

**H.P. State Institute of Rural Development,  
Fairlawn, Shimla-171012 (H.P.)**

**EXPRESSION OF INTEREST**

H.P. State Institute of Rural Development, Fairlawn, Shimla invites **Expression of Interest** for Research Study: **Trainings' Impact Assessment Study**. The details may be downloaded from website <http://www.hipashimla.nic.in>. The date for submission is **26-2-2018 upto 02:00 P.M.**

**Director,  
H.P. State Institute of Rural Development,  
Fairlawn, Shimla-171012 (H.P.)**

# Expression of Interest

No: HIPA (Trg.) C – 25/2017

Two-tier structured (Eligibility-cum-Technical and Financial) sealed expression of interest is invited from practitioners, retired officials, individuals, resource persons, consultants, institutions, NGOs etc. having proven work experience in Research and Training in Social Development to undertake the research study: **Trainings' Impact Assessment Study.**

## 1. Schedule of the Events

1.	Issue of RFP	<b>3<sup>rd</sup> February, 2018.</b>
2.	Receipt of bids	<b>On or before 26<sup>th</sup> February, 2018 upto 2.00 PM in the office of DIRECTOR, at Fairlawn, Shimla.</b> Any bid received after the deadline for submission of bids will be considered "late" and will be rejected.
3.	Opening of Pre-qualification bid	<b>On 26<sup>th</sup> February, 2018, at 3.00 PM onwards at SIRD, HP Fairlawn, Shimla-171012</b>
4.	Detailed presentation regarding their understanding of the project	All the bidders who qualify the basic eligibility criterion shall be called for a detailed presentation regarding their understanding of the project, methodology to be adopted for the implementation of the project with time lines on <b>12<sup>th</sup> March, 2018 at HP SIRD, Fairlawn, Shimla-171012</b>

Notwithstanding anything else contained to the contrary to above, DIRECTOR, SIRD, Himachal Pradesh reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

## 2. PRE-QUALIFICATION CRITERIA

The pre-qualification criteria for undertaking the project is as per under:

1. The Bidder must be a practitioner or retired official or individual or resource person, or consultant or institution, NGOs etc having proven work experience in implementation or Training and Research in Social Development. The bidder should have been in implementation or training & research business in Social Development atleast for last 2 years or more.
2. The individual bidder should be possessing master's degree in social sciences or should have a team of researchers having master's degree in social sciences with experience of social research.
3. The bidder should have experience in doing social research with published work.
4. The bidder must have executed at least two research studies or research projects on social research project with any State Government/university/NGO or other agency. Bidder has to provide details and documentary proof of all such projects and reference details.
5. The bidder should have been filing income tax returns for last two years. Bidders have to provide details and documentary evidence of filing income returns.
6. The Bidder should have to arrange for data collection and electronic data processing with Investigators/computer operators.
7. No Consortium bidding will be allowed.
8. The bidders must submit an undertaking that SIRD, HP will have the Intellectual Property Rights on the study, so undertaken, within the framework of this Bid.
9. Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Government. A self-declaration certificate should be submitted as part of Pre-qualification bid.
10. DIRECTOR, SIRD, Himachal Pradesh reserves the right to accept or reject any or all responses without assigning any reason.

**Only successful Bidders who qualify in Technical bid and presentation will be called for opening of commercial bids.**

## 3. SCOPE OF WORK

The scope of the work includes the following broad components:

1.	<b>Title of the study</b>	<b>Trainings' Impact Assessment Study</b>
2.	<b>Main Theme</b>	Research Study on <b>Assessment of Impact of Trainings organized by SIRD, HP in three years 2014-15 to 2016-17</b>
3.	<b>Sub-Theme</b>	To look into the status of trainings imparted by SIRD, HP in last three years at HQ, off campus through regional centres with a view to analyze the impact of training on trainees. The study will include design of training programmes in terms of module/contents, performance of faculty, delivery of training, logistics arrangement i.e. infrastructure and training aids.

4.	<b>Team Composition</b>	1 Researcher -1 2. Investigators-4 3. EDP Asstt- 1
5.	<b>Date of Initiation</b>	Within one week from the date of award
6.	<b>Time</b>	100 Days Maximum
7.	<b>Need for the study</b>	<p>The capacity of officers, officials and elected representatives has a direct bearing on the lives of people in terms of the programme implementation as well as delivery of benefits to the people. The training imparted by the institutions constituted for this objective has a direct effect on the knowledge, skill and attitude of the officials and non-officials. Though training institution engaged in this process are following the capacity building effort in accordance with the policy and guidelines of Govt. yet it becomes prudent to evaluate the impact of these trainings with a view to reflect upon as well as to initiate improvement for future.</p> <p>The present study through intensive field investigation, intends to explore the impact of training on the participants/trainees based on the interaction with the selected sample observations. The study data collected will be analysed with the analytical framework to draw the results on the different dimension listed in the objectives of the study. The findings will be drawn on the basis of the results and suggestions will be made for improvements in future.</p>
8.	<b>Objectives</b>	<p>The specific objectives of the study will be:</p> <ol style="list-style-type: none"> <li>i. To study the trainings imparted by SIRD,HP for three years to examine the impact of trainings.</li> <li>ii. To study and analyse the design of training courses, contents, delivery methodology, performance of inhouse and guest faculty besides the infrastructure invested for training.</li> <li>iii. To draw results on the quality and quantity aspects on the dimensions stated above.</li> <li>iv. To suggest measures for improvement and effective trainings on the basis of findings.</li> </ol>
9.	<b>Study Area</b>	The study will be undertaken in the State of Himachal Pradesh on the basis of the random sampling techniques.
10.	<b>Methodology and Sample Size</b>	<p>The criteria for sample selection will be respondents from training universe from three years who were part of the trainings at State and below levels. The respondents will include the following.</p> <ol style="list-style-type: none"> <li>1. Trainees: Officials, Non-Officials and Elected Representatives (10% of 5900 persons)</li> <li>2. Reporting officers (10% of 500 persons)</li> <li>3. Faculty <ol style="list-style-type: none"> <li>a. SIRD Faculty (100% i.e. 7 persons )</li> <li>b. ATI Faculty (100% i.e. 12 persons)</li> <li>c. Guest Faculty (20% of 300 persons)</li> </ol> </li> </ol>

11.	<b>Analytical Framework</b>	The information collected through primary and secondary sources will be compiled and arranged to suit the requirements and objectives of the research proposal. The data hence compiled may be analyzed with the help of appropriate quantitative, qualitative and statistical methods.
12.	<b>Data Collection</b>	<p>The data will be collected on pre designed schedules, through FGD and interviews besides secondary sources of information. The information will be collected on the following aspects for every year at HQ and lower levels.</p> <ul style="list-style-type: none"> <li>• No of trainings courses</li> <li>• Themes of trainings</li> <li>• No of Participants</li> <li>• Category wise persons trained</li> <li>• Gender, category and religion profile</li> <li>• Profile of participants with qualification, expertise and experience</li> <li>• Duration of courses</li> <li>• Faculty- In house/Guest</li> <li>• Manpower: Officers, faculty and staff in SIRD</li> <li>• Profile of faculty with qualifications, expertise and experience</li> <li>• Performance of Training Faculty</li> <li>• Training methods usage and usefulness/effectiveness</li> <li>• Relevance of Trainings</li> <li>• Programmes – Need based</li> <li>• Preparatory- Need assessment</li> <li>• Frequency of theme based trainings</li> <li>• Frequency of participants attending the same trainings</li> <li>• Usefulness of training besides quality</li> <li>• The infrastructure for training</li> <li>• Funding available and utilization with source</li> <li>• Feedback of participants, officers and faculty</li> </ul>

#### 4. Deliverables:

Hard & editable soft copies of study report within maximum 100 days from date of award of work.

#### 5. Time Schedule

The study will be completed in a period of 100 days from the date of the receipt of the work award letter. (Submission of Report: **10 Days after presentation of Draft Report**)

#### 6. Payment : The payment will be made in three instalments

- The first instalment of 20% will be released after presentation of schedules and FGD framework.
- The second instalment of 20% will be released after presentation and submission of the draft report.

- The third instalment of 60% will be released after submission of the final report and satisfactory acceptance of the report by the Director, HPSIRD.

## **7. Penalty**

The study will be completed within 100 days from the date of the work award letter. Editable soft and hard copy of the report will be supplied. In case of delay in the completion of work, the penalty will be imposed at the rate

- 1% of the cost of the work for every week of delay of the work upto 4 weeks.
- 2% of the cost of work per week for every week beyond 4 weeks upto 8 weeks for any delay,
- 5% of the cost of work for any delay beyond 8 weeks, the whole period (preceding and succeeding) will be charged @ 5% penalty.

## **8. Earnest Money:**

The earnest money amounting to Rs. 10, 000/- will be submitted by the bidders in the shape of account payees bank draft or duly pledged fixed deposit receipt from a commercial bank which will remain in the custody till the satisfactory acceptance of the study report by the successful bidder.

## **9. Performance Security**

The performance security of an amount equal to ten percent of the value of the contract will be provided by the successful bidder on the award of the contract in the shape of account payees bank draft or duly pledged fixed deposit receipt from a commercial bank. The performance security will remain valid for a period of sixty days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of SIRD.

The desirous candidates may submit their proposal indicating their previous experience in the field with expected honorarium to SIRD, HP on or before **26<sup>th</sup> February, 2018 upto 2.00 PM**

## Checklist

### PRE-QUALIFICATION BID

#### Compliance statement

Sr. No.	Eligibility Criteria	Yes / No
1)	Acceptance of Terms and conditions of TENDER	
2)	Proof/Certificate of Bidder being a practitioner or retired official or individual or resource person, or consultant or institutions, NGOs etc having proven work experience in implementation or Training and Research in Social Development Bidder Profile <b>(Please refer to criteria 2.1 )</b>	
3)	Proof/Certificate of Bidder possessing master's degree in social sciences <b>(Please refer to criteria 2.2 )</b>	
4)	Proof/Certificate of Bidder possessing experience in doing research in Training and Research in Social Development <b>(Please refer to criteria 2.3 )</b>	
5)	Proof of Bidder having executed at least two research studies or research projects on Research in Social Development project with any State Government/university/NGO or other agency <b>(Please refer to criteria 2.4 )</b>	
6)	Proof of Bidder having filed income tax returns for last two years <b>(Please refer to criteria 2.5 )</b>	
7)	Details of arrangements for data collection and electronic data processing with research associates/computer operator <b>(Please refer to criteria 2.6 )</b>	
8)	Undertaking by the bidder that SIRD, HP will have the Intellectual Property Rights on the study, so undertaken, within the framework of this Bid <b>(Please refer to criteria 2.8 )</b>	
9)	Declaration of ineligibility for corrupt and fraudulent practices <b>(Please refer to criteria 2.9 )</b>	
10)	Earnest money amounting to Rs. 10,000/- in the shape of account payees bank draft or duly pledged fixed deposit receipt from a commercial bank <b>(Please refer to criteria 8 )</b>	
11)	Undertaking by the bidder that performance security of an amount equal to ten percent of the value of the contract will be provided by the successful bidder on the award of the contract in the shape of account payees bank draft or duly pledged fixed deposit receipt from a commercial bank <b>(Please refer to criteria 9 )</b>	

## Technical bid

1. A brief description of the background and organization of firm/entity or individual and each associate for this assignment

### 2. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal in maximum up to 5 (five pages) pages, (inclusive of charts and diagrams) divided into the following three parts:*

*a) Technical Approach and Methodology,*

*b) Work Plan, and*

*c) Organization and Staffing,*

(a) **Technical Approach and Methodology:** Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

(b) **Work Plan:** In this part, propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

(c) **Organization and Staffing:** In this part, propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.



## Financial bid

### Form I-SUMMARY

COST COMPONENT	COST
Sub Total: Human Resources Remuneration Component	
Sub Total: Expenses other than Human Resources Component	
Sub Total: Expenses on account of travel costs	
Organizational Overheads/Indirect Costs	
TOTAL	
Applicable Taxes	
<b>GRAND TOTAL</b>	

### Form II- BREAKDOWN OF REMUNERATION

NAME OF TREAM MEMBER	POSITION FOR THE PROPOSED ASSIGNMENT	RATE/DAY OR MONTH	TOTAL NO. OF DAY/MONTHS REQUIRED	AMOUNT

1 Positions of Professional Staff shall coincide with the criteria 2.6.

2 Indicate the rates in terms of days for total duration equal to or less than 100 days.

### FORM-III BREAKDOWN OF EXPENSES OTHER THAN REMUNERATION

NO	COST HEAD	DESCRIPTION	UNIT FOR CALCULATION	UNIT COST	NO OF UNITS	AMOUNT

This will include all costs other than human resources like per diem, lodging & boarding, stationery, communication, reproduction, equipment, materials, printing, computers, training venue or logistics, office maintenance, insurance, rentals, etc.

Please put overall travel budget in this format as well as provide a detailed travel break up in the format below.

### FORM-IV TRAVEL COST CALCULATION

NAME OF TEAM MEMBER	DESIGNATION	NO. OF TRIPS ENVISAGED	DESCRIPTION OF TRIPS (Places from & to; mode of travel; etc.)	RATE PER TRAVEL	AMOUNT

### Criteria for Contract Award

Highest combined score based on 70% technical offer and 30% financial cost (to be invited from shortlisted bidders after evaluation of Technical Bids) weight distribution and full acceptance of the HP SIRD contract general terms and conditions. This is a mandatory criteria and can't be deleted regardless the nature of services required. Non acceptance of the general terms and conditions may be grounds for the rejection of the proposal

#### Criteria for the Assessment of Proposal

##### Technical proposal (70%) –

Quality Based Selection				Total Marks
<b>1.</b>	<b>a.</b>	<b>Eligibility &amp; Track Record</b>		<b>30</b>
		<b>i.</b>	Qualifications of the bidder in the thematic area	10
		<b>ii.</b>	Experience of Social Development Sector	10
		<b>iii.</b>	Execution of research studies or projects on Social Development Sector	10
<b>2.</b>	<b>b.</b>	<b>Understanding of the Work and execution plan</b>		<b>20</b>
		<b>i.</b>	Clarity of the work	7.5
		<b>ii.</b>	Soundness of the execution plan & Timelines	7.5
		<b>iii.</b>	Plan for the attempting i.e. adequacy	5
<b>3.</b>	<b>c.</b>	<b>Proposed Project Team</b>		<b>20</b>
		<b>i.</b>	No. of research associates with relevant experience	10
		<b>ii.</b>	Arrangements for electronic data processing	10
<b>Total</b>				<b>70</b>

##### Financial (30%) –

To be computed as a ratio of the proposal's offer to the lowest price among the proposals received by HP SIRD

#### EVALUATION PROCESS

The process to be followed for evaluation of proposals is provided below:

1. Technical & Financial Proposal are to be in separate sealed envelopes.
2. Technical Proposal opened and evaluated as per decided criteria
3. Bidder receiving 50% or more score for technical proposal to be selected and financial proposal of the selected Bidder opened.
4. Negotiations carried out with the selected Bidder
5. Contract awarded, in case negotiations are successful
6. In case negotiations are unsuccessful, Bidder receiving second highest score in technical proposal evaluation is invited, their financial proposal opened and negotiations carried out with them.
7. Contract awarded, in case negotiations are successful.
8. Once the contract awarded, all unopened financial proposals to be returned to respective agencies