
Request for Proposal
for
Training Needs Assessment
(TNA) of Adolescent & Women of
Uttarakhand

From
Uttarakhand Women & Child
Development Society

RFP Issued by: **The Vice Chairperson,**
 Uttarakhand Women & Child
 Development Society,
 (Dept. of Women & Empowerment &
 Child Development)
 Suddhowala, Near Nanda ki Chowki,
 Chakrata Road, Dehradun,
 Uttarakhand.

1. INTRODUCTION

The Constitution of India provides for equal rights and privileges for men and women and makes special provisions for women to help them improve their status in society. A number of social enactments have been put on the statute books for removing various constraints which hindered their progress. In spite of these measures, women have lagged behind men in different spheres, especially in income generation. According to an estimate, less than 20% of the total female population in the country falls in the category of "workers". The unpaid economic activities of women and their contribution through work in the domestic sectors remain unreported in the census. An ILO study has estimated that the value of unpaid household work constitutes 25-39 per cent of the total gross national product in developing countries.

In the earlier phases of developmental planning, the concept of women's development was mainly 'welfare' oriented; which has witnessed a paradigm shift and is now focused on 'development'. This entails initiating various types of programmes for women which focus on their overall development, including their vocational skills. During the last three five year plans the focus has been on 'Empowering Women as the Agents of Social Change and Development'.

In pursuance of the above, a number of initiatives have been launched by various departments for development of women. The Uttarakhand Women & Child Development Society (UWCDS- A society registered under the Societies Registration Act) under the aegis of the Department of Women Empowerment and Child Development (Uttarakhand) has also organized a number of training programmes for adolescent girls & women in the State.

Under the ICDS program, various vocational and skill development activities are organized for adolescent girls through Kishori Shakti Yojna and SABL Scheme; to enable them to take charge of their lives. On the other hand, the Uttarakhand Women & Child Development Society (UWCDS) organizes women to form Self Help Groups and empowers them to come forward to take up

income generating activities so that they could be mainstreamed in the development process at par with men.

Being broad based, these initiatives, do not comprehensively address the area-specific training and capacity building needs of the adolescent girls and women of the State. The training needs differ from region to region based on the opportunities available in a particular region and the capacity of various social and/or age groups to exploit them. Moreover, the aspirations of adolescent girls for career development also differ from place to place and region to region, based on their background and the career development opportunities available to them from time-to-time.

Further, the training needs would be different for different cross sections of women and adolescent girls, based on their socio-economic condition, educational status, marital status, and across various age-groups.

In the above backdrop, there is a need to identify economic and career development opportunities for women and adolescent girls in different districts/regions of the State and provide training to them, so as they may gainfully exploit the same to become an active partner in social development process.

Accordingly, it has been decided by the Uttarakhand Women & Child Development Society (UWCDS) to conduct a 'Training Needs Assessment (TNA) Study' across the State for the women, including adolescent girls, with a view to design and implement more beneficial, customized & need based training programmes for their holistic development.

The findings of the TNA are expected to focus on—

- ❖ Various trades/areas in which the target beneficiaries require training.
- ❖ Category – wise training needs.
- ❖ Mapping of already available avenues of trainings (district-wise).

Answers to these questions would help in designing trainings for maximizing the benefits out of it and to enhance the actual utilization of skills imparted to the beneficiaries.

2. RFP INSTRUCTIONS

All proposals received by the deadline will be reviewed for responsiveness to the specifications outlined in this RFP document. Technical and Financial Proposals should be prepared and submitted separately.

The policy of UWCDS requires that the contracted agency should provide objective and impartial advice and at all times hold the Government's interests paramount, strictly avoid conflicts with other assignments or their own organizational/corporate interests and act without any consideration for future work.

Contracted agency shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the UWCDS, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the agency or the termination of its Contract.

No agency or current employees of the Government sector shall work as Consultants under their own ministries, departments, or agencies. Recruiting former government employees of the Government to work for their former ministries, departments, or agencies is acceptable provided no conflict of interest exists.

The UWCDS requires that agency participating in UWCDS-financed projects adhere to the highest ethical standards, both during the selection process and throughout the execution of the assignment.

3. PURPOSE OF THE RFP

The purpose of the RFP is to receive Technical & Financial proposals for 'Training Needs Assessment (TNA) of Adolescent Girls and Women in the age group of 15-45 Years from agencies having experience in providing technical assistance to UWCDS or ICDS or Department of Women Empowerment & Child

Development, Govt. of Uttarakhand or to other State/Central Government agencies/departments; more specifically mentioned ahead—

- ❖ To obtain detailed written proposals from agencies regarding their proposed work plan, implementation schedules, proposed methodologies, selection of the sample size and approaches to be utilized for TNA of Adolescent Girls and Women in the age group of 15-45 years
- ❖ The budgetary requirement along with heads for undertaking the various activities mentioned in the technical proposal.

4. OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to assess the training needs of adolescent girls and women (15-45 years) in the State. The specific objectives of the assignment are presented ahead—

- ❖ To assess the training needs of the adolescent girls and women in the following three age-groups separately—
 - 15-18 Years
 - 19-25 Years
 - 26 to 45 years
- ❖ To segregate the trainings needs on the following parameters related to respondent adolescent girls/women—
 - Social category-wise training needs
 - Economic category-wise training needs
 - Education-wise training needs (including the needs of out-of-school and drop-outs)
 - Marital status-wise training needs
- ❖ To ascertain the preference of the beneficiaries towards residential and non-residential trainings.
- ❖ To ascertain the reasons behind the willingness of beneficiaries to take training in a particular trade/areas and what will be the impact of desired training in their living status.
- ❖ To prepare district-wise Training needs assessment reports along with graphical representations, wherever necessary.

5. SAMPLE THE ASSIGNMENT

Selection of Districts: All the 13 districts of the State will be covered under the study.

Selection of Blocks: Three (3) Blocks will be selected from each district— one nearest to district HQ, one in middle and one farthest from the DHQ (remote block). Thus, a total of 39 ICDS projects will be selected for the study. The blocks to be selected for the study will be identified in consultation with the SPMU (UWCDS) and concerned District Programme Officer (DPO), ICDS.

Selection of Respondents Girls and Women: A total of 4138 Adolescent Girls/Women will be interviewed for the study. The sample in each district will be selected in accordance with the proportion of female population of district in total State's female population.

The following age-group categories of Adolescent Girls/Women will have equal representation in the overall sample and in sample of each district-

- ❖ Those in the age-group of 15-18 Years
- ❖ Those in the age-group of >19-25 Years
- ❖ Those in the age-group of > 25-45 Years

Further, while selecting the respondents it will need to be ensured that the respondent profile is representative of the following categories-

- ❖ Education— Never Enrolled/Illiterate, Up to Class-8, Up to Class-12, Graduates/Post-graduates
- ❖ Social Category— SC, ST, OBC, General, Minority
- ❖ Economic Category— APL, BPL
- ❖ Marital Status— Married, Unmarried, Divorced/Widow/Abandoned

6. DURATION OF THE ASSIGNMENT

The duration of the assignment will be six months from the date of signing the agreement.

7. DELIVERABLES

The following would constitute the key deliverables of the assignment—

- ❖ Research tools
- ❖ Analyzed data (soft copy)
- ❖ Draft Report containing district-wise details (soft and hard copies)
- ❖ Final Report containing district-wise details (soft and hard copies)

8. PERFORMANCE STANDARDS

The UWCDS expects the selected agency to deliver high standards of services. The agency should submit a detailed work plan in their technical proposal to facilitate the delivery of best in class services.

The UWCDS reserves the right to check/monitor/evaluate the work of the selected agency periodically or at any point during or after the project duration or may assign this responsibility to any agency or individual.

9. EVALUATION CRITERIA

A review panel or committee constituted by the Vice Chairperson, UWCDS will evaluate proposals.

The key issues to be considered while preparing and submitting the Technical & Financial proposals are presented at Annexure-I and Annexure-II, respectively

The review committee will use “Best Value” criteria to determine the proposal most advantageous to the UWCDS. The award shall be made to the responsive and responsible applicants whose technical and cost factors offer the best value to the UWCDS.

Two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened.

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

- a. Technical proposals scoring not less than 75% of the total points will only be considered for financial evaluation. The client shall simultaneously notify the agencies who have secured the minimum qualifying marks indicating the date and time set for opening of financial proposals. The notification may be sent by registered letter, fax, or electronic mail.
- b. The financial proposal shall be opened publicly in the presence of the representatives of short-listed agencies who choose to attend. The name of the consultants, the quality score, and the proposed prices shall be read aloud and recorded when the financial proposals are opened. The client shall prepare the minutes of the public opening.
- c. The evaluation committee will determine whether the financial proposals are complete (i.e. whether they have done costing for all items of the corresponding technical proposals. The client will provide 75% weightage for technical proposals and 25% weightage for financial proposals. The client will select the agency scoring maximum combined score and invite them for negotiations.

The technical proposals will be evaluated using the following criteria—

- ❖ Age of the firm (The firm should have been in existence for a minimum of 3 years)
- ❖ Experience of working in the sector and relevant experience, especially in Uttarakhand in the women & child development sector (Documentary proof to be enclosed)
- ❖ Methodology proposed
- ❖ Manpower proposed to be deployed (Detailed CVs to be enclosed)
- ❖ Having local presence in Uttarakhand (having office in Uttarkhand)

-
- ❖ Minimum turnover of Rupees 10 Lakh for last three financial years
 - ❖ Strategy of sample selection

10. HOW THE PROPOSALS SHOULD BE MARKED, PACKAGED AND SUBMITTED

- i. Sealed proposals shall be submitted in one outer and two inner envelopes
- ii. The first inner envelope shall be marked as 'Technical Proposal', mentioning the RFP Title on top and addressed as follows—

The Vice Chairperson,
Uttarakhand Women & Child Development Society,
(Dept. of Women & Empowerment & Child Development)
Suddhowala, Near Nanda ki Chowki,
Chakrata Road, Dehradun,
Uttarakhand.

- i. The technical proposal should be accompanied with an **Earnest Money Deposit** of Rs. 10,000/- (Rupees Ten Thousand Only).
 - ii. The Earnest Money Deposit should be submitted only through a crossed Demand Draft in favour of the Vice Chairperson, Uttarakhand Women & Child Development Society, payable at Dehradun; failing which the Bid will be rejected.
 - iii. In case, any Technical Bid is found to be incomplete in any respect, the same shall be rejected summarily.
 - iv. The 2nd inner envelope shall be marked as 'Financial Proposal', mentioning the RFP Title on top and addressed in the same manner as 1st envelope.
 - v. In the Financial Proposal (as in Annexure-II), the rates should be indicated clearly, both in figures and in words in Indian currency. The rates quoted should be inclusive of all Taxes. No additional amount will be paid for Taxes, over and above the quoted rates.
 - vi. The rates quoted should remain valid for a period of 12 months from the date of opening of the tender.
-

-
- vii. Both inner envelopes, properly sealed, shall be kept in an outer envelope, mentioning the RFP Title on top and addressed in the same manner as the first inner envelope.
 - viii. All the three envelopes, that is, two inner and one outer, shall indicate bidders name and address.
 - ix. Proposals received in any manner other than as outlined in clause i to x above will be invalidated.
 - x. The proposals may be sent on or before 31th August, 2012 till 4:00 pm.

11. Key Terms and Conditions

- i. The Technical Proposals will be evaluated on the basis of their overall responsiveness towards the objective of the assignment and this RFP.
- ii. The successful bidder shall enter into an agreement with the department. At the time of agreement, the bidder shall furnish a **Performance Security** of Rs. 50,000/- (Rupees Fifty Thousand Only); in form of a Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a Nationalized Bank in favour of the Vice Chairperson, UWCDS, Uttarakhand, payable at Dehradun.
- iii. If the agency fails to submit the Performance security, the Earnest Money will be forfeited and tender may be refloated on his risk and cost.
- iv. The duration of the assignment will be six months from the date of signing the agreement. In case of an exigency, prior approval of the Vice Chairperson, UWCDS, Uttarakhand, shall be compulsory for extension of time limit.
- v. If the bidder agency fails to complete the assignment, on or before the due date of completion as mentioned in the work order, they will be charged with a penalty @ 1% (of the total cost of the assignment) per week. In case, the agency fails to complete the assignment, they shall be liable to pay liquidated damages equal to 2% of the total cost of the assignment.
- vi. Provided further that the amount of such damages may be recovered/ adjusted or set off against any sum payable to

-
- the agency arising under this or any contract or the security deposit made under this contract.
- vii. The Vice Chairperson, UWCDS, Uttarakhand reserves the right to forfeit the security amount, in case of breach of any term or condition of the contract.
- viii. The agency shall raise bill for payment in triplicate to the Vice Chairperson, UWCDS, Uttarakhand.
- ix. Payment will be made as per the conditions of agreement.**
- x. The security deposit shall become refundable to the Consultant/Agency only on the expiry of liability period of 60 days after completion of the assignment.
- xi. The Technical Proposal should be prepared in line with the guidelines presented at **Annexure-I**.
- xii. The Technical proposal should be accompanied with the copy of Registration Certificate of the Organization (at least three years old), copy of PAN/TAN of the Organization; and copies of Audited Balance Sheets (last 3 Financial Years).
- xiii. The Government of Uttarakhand reserves the right to award the contract in full or in parts to one or more agencies.
- xiv. Any disputes arising between the agency and the UWCDS Directorate, Uttarakhand shall be referred to the Secretary, Women Empowerment & Child Development, Govt. of Uttarakhand, who in turn will appoint an arbitrator, whose decision will be final and binding on the consulting/research agency and UWCDS. The jurisdiction for any disputes will be limited to the State of Uttarakhand.
- xv. Any default or breach of contract shall lead to forfeiture of security deposit of the successful bidder besides such other action as may be considered appropriate by the Vice Chairperson, UWCDS, Uttarakhand, including black listing, de-listing the bidder for future.

Annexure-I

Technical Proposal Submission Format

- ❖ Applicants are expected to review, understand, and comply with all aspects of this RFP. Failure to do so will be at the applicant's risk.
- ❖ Each applicant shall furnish the information required by this RFP. The applicant shall sign the proposal and print or type its name on the Cover Page of the technical proposal. Erasures or other changes must be initialed by the person signing the proposals.

Technical proposals should be specific, complete and presented concisely and should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program.

Therefore, the agency should submit their technical proposal as follows –

- a. Brief description about the organization.
- b. Methodology & technical approach
- c. Realistic work plan with timeframe
- d. CVs of Key persons.
- e. Past Experience in similar nature of assignment (Demonstrated experience of having worked closely and/or in partnership with ICDS or Dept. of Women Empowerment & Child Development at both macro and micro level in the state of Uttarakhand)—
Documentary evidences to be attached in this regard
- f. Copy of Registration Certificate of the Organization (at least three years old)
- g. Copy of PAN/TAN registrations of the Organization
- h. Copies of Audited Balance Sheets (last 3 Financial Years)

Technical Proposal Covering Letter

To,
The Vice Chairperson,
Uttarakhand Women & Child Development Society,
(Dept. of Women & Empowerment & Child Development)
Suddhowala, Near Nanda ki Chowki,
Chakrata Road, Dehradun,
Uttarakhand.

Date:

**Subject: Proposal for Training Needs Assessment (TNA) of Women
15-45 Years**

Sir,

We, the undersigned, offer to provide our services, in accordance with your Request for Proposal dated and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed in an envelope.

We hereby declare that all the information and statements made in these Proposals are true and we accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake that we understood all the terms and conditions given in this RFP document, and if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in contract award letter.

We understand you are not bound to accept any Proposal you receive and the decision of the evaluation committee formed under your chairmanship will be final.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Agency:

Address:

Annexure-II

Financial Proposal Submission Format

Sl.	Particular	Amount (INR)
1	Manpower Cost (Honorarium, Salary, etc.)	
2	Fieldwork Expenses	
3	Data Entry & Processing Expenses	
4	Miscellaneous & Other Expenses	
5	<i>Sub Total</i>	
6	Taxes	
Grand Total (5+6)		

(Signature of Authorized Person)
Designation

***: The details/break-up of the aforesaid expenditure heads should be presented separately**