

F.No.9-2/2017-NLM-I  
Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy

\*\*\*

Shastri Bhawan, New Delhi  
Dated the 2<sup>nd</sup> May, 2017

**Subject: Expression of Interest (EoI) for Services of Consultancy Organization to Evaluation Study of Scheme of Adult Education and Skill Development (Saakshar Bharat): National & Regional and Scheme of Support to Voluntary Agencies (JSSs & SRCs) – Clarification regarding minimum marks at EoI for eligibility to participate at RFP stage.**

With the approval of the Competent Authority, it has been decided to issue clarification of the query raised by the participant bidders on the following issues:

S.No.	Issues	Clarification
1.	What would be the minimum marks (at EoI stage) for eligibility to participate at RFP stage ?	The minimum marks for eligibility to participate in the RFP stage is 30 marks (at EoI stage).

2. This clarification is applicable for both the EoI issued for Scheme of Saakshar Bharat and Scheme of Support to Voluntary Agencies for Adult Education & Skill Development.

*Nasim*  
2.5.2017  
(Dr. Nasim Ahmad)  
Deputy Education Adviser  
Deptt. of School Education & Literacy,  
Ministry of HRD, GoI, New Delhi  
Tel: 011-23380615

**F.No.9-2/2017-NLM-I**  
**Government of India**  
**Ministry of Human Resource Development,**  
**Department of School Education & Literacy**

Dated the 28<sup>th</sup> April, 2017  
Shastri Bhawan, New Delhi

**Subject:** Expression of Interest (Eoi) for Services of a Consultancy Organization to Evaluation Study of Scheme of Adult Education and Skill Development (Saakshar Bharat): National & Regional and Scheme of Support to Voluntary Agencies (JSSs and SRCs) - **Extension of submission of Eoi up to 4<sup>th</sup> May, 2017 at 1.00 PM.**

With the approval of the Competent Authority, it has been decided to **extend the date for submission of Expression of Interest (Eoi)** for Services of a Consultancy Organization to Evaluation Study of Scheme of Adult Education and Skill Development (Saakshar Bharat): National & Regional and Scheme of Support to Voluntary Agencies (JSSs and SRCs) **from 28<sup>th</sup> April, 2017 at 3.00 pm** (initially notified on 17<sup>th</sup> April, 2017 at 6.00 PM) **to 4<sup>th</sup> May, 2017 at 1.00pm.**

2. The interested organizations/Agencies may take note of it and submit their Eoi accordingly.

*Nasim*  
28.4.2017

**(Dr. Nasim Ahmad)**  
Deputy Education Adviser  
Deptt. of School Education & Literacy,  
Ministry of HRD, GOI, New Delhi  
Tel: 011-23380615

**Expression of Interest (EoI)**

**For**

**Services of a Consultancy Organization**

to

**Evaluation Study of Scheme of Adult Education and Skill  
Development (Saakshar Bharat):  
National and Regional**

**Ministry of Human Resource Development  
Department of School Education & Literacy  
Shastri Bhawan, New Delhi – 110115**

**April, 2017**

# I N D E X

<b>S. No.</b>	<b>CONTENTS</b>	<b>Page No.</b>
1.	Text of Advertisement Invitation For Expression of Interest	3
2.	Letter of Invitation	4-34

## INVITATION FOR EXPRESSION OF INTEREST

Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Shastri Bhawan, New Delhi – 110115

## INVITATION FOR EXPRESSION OF INTEREST

Ministry of Human Resource Development (MHRD) invites sealed Expression of Interest (EoI) from Reputed Agencies/Organizations/Institutions/Societies Indian consulting agencies for undertaking Evaluation Study of Saakshar Bharat Scheme.

The EoI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.mhrd.gov.in](http://www.mhrd.gov.in)

Further details, if any, may be obtained from Under Secretary (NLM-I), Room No. 408, C-Wing, Shastri Bhawan, New Delhi-110115 during working hours.

Last date for submission of EoI is **28<sup>th</sup> April, 2017 at 03.00 pm**. EoI document is uploaded on [www.eprocurement.gov.in](http://www.eprocurement.gov.in) and MHRD website [www.mhrd.gov.in](http://www.mhrd.gov.in). Sealed envelope marked to the captioned address, containing EoI and non-refundable fee of Rs.5000/- (Rupees Five Thousand only) by way of DD/Pay Order in favour of "PAO, Ministry of Human Resource Development", payable at New Delhi may be submitted mentioning "EoI for Evaluation Study of Saakshar Bharat scheme" on the top cover:

"Dr. Nasim Ahmad, Deputy Education Adviser, (NLM-I), DoSE&L  
Ministry of Human Resources Development, GOI  
Room No 534-C (Cabin-A), Shastri Bhawan, New Delhi, 110115"

Queries if any may be referred in writing to the Deputy Education Adviser, (NLM-I), at the above mentioned address or Telephone No.011-23380615 or at E-mail:[nasimahmed.edu@nic.in](mailto:nasimahmed.edu@nic.in)

(Dr. Nasim Ahmad)  
Deputy Education Adviser (NLM-I),  
Deptt. of School Education & Literacy,  
Ministry of HRD, GOI, New Delhi.

Note: DoSE&L, MHRD or any of its designates reserves the right to cancel this request for EoI and/or invite 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 DoSE&L, MHRD reserves the right to amend/add further details in the EoI.

## **Scheme of Adult Education and Skill Development (Saakshar Bharat) Evaluation**

### **EXPRESSION OF INTEREST LETTER OF INVITATION TO EXPRESSION OF INTEREST (EoI)**

#### **FOR**

#### **1. Engagement of Reputed Agencies/Organizations/Institutions/Societies for Evaluation Study of Saakshar Bharat Scheme – Centrally Sponsored Scheme of Government of India**

EoI is invited from Reputed Agencies/Organizations/Institutions/Societies to carry out Evaluation Study of **Scheme of Adult Education and Skill Development (Saakshar Bharat) –Centrally Sponsored Scheme of Government of India** implemented by the Department of School Education & Literacy, Ministry of Human Resource Development Government of India from 2009 in 26 States and one Union Territory in partnership with the States and UT on fund sharing pattern between the Centre and States. The goals of the Scheme are:

- (i) Raising literacy level to 80%
- (ii) Reduce gender gap in literacy to 10% points
- (iii) Bridge urban-rural and social disparity in literacy level.

#### **2. Evaluation is to be carried out as per the following broad parameters:-**

i) Five Regional Evaluation Studies are to be conducted one each for 5 Regions namely; Eastern, Western, Northern, Southern and Central Region. One of the Executing Agencies (EA) will act as National Appraisal and Coordination Agency for the study. Each bidder will quote for the regional appraisal study as well as for performing the function of National Appraisal and Coordination Agency separately. The Executive Agency who quotes the lowest for the role of National Appraisal and Coordination Agency (NACA), will be selected as NACA. The NACA will be designing the research tools and will synthesize the national report. All Executive Agencies will share all the data, documents and final reports for all the States in the region to the ministry. The ministry reserves the right to share all such data, documents and reports to the NACA.

ii) Broad objectives of the study are given below:

- a) To assess the extent to which **Scheme of Adult Education and Skill Development (Saakshar Bharat)** has been able to achieve its objectives and related targets and the factors determining the same.

- b) To identify constraints in the implementation of the scheme.
- c) To suggest revisions in the scheme for further effective implementation.
- d) Target/Sample size – 45 districts (9 districts from 3 States in each regional study) across 15 States/UTs (as given in Methodology) will be covered and in each district 50 Adult Education Centres will be studied.
- e) While the Department will facilitate in providing secondary data in terms of funds provided to the States, their progress, the study should be based on primary data to be collected by the Agency.
- f) *Study should be completed in a period of three months from the date of assignment but before 20<sup>th</sup> August, 2017 and 50 copies of its report along with CD, submitted to Department.*

**3. Detailed Terms of Reference (ToR), Eligibility Criteria and EoI document could be downloaded from the MHRD website i.e. [www.mhrd.gov.in](http://www.mhrd.gov.in)**

The EoI, duly accompanied with complete details of the agency/organization/society, audited financial statement/certificate and evidence of experience such as client's certificates, project completion certificates etc. in a sealed cover should reach the office of "Deputy Education Adviser (NLM-I), Department of School Education & Literacy, Ministry of Human Resource Development, Government of India, Room No.534-C (Cabin-A), Shastri Bhavan, New Delhi-110 115 by **28<sup>th</sup> April, 2017 at 3.00 pm.**

Department of School Education & Literacy, Ministry of Human Resource Development, Government of India reserves the right to accept or reject any or all EoI(s) without assigning any reason whatsoever.

**4. Expression of Interest (EoI) Document for Engagement of Consultant For Evaluation Study of Scheme of Adult Education and Skill Development (Saakshar Bharat)– Centrally Sponsored Scheme of Government of India**

**i) Background and Objectives of the Scheme of Adult Education & Skill Development (Saakshar Bharat)**

a) Saakshar Bharat, the revised version of NLM, was formally launched on 8<sup>th</sup> September, 2009, the "International Literacy Day" but it came into implementation with effect from 1.10.2009. Saakshar Bharat Scheme aims at establishing a Fully Literate Society through improved Quality and Standard of Adult Education and Literacy. The main goals of the mission include: Raising literacy level to 80% from 73% in 2011); Reduce gender gap in literacy to 10% points (from over 16% points in 2011), Bridge regional and social disparity in literacy level.

b) Broad objectives outlined in the Scheme are (i) to impart functional literacy and numeracy to non-literate and non-numerate adults (in the age group 15 & above) ; (ii) to enable the neo-literate adults to continue their learning beyond basic literacy and acquire equivalency to formal educational system; (iii) to impart non and neo-literates relevant skill development programmes to improve their earning and living conditions; and (iv) to promote a learning society by providing opportunities to neo-literate adults for continuing education.

c) The **coverage of the beneficiaries under the Scheme is primarily women belonging to the deprived sections of the society**. Accordingly, the principal target of the programme is to impart functional literacy to cover 14 million Scheduled Castes, 8 million Scheduled Tribes, 12 million Minorities and 36 million others. The overall coverage of women is 60 million out of 70 million non-literate adults in the age group of 15 years and above.

d) The districts, including new districts carved out of erstwhile districts that had adult female literacy rate of 50 per cent or below, as per 2001 Census, were made eligible for coverage under the Saakshar Bharat programme. In addition, all districts affected by extremist violence, irrespective of their adult female literacy rate, were also eligible for coverage under the programme. Accordingly, a total 410 districts including 35 Left Wing Extremism Affected districts were identified as eligible for coverage under the programme.

e) Distinctive innovative features of Saakshar Bharat include focus on women; adoption of learner centric pedagogical approach; lifelong learning needs of learners; teaching in mother tongue; alternative approaches to literacy; decentralized and devolved management; increased role of the elected Panchayati Raj Institutions (Local self-Government); good governance; effective use of ICT; scientific assessment of learners; and convergence with other related programmes.

f) Out of 410 districts eligible for **coverage under Saakshar Bharat Programme, 404 districts in 26 States and 1 Union Territory** covering about 1.63 lakh Gram Panchayats (cluster of Revenue Villages) have since been covered. About 1.57 lakh Adult Education Centres (AECs) have been set up to provide Continuing & Lifelong Education opportunities including library services and other logistic support for the programme at Gram Panchayat level.

g) Teaching Learning activities and Assessment & Certification of Basic Literacy: Basic Literacy implies achievement of self-reliance in Reading, Writing and Arithmetic (Numeracy) and becoming aware of the causes of the one's deprivation. The programme entails identification of non-literates through a survey, area wise mapping of their learning needs and imparting them instructor based teaching of about 300 hrs spread over 3 months or beyond depending on motivation of the learners and local conditions. A volunteer acts as a mobiliser, trainer and teacher and is responsible for imparting literacy to on an average, to 8-10 learners.

h) Scientific Assessment and Certification of the competency levels of adults is a unique innovation introduced for the first time in the history of literacy movement in India. Only an adult, who conforms to prescribed competency levels in reading, writing and numeracy, is certified as literate. Assessments are conducted through a system developed by the National Literacy Mission Authority (NLMA) in consultation with National Institute of Open Schooling (NIOS).



i) Learners are assessed in reading, writing and arithmetic skills. Assessments are also designed to gauge the learner's general awareness, including that of social issues. Learners who score 40% marks in all three components are declared successful and given a certificate jointly by NLMA and NIOS. Candidates who are not able to succeed are given further chances to improve the grade in the skills in which they have not been successful. This type of assessment improves confidence in neo-literates and opens up avenues for them. This also lends robustness and credibility to the programme. Bi-annual assessments are conducted every year on pre-decided dates in the month of August and March.

j) The **major achievements** of Saakshar Bharat programme include:

- Coverage of 404 eligible districts out of 410 targeted districts of 26 States and 1 Union Territory.
- By end of March 2017, about 1.57 lakh Adult Education Centres have been set up.
- Teaching learning process has commenced in 57 lakh Literacy Centres.
- 2.82 lakh Preraks have been given orientation and training to organize activities in the AECs.
- 44.45 lakh volunteer teachers mobilized and trained under the programme.
- Basic Literacy Primers in 13 languages and 26 local dialects have been printed and distributed so far for the learners.
- Around 9.10 crore learners have been enrolled under basic literacy up to October, 2016. Saakshar Bharat has set up a target to make 7 Crore adult learners literate by the end of XII Five Year Plan. Till August, 2016 around 7.92 Crore learners appeared in biannual Assessment Tests held since August, 2010. Out of which, 5.88 Crore (4.15 Crore female and 1.72 Crore male) have successfully passed the Assessment Test conducted by National Institute of Open Schooling and declared literate. The details of Assessment Test conducted in March, 2017 is under compilation.

5. In pursuance of the existing Scheme of Saakshar Bharat, the services of an eminent "Bidder" (Reputed Agencies/Organizations/Institutions/Societies) need to be outsourced as per the provisions contained in General Financial Rules read with relevant instructions issued from time to time by the government " **by inviting Expression of Interest (EoI) from reputed & qualified "Bidders" for short-listing as a pre-requisite for RFP for providing services for carrying out Evaluation Study of Scheme of Adult Education & Skill Development (Saakshar Bharat).**

## **6. Purpose of EoI:**

The purpose of this EoI is to provide interested "bidders" with the necessary in built capacity to enable them to prepare and submit their responses for the services to be rendered to the 'Employer' in conformity with the ToR as a pre-requisite for RFP.

**7. Terms of Reference:** The following are the Terms of Reference for the evaluation agency:-

- i) To study the strength and weaknesses of architecture, design, approach and delivery/implementation of the programme and suggest the modifications, if required necessary;
- ii) To review the inter-state/region specific physical progress of the programme and the expenditure incurred by the respective State Implementing Agencies; and the major reasons thereof.
- iii) To identify, enumerate and study positive deviations especially in management structure (PRI centric/Collector centric), funding pattern and implementation strategies in conduct of the programme;
- iv) To Study Qualitative and quantitative outputs and outcomes in respect of different designated components of the programme viz. Basic Literacy (including present system of learner assessment), Basic Education (Equivalency), Skill Development and Lifelong Learning;
- v) To Suggest improvement and positive design of the programme in the current scenario.
- vi) To study the existing technical support for the programme at national, state, district and sub-district levels and suggests the modifications required for technical support.
- vii) To study the felt need of the targeted adult non-literate beneficiaries for continuation of the programme beyond XII Plan in its present form or modified form.

Other broad parameters **Specific Objectives (Deliverables)** applicable for the study are given in **Annexure-I**.

Summary schedule of procedure for conducting the Evaluation Study is given at **Annexure-II**.

Detailed procedure for selection of agencies for conducting the Study is given at **Annexure-III**.

## **8. Submission of Reports-**

The Evaluating Agency shall complete the evaluation study within **three months time** but not later than 20<sup>th</sup> August, 2017.

Submission of reports and schedule of payment are as under:

- (i) Evaluation Agency will submit 10 copies of draft report (duly supported with tables, graphs and photographs) within three months from the date of award of assignment but not later than 20<sup>th</sup> August, 2017 and make presentation of draft reports on a specified date, if required.
- (ii) Submit 50 copies of Final report along with soft copy of the report in word and in PDF format within 10 days but not later than 31<sup>st</sup> August, 2017 from the receipt of suggestions / comments after incorporating the suggestions / comments made at the time of presentation or provided by the MHRD.

## **9. Schedule of Payment**

The schedule of payment will be as under:

- (i) First installment of 40% of the total cost as an advance at the time of approval of the study.
- (ii) Second installment of 40% of the total cost on the submission of 10 copies of a draft report.
- (iii) Third and final installment of 20% of the total cost on submission, acceptance of final report.

All these payments will be released by PAO, MHRD, Shastri Bhavan, New Delhi.

There should not be delay in submission of draft and final report of the Evaluation Study within 20<sup>th</sup> August, 2017 and 31<sup>st</sup> August, 2017, respectively. Penalty Clause of the released amount will be imposed on the Evaluating Agency in the event of delay in submission of the Reports as per schedule @ 1% per day basis of the released amount. The Bureau Head, Adult Education will be the authority for waiving of penalty.

## **10. Instructions to the Bidders:**

### **10.1 Definitions:**

- (a) "Employer" means "Adult Education Bureau, Department of School Education and Literacy Ministry of Human Resource Development, Government of India, Shastri Bhavan, New Delhi-110115".
- (b) "Bidder" means any entity or person or associations of persons who have submitted their application in the prescribed Form-I in response to EoI document intending to provide the services to the "Employer" as specified therein.
- (c) "Day" means calendar day.
- (d) "Government" means the Government of India.
- (e) "Application Form" means the prescribed Form to be submitted by the "Bidder(s)" for short-listing as a pre-requisite to RFP. "Terms of Reference" (ToR) means the aspects of evaluation for information of the "Bidder(s)".

10.2 Submission of the application in response to EoI: This EoI is uploaded on Central Public Procurement Portal (CPPP) [www.eprocurement.gov.in](http://www.eprocurement.gov.in), and website of MHRD ([www.mhrd.gov.in](http://www.mhrd.gov.in)), it is also be published on the website of Government e-Market (GeM) to give wide publicity and invite a large number of eligible "Bidders" who have the capability to deliver such services, for their participation in the process of Expression of Interest.

Selected "Bidder", who the 'Employer' believes, has the capability to deliver services as shall be requested in the "Request for Proposal (RFP)". The information provided by the "Bidder(s)" will be used by the 'Employer' to select potential "Bidder".

- (i) Last date & method of submission of application by the "Bidder(s)": The "Bidder (s)" shall submit application through properly sealed envelope mentioning the address of the 'Employer' thereupon super scribing "CONFIDENTIAL-Application for Evaluation Study of the Scheme of Adult Education and Skill Development (Saakshar Bharat). The envelope so sealed shall be inserted in another envelope addressed to the 'Employer' at the following address and should be sent by registered post or delivered in person, so as to reach the 'Employer' **by 28<sup>th</sup> April, 2017 by 3.00 pm**, being the last date for submission of the application for EoI:-

**"Deputy Education Advisor, Adult Education Bureau, Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, Room No.534-C (Cabin-A), Shastri Bhavan, New Delhi-110 115."**

- (ii) The responsibility for ensuring that the applications are delivered in time vests with the "Bidders".
- (iii) The 'Employer' may, at its discretion, extend this deadline for the submission of application, in which case, all rights and obligations of the 'Employer' and Bidder(s) previously subject to the deadline will thereafter be subjected to the deadline as extended.
- (iv) Any application received by the 'Employer' after the deadline for submission as prescribed by the 'Employer', shall be rejected by the 'Employer'.
- (v) The applications submitted by the respective "Bidder(s)" in response to this EoI shall be valid until the award of the contract by the 'Employer' and the "Bidders" shall be bound by their bids until such period.
- (vi) The application(s) and material(s) submitted by the Bidder(s) in response to this EoI will become the property of the 'Employer'.
- (vii) The 'Employer' shall neither be responsible nor pay any expenses or losses which may be incurred by the "Bidder(s)" in the preparation and submission of their application.
- (viii) The application submitted by "Bidders" shall be treated as private and confidential documents, whether or not the 'Employer' accepts an application.

**10.3 Expression of Non-Interest:** If the "Bidder(s)", at any point of time, wishes not to participate in this EoI, the same information may be communicated to the 'Employer' within one week of the receipt of this EoI by the "Bidder(s)". In such circumstances, the Bidder(s) shall return

to 'Employer' all the documents/materials provided by the 'Employer', without publicizing / using the contents of this EoI.

**10.4 Facilities to be extended by the 'Employer' to the "Bidder(s)" :** The 'Employer' shall share the requisite information/data pertaining to the Scheme of Adult Education and Skill Development (Saakshar Bharat), available with the Department, Government of India with the "Bidder(s)" for the purpose of submitting application in response to EoI.

**10.5 Period of completion of Evaluation Study of the Scheme of Adult Education and Skill Development (Saakshar Bharat):** The "Bidder" to be declared successful after submission of RFP, would complete the Evaluation Study of the Scheme of Adult Education and Skill Development (Saakshar Bharat) within three months from the date of declaration but not later than 20<sup>th</sup> August, 2017. The successful "Bidder" so declared shall submit inception report within fifteen (15) days from the date of award of the contract followed by submission of draft report after 90 days from the date of award of the contract, however, not later than 20<sup>th</sup> August, 2017.

## **11. Pre-qualification criteria:**

"Bidders" interested in taking up the Evaluation Study of the scheme in question must fulfill the following criteria:-

- i) It must be an Reputed Agencies/Organizations/Institutions/Societies either private or government incorporated / registered in India with a minimum of ten (10) years experience in evaluation of Government/public projects / schemes in Education & allied sectors and should have successfully carried three (3) studies in the said field (s) at National / State level.
- ii) Total value of all projects completed in one year by the Reputed Agencies/Organizations/Institutions/Societies should not be less than Rupees One crore during at least in any three (3) years in preceding ten (10) years.
- iii) The Team leader of the study should possess the minimum educational qualification of Post-graduate in Education/Adult Education/ Social Sciences, preferably PhD in related fields. The Team leader should also have a minimum of ten (10) years of experience in Education/Adult Education/Social Sciences / related sectors related to implementation/monitoring/ evaluation of public sector projects and preferably public funded Projects. The team leader should have at least handled three (3) numbers of projects, out of which two (2) projects should be in the capacity of Team leader.
- iv) The members of the study team commensurate to the requirement should be Post Graduate in Education/ Adult Education/Social Science/allied sectors. They should also possess a minimum of three (3) years of experience in Education/Home Science/social science/allied sector projects. He should have been associated as a team member with at least two (2) numbers of projects in Education/ Adult Education/Social Science /allied sectors.

- v) Should have at least 8-10 Key persons with relevant experience in monitoring and management of Education/ Adult Education/ Social Sector Projects. Should have relevant experience of similar nature of at least 5 projects.
- vi) Should have been in existence, in the field of consultancy work to central, state and local government for at least 5years.
- vii) Should have handled at least two (2) consultancy assignments of similar nature for Government (State / Centre) sponsored schemes and programmes in Education / Adult Education / Social Sciences projects in last 5years in India or abroad.
- viii) Should have sufficient qualified personnel, and resources to accomplish all the elements of the Scope of Work.
- ix) At least 10% of the potential core staff, including team leader should be permanent employee of the firm.
- x) If the applicant is a private entity / firm, it should be a profit making entity during each of the last three years
- xi) The applications received will be evaluated for short listing of "Bidders" based on their past experience of handling similar types of projects and man power. The following criteria (Table.1) will be adopted while short listing of the "**Bidder(s)**":-

**Table.1**

<b>S. No.</b>	<b>Parameters</b>	<b>Weightage</b>	<b>Max. Marks</b>	<b>Minimum and Maximum Marks</b>
<b>1</b>	<b>Past Experience of Appraisal / Evaluation of Projects</b> (Total weightage 70%)			
1.1	Number of years of experience in Evaluation Study.	20%	14	Up to 10 years- 5 Marks 10-12 years-10 12 and abv -14
1.2	Past experience in carrying out studies in Education/Social Science related sector	55%	38.50	Less than-2- <b>ZERO</b> 3to5 no of Studies-15 6-9- 25 Marks 10 and abv-35
1.3	Past experience in carrying out studies in adult education related sector	25%	17.50	Less than-3- <b>ZERO</b> no of Studies Upto4 -7 5 and abv -14
<b>2</b>	<b>Experience of Key Personnel (Team Leader)</b> (Total weightage 30%)			
2.1	Qualifications	50%	15	Ph.D-15 Post Graduation-8
2.2	Relevant Experience – (TeamLeader)	50%	15	10-15yrs-10 marks 15 years or more -15 Marks
	<b>TOTAL</b> (Total weightage 100)		<b>100</b>	

The 'Employer' shall short list these "Bidder(s)" as per requirement and based on merit to be eligible for taking further part in the Bidding Process

**12. Composition of Consultancy Selection Committee (CEC):**

For identification, short listing and selection of Consultant/agency for conducting Evaluation Study, there will be a Consultancy Selection Committee with the following composition:

Joint Secretary (AE)	Chairman
Director/DS/DEA (NLM-1)	Member Secretary
Expert	Member
Expert	Member
Additional Director (DAE)	Member
Deputy Secretary (Finance), IFD	Member
Under Secretary (NLM-1)	Member

The above Committee will also be responsible for monitoring the progress of the evaluation study.

**Format for submission of EoI application: The format for submission of EoI application is enclosed as Form– I.**

**13. Procuring & Contracting details:** The EoI should be accompanied by complete details of the agency / organization, audited financial statement / certificate, evidence of experience such as client's certificates, project completion certificates or any other relevant document and details of remittance of the cost of EoI document.

'Employer' reserves the right to accept or reject any or all EoIs at any point of time without assigning any reason whatsoever.

**14. Validity:** The "Bidder(s)" acknowledge that the application submitted in response to this EoI shall constitute an offer to the 'Employer' which shall remain open for acceptance until the contract is awarded by the 'Employer'. For the avoidance of doubt, neither this EoI nor any response submitted by the "Bidder(s)" in response to this EoI shall constitute a legally binding agreement unless and until accepted by the 'Employer' in writing in the form of a contract executed between the 'Employer' and the successful "Bidder".

**15. Confidentiality:** This EoI must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this EoI is given in strict confidence. It should not be divulged, irrespective of whether the recipient "Bidder (s)" proposes to

submit an application to the 'Employer' or to any third party, without the prior written authority of the 'Employer'.

16. **Proprietary Information:** All restrictions on the use of data contained within an application and all confidential information must be clearly stated by the "Bidder (s)". Proprietary information submitted in an application, or in response to the EoI, will be handled in accordance with the applicable law(s) of the government.

[AGENCY EVINCING INTEREST IN THE ELIGIBILITY CRITERIA SHOULD ALSO ENCLOSE A CERTIFICATE ON LETTER HEAD OF ORGANIZATION AS PER FORMAT GIVEN BELOW:]

EXPRESSION OF INTEREST FOR "EVALUATION STUDY OF THE SCHEME OF ADULT EDUCATION AND SKILL DEVELOPMENT (SAAKSHAR BHARAT) BEING IMPLEMENTED BY MHRD"

**CERTIFICATE**

I, \_\_\_\_\_, WORKING AS \_\_\_\_\_ IN THIS ORGANIZATION AND IS AUTHORIZED TO ISSUE THIS CERTIFICATE CERTIFY THAT:

- (A) WE HAVE GONE THROUGH THE CONTENTS OF ADVERTISEMENT FOR THIS ELIGIBILITY CRITERIA AND FULFILL ALL THE ELIGIBILITY CRITERIA AS PER ELIGIBILITY CRITERIA.
- (B) ALL RELEVANT DOCUMENTS ARE ENCLOSED WITH OUR ELIGIBILITY CRITERIA.
- (C) THE DETAILS AND CONTENTS OF OUR ELIGIBILITY CRITERIA ARE AUTHENTICATED AND BASED ON ACTUAL WORK CARRIED OUT BY OUR AGENCY, AS PER RECORD.
- (D) WE HAVE UNDERSTOOD THAT 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.

SIGNATURE OF AUTHORIZED SIGNATORY

NAME: .....

**DATED:** .....

**DESIGNATION:**

**[PLEASE AFFIX RUBBER STAMP]**



FORMAT FOR SUBMISSION OF APPLICATION FOR EXPRESSION OF INTEREST FOR ENGAGEMENT OF CONSULTANT FOR EVALUATION STUDY OF THE SCHEME OF ADULT EDUCATION AND SKILL DEVELOPMENT (SAAKSHAR BHARAT)

1. Name of bidding Reputed Agencies/Organizations/Institutions/Societies:
2. Headquarter
3. Addresses for Correspondence:
4. Date & country of incorporation / registered bidder(enclose copy of relevant document)
5. Past experience of the Reputed Agencies/Organizations/Institutions/Societies:-
  - 5.1 No. of years in having experience in carrying out Evaluation Studies:
  - 5.2 Evaluation Studies carried out:-
    - 5.2.1 in Education / Social Sciences and allied sectors:
    - 5.2.2 In Adult Education related sector:
- 6.1 Qualification of Team Leader:
- 6.2 Relevant experience of Team leaders in years:
  - 7.1 No of full time professionals engaged:
  - 7.2 Location of offices in other parts of India:
8. Annual Financial strength:
  - 8.1 Turnover / worth of work carried out in financial terms for last 3 years (Rs. in crore) (enclose audited financial statement):  
(Project completion certificates for projects completed during last 10 years to be attached in support of experience)

**(Authorised Signatory)**

**Other parameters for Evaluation Study**

1. The assigned study will be based on intensive and extensive sample survey by the concerned official/ members of the Evaluation team and other concerned officials/ State Government representatives through participatory discussions and structural interviews/ questionnaires by visits and personal interviews.
2. The study will have to be conducted as per the objectives and methodologies given in the ToR:-
  - (i) Main reliance will be on primary data. The primary data should have complete list of Adult Education Centres entities general background to be covered under Evaluation Study, details like number of learners, functionaries, members of different literacy committee constituted at different levels and other stakeholders like officials of National Institute of Open Schooling and State Resource Centres.
  - (ii) The agency is expected to study at least number of districts as specified of the districts covered under in each State. The agency is also expected to cover at-least villages/blocks as mentioned of each selected district and to interview at-least 20 beneficiaries in an Adult Education Centre. The sample should be representative and Members of various committees at Gram Panchayat, block, district and state level concerned functionaries should also be contacted/ interviewed.
  - (iii) While conducting the field study, standard norms, methodology and the sampling techniques etc. shall be adopted as applicable for such studies so that the samples are the representative of general population/ intended beneficiaries. The sample size should also represent all the section of the Society such as women/SCs/STs/OBCs so that out-reach of the programme to these sections is also reflected in the study/report.
  - (iv) The Ministry of HRD (Department of School Education and Literacy) reserves the right to call for any data collected by the agency, in raw or in any other form e.g. in a floppy for verification with ground realities. Such data will be made available by the agency concerned within seven days as and when called for, failing for which last installment of payment would not be released. Data collected for evaluation studies and the facts/conclusion report of the studies will not be published or made public to any other agency.
  - (v) Data collection from primary and secondary sources, its processing and preparation of report shall be the responsibility of the agency.
  - (vi) The Department of School Education and Literacy (D/o SE&L) will designate, a contact-cum coordinating officer for the study with whom the agency may have consultations regarding any of the aspects of evaluation studies containing methodological aspects etc. for the study.
  - (vii) The Department would reserve the right to cancel the assignment of the study having regard to the quality of the Draft Reports or non-compliance of conditions etc.

- (vii) Agency will also furnish the utilization and audit certificates duly signed by competent authority immediately after the completion of work to the, Department of School Education and Literacy, Ministry of HRD.
- (viii) Agency will guarantee that the assigned work would be original work and will not infringe on the copy right of any other person(s) agency.
- (ix) The Agency will keep the Ministry of HRD appraised with developments and progress of the work relating to the study so as to enable the Ministry to depute its officers to verify the reported activities including investigation work.
- (x) Agency having prepared and delivered, the completed typed/ soft copy of the assigned work to the Bureau Head of the Scheme of Adult Education and Skill Development (Saakshar Bharat) examining and having decided to undertake its publications, it shall print, produce, publish and distribute the Report at its own cost and expenses in such a manner and style as the Department may at its discretion deem fit. The aforesaid work will be the property of the Government of India (Department of School Education and Literacy) and all the copy rights will vest in it.
- (xi) If any question, difference or dispute shall arise, between the agency and the Department relating to this agreement or any matter arising there of or incidental thereto, the matter shall be referred to the sole authority i.e. Joint Secretary, Bureau Head, Adult Education in the Department of School Education & Literacy and the award given by him/her shall be final and binding on both parties.

\*\*\*\*\*

**Procedure for conducting the Evaluation Study of the Scheme of Adult Education and Skill Development (Saakshar Bharat)**

The National Programme of the Scheme of Adult Education and Skill Development (Saakshar Bharat) in States, popularly known as the Saakshar Bharat Scheme, is an ongoing Centrally-Sponsored Scheme which covers Adult Literacy Programme being implemented in the eligible districts of Saakshar Bharat Programme.

The Saakshar Bharat Scheme seeks to impart functional literacy to cover 14 million SCs, 8 million STs, 12 million Minorities and 36 million others. The overall coverage of Women is 60 million out of 70 million non-literate adults in the age group of 15 years and above.

**Methodology****Sampling Frame**

Present evaluation study will have the criteria as mentioned under specific objectives. For carrying out the evaluation of the Scheme of Adult Education and Skill Development (Saakshar Bharat) extensive fieldwork will be undertaken. Primary and secondary information will be collected to test the various parameters inherent in the objectives. The sampling frame will include States, Districts, Tehsils /Blocks, Gram Panchayats and Adult Education Centres and each unit of sampling frame will be selected by using a multistage stratified sampling method.

**Sampling Method**

A multistage stratified sampling will be followed with different stratifying parameters for selection of sample units for different levels.

**Criteria for selection of samples****a. Selection of States**

15 States out of 26 States covered under Saakshar Bharat programme will be selected/covered for the study. Region-wise coverage of States is as under:-

Eastern Region: Manipur, Assam & West Bengal

Western Region: Gujarat, Maharashtra & Rajasthan

Northern Region: Himachal Pradesh, Uttarakhand & Uttar Pradesh

Southern Region: Tamil Nadu, Karnataka & Andhra Pradesh

Central Region: Madhya Pradesh, Chhattisgarh & Bihar

## **b. Selection of Districts**

In total 45 districts will be selected from the 15 States on the basis of the pre-defined criteria listed below. The Region/State-wise list of districts to be selected is as under:

<b>S. No.</b>	<b>Name of the Region</b>	<b>State-wise number of districts</b>
1	Eastern Regions (9 districts)	Assam (3), West Bengal (4), Manipur (2)
2	Western Region (9 districts)	Rajasthan (4), Gujarat (3), Maharashtra (2)
3	Northern Region (9 districts)	Himachal Pradesh (1), Uttarakhand (2), Uttar Pradesh (6)
4	Southern Region (9 districts)	Tamil Nadu (3), Karnataka (3), Andhra Pradesh (3)
5	Central Region (9 districts)	Madhya Pradesh (3), Chhattisgarh (3), Bihar (3)

**Note: The Department will separately intimate names of the districts to be covered under Study.**

## **c. Selection of Blocks**

Four blocks from each district will be selected on the basis of stratified random sampling and as per the criteria mentioned for selection of districts.

## **d. Selection of Adult Education Centres**

50 Adult Education Centres per district will be selected for collection of primary data:

## **e. Selection of Educators (Volunteer Teachers)/Motivators (Preraks)/Learners**

From each Adult Education Centre, 2 Preraks (Motivator) 5 Volunteer Teachers and 20 learners will be selected to canvas the Educator/Motivator/Learner level schedule.

## **f. Selection of Coordinators**

50% Coordinators engaged at State, District, Block level in Saakshar Bharat programme working in the selected States/Districts/Blocks will be interviewed for the Evaluation Study.

## **g. Selection of Functionaries**

50% functionaries of State Literacy Mission Authority (SLMA) of selected States, 10% of members of literacy committees constituted at Districts/Block/Gram Panchayat and around 100 other stakeholders of the scheme of Saakshar Bharat namely; officials of National Institute of Open

Schooling, New Delhi: officials of State Resource Centres for Adult Education and Jan Shikshan Sansthan funded under Adult Education scheme will be covered to gather primary information.

## **Tools**

Basic structured questionnaires will be prepared by the Department to generate primary and secondary information. The following instruments will be used for collection of quantitative and qualitative information.

**1. At AEC level** - It is proposed that the information will be collected on/from the following to conduct the study at AEC level:

- (i) AEC Observation Schedule (to be filled with the help of Preraks)
- (ii) Lok Shiksha Samiti at Gram Panchayat level Schedule (chairperson of the Samiti),
- (iii) Beneficiaries Schedule (20 learners),
- (iv) Voluntary Teacher Schedule (Prerak),

**2. At Block, District, State level** - It is proposed that 1 interview schedule will be developed to capture the views and responses from the programme managers at each Block, each District and at each State level, covered under the study.

## **National Appraisal and Coordination Agency (NACA)**

i) One of the Evaluating Agencies (EA) will act as National Appraisal and Coordination Agency for the study. Each bidder will quote for the regional appraisal study as well as for performing the function of National Appraisal and Coordination Agency separately. The Evaluating Agency who quotes the lowest for the role of National Appraisal and Coordination Agency (NACA), will be selected as NACA. The NACA will be designing the research tools and will synthesize the national report. All Evaluating Agencies will share all the data, documents and final reports for all the States in the region to the ministry. The ministry reserves the right to share all such data, documents and reports to the NACA.

ii) The Department reserves the right that in case of no bidder qualify for one or more than one region, the successful bidders for other regions will submit a separate bid for left out region. This is with the objective to complete the appraisal within the stipulated time frame. The bid for left over region will be undertaken after finalization of the successful bid/bids of other regions within three working days.

iii) Hence, it is clarified that there will be two stages for the bids. Stage-I bids will be for the five various regions and the stage-II bids will be for NACA work. Although, it is expected that any bidder has to furnish both the bids (Stage-I and Stage-II – both technical and financial) at the same time and before the stipulated last date for furnishing submission of bids. It is clarified that for the

purpose of the bidding exercise, the bids for NACA work is recognized as a separate work which involves integration and synthesis of the Evaluation Study conducted for five regions.

**Reference period**

The reference period of the study will mainly be from October, 2009 to March, 2017.

**Duration**

The time frame for the study will be 3 months from the date of signing of the contract but not later than 20<sup>th</sup> August, 2017.

\*\*\*\*\*

## **Summary Schedule**

<b>Name of the assignment</b>	: "Conducting Evaluation Study of Adult Education & Skill Development Scheme (Saakshar Bharat)
<b>Name of the Client</b>	: D/o School Education & Literacy, Ministry of Human Resource Development, New Delhi
<b>Method of selection</b>	: The bidders would be shortlisted on the basis of the laid down qualifications, etc. prescribed in the EoI. The request for proposal will be invited from the shortlisted organisations/bidders who will submit two bids i.e. technical and financial. The financial bids will be opened in respect of only those organisations/bidders who have been found to be technically qualified.
The Proposal submission address is	DEA(NLM-I), D/o SE&L, MHRD, Room No. 534-C, Shastri Bhawan, New Delhi -110115.
Time and Date of Opening of Proposals	: Will be intimated later on
<b>Place of Opening of Prequalification Proposals</b>	: Office of DEA-NLM-I, D/o SE&L, MHRD, Room No. 534-C, Shastri Bhawan, New Delhi -110115
<b>Validity Period of the Technical and Financial Proposals</b>	: Proposal must remain valid 90 days after the submission date. Clarifications may be requested not later than 3 days before the date of Submission of the proposal.
The address for requesting clarifications is	: DEA-NLM-I, D/o SE&L, MHRD, Room No. 534-C, Shastri Bhawan, New Delhi -110115

Proposals shall be submitted in English language. Proposals received after the stated time and date will not be considered and will be returned unopened.

### **Procedure for Selection of Evaluation Agency**

The Reputed Agencies/Organizations/Institutions/Societies will be shortlisted on the basis of proposals received in response of Expression of Interest (EoI). The shortlisted companies/firms are requested for sending their proposal in two bids i.e. technical and financial. The Institutions found qualified after the screening of the technical bids will be considered for opening of the financial bids. Under the QCBS procedure, the financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract.

Expected date for contract negotiations and finalization within one week from the date of opening of financial bids, maximum.

The cost to be incurred by the prospective Reputed Agencies/ Organizations/ Institutions/Societies to prepare the proposals and for negotiating the contract, including any visits to Ministry is not reimbursable as a direct cost of the assignment.



Information relating to evaluation of proposals and recommendations concerning award shall not be disclosed to the Evaluation Agency/Consultant who submitted the proposals or to other persons not officially concerned with the process.

**Ministry of HRD reserves the right to accept or reject any of the proposals submitted without assigning any reasons thereof.**

The Reputed Agencies/Organizations/Institutions/Societies would be given the option to conduct the Study for covering the States in particular region to **a maximum of two regions only. The successful bidders who are awarded region/regions for the Study will be eligible to further participate in the financial bid to the Study/Evaluation of the Saakshar Bharat scheme at the National Level.**

**PROCEDURE FOR SELECTION OF REPUTED AGENCIES/ ORGANIZATIONS/ INSTITUTIONS/ SOCIETIES FOR CONDUCTING EVALUATION STUDY (ES) OF THE SAAKSHAR BHARAT SCHEME**

The proposals for Evaluation (ES) study will be considered from the eligible Institute/Agencies in the country subject to the fulfillment of the following requirements:

**1. Procedure for Selection of Evaluation Agency**

The bidders would be shortlisted on the basis of the laid down qualifications, etc. prescribed in the EoI. The request for proposal will be invited from the shortlisted organisations/bidders who will submit two bids i.e. technical and financial. The financial bids will be opened in respect of only those organisations/bidders who have been found to be technically qualified.

**PROCEDURE FOR SELECTION OF REPUTED AGENCIES / ORGANIZATIONS/ INSTITUTIONS/ SOCIETIES FOR CONDUCTING EVALUATION STUDY (ES) OF SAAKSHAR BHARAT SCHEME**

The proposals for Evaluation (ES) study will be considered from the shortlisted Institute/Agencies in the country subject to the fulfillment of the following requirements:

**1. Submission of Bids**

The agency should submit Technical and Financial Bids in the following manner:-

Technical and Financial bids will be separate for each region agency applied for. If agency applies for 5 regions, 5 separate packets of each region will be submitted and each packet (Outer envelope) will contain Technical and Financial bids in two separate inner envelopes of that region, however, it is reiterated that individual bidder will be eligible to undertake study to a maximum of two regions only.

Evaluators of technical proposals will not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal will not be opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which have obtained minimum qualifying weightage/standards prescribed for the technical proposal.

One of the Executing Agencies (EA) will act as National Appraisal and Coordination Agency for the study. Each bidder will quote for the regional appraisal study as well as for performing the function of National Appraisal and Coordination Agency separately. The Executive Agency who quotes the lowest for the role of National Appraisal and Coordination Agency (NACA), will be selected as NACA. The NACA will be designing the research tools and will synthesize the national report. All Executive Agencies will share all the data, documents and final reports for all the States

in the region to the ministry. The ministry reserves the right to share all such data, documents and reports to the NACA.

## **2. Selection of the Agency**

The process of final selection of consultants will start by adopting following steps:

- (a) Preparation of Terms of Reference (ToR);
- (b) Preparation of cost estimate and the budget;
- (c) Preparation and issuance of the Request for Proposals (RFP);
- (d) Receipt of proposals;
- (e) Evaluation of technical proposals: consideration of quality;
- (f) Public opening of financial proposals;
- (g) Evaluation of financial proposal;
- (h) Selection of the winning proposal;
- (i) Negotiations with the selected Consultant, if required;
- (j) Award of the contract to the selected firm.

## **3. Cost Estimate (Budget)**

The cost estimate shall be based on the assessment of the resources needed to carry out the assignment; staff time, logistical support and physical inputs (for example, vehicles, equipment, etc.). The cost of study should be indicated in absolute monetary terms on turnkey basis.

## **4. Standard formats for Technical proposal**

The standard formats for Technical proposals include:-

- (i) Format for Letter of Proposal submission (Form-I).
- (ii) Format for Consultant's organization and experience (Form-II).
- (iii) Format for Approach and Methodology (Form-III).
- (iv) Format for Team Composition (Form-IV).
- (v) Format for Curriculum Vitae of key professionals (Form-V).
- (vi) Format for Work Schedule (Form-VI).

The standard format for financial proposal includes:

- (i) A summary sheet of the cost estimate to be quoted by the Consultant (Form-VII).

**5. Late Bids:** A late bid, that is received after the specified date and time of receipt, shall not be considered in the selection process.

## **6. Evaluation of Proposals: Consideration of responsiveness**

The evaluation of the proposals shall be carried out in two stages: At the first stage, evaluation of technical proposals would be taken up. The unsigned and incomplete proposal (not responding to the ToR fully and properly) will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality. Evaluators of technical

proposals shall not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal is not opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which obtain minimum qualifying marks/standards prescribed for the technical proposal. The evaluation shall be carried out in full conformity with the provisions of the ToR.

## **7. Evaluation of the quality**

The Department of School Education & Literacy (D/o S&L) shall evaluate each technical proposal (using the Evaluation Committee, taking into account criteria as prescribed in the RFP; (a) the Agency's relevant experience for the assignment, (b) the quality of the methodology proposed, (c) the qualifications of the key staff proposed and (d) capability for transfer of knowledge. The list of key positions (CVs) is given in Appendix-I. Each of the Responsive technical proposal will be evaluated for the criteria prescribed in the RFP by awarding marks so as to make total maximum technical score as 100. The criteria and weightage to each criteria or sub-criteria would depend on the requirements of each case and may be fixed objectively.

List of key position (CVs) are given in **Appendix-I**. The criteria for assigning weightage to key personnel are given in **Appendix-II**.

## **8. Evaluation of cost**

After completion of evaluation of quality, those agencies will be notified whose proposal did not meet the minimum qualifying standard, indicating that their financial proposal will be returned unopened after completing the selection process. In case of Quality and Cost Based System (QCBS), Consultants who have successfully satisfied the qualifying standard and obtained the minimum qualifying marks, the date and time set for opening the financial proposals shall be notified. In such a case, the opening date shall not be later than four weeks after the notification date.

The financial proposals shall be opened publicly in presence of the representatives of the technically qualified consultants who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened. The Central Evaluation committee (CEC) shall prepare the minutes of the public opening. For the purpose of evaluation, the total cost shall include all taxes and duties for which the employer makes payments to the Consultant and other reimbursable expenses included in the total cost, such as travel, translation, report printing or secretarial expenses. If conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the CEC shall reject any such proposal as nonresponsive financial proposal. However, if the CEC feels it necessary to seek clarification on any financial proposals regarding taxes, duties or any such matter, the CEC may do so by inviting responses in writing.

## **9. Selection of the Agency**

Under the QCBS procedure, the financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract.

The CEC will put up a report on financial evaluation of the technically qualified consultants to the competent finance authority along with their commendation that the least cost proposal (L-1) can be approved / invited for negotiation and for and awarding of final contract.

## **10. Rejection of all proposals and re-invitation**

The Union Ministry/ Department will have the right to reject any or all proposals of bidders/successful bidders at any stage without assigning any reason whatsoever with the objective to complete the Evaluation Study in the stipulated time frame ; at the risks and the cost of bidder/successful bidder.

**11.** The Union Ministry/Department also reserves the right to modify this document at the RFP stage to suit the objective of the Scheme appraisal in the stipulated time frame with assigning any reasons thereof.

## **LIST OF KEY POSITIONS (CVs)**

### **List of Key CVs**

The list of CVs to be provided as part of the Proposal:

#### **Principal Consultant**

- Should have at least 10 years of experience of leading Education/ Education related Governance projects of which the last 2 years should be in the capacity of Principal Consultant.
- Should be a post graduate in Technical/Management Discipline.
- Should have extensive experience of working with Central and State Governments.
- Should have led assignments in Education/ Adult Education related Project/Programme.
- Number of similar Projects handled: Five of which one in the capacity of Principal Consultant.
- Working with the Agency for at least Two years.

#### **Project Manager(s) (at least 4)**

- Should have at least 5 years of experience of Education/ Adult Education related Governance projects of which the last 2 years should be in the capacity of Senior Consultant.
- Should be a post graduate in Technical/Management Discipline.
- Should have extensive experience of working with Central and State Governments.
- Should have led assignments in Education/ Adult Education related Project/Programme.
- Should have been working with the Company for at least Two Years

#### **Team Members (at least 10)**

- Should have at least 3 years of experience in the areas of Education/ Adult Education related Projects/Programme.
- Work Experience 2 years on similar projects.
- Working with the Company for at least one year.

## **Impact Evaluation Study of Saakshar Bharat Scheme**

### **Format for Letter of Proposal**

Ref. No.

Date

To

The Deputy Education Adviser (NLM-I),  
Ministry of Human Resource Development,  
Department of School Education & Literacy  
Room No 534-C, Shastri Bhavan,  
New Delhi-110115

Subject: Proposal for conducting Evaluation study of Saakshar Bharat Scheme.

Sir,

With reference to your ----- dated..... on the subject cited above, we wish to apply for conducting the Evaluation Study of SAAKSHAR BHARAT scheme. In this connection, the following documents are submitted in two separate envelopes (the applicant may choose to apply for one or more than one region or even for all five regions separately). However, applicant shall mention the name of region applied for and mark it super scribe at the top of the envelope:

1. Technical bid (duly marked as Envelope No. 1-Technical Bid) containing brief about
  - Our organization and experience
  - Approach & Methodology of study
  - Team composition and CV of key personnel
  - Staffing schedule
  - Work schedule
2. Financial bid (duly marked as Envelope No. 2-Financial Bid) containing Financial Bid
  - Cost estimate

**Enclosures: as above**

Yours faithfully,

**Authorized Signatory**

## **Evaluation Study of SAKSHAR BHARAT SCHEME**

### **Format for furnishing details about Approach & Methodology of Evaluation Study**

1. Understanding about the study by the Agency (Maximum 500 words):
2. Approach (500 words)
3. Methodology of study (Details of methodology proposed to be adopted for various aspects of the study viz. selection of location, selection of beneficiaries, sampling method, source of data collection, its documentation, analysis and interpretation, including time period involved, to be provided here).

**(Authorized Signatory )**



**Evaluation Study of SAAKSHAR BHARAT SCHEME**

**Format for furnishing details about Team Composition (Key personnel proposed to be engaged in the study)**

1. Name of Agency
2. No. of full time professional staff available with the agency
3. Team composition for the study

<b>Sl. No.</b>	<b>Name</b>	<b>Area of Expertise</b>	<b>Position assigned</b>	<b>Duration (months)</b>
1.				
2.				
3.				
4.				

**(Authorized Signatory )**

**Evaluation Study of SAAKSHAR BHARAT SCHEME**

**Format for furnishing CV of Key personnel proposed to be engaged in the study**

(Separate sheet for each staff proposed to be engaged)

1. Name:
2. Date of Birth:
3. Educational Qualification:
4. Experience:
5. Position held, starting with the latest position:
6. Position assigned in the proposed study; and duration:

**(Authorized Signatory)**

**Evaluation Study of SAAKSHAR BHARAT SCHEME**

**Format for work schedule**

<b>Sl. No.</b>	<b>Activity</b>	<b>Months</b>
1		
2		
3		

**(Authorized Signatory)**

**Format for Financial Proposal**

**Evaluation Study of SAAKSHAR BHARAT SCHEME**

Ref. No.

Date

- 1. Name of Agency:
- 2. Reference No. of Technical Proposal:
- 3. Total amount proposed:
- 4. Break up of Expenditure:

<b>Sl. No.</b>	<b>Description of activity</b>	<b>Amount</b>
1.		
2.		
3.		
4.		
Total		
Tax and any other liability		
Grand Total		

**(Authorized Signatory)**

\*\*\*