

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

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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 Support to Voluntary  
Agencies for Adult Education and Skill Development**

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

**April, 2017**

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## 1. INVITATION FOR EXPRESSION OF INTEREST

**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 Scheme of Support to Voluntary Agencies for Adult Education and Skill Development.

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-III), Room No.-4, Wing-6, West Block-2, Sector-1, R.K. Puram, New Delhi-110066 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.5000.00 (Rupees Five Thousand) 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 Scheme of Support to Voluntary Agencies for Adult Education and Skill Development" on the top cover:

"Shri Manik Mandal, Deputy Secretary, (AE-I), DoSEL  
Ministry of Human Resources and Development, GOI  
Room No 317-C, Shastri Bhawan, New Delhi, 110115"

Queries if any may be referred in writing to the Deputy Secretary, (AE-I), at the above mentioned address or Telephone No.011-23381849 or at E-mail:manik.mandal@nic.in

(P.P. Nair)  
Deputy Secretary, (NLM-III),  
Deptt.of School Education & Literacy'  
Ministry of HRD, GOI, New Delhi

Note: DoSEL, 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 DoSEL, MHRD reserves the right to amend/add further details in the EoI.

## **TEXT FOR ADVERTISEMENT**

### **Scheme of Support to Voluntary Agencies for Adult Education and Skill Development 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 Scheme of Support to Voluntary Agencies for Adult Education and Skill Development – Central Sector Scheme of Government of India**

EOI is invited from Reputed Agencies/Organizations/Institutions/Societies to carry out Evaluation Study of **Scheme of Support to Voluntary Agencies for Adult Education and Skill Development –Central Sector Scheme of Government of India** implemented by the Department of School Education & Literacy, Ministry of Human Resource Development, Government of India from 2009 in 28 States and 2 Union Territories. The background and objectives of the Scheme are as follows:-

The Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, has been providing support to Voluntary Agencies in the field of Adult Education and (ii) Jan Shikshan Santhans. Both the Schemes were merged and modified scheme was renamed as "Scheme of Support to Voluntary Agencies for Adult Education and Skill Development w.e.f 1.4.2009. The main objective of the scheme is to secure extensive as well as intensive involvement of the voluntary sector in the endeavours of the Government to promote functional literacy, skill development and continuing education, particularly in 15-35 age groups, under the overall umbrella of National Literacy Mission Authority (NLMA). The scheme encompasses 3 components, namely, State Resource centres, Jan Shikshan Sanstans and Assistance to Voluntary Agencies

The State Resource Centres are mandated to provide academic and technical resource support to adult and continuing education through development and production of material and training modules. In Addition SRCs are required to conduct motivational and environmental building, action research and evaluation and monitoring, The State Resource Centres are categorised into two categories namely Category 'A' and Category 'B'. Jan Shikshan Sansthan (JSSs) are established to provide vocational training to no-literate, neo-literate, as well as school drop outs by identifying skills as would have a market in the region of their establishment. Mandate of JSSs is to provide skill development and life enrichment education to Adults having no or rudimentary levels of education. Priority groups to be covered by JSSs include women, SCs/STs/OBCs, other economically weaker sections, minorities. Jan Shikshan Sansthan (JSSs), have been categorized into three categories, namely, Category 'A', 'B' and Category 'C'. The new scheme which was implemented from 2009 is presently sanctioned upto March, 2017. An evaluation of the scheme is required to be conducted for its continuance beyond March, 2017. Presently no Grant-in-aid is being provided for the component of Assistance to Voluntary Agencies for Adult Education and Skill Development.

Terms of Reference for its Evaluation are given below:-

1. To examine the strengths and weaknesses of the Scheme and its implementation during the Plan period i.e 2009 to 2016-17.
2. To examine the impact and contribution of the scheme in the field of Adult Education and Skill Development vis-a-vis its mandate.

Suggestions recommendations for improvement in the scheme design and its implementation

### **State Resource Centres**

The State Resource Centre(s) (SRCs) are mandated to provide academic and technical resource support to adult and continuing education through development and production of material and training modules.

### **Jan Shikshan Sansthan**

JSSs provide vocational training to non-literates, neo-literates as well as school drop outs by identifying skills as would have a market in the region of their establishment. Priority groups to be covered by JSSs include women, SC, ST, OBCs and Minorities.

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

Broad objectives of the study are given below:

1. To assess the extent to which **Scheme of Support to Voluntary Agencies for Adult Education and Skill Development** has been able to achieve its objectives and related targets and the factors determining the same.
2. To identify constraints in the implementation of the scheme.
3. To suggest revisions in the scheme for further effective implementation.

<b>S. No.</b>	<b>Name of the Region</b>	<b>State wise number of SRCs</b>	<b>State-wise number of JSSs</b>
1	Eastern Regions	2 SRCs	5 JSSs
2	Western Region	2 SRCs	5 JSSs
3	Northern Region	2 SRCs	5 JSSs
4	Southern Region	2 SRCs	5 JSSs
5	Central Region	2 SRCs	5 JSSs
	<b>TOTAL</b>	<b>10 SRCs</b>	<b>25 JSSs</b>

**Note: The Department will intimate separately the names of State Resource Centres and Jan Shikshan Sansthan to be covered under the Study.**

**4. Expression of Interest (EOI) Document for Engagement of Consultant For Evaluation Study of Scheme of Support to Voluntary Agencies for Adult Education & Skill Development–Central Sector Scheme of Government of India.**

**1. Background:**

The Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, has been providing support to (i) Voluntary Agencies in the field of Adult Education and (ii) Jan Shikshan Santhans. Both the Schemes were merged and modified scheme was renamed as "Scheme of Support to Voluntary Agencies for Adult Education and Skill Development w.e.f 1.4.2009. The main objective of the



scheme is to secure extensive as well as intensive involvement of the voluntary sector in the endeavours of the Government to promote functional literacy, skill development and continuing education, particularly in 15-35 age groups, under the overall umbrella of National Literacy Mission Authority (NLMA). The scheme encompasses 3 components, namely, State Resource centres, Jan Shikshan Sansthan and Assistance to Voluntary Agencies.

## **Objective:**

### **State Resource Centres**

The State Resource Centre(s) (SRCs) are mandated to provide academic and technical resource support to adult and continuing education through development and production of material and training modules.

### **Jan Shikshan Sansthan**

JSSs provide vocational training to non-literates, neo-literates as well as school drop outs by identifying skills as would have a market in the region of their establishment. Priority groups to be covered by JSSs include women, SC, ST, OBCs and Minorities.

- 1.1 The **coverage of the beneficiaries under the Scheme is primarily SC, ST, OBC and women belonging to the deprived sections of the society.**
- 1.2 The **major achievements** of under the Scheme of Support to Voluntary Agencies for Adult Education and Skill Development:

#### **Major Achievements of State Resource Centre are as follows:-**

- (a) Primers developed in 13 regional languages and 26 dialects.
- (b) Provided support to State functionaries to trained 44.45 lakh Voluntary Teachers and 2.79 lakh Preraks.
- (c) Developed reading material on context specific different developmental issues
- (d) Conducted at least one research study per annum per SRC.

#### **Major Achievements of Jan Shikshan Sansthan are as follows:-**

- JSSs are largely functioning under the aegis of Voluntary organisations (as its Parent body). However, there are some JSSs which are not attached to any Parent body and few are functioning under the Universities or State Governments.
- Out of total 271 sanctioned JSSs, 3 are under Universities, 11 are independent (not attached to any Parent body), 2 are under Central/State Government and the remaining 255 are under Voluntary agencies.
- However, only 250 JSSs are presently functional and the remaining are either defunct/cancelled.

- Provides Vocational Training to Non-literate and Neo Literates as well as School drop outs having rudimentary level of education

### **Beneficiaries covered under Vocational Training Programme of JSSs**

S. No.	Year	Male	Female	Total
1.	2009-10	1,32,895	5,55,387	6,88,282
2.	2010-11	1,11,126	5,14,766	6,25,892
3.	2011-12	90,734	5,07,566	5,98,300
4.	2012-13	51,535	4,86,074	5,37,609
5.	2013-14	47,850	4,38,739	4,86,589
6.	2014-15	44,312	3,95,103	4,39,415
7.	2015-16	37,292	3,75,775	4,13,067
8.	2016-17	32,136	1,82,103	2,14,239*

\* Number of beneficiaries covered during the last quarter is awaited.

the services of an eminent "Bidder" (Institutions / Consultant / Agencies / 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 the Scheme of Support to Voluntary Agencies for Adult Education and Skill Development.**

- i) 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.
- ii) Study should be completed in a period of three months from the date of award of the study however not later than 31<sup>st</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 Secretary (AE-I), Room No.317-C Wing, 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.

**5. In pursuance of the existing Scheme of Support to Voluntary Agencies for Adult Education & Skill Development, 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 Support to Voluntary Agencies for Adult Education & Skill Development.**

**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 identify, enumerate and study positive deviations especially in management structure, funding pattern and implementation strategies in conduct of the programme;
- iii) To Study Qualitative and quantitative outputs and outcomes in respect of different designated activities;
- iv) To Suggest improvement and positive design of the programme in the current scenario.

- v) To study the felt need of the targeted adult non-literate beneficiaries for continuation of the Scheme 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 from the receipt of suggestions / comments after incorporating the suggestions / comments made at the time of presentation or provided by the MHRD, but not later than 31<sup>st</sup> August 2017.

## **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 any delay in submission of the draft and the final report of the Evaluation Study within 20<sup>th</sup> August 2017 and 31<sup>st</sup> August 2017 respectively. A penalty @ 1% per

day, of the released amount will be imposed on the Evaluating Agency in the event of delay in submission of the Reports as per schedule given above, for which no justification is provided. There should normally, be very strong and genuine grounds for waiver of penalty on account of delay. 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 [www.eprocurement.gov.in](http://www.eprocurement.gov.in) and is also posted on website of MHRD ([www.mhrd.gov.in](http://www.mhrd.gov.in)), and also published on 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 Support to Voluntary Agencies for Adult Education & Skill Development. 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 Secretary (AE-I), Adult Education Bureau, Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, Room No.317-C, 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 Support to Voluntary Agencies for Adult Education & Skill Development, 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 Support to Voluntary Agencies for Adult Education & Skill Development:** The "Bidder" to be declared successful after submission of RFP, would complete the Evaluation Study of the Scheme of Support to Voluntary Agencies for Adult Education & Skill Development within three months from the date of declaration but not later than 31<sup>st</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.

**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 the projects completed should not be less than Rupees One crore in each year, 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>
1	<b>Past Experience of Appraisal /Evaluation of Projects</b> (Total weightage 70%)			
1.1	Number of years of experience in Evaluation Study.	20%	14	Upto 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%	38.5	Less than-2- <b>ZERO</b> 3to5 no of Studies-15 6-9- 25 Marks 10 and abv-38.5
1.3	Past experience in carrying out studies in adult education related sector	25%	17.5	Less than-3- <b>ZERO</b> no of Studies Upto4 -7 5 and abv -17.5



<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/ (AE-I)	Member Secretary
Expert	Member
Expert	Member
Additional Director (DAE)	Member
Deputy Secretary (Finance), IFD	Member
Under Secretary (NLM-III)	Member

Apart from the above composition of the Committee, Consultants of TSG-NLM would be attached for day-to-day monitoring and secretarial services.

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 SUPPORT TO VOLUNTARY AGENCIES FOR ADULT EDUCATION & SKILL DEVELOPMENT 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 SUPPORT TO VOLUNTARY AGENCIES FOR ADULT EDUCATION & SKILL DEVELOPMENT

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 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 Vocational Training Centres, general background to be covered under Evaluation Study, details like number of beneficiaries.
  - (ii) The agency is expected to study at least 6 State Resource Centres, 25 Jan Shikshan Sansthan and 5 Vocational Training Centres under each JSS in different States by personal contacts at the centres and by verifying the records made available
  - (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 Support to Voluntary Agencies for Adult Education and Skill Development** 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 Support to Voluntary Agencies for Adult Education & Skill Development**

The National Programme of the Scheme of Support to Voluntary Agencies for Adult Education and Skill Development, is an ongoing Central Sector Scheme which imparts Vocational Training to illiterates, neo-literates and school drop-outs with focus on women and persons from disadvantaged groups.

**Methodology****Sampling Frame**

Present evaluation study will have the criteria as mentioned under specific objectives. For carrying out the evaluation of the Scheme of Support to Voluntary Agencies for Adult Education and Skill Development 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 10 State Resource Centres, 25 Jan Shikshan Sansthan and 5 Vocational Training Centres under each JSS in different States by personal contacts at the centres and by verifying the records made available and get feedback from interaction with different stakeholders including members of Governing Body of SRCs and Board of Management of Jan Shikshan Sansthan.

**Sampling Method**

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

**Tools**

Structured questionnaires will be prepared at various levels to generate primary and secondary information. The instruments will be used for collection of quantitative and qualitative information.

**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 31<sup>st</sup> August, 2017.

\*\*\*\*\*

## **Summary Schedule**

**Name of the assignment** : "Conducting Evaluation Study of Scheme of Support to Voluntary Agencies for Adult Education and Skill Development".

**Name of the Client** : D/o School Education & Literacy, Ministry of Human Resource Development, New Delhi

**Method of selection** : 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 DS(AE-I), D/o SE&L, MHRD, Room No. 317-C, Shastri Bhawan, New Delhi -110115.

Time and Date of Opening of Proposals : Will be intimated later on

**Place of Opening of Prequalification Proposals** : Office of DS-(AE-I), D/o SE&L, MHRD, Room No. 317-C, Shastri Bhawan, New Delhi -110115

**Validity Period of the Technical and Financial Proposals** : 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 DS-(AE-I), D/o SE&L, MHRD, Room No. 317-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.

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.

**PROCEDURE FOR SELECTION OF REPUTED AGENCIES /ORGANIZATIONS /INSTITUTIONS /SOCIETIES FOR CONDUCTING EVALUATION STUDY (ES) OF THE SCHEME OF SUPPORT TO VOLUNTARY AGENCIES FOR ADULT EDUCATION & SKILL DEVELOPMENT.**

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 SCHEME OF SUPPORT TO VOLUNTARY AGENCIES FOR ADULT EDUCATION & SKILL DEVELOPMENT**

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. 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.

## **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.

**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 Scheme of Support to Voluntary Agencies for Adult Education & Skill Development.**

**Format for Letter of Proposal**

Ref. No.

Date

To

The Deputy Secretary (AE-I),  
Ministry of Human Resource Development,  
Department of School Education and Literacy  
Room No 317-C, Shastri Bhavan,  
New Delhi-110115

Subject: Proposal for conducting Evaluation study of Scheme of Support to Voluntary Agencies for Adult Education & Skill Development.

Sir,

With reference to your ----- dated..... on the subject cited above, we wish to apply for conducting the Evaluation Study of Scheme of Support to Voluntary Agencies for Adult Education & Skill Development. In this connection, the following documents are submitted in two separate envelopes:-

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 Scheme of Support to Voluntary Agencies for Adult Education & Skill Development**

**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 Scheme of Support to Voluntary Agencies for Adult Education & Skill Development**

**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

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

**(Authorized Signatory )**

**Evaluation Study of Scheme of Support to Voluntary Agencies for Adult Education & Skill Development**

**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 Scheme of Support to Voluntary Agencies for Adult Education & Skill Development**

**Format for work schedule**

Sl. No.	Activity	Months
1		
2		
3		

**(Authorized Signatory)**

**Format for Financial Proposal**

**Evaluation Study of Scheme of Support to Voluntary Agencies for Adult Education & Skill Development**

Ref. No.

Date

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

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

**(Authorized Signatory)**

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