agency will prepare quarterly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)
Timelines	Continuous
Deliverables	<p>Migration support center:</p> <p>The Migration Support Centers are open to support the trained & placed youth away from their native districts or even states. The MSCs should support to the youth in the terms of temporary staying and work site issues addressing & resolve.</p>
Outputs	<ul style="list-style-type: none"> a) Conduct situational analyses and report for set up the MSCs

	<ul style="list-style-type: none"> b) Establishment of two migration support center* each year in subsequent years- location to be decided mutually c) Hand holding support to the placed youth who have migrated from their native areas.
Timelines	Continuous
Deliverables	<p>Other Support Activities:</p> <p>The TSA will formulate ICT framework for SPMU DDU-GKY Division and will Design an integrated ICT framework and design systems.</p>
Outputs	<ul style="list-style-type: none"> a) Functional inputs to IT systems, Call Centre and other ICT tools and applications including labour management information systems b) Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies c) Day to day program administration support in conducting meeting, workshops, events, support DDU-GKY for EC meeting agendas, follow on minutes. d) Preparation of documents, status reports, white papers. e) Provide executive support, administrative support and other office support from time to time.
Timelines	Continuous
Deliverables	Performing role of a TSA
Outputs	<ul style="list-style-type: none"> a) Facilitate in designing the model training centers strategy b) Benchmarking of the proposed curricula and duration of each level of the programme in various sectors. c) Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary. d) TSA will help the Skill Development Cell to focus on new emerging occupations/ employment avenues.
Timelines	Continuous
Others Deliverables	<ul style="list-style-type: none"> a) Centre of excellence : The agency will support in establishing at least 4 center of excellences with international collaboration b) Foreign Placement : The agency will support in placing 5 % of the trained candidates in foreign countries c) Process engineering and internal control system: The agency will provide technical support to establish internal control system for running skill development programs of ORMAS d) Industry tie up: Placement agencies and industries tied up in advance for domestic placement which will be at least 50% of the numbers of trained candidates e) Migration support center: The agency will support in establishing at least 4 Migration support centers in major job/ placement locations

5. Team Required for the assignment

To ensure quality, the selected agency will put in place a full time high caliber team for management support in the areas of HR administration for manpower deployed by them, office management, logistics management, financial management and procurement management. Brief information on the qualification requirements and the key responsibilities of the team members is provided below.

Experts and Coordinators of the TSA will process the files/ proposals and place before the appropriate authority with suitable comments.

Expert and Other Manpower Requirement at State and District of Technical Support Agency					
Sl. No.	Position	Area of expertise	Qualification & Professional Experience	Key Responsibilities	No of Position
Key-Positions					
1	Mobilization, Coordination & Counselling Expert	Mobilization & Counselling of Candidates, Database Management	<ol style="list-style-type: none"> 1 Minimum Qualification:- MBA/ PGDM/ MSW / Post graduate in Rural Development/ Management or equivalent qualification (2 years full time) from reputed institute or university. 2 Minimum 10 years experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. rural development Scheme. 3 Minimum 05 years experience in relevant fields like counseling/ social mobilization activities in skill development programs 	<ol style="list-style-type: none"> 1. Developing effective mobilization and counseling strategies for project beneficiaries including plans to involve all the stake holders like Gram Panchayats, BLFs and GPLFs , Dist. level Officers and Organizations for Mobilization 2. Support the PIAs in Mobilization Plan 3. Support in counseling the candidates and parents of the candidate regarding the trainings and preparing modules for counseling including adoption of good practices for the scientific counseling 4. Support for organizing the mobilization camps at all the levels in a systematic manner like logistics, communications, materials and effective organizing of the Mobilization camps at district/ block as well as State Level 5. Prepare formats (both qualitative and quantitative) for monthly, quarterly, half yearly and yearly reports; 	1
2	Mobilisation and Counselling Coordinator		<ol style="list-style-type: none"> 4 Minimum Qualification:- MBA/ PGDM/ MSW / Post graduate in Rural Development/ Management or equivalent qualification (2 years full time) from reputed institute or university. 5 Minimum 07 years experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. rural development Scheme. 6 Minimum 03 years experience in relevant fields like counseling/ social mobilization activities in skill development programs 	Support the Mobilisation and Counselling expert in the above mentioned activities.	1

3	Procurement and Project Appraisal Expert	Project Appraisal, Due diligence, Procurement Expert	<ol style="list-style-type: none"> 1. Minimum Qualification:- Should be CA/ ICWA from reputed institute. 2. Minimum 10 years of experience in general and at least 5 of experience in preparing bid documents - including EOI, RFQ, RFP and managing bid processes and proposal appraisal in developmental projects of Govt. / PSU/International funding agencies like UNDP/ World Bank / DFID etc. projects. 	<ol style="list-style-type: none"> 1. Anchoring empanelment of new PIAs; 2. Project Appraisal of the TSP including desk review, qualitative assessment and approval from relevant committee 3. Assistance in performance assessment and categorization 4. Release and management of expression of interest (EOIs), request for proposal (RFPs), release of advertisement and tender notices; 5. Providing operational support in relation to procurement, contracting and contactor management; 6. Monitoring and update contracting and procurement systems and processes so staff have access to information and advice which is effective, meets standards and complies with relevant legislation and regulation; 7. Facilitating expenditure reviews to identify opportunities to add value through improved procurement; 	
4	Monitoring Evaluation Expert	M&E and Learning Management	<ol style="list-style-type: none"> 1. MBA / PGDBM (2 years full time) or equivalent qualification from reputed institute or university. 2. Minimum 10 years experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. Schemes. 3. working in at least 05 years in the area of monitoring and evaluation. 4. Experience of working in at least one project using web-based monitoring and evaluation tools. 5. Experience in working on web based MIS platform preferable on livelihoods/ skill development/rural poverty 	<ol style="list-style-type: none"> 1. Identifying data requirements and the data sources for monitoring of the program; 2. Monitoring and evaluation of training outcome 3. Scorecard development and analysis; 4. Working towards standardization of internal processes and preparing SOPs for the same; 5. Identifying data requirements and the data sources for monitoring of the program; 6. Designing various formats, templates, dashboards, etc. for comprehensive monitoring; 7. Monitoring and evaluation of training outcome; 	1

			<p>reduction program</p> <p>6. Should have analytical skill in handling large data in MS-excel.</p> <p>7. Report writing skill using MS-word.</p>	<p>1) Coordinating activities of existing PIAs by tracking their overall performance;</p> <p>2) Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc.;</p> <p>3) Working towards standardization of internal processes and preparing SOPs for the same;</p> <p>4) Proposing quality circles and responsibilities marked for each period/division/ sector etc. build a platform to track placement of trained youth</p>	
5	Monitoring and Evaluation Coordinator	M&E and Learning Management	<p>1. Minimum Qualification:- MBA / PGDBM (2 years full time) or equivalent qualification from reputed institute or university.</p> <p>2. Minimum 07 years experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. Schemes.</p> <p>3. working in at least 03 years in the area of monitoring and evaluation.</p> <p>4. Experience of working in at least one project using web-based monitoring and evaluation tools.</p> <p>5. Experience in working on web based MIS platform preferable on livelihoods/ skill development/rural poverty reduction program</p> <p>6. Should have analytical skill in handling large data in MS-excel.</p> <p>7. Report writing skill using MS-word.</p>	Support the M&E expert in the above mentioned activities.	1
6	MIS Expert	Management Information system Management	<p>1. Minimum Qualification: - B.Tech. (Comp. Sc./IT) / Masters in Computer Application (MCA) or equivalent qualification (2 years full time) from reputed institute or university.</p> <p>2. Minimum 10 years of experience</p>	<p>1) Identifying data requirements and the data sources for monitoring of the program; Designing various formats, templates, dashboards, etc. for comprehensive monitoring; Monitoring and evaluation of training outcome;</p> <p>2) coordinating activities of existing</p>	1

			<p>in general and at least 5 years in software development and management</p> <p>3. Experience of working in at least one project using web-based monitoring and evaluation tools</p> <p>4. Experience in working on web based MIS platform preferable on livelihoods/ skill development/ rural poverty reduction program</p> <p>5. Should have analytical skill in handling large data in MS-excel.</p>	<p>PIAs by tracking their overall performance; Scorecard development and analysis;</p> <p>3) development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc.;</p> <p>4) working towards standardization of internal processes and preparing SOPs for the same;</p> <p>5) proposing quality circles and responsibilities marked for each period/ division/ sector etc. build a platform to track placement of trained youth.</p>	
7	MIS Coordinator	Management Information system Management	<p>1. Minimum Qualification: - B.Tech (Comp. Sc/IT)/ MCA or equivalent qualification (2 years full time) from reputed institute or university.</p> <p>2. Minimum 07 years of experience in general and at least 03 years in software development and management</p> <p>3. Experience of working in at least one project using web-based monitoring and evaluation tools</p> <p>4. Experience in working on web based MIS platform preferable on livelihoods/ skill development/ rural poverty reduction program</p> <p>5. Should have analytical skill in handling large data in MS-excel.</p>	Support the MIS expert in the above mentioned activities.	1
8	Finance Expert	Finance and Accounts Management	<p>1. Minimum Qualification:- CA/ ICWA/ MBA (Finance)/ PGDBM (Finance) or equivalent qualification (2 years full time) from reputed institute/ university</p> <p>2. Minimum of 10 years of experience in general and 05 years experience in managing overall financial, audit and accounts matter of large firms / large scale Govt./ PSU/ Semi Govt. schemes or projects.</p> <p>3. Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts,</p>	<p>1. Review of internal and external financial reports as per requirements;</p> <p>2. Disbursement scheduling and timely fund transfer;</p> <p>3. Strengthening of processes and systems;</p> <p>4. Undertaking review of Utilization Certificates (UCs) submitted by partners;</p> <p>5. Proposal evaluation and appraisal received for empanelment of new partners;</p> <p>6. Management accounting by ensuring regular update,</p> <p>7. Periodical review;</p>	1

			statement of expenditure etc., along with the financial statement i.e. ability to establish recognized procedures to account for fund use.	8.Reporting of the finance information system	
9	Placement and Industry Coordination Expert	Placement, retention, and industry Partnership/ Alumni, Migration, Placement & Retention Tracking	<ol style="list-style-type: none"> 1. Minimum Qualification:- MBA / PGDBM in HRM, PM&IR (2 years full time) or equivalent qualification from reputed institute/ university 2. Should have minimum 10 Years of experience in the field of Placements, Industry Linkages, Recruitment, and HR supporting system. 3. Working at least 05 years in the HR Department of Donor agency/ Govt. / Semi Govt. /PSU organizations / experience in implementing rural development schemes of above mentioned organizations. 	<ol style="list-style-type: none"> 1.Development of placement cell in ORMAS 2.Liaison with industry at local, domestic and international level 3.Facilitating of placement and OJT of PIA trainees 4.Organizing Industry Engagement Workshops 5.Undertake key activities to facilitate student placement through organizing job fairs, building industry partnerships etc. 6.Build a robust alumni network 7.Facilitate the overseas placements. 8.Placement verification of placed candidates on need. 	1
10	Coordinator - Placement and Industry Coordination	Placement, retention, and industry Partnership/ Alumni, Migration, Placement & Retention Tracking	<ol style="list-style-type: none"> 1. Minimum Qualification:- MBA / PGDBM in HRM, PM&IR (2 years full time) or equivalent qualification from reputed institute/ university 2. Should have minimum 07 Years of experience in the field of Placements, Industry Linkages, Recruitment, and HR supporting system. 3. Working at least 03 years in the HR Department of Donor agency/ Govt. / Semi Govt. /PSU organizations / experience in implementing rural development schemes of above mentioned organizations. 	Support the Placement and Industry Coordination expert in the above mentioned activities.	2
11	Rural Communication Expert	Rural Communication, IEC planning, Video, Audio, paper documentation etc.	<ol style="list-style-type: none"> 1. Minimum PG degree in Mass Communication, Journalism and equivalent qualification (2 years full time) from reputed institutions / universities. 2. A minimum of 10 years of experience in mass media and/or communications 	<p><u>Thematic Responsibilities</u></p> <ul style="list-style-type: none"> • Support the continual development and execution of a strong and effective communication and outreach programme to meet the objectives of DDU-GKY • Build demand for DDU-GKY 	1

			<p>especially at least 05 years experience in media and/or communications experience in education/ skilling sector.</p> <ol style="list-style-type: none"> 3. Minimum two year's experience in managing a sustained communication programme in branding in any sector. 4. Experience in handling PR / marketing events 5. Proven experience in design and development of communication content for newsletters, brochures, presentations or website. 6. Experience in internal communication strategies and activities and Experience of IEC in development sector 7. Promoting Organizational Learning and Knowledge Sharing 	<p>amongst the rural youth of poor families and amongst employers and skilling and placement partners</p> <ul style="list-style-type: none"> • Facilitate content creation, design and management in all of DDU-GKY communication channels including digital, print, multi-media and social media • Create and manage production of all types of communication materials such as brochures, newsletters, presentations, briefing notes for senior officers, media releases and others • Plan and manage research interventions including recruiting of research professionals/teams to investigate and report on the efficiency and efficacy of various programmatic actions. • Be the custodian of DDU-GKY knowledge repository • Liaise and coordinate with all teams within SRLM and the communications team at HQ to prepare periodic knowledge work, communication and marketing materials including collation of Best Practices • Organize Events, meets, workshops and participate in meets to promote DDU-GKY • Also help develop plans to facilitate smooth internal communication including use of effective online collaboration tools for dispersed teams as well as learning and development initiative of internal teams. • Other tasks that may be assigned from time to time <p><u>Operational Responsibilities</u></p> <ul style="list-style-type: none"> • Facilitate or support development of strategic and annual action plans for the Unit as well as resource plans • Develop and maintain adequate databases of relevant stakeholders to facilitate thematic delivery of 	
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				<p>DDU-GKY</p> <ul style="list-style-type: none"> • Develop TORs and procurement documents for contracting communication and marketing agencies • Supervise timely and effective deliverables from contracts • Provide technical support to the communications teams at HQ through knowledge sharing reports, organising events and workshops • Plan and implement research interventions/pre- and post-communication interventions • Ensure timely and effective preparation of Budgets for the Unit, monitor budgets and related financial reporting • Design, develop and disseminate related outreach materials • Fulfil reporting requirements of the programme for the unit • Any other related matter 	
12	Documentation Coordinator	Video, Audio, paper documentation etc.	<ol style="list-style-type: none"> 1. Minimum PG degree in Mass Communication, Journalism and equivalent qualification (2 years full time) from reputed institutions / universities. 2. A minimum of 07 years of experience in mass media and/or communications especially at least 03 years experience in media and/or communications experience in education/ skilling sector. 3. At least 03 years experience in documentation and content writing (both in English and Odia language) of Best Practices, Success stories, case studies etc. in rural development projects. 	<ol style="list-style-type: none"> 1. Design and development of all communication / IEC materials for DDU-GKY. 2. Content writing both in English and Odia for all types of documentation. 3. Facilitating publication of Booklets, Books and other IEC materials. 	1
13	Digital Communication Coordinator	Digital communication and publicity	<ol style="list-style-type: none"> 1. Minimum PG degree in Mass Communication, Journalism and equivalent qualification (2 years full time) 2. A minimum of 07 years of experience in mass media and/or communications 	<ol style="list-style-type: none"> 1. Design and development of all communication / IEC materials for DDU-GKY. 2. Content writing both in English and Odia for all types of documentation. 3. Facilitating electronic 	1

			<p>especially at least 03 years experience in media and/or communications experience in education/ skilling sector.</p> <p>3. At least 03 years experience in digital communication (web site, internet etc.) and communication through social media.</p>	<p>publication of e-Booklets, e-Books, e-Magazine and other IEC materials.</p> <p>4. Updating web site time to time with enriched information relating to DDU-GKY practices and progress of ORMAS.</p>	
14	Capacity Building Expert	Training, Workshops, seminars, ToT, Training need assessment, Capacity Building planning	<p>1 Minimum Qualification:- MBA / PGDBM / MSW/ MBA(Rural Management) or equivalent qualification(2 years full time) from reputed institutes or universities.</p> <p>2 Minimum 10 years of experience in Training and development / capacity building activities in National / International organizations</p> <p>3 At least 05 years of experience in Training and development / capacity building activities in skill development schemes of Govt. of India or State Government Schemes</p> <p>4 Should have a wide experience of conducting training, capacity building, workshop in the field of livelihood and skill development for stake holders of DDU-GKY.</p>	<p>1. Developing a detailed plan for conducting TOTs, workshops etc. for the financial year</p> <p>2. Organizing Training workshops for various State level, District Level and Block Level Stakeholders</p> <p>3. Training needs analysis of different stake holders DDU-GKY and preparation of comprehensive capacity development plan along with execution of the same.</p> <p>4. Coordination with National as well as International Certification agencies for organizing TOTs for trainers of PIAs</p> <p>5. Quarterly reporting to the client</p> <p>6. Coordination with Certification Agencies National & International Agencies</p> <p>7. Facilitating SoP certification of different stake holders in DDU-GKY.</p> <p>8. Invite Panel of Experts (from Industry and other areas) to Training center for guest lecturers in different trades.</p> <p>9. Develop modules for Extracurricular, Soft Skills, Work Readiness, Behavioral skills, Life skills (align to the industry standards) for Trainees and Trainers and implement the same in DDU-GKY program</p>	1
15	Capacity Building Coordinator	Training, Workshops, seminars, ToT,	1. Minimum Qualification:- MBA / PGDBM / MSW/ MBA(Rural Management) or equivalent	Support the Capacity Building Expert expert in the above mentioned activities.	1

		Training need assessment, Capacity Building planning	<p>qualification (2 years full time) from reputed institutes or universities.</p> <p>2. Minimum 7 years of experience in Training and development / capacity building activities in National / International organizations</p> <p>3. At least 3 years of experience in Training and development / capacity building activities in skill development schemes of Govt. of India or State Government Schemes</p> <p>4. Should have a wide experience of conducting training, capacity building, workshop in the field of livelihood and skill development for stake holders of DDU-GKY.</p>		
16	Post Placement and Migration support Expert	Post Placement facilitation of DDU-GKY placed youth	<p>1. Minimum Qualification: - MBA / PGDBM in HRM, PM&IR (2 years full time) or equivalent qualification from reputed institute/ university.</p> <p>2. Should have minimum 10 years of experience in general HR Management and 05 years of experience in the field of Placements, post placement support and placement tracking.</p> <p>3. Working in the HR Department of Donor / Govt. / Semi Govt. /PSU other Govt. Rural development scheme experience is desirable.</p> <p>4. Should have knowledge about the Tracking system of placed candidates.</p>	<ul style="list-style-type: none"> • Facilitate post placement support to the youths placed outside of Odisha • Events for centers and students at District and State level • Organize Alumni meets in different placement locations (inside and outside the state) • Organize Training Partners (PIAs) conclave • Facilitate to Establishment and Management of “Center of Excellence” in prospective districts of Odisha. • Parents counseling for Migration of candidates to different work place inside and outside Odisha. • Facilitate to Establishment and Management of “Migration support center” in different job locations • Handling grievances of placed candidates through Call center • Placement verification on need 	1
17	Post Placement and Migration support Coordinator		<p>1. Minimum Qualification: - MBA / PGDBM in HRM, PM&IR (2 years full time) or equivalent qualification from reputed institute/ university.</p> <p>2. Should have minimum 07 years of experience in general HR</p>	Support the Post Placement and Migration support Expert in the above mentioned activities.	1

			<p>Management and 03 years of experience in the field of Placements, employee retention, employee welfare etc.</p> <p>3. Experiences at least 3 years in Donor / Govt. / Semi Govt. /PSU or other Govt. rural development schemes is required.</p> <p>4. Should have knowledge about the Tracking system of placed candidates.</p>		
Non Key-Positions					
1	District Skill Coordinator	PIA Coordination, Mobilization of candidates, &Coordination with CLFs and GPLFs	<ol style="list-style-type: none"> 1. Minimum Qualification:- MBA/ PGDBM / MSW / MBA(Rural Management) or equivalent qualifications (2 years full time degree) from reputed institutions / universities 2. Minimum 02 years of experience in Rural development projects of Govt. / PSU/ Semi Govt./ NGO/ CSR division of large companies. 3. Familiarity in Odia Language & ICT usage skill. 4. Proven experience of handling project involving forging linkages with industries, NGO's State/Local Govt. 5. Experience in assisting set-up of self-employment initiatives for skilled youth through incubation preferred. 	<ol style="list-style-type: none"> 1. Conducting inspection visits to approved SDCs to oversee training programmes 2. Recommend SDCs for residential/nonresidential, number and name of the courses 3. Facilitate process of PIA registration and program implementation 4. Monitoring and reporting of the PIAs performance 5. Support in conducting mobilization camps at district level 6. Coordination with SHGs, CLFs and GPLFs for initiating the awareness of the programme 	<p>39</p> <p>(35 at District Head Quarter and 4 at State Head Quarter)</p>

***CVs of Non-Key experts are not required during technical evaluation.**

LEAVE POLICY

The objective of this policy is to ensure that experts are able to balance the work and professional life without compromising work continuity and discipline.

1. The expert should generally be stationed in Bhubaneswar however, depending upon requirement he may be deputed to districts for field visits, etc. The experts have to follow the working hours, working days and holidays of Govt. Of Odisha.
2. Experts shall get prior approval of Executive Director, ORMAS before leaving Head Quarter.
3. Leave entitlement and computation will be effective from date of start of project.
4. An expert can avail maximum 12 leaves per year on pro-rata basis.
5. Leave can't be claimed as experts' right. Except in case of emergencies, all leave will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the Executive Director, ORMAS

FORMAT FOR BANK GUARANTEE

BG should be obtained from Nationalized/ Scheduled Commercial Bank

DATE:

BANK GUARANTEE

Name of Bank:

To

The Odisha Rural Development And Marketing Society,
Bhubaneswar

Dear Sir,

Guarantee No.....
Amount of Guarantee Rs...../- (Rupees.....) only.
Guarantee cover from.....to.....
Guarantee remain full force.....
Last date for lodgment of claim:..... (Two months from Date of Expiry)

This Deed of guarantee executed by (Bank Name).....
constituted under the Banking companies (**Acquisition & Transfer of Undertaking**) Act
..... having its registered office at and amongst
other places, a branch at (herein after referred to as the bank) in favour
of the Odisha Rural Development And Marketing Society, **Bhubaneswar** (hereinafter referred to
as ORMAS, the beneficiary.) for an amount not exceeding Rs./- (Rupees
.....) only at the request of **M/s.....**
..... (hereafter referred to as the Technical Support Agency).

This guarantee is issued subject to the condition that the liability of the bank under this
guarantee is limited to maximum of Rs./- (Rupees
.....) only and the guarantee shall remain in full force from
..... to (date of expiry) with further claim period
of two months and cannot be invoked otherwise than by written demand or claim under this
guarantee served on the bank at our branch at Bhubaneswar on
or before (last date of lodgment of claim) by the ORMAS,
Bhubaneswar in writing.

For (Bank) Seal

Branch Manager

SUBJECT TO AS AFORESAID Branch
(Main guarantee matter may be typed hereafter)

BG No:.....

Date.....

Amount.....

Valid period from..... to

Claim period up to

BANK GUARANTEE

The Odisha Rural Development And Marketing Society, BBSR (hereinafter called as the ORMAS) has agreed to accept from M/s at
PO PS
District....., State (hereinafter called as Technical Support Agency) a bank guarantee for Rs..... (Rupees only for the period from to with a further claim period of two months & last date of lodgment of claim within towards Performance Guarantee in connection with Work Order/ Contract/ PO/ Tender no. & date.

We (Bank) branch, do hereby undertake to indemnify and keep indemnified "ORMAS" to the extent of Rs. (Rupees only) for the period from to .. with the last date of lodgment of claim within

We (Bank) branch, further agree that if a demand is made by the ORMAS, have no right to decline to cash the same for any reason whatsoever. The fact that there is a dispute between the said Technical Support Agency and the ORMAS is no ground for us to decline to honour invocation the Bank Guarantee and such invocation is a sufficient reason for the ORMAS to enforce the bank guarantee unconditionally without any reference to the said Technical Support Agency, within 48 hours excluding holidays.

We (Name of the Bank & Branch) branch, further agree that a mere demand by the ORMAS is sufficient for us (Bank Name),..... Branch at Bhubaneswar, to pay the amount covered by the bank guarantee without reference to the said Technical Support Agency and any protest by the said Technical Support Agency cannot be valid ground for us, Bank Branch, to decline payment to the ORMAS.

We the bank, undertake to pay to the ORMAS any money so demanded notwithstanding any dispute or disputes raised by the said Technical Support Agency in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal.

If notice of demand is served on the Bank and for this purpose it shall be deemed sufficient if such notice is served on our branch at, Bhubaneswar, by the ORMAS before the last date of lodgment of claim under this guarantee, then notwithstanding anything to the contrary herein contained, the liability of the Bank under this guarantee shall be enforceable as due to us.

BG No.....
Date.....
Amount.....
Valid period from..... to
Claim period upto

We the bank further agree that the ORMAS shall have fullest liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the agreement/ work order/ contract/ order etc. or to extend time of performance by the said Technical Support Agency from time or to postpone for any time or from time to time any of the powers exercisable by the ORMAS against the said Technical Support Agency and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said Technical Support Agency or for any forbearance, act or omission on the part of the ORMAS or any indulgence by the ORMAS to the said Technical Support Agency.

We (Name of the Bank & specify branch name)
..... branch, lastly undertake not to revoke this guarantee during its currency except with
the previous consent of the ORMAS in writing.

Notwithstanding anything contained herein above:

1. All claims under this guarantee must be presented to (name of the bank)
..... (Branch), Bhubaneswar (Odisha).
2. Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees
.....) only.
3. This guarantee will not get discharged due to change in the constitution in the bank or the said Technical Support Agency.
4. This bank guarantee shall remain valid upto (date of expiry) with additional claim period of two months and claim under this guarantee can be served on or before (last date of lodgment of claim).
5. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if ORMAS serves a written claim of demand on the bank at our Branch at Bhubaneswar on or before (last date of lodgment of claim).
6. We declare that this Bank Guarantee is not tainted with fraud and is furnished in the written request of the Technical Support Agency.

Signature:

Name:

Address:

For & on behalf of

(Seal)

Signed and delivered this on.....

End of the Document