EoI No.:..

Dated:........................

EXPRESSION OF INTEREST (EoI)

For

Empanelment of Non-government Organization (NGOs) to support in implementing the training programme of the Elected Representatives of Panchayati Raj Institutions and Functionaries of the Panchayati Raj Department under Rashtriya Gram Swaraj Abhiyan (RGSA) in the Department of Panchayati Raj, Government of Jharkhand

Department of Panchayati Raj

Government of Jharkhand

FFP Building, Dhurwa, Ranchi – 834004

Email: panchayat-jhr@nic.in, Panchayat.jhr@gmail.com

Important Dates

Sl. No.	Particular	Date/ Time
1	Publication of the advertisement for empanelment	30/06/2022
2	Start date of issuance/ download of EOI document	01/07/2022
3	Start date of EOI submission	01/07/2022
4	Last date of submission of EOI	19/07/2022
5	EOI opening date and time	22/07/2022
6	Technical Evaluation-Shortlisting of NGOs for Presentation	28/07/2022
7	Raising Objection by NGOs	05/08/2022
8	Presentation by NGOs	11/08/2022
9	Presentation by NGOs	12/08/2022
10	Finalization of Empanelled NGOs	18/08/2022

The information contained in this Expression of Interest document ("EoI") or subsequently provided to bidders, verbally or in documentary or any other form by or on behalf of the Department of Panchayati Raj, Government of Jharkhand or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

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

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

Department of Panchayati Raj also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this EOI.

Department of Panchayati Raj may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI. The issue of this EOI does not imply that the Employer is bound to select a bidder or to appoint or to empanel.

Department of Panchayati Raj reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Department of Panchayati Raj or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Department of Panchayati Raj shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

CB	Capacity Building
CBO	Community Based Organisation
CRP	Cluster Resource Person
CSS	Centrally Sponsored Scheme
CV	Curriculum Vitea
ER	Elected Representatives
EWR	Elected Women Representatives
FLW	Field Level Worker
FY	Financial Year
GSTN	Goods and Services Tax Identification Number
IEC	Information, Education and Communication
INR	Indian Rupees
ISO	International Organization for Standardization
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MoU	Memorandum of Understanding
NBA	Nirmal Bharat Abhiyan
NCBF	National Capacity Building Framework
NGO	Non-government Organization
NRHM	National Rural Health Scheme
OBC	Other Backward Class
PAN	Permanent Account Number
PESA	Panchayats (Extension to Scheduled Areas) Act
PF	Panchayat Functionaries
PRI	Panchayati Raj Institutions
PSU	Public Sector Undertaking
RGSA	Rashtriya Gram Swaraj Abhiyan
RP	Resource Person
RTI	Right to Information
SC	Schedule Caste
SDG	Sustainable Development Goals
SHG	Self Help Group
SSA	Sarva Shiksha Abhiyan
ST	Schedule Tribe
TAN	Tax Deduction Account Number / Tax Collection Number
TNA	Training Need Assessment
ToR	Term of Reference
3F	Fund, Function and Functionaries

NOTICE FOR INVITING EXPRESSION OF INTEREST (EoI)

Subject: Expression of Interest for Empanelment of Non Governmental Organizations as agencies to support in implementing the training programmed of the elected representatives of Panchayati Raj Institutions and functionaries of the Panchayati Raj Department.

To nurture the Panchayati Raj Institutions as a grassroot democratic institution and to enable those institutions to function effectively for achieving SDGs and other development objectives requires comprehensive Capacity building efforts. Imparting effective and quality capacity building of elected representatives (ERs) and Panchayat Functionaries (PFs) require engagement and support of multi stakeholders of diverse areas and expertise. Rashtriya Gram Swaraj Abhiyan (RGSA) is one the Centrally Sponsored Scheme (CSS), along with other state sponsored schemes, to address the capacity building and training needs of the elected representatives thereby Panchayati Raj Institutions (PRIs) could function effectively. Department of Panchayati Raj, Government of Jharkhand intends to empanel reputed non-governmental organization having prior experience in Capacity Building and Training of Elected Representatives of Panchayati Raj Institutions i.e. Ward members/Muhkiya/Panchayat Samiti members/Parmukh/Up-parmukh/Zila Parishad members/Zila Parishad Adhyksh/Upadhyksh, Field Level Workers (FLWs) i.e. Aaganwadi Workers / Sahiyyas / Jal Sahiyyas/Cluster Resource Person, and Community Based organizations i.e. Women Self Help Group/Adolescent Group etc.

Interested institutions / NGOs may submit Expression of Interest and apply as per instructions given below:

1. Procedure for submission of application: The Terms of reference (ToR) for submitting the EoI with details of scope of work, eligibility criteria is available at the website: **www.jharkhand.gov.in/panchayatiraj**.

2. Last date for submission of EoI will be 15:00 hours by 19.07.2022. Application received after due date or not received in the prescribed format will not be accepted or considered. Agency profile and all relevant documents along with declaration need to be submitted.

3. Registration of NGOs with NGO Portal Darpan: NGOs applying for this EoI should take note that for receiving financial support from the Government it is now mandatory to be registered with the NGO Portal Darpan. It will be mandatory for NGOs to be registered with NGO Portal Darpan.

4. NGOs / Agencies which have been empanelled by the Department of Panchayati Raj and did not accomplish the assigned work during last empanelment period are not eligible to apply for this empanelment.

5. NGOs which have been blacklisted by any of the governmental / non-governmental agency are not eligible to apply for this empanelment.

6. Department of Panchayati Raj, Government of Jharkhand reserves the right to accept / reject any of/all the application/s received.

7. Further details, if any, may be obtained at Email: panchayat-jhr@nic.in Or at Telephone no. 0651-2401727

Joint Secretary,
Department of Panchayati Raj
Government of Jharkhand

(Note: Department reserves the right to cancel this request for EoI and/or invite proposals afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and Department also reserves the right to amend/add further details in the EoI.)

DEPARTMENT OF PANCHAYATI RAJ

GOVERNMENT OF JHARKHAND

TERMS OF REFERENCE

Empanelment of NGO to support in implementing the training programme of the Elected Representatives of Panchayati Raj Institutions and Functionaries of the Department of Panchayati Raj under Rashtriya Gram Swaraj Abhiyan (RGSA)

1. Background:

1.1. The Context :

In Jharkhand, Panchayati Raj Institutions came into office after a long gap in the year of 2010 wherein substantial numbers of representatives have neither exposure of functioning of the Panchayats nor aware about the functioning of the Panchayats. In addition, there were a significance number of elected representatives from women, STs, SCs and OBCs.

In the last ten years, two rounds of the Panchayat elected held in the state of Jharkhand after the enactment of 73rd Constitutional Amendment Act of 1992. At present there are 4350 Gram Panchayats, 263 Panchayat Samitis and 24 Zila Parishads.

Significance of the training is one of the well-recognized tools to enhance the level of performance of any individual and institutions. It accelerates the pace of implementation of development process and stimulates the achievements of the envisaged outcomes from the individual and institutions. It is more imperative if any institutions came into office after a long time.

National Capacity Building Framework (NCBF), 2014 recommends three broad categories of the training for the elected representatives of the Panchayati Raj Institutions i.e. classified as MUST, SHOULD & COULD:

- **Foundation course/ Basic Orientation:** The Foundation Course is a mandatory course designed to orient all the new ERs, as well as core Panchayat functionaries such as Panchayat secretaries, with the fundamental concepts related to Panchayati Raj. This should be conducted within six months of every fresh PRI election. The desired duration may vary from 1 to 6 days, in a face-to-face, direct interactive mode.

- **Theme/Sector-specific Course:** A detailed thematic sector-specific training course could be planned for ERs and officials or for Standing Committees, in a direct interactive face to face mode. The duration could be 2-3 days for these thematic courses, which should be planned during the second year after election.

- **Refresher Courses:** The mandatory Refresher Course may be of 2 to 3 days' duration. This should be designed for reinforcement of knowledge generated in the Foundation Course in the first year of the electoral cycle and could ideally be during second or third year after election.

In addition, NCBF 2014 also recommends two types of the optional courses which are as follows:

- **Special Courses for Marginalized Groups:** Special attention needs to be given to SC, ST and Elected Women Representatives (EWRs) to enhance their involvement in decision making, institutional management and team building, so that they can emerge as assertive local leaders. This course may ideally be designed for 2 to 3 days, and be conducted within six months to one year of PRI election.

- **Special Courses for Panchayat Functionaries:** Similarly, specifically designed courses may be organized for the Panchayat officials, taking into account their designated tasks/job profile.

Rashtriya Gram Swaraj Abhiyan (RGSA), a Centrally Sponsored Scheme (CSS) to address the capacity building and training needs of the elected representatives thereby Panchayati Raj Institutions (PRIs) could be Strengthened for achieving Sustainable Development Goals (SDGs) with main thrust on convergence with Mission Antyodaya and emphasis on strengthening PRIs in the 117 Aspirational districts, also recommends organizing Basic Orientation-Foundation Course of the elected representatives of Panchayati Raj Institutions within 6 months of their election, and Refresher Course within 2 years of their election.

1.2. Summary of types of training courses:

According to National Capacity Building Framework 2014, suggested content areas for different types of training courses could be summarized as follows:

The suggested course content for Basic Orientation – Foundation Course is divided into two parts namely common core content and state specific content.

Suggested topics under Common Core Content are as follows:

- Concept of democracy and people's participation in development
- Meaning of local self-government
- Overview of Panchayati Raj in India
- 73rd and 74th Constitutional Amendments
- Gram Sabha and participatory development
- Human development, gender equality, social justice and women empowerment
- e-Governance and e-Panchayats
- Good governance
- Quality-assured service delivery of all development programmes

Suggested State-Specific Content are as follows:

- Overview of State Panchayati Raj Act and Rules
- Roles and Responsibilities of Panchayats – at all three levels
- Devolution of '3Fs' with respect to XI-Schedule-29 Subjects
- Activity-Mapping for 3 tiers of Panchayats actually devolved by respective State Governments
- Relevant issues related to Scheduled V Areas - such as PESA (in respect of 10 PESA – specific States)
- Participatory and decentralized planning
- District Planning Committee
- Conduct of mandatory meetings by Panchayats – General Body and StandingCommittees
- Office management of Panchayats
- Maintenance of registers and records

- Transparency & accountability mechanisms: RTI and social audit
- Financial management: budgeting and accounting systems, including Panchayat database of funds received, expenditure incurred and own income
- Revenue matters related to Panchayats – Collection of taxes/fees/penalties; Removal of encroachments from Panchayat lands and common property resources; Issue of housing Pattas and land records and mutation.
- Registration of births, marriages and deaths
- Flagship programmes of devolved subjects (e.g. agriculture, health, education, women and child development etc.)
- National flagship programmes - including MGNREGS, NRHM, NBA, SSA, Mid-Day Meal etc.
- Team building (coordination and convergence).
- Inclusive development planning, with focus on disadvantaged communities, viz. – SCs, STs, minorities, women, senior citizens, children, differently abled person.

In addition, several developments have taken place in the functioning of the Panchayati Raj Institutions with the infusion of the technology in all spheres of the functioning of the Panchayats. Subsequently, 13 concern departments have devolved their 3F's to Panchayats in the state.

It is expected that 66353 people's representatives will be elected for Panchayati Raj Institutions after the commencement of the Panchayat election in the state, who are to be trained in line with the suggestion and directives illustrated in the NCBF 2014, RGSA framework and the approved annual action plan 2021-22 of RGSA.

1.3. The objectives of the RGSA are as follows:

- Develop governance capabilities of PRIs to deliver on the SDGs.
- Enhance capabilities of Panchayats for inclusive local governance with focus on optimum utilization of available sources and convergence with other schemes to address issues of national importance.
- Enhance capabilities of Panchayats to raise their own sources of revenue.
- Strengthen Gram Sabhas to function effectively as the basic forum of people's participation, transparency and accountability within the Panchayat system.
- Promote devolution of powers and responsibilities to Panchayats according to the spirit of the Constitution and PESA Act 1996.
- Develop a network of institutions of excellence to support capacity building and handholding for PRIs.
- Strengthen institutions for capacity enhancement of PRIs at various levels and enable them to achieve adequate quality standards in infrastructure, facilities, human resources and outcome based training.
- Promote e-governance and other technology driven solutions to enable good governance in Panchayats for administrative efficiency and improved service delivery.
- Recognize and incentivize PRIs based on performance

1.4. The core focused areas of the scheme could be summarized as follows:

- To ensure Induction Training / Initial orientation training for the Elected Representatives of Panchayats, within six months of their election in phased saturation mode on ensuring

basic and refresher trainings within 2 years of their election.

- SHG-PRI convergence to ensure effective community mobilization and greater public ownership of flagship programs of the Govt.
- Use of e-governance and technology driven solutions at Panchayat level will be increased to attain administrative efficiency, improved service delivery, and greater accountability.

In the above context, to fulfill the objectives of RGSA in state, Department of Panchayati Raj, Government of Jharkhand intends to empanel reputed NGOs for imparting trainings to Elected Representatives of Panchayats and also to provide technical support to Panchayats focuses on strengthening PRIs through capacity building and training and also by providing handholding support to Gram Panchayat for regularizing Gram Sabha meeting, increasing participation of women.

1.5. Scope of Work of the empanelled NGOs:

- The empanelled agency will support in providing training to the elected representatives and functionaries of Panchayat on core issues as well as thematic issues as planned by the department.
- The empanelled agency will provide handholding support to Panchayats in regularizing mandated Gram Sabha, special Gram Sabha, Gender Training to EWR and will be responsible for identifying issues which need advocacy and can be taken up at Gram Sabha meeting.
- The empanelled agencies may be assigned other works to strengthen the internal governance of the Panchayati Raj Institutions and create replicable model in the state.
- The empanelled agency may be assigned to conduct Training Need Assessment (TNA), Develop Training Module and Reference Materials for the elected representatives of Panchayat Raj Institutions and functionaries of the Panchayati Raj Department and other concerned relevant departments.

1.6. Project Area / Coverage in the state / thematic coverage:

The project area will be the state of Jharkhand and the empanelled NGOs will be assigned the work in one / two districts or more as decided by the committee constituted for the purpose.

In addition empanelled NGOs may be assigned work in more than one thematic area taking the expertise of empanel NGOs and nature of assignment i.e. conducting TNA, Developing materials and modules, evaluation of the training, facilitating participatory planning etc. in to consideration.

1.7. Criteria for District Allotment / assigning thematic area:

District Allotment:

District will be allotted taking the preference, presence and extent of coverage in the district of the empanelled NGOs in to consideration. In addition performance of the empanelled NGOs in the respective district, if have been previously empanelled and allotted in the district may be considered for allotment of the district/s.

Assigning thematic assignment:

Empanelled NGOs may be assigned thematic task i.e. conducting TNA, Developing materials and modules, evaluation of the training, facilitating participatory planning, conducting comprehensive IEC campaign etc. taking the experience of the empanelled NGO in those thematic areas successfully.

1.8. Duration of empanelment:

The empanelment will be for 3 years but may be extended after the work of the agencies will be reviewed by the departmental committee.

2. Selection Process:

2.1 Eligibility Criteria for the institutions applying for the assignment and the document to be furnished:

The agency must fulfill the following eligibility criteria:

i. Should be an organization working in Jharkhand.

ii. Should be a "not for profit" organization

iii. Should have in legal entity, and eligible to enter into agreement / contract with any of the government department / agency.

iv. Should have in legal existence on the date of the publication of the advertisement.

v. Should have core capability and demonstrated evidence in the field of preparation, design, implementation and supervision of Capacity Building & Training, in addition the agency should have experience to conduct following areas:

    a. Working experience to facilitate participatory planning.

    b. IEC / communication strategy.

    c. Developing training modules and other reference materials.

vi. Should have successfully completed at least four assignments of similar nature; two with the support of the Ministry of Panchayati Raj, Government of India or any government department in any of the states in India and another two with support of any bilateral / multilateral / international / national / private funding agency in the last five years preferably in the field of Capacity Building and Training.

vii. Should have requisite number of professionals with relevant experience and qualification.

viii. Should have minimum average annual turnover of INR 25 Lakhs in the last 3 completed financial years.

ix. Should have empanelment in the NGO Portal Darpan.

x. Should have a base office in Jharkhand.

xi. NGOs / Agencies, empanelled with the Department of Panchayati Raj, Government of Jharkhand, who did not accomplish the assigned work during last empanelment period, are not eligible to apply for this empanelment.

xii. Should have neither been blacklisted nor debarred currently by any Government department / government agency / public sector institution / agency etc. in last 5 years.

2.2 Technical Criteria for empanelment.

NGOs which qualify in every aspect of the basic criteria will be considered for technical criteria. The technical criteria will consist of the following sections upon which the technical scoring will be evaluated. This section must be included in the technical proposal in form of presentation.

i. Understanding the scope of work of the participating agency / institution

ii. Approach towards imparting training methods / IEC

iii. Experience of preparing training module

iv. Thematic area specializations / focused work

v. No of training conducted in last 5 years

vi. No of Master Trainers (MTs) and Human Resource available

2.3 Application process

The Application Format, Declaration/ Undertaking and other forms are annexed with this EoI. The application for Expression of Interest (EoI) in the format provided at Annex-I of this document along with all other relevant documents must be submitted in the hard copy along with the a soft copy of the application in a pen drive to the following address on or before 21 days from the date of publication of this EoI latest by 1500 hrs.

Joint Secretary,
Department of Panchayati Raj
Government of Jharkhand
2nd Floor, FFP Building
Dhurwa, Ranchi – 834004

2.4 Evaluation mechanism

i.) Department of Panchayati Raj, Government of Jharkhand will constitute two internal committees to complete the selection process of the empanelment of the NGOs. First is the evaluation committee and second is the Empanelment committee

ii.) An evaluation committee will be constituted to evaluate the proposals submitted under this call for EoI. The committee will evaluate the applications along with all supporting documents/ documentary evidence.

iii.) The evaluation committee will present the evaluation report to the Empanelment Committee with its recommendations.

iv.) The decision of the Empanelment Committee will be final. No correspondence will be entertained outside the process of evaluation by the Committee.

v.) Any of the Committee may `seek clarifications on the applications, through designated email, in case of requirement.

vi.) The Empanelment Committee reserves the right to accept/ reject any or all applications without assigning any reason(s) thereof, at any point of time.

2.5 Evaluation Process

i. The applicants will be subjected to two stages of evaluation before empanelment viz. (a) Technical evaluation by the Evaluation Committee; and (b) Presentation to the empanelment committee.

The preliminary screening will include weeding out incomplete and non-compliant application(s). The screened eligible applications will be evaluated by the evaluation committee as per the technical criteria listed in Section 2.5 (ii) at page no 14.

The technical evaluation, with a total weightage of 75%, comprises of 5 sections –

(a) Financial Turnover

(b) Experience of the organization in the field of Capacity Building and Training

(c) Experience in TNA, Module Development, Training Materials Development & IEC material preparation

(d) Pool of Master Trainers / Resource Person associated with the organisation

(e) Empanelment / Accreditation of the organisation.

The applicants scoring at least 60% marks in each section resulting in at least 60% cumulative marks (i.e. minimum of 45 out of a total of 75 marks) will be considered eligible for the next stage of evaluation. The final stage comprises of a presentation with a weightage of 25%.

ii. Preliminary screening

Proposals from applicant NGOs will be examined and the same will be rejected, if the proposal is:

- Not submitted as specified in this document.
- Found with suppression of details.
- Submitted with incomplete information.
- Found in non-compliance to any of the clauses stipulated in the EoI.

iii. Stage II – Technical evaluation

A detailed evaluation of the documents submitted by the applicants will be carried out by the evaluation committee as per technical evaluation criteria. The applicants may also be required to give such clarifications and additional information as may be required by the committee.

Only those applicants who score a minimum of 60% marks in technical evaluation in each of the sections as per evaluation criteria would be taken to the next stage of evaluation.

The evaluation committee will present the technical evaluation report to the Empanelment Committee for further decisions.

iv. Presentation by applicants

The applicants in each level fulfilling all eligibility criteria and securing 60% marks in each of the sections as described in the evaluation criteria will be invited to make presentation to the Empanelment committee formed by the Department of Panchayati Raj. The presentation will be scored out of 25 marks by the committee. A composite total score will be calculated only for those all applicants who secure minimum 15 marks (60%) in the presentation.

v. Shortlisting of applicants

The applicants will be shortlisted based on the composite total score, which will be calculated by summing up the marks obtained during technical evaluation and the marks obtained after the presentation. The applicants with a score of 45 marks or above in technical evaluation and 15 marks or above in presentation and a composite total score of 60 marks or more will be considered for shortlisting for empanelment in the respective categories/ levels. This doesn't entitle that NGOs will be empanelled.

vi. Termination from Empanelment

Any NGOs found to have engaged in proven irregularities of any form shall be de-listed and terminated for any further engagement by Department. The Progress of NGOs shall be monitored as prescribed in the work order of the assignment by State based on deliverables. The Empanelment of NGOs will be terminated if it fails to achieve the assigned work within its stipulated time frame as prescribed in the work order.

APPLICATION FORMAT FOR EMPANELMENT OF AGENCIES

1. Name and Location:

Sl. No.	Particulars	Details
1	Name of the organization / agency / institution	
2	Legal registration of the organization / agency / institutions (Trust under Indian Trusts Act, 1882 / Society under Societies Registration Act, 1860 / Section 8 Company under Companies Act, 2013) Please mention Act of Registration, Registration Number and date of registration, and enclose documents	
3	Registration on NGO Portal Darpan (for NGOs / Trusts) Please mention Registration Number, date of registration, and enclose documents	
4	PAN No./TAN No./GSTN (attach a proof for each)	
5	Registration under relevant IT Act (attach a proof)	
6	Head office address (attach a proof of address)	
7	Parent state of the agency	
8	Name of the Chairperson and telephone no	
9	Name of the Director / Secretary and telephone number	
10	Office phone number and Fax Number	
11	Email	

2. Details of Zonal / Regional / Field Office, if any

Sl. No.	Details of Zonal / Regional / Field Office

3. Board Members / Governing Body Member's Profile

Sl. No.	Name	Designation / Role in Agency / Governing Body	Qualification	Award / Achievements	Any Additional Information wish to share

4. Operational Area

Sl. No.	Name of State/s, where agency is working or worked	Name of the project / work allotted	Name of the supporting / funding agency	State / Districts	Duration (from year……………. to)

(Attach copy of work order / allotment order and completion certificate)

5. Purpose / Mandate of the agency

6. Agency Blacklisted by any agency / donor / government? Yes / No

(Attach undertaking for being blacklisted / not blacklisted)

7. Annual Turnover for last 3 years:

Sl. No.	Financial Year	Total Turn Over (In Rs)
1	2017-18	
2	2018-19	
3	2019-20	
Average Annual Turnover of Last three Financial Year		

(Attach Annual Audited Report of the competent Charted Accountant)

8. Details of Subject Matter Experts / Resource Persons (RP) as on date:

Sl. No.	Name of the Expert / Resource Parson	Nature of Association with the Agency (Part time / full tine / assignment based / consultant etc.)	Qualification	Sector / Skill / theme	Duration of working with agency	Total experience in concerned sector / theme

(Attach letter of appointment/ work order / contract letter and CV along with certificate from the head of organization regarding their association with the agency and work on the subject matter as on date)

9. Work experience related to capacity building and training

9.1 Work experience related to capacity building and training to Field Functionaries / SHGs / CBOs / Social Development Project under any Government Scheme/during the last five financial years.

S.N.	Name of the CB & T Project/ Assignment	Name of Donor / supporting agency	Target Area	Target Audience	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not
					From {start date} DDMMYY	To {End date or ongoing} DDMMYY	Total months		

(Attach completion certificate of at least 2 assignments if the project / assignment has completed and Work Order / MoU / Contract in case of ongoing projects / assignments)

9.2 Work experience related to capacity building and training to Field Functionaries / SHGs / CBOs / Social Development Project supported by the multilateral / bilateral / international / national / private funding agency during the last five financial years.

S.N.	Name of the CB & T Project/ Assignment	Name of Donor / supporting agency	Target Area	Target Audience	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not
					From {start date} DDMMYY	To {End date or ongoing} DDMMYY	Total months		

(Attach completion certificate of at least 2 assignments if the project / assignment has completed and Work Order / MoU / Contract in case of ongoing projects / assignments)

9.3 Work experience related to capacity building and training to the Elected Representatives of the Panchayati Raj Institutions under any Government Scheme/s during the last five years.

S.N.	Name of the CB & T Project/ Assignment	Name of Donor / supporting agency	Target Area	Target Audience	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not
					From {start date} DDMMYY	To {End date or ongoing} DDMMYY	Total months		

(Attach completion certificate of at least 2 assignments if the project / assignment has completed and Work Order / MoU / Contract in case of ongoing projects / assignments)

9.4 Work experience related to capacity building and training to the Elected Representatives of the Panchayati Raj Institutions supported by the multilateral / bilateral / international / national / private funding agency during the last five financial years.

S.N.	Name of the CB & T Project/ Assignment	Name of Donor / supporting agency	Target Area	Target Audience	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not
					From {start date} DDMMYY	To {End date or ongoing} DDMMYY	Total months		

(Attach completion certificate of at least 2 assignments if the project / assignment has completed and Work Order / MoU / Contract in case of ongoing projects / assignments)

10. Experience in allied activities i.e. TNA, Module Development, Training Material Development, IEC material development etc. of Capacity Building & Training.

S.N.	Type and Nature of Activity i.e. TNA, Module Development, Training Material Development, IEC material development etc. Accomplished	Target Audience of the activity	Name of the Project for which activity was accomplished	Name of the Supporting Agency of the activity	Accomplishment year

(Attach completion certificate of at least 2 assignments if the project / assignment has completed and Work Order / MoU / Contract in case of ongoing projects / assignments)

11. Empanelment / Accreditation

11.1 Empanelment with Government / International / National Agencies

S.N.	Name of the Government Department / International / National Agency	Empanelment Year	Specific Empanelment Number, if allotted	Specific objective / purpose of the empanelment	Number of projects / assignments completed

(Attach relevant documents / notification / office order)

11.2 Details of the Accreditation

S.N.	Name of the Accrediting Agency i.e. ISO, Credibility Alliance etc.	Accreditation year	Accreditation Number, if any

(Attach relevant documents / notification / office order)

12. Proposed Methodology for undertaking Capacity Building and Training of PRIs, SHGs, Frontline workers:

13. Any other information if applicant agency wishes to share with relevant supporting documents.

14. Declarations:

    a. I / We hereby certify that my / our company / Society / Trust has not been debarred / blacklisted by any state government / government of India / International and National Agency at any time for service of any description.

    b. I / we hereby declare that no relevant information has been omitted / withheld in the process of furnishing the information with respect to this EoI / Technical Proposal.

    c. I / we hereby have read and examined this EoI document while submitting our response. Further, it is understood that this EoI is only an exercise for possible empanelment for scope of work defined; however it does not confer any right to any party submitting EoI and technical proposal for further consideration in the process or work allotment.

    d. I / we hereby understand that if we use any unfair means for empanelment or to get the assignment in future or disclose the information of technical / financial proposal to other parties, our EoI/ Proposal / empanelment would be cancelled at any time during the contract period.

Name, Designation and Signature of the Head of the institution (with seal of the agency)

PREFERRED DISTRICTS FOR TRAINING PROPOSED

An agency can apply for empanelment for one or more districts; however it is mandatory to list it on basis of priority, first being the most priority districts for implementation, while last being the least priority district:

Sl. No.	DISTRICT	Organizations No. of Years of Implementation Experience in the district
1		
2		
3		

FORMAT FOR SUBMISSION OF CURRICULUM VITAE OF FULL TIME STAFF MEMBERS/ EXPERTS

Thematic area (refer to page 9 & 10 Section 1.2)				
In-house/ External				
Name of expert				
Current Position				
Name of the Organization				
Date of birth				
Total years of experience				
Brief profile (100 words only)				
Educational qualifications	Degree	Year	Subject	Name of degree & institution
	PhD			
	Master			
	Bachelor			
Countries/ States of work experience in Government Program				
Languages	Language	Speaking	Reading	Writing
Employment record (add multiple rows to add additional employments)	From	To	Employer	Position Held
Detailed tasks assigned	Work undertaken in similar assignments particularly assignments undertakenin the previous three (3) years (insert rows to add additional projects)			
	Project name			
	Contracting entity/ client			
	Project Location/ country			

	Position held	
	Expert months provided	
	Main project features	
	Activities performed	

☐   Statement of Bank account for past 3 months of Salary credited by the employer (PDF scanned copy to be attached)

                                        Signature of the authorized applicant

Place: Name:

Date: Designation:

DECLARATION BY THE APPLICANT

I,   (Name), working as   (Designation) in   (Name of the organization) have been authorized to issue this certificate, certifying that:

    i.   We have gone through the contents of advertisement for this eligibility criterion and fulfill all the eligibility criteria as per eligibility criteria mentioned in EoI.

    ii.   All relevant documents are enclosed with our eligibility criteria.

    iii.   The details and contents of our eligibility criteria are authenticated and based on actual work carried out by our agency, as per record.

    iv.   We have understood that if, in case, it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/ supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our eligibility criteria will be evaluated based on available documents in eligibility criteria.

    v.   We also understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: Place:

Signature of Authorized

Signatory Name:

Designation:

[Please affix rubber

stamp]

Name of NGO

Format for Affidavit Certifying that Entity is not blacklisted/ barred

(On the Stamp paper of relevant value)

I M/s, ... hereby declare that our NGO .... (the names and addresses of the registered office) is having unblemished past record and hereby certify and confirm that we or any of our promoter(s)/ director(s)/ organization(s) are not barred or blacklisted or have any negative performance report by Central Government or any State Government/ Department/ Agency/ PSU in India from participating in Project/ either individually or as member of a Consortium as on ....

We further confirm that we are aware that, our bids for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the short listing/ selection process dated this .... day of ....20 .

Name of the NGO:

Signature of authorized signatory

Name:

Designation:

Format for Anti-Collusion Certificate

(On the letter head of the Agency)

We hereby certify and confirm that in the preparation and submission of our proposal for the Assignment "Training of Elected representatives and Panchayat functionaries", we have not acted in concert or in collusion with any other Agency or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Date:

Signature of Authorized Signatory

Name:

Designation:

[Please affix rubber stamp]

Name of NGO